

OHIO STATE ATI / DISABILITY SERVICES / WOOSTER

# STUDENT HANDBOOK



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

*—We Sustain Life—*

**[ati.osu.edu/disability-services](https://ati.osu.edu/disability-services)**

## Table of Contents

Office Contact Information .....	4
Accommodation Approval and Use .....	4
Confidentiality and Release of Information .....	4
How to Initiate Accommodations Each Semester .....	5
Course Accessibility Letter .....	6
Priority Scheduling .....	6
Exam Accommodations .....	7
Options for Taking Exams .....	7
Scheduling Exams at Disability Services .....	7
Final Exam Scheduling and Notifications .....	8
A Note about Scheduling Software-Based/Online Exams .....	8
The Day of Your Exam .....	8
During your exam .....	9
Late Arrivals, No Shows, Rescheduling and Cancellations .....	9
Policies Regarding Academic Misconduct .....	10
Test Assistants .....	10
Expectations for Readers .....	10
Expectations for Scribes .....	11
Note-Taking Assistance .....	11
Attendance and Deadline Modifications .....	12
Accessible Media .....	14
Text Conversion .....	14
Video Conversion .....	14
Process and Procedures .....	15
Accessible Furniture .....	15
Assistive Technology Training Center (ATTC) .....	16
Interpreting and Transcribing .....	17
Interpreting Services .....	17
Transcribing Services .....	17
To request interpreting/transcribing services .....	17
Policies and Procedures .....	17
Assistive Listening Devices (ALD) .....	18
Lab Assistants .....	18
Requesting a lab assistant .....	18
Absences and Troubleshooting .....	19

Lab assistants will .....	19
Course Substitutions .....	19
Housing Accommodations.....	20
Dining Accommodations.....	20
Voter Registration.....	21
Voter Registration at Disability Services.....	21
Emergency Procedures .....	21
Students with visual impairments .....	22
Students with seizure disorders.....	22
Disability Services Grievance Procedure.....	22
Resolving Conflicts with the university, Faculty and/or Staff, Academic Department, or university Non-academic Department, Program or Organization .....	22
Resolving Conflicts with Disability Services and/or a Staff Member .....	23
Resolving Alleged Discrimination by Another Student.....	23
Contact Information .....	24
Code of Student Conduct .....	24
Student Life Disability Services Publications .....	25
Campus and Community Resources.....	25
Disability Access .....	25
Mental/Physical Health.....	28
Tutoring/Academic Support.....	30
General Campus Resources .....	32

# Welcome!

Dear Buckeye,

Welcome to Office for Disability Services, ATI/Wooster campus. Our mission is to collaborate with and empower students with disabilities in order to coordinate support services and programs that enable equal access within your educational experience and university life. Whether you are just joining the university or continuing on your academic journey, we are here to partner with you and the faculty and staff at the university to help create what OSU calls the “extraordinary student experience”.

Please remember that this is just the beginning of your relationship with us. Reach out to me anytime you have questions about your accommodations, need assistance navigating barriers in your academics, need help finding internship, career and campus resources, or just to share the good news of your successes. Keep an eye out for news about involvement opportunities, campus and community events, scholarship opportunities, and other news. Our website is always being updated with the latest information and you can also login to your AIM portal there anytime to revisit your access plan.

We look forward to working with you!

Ruth Montz,

Office for Disability Services, Manger

Student Success Services

Ohio State ATI/Wooster campus

## Office Contact Information

### Mailing Address

128 Skou Hall  
1328 Dover Road  
Wooster, OH 44691

### Phone Numbers

Voice: (330) 287-1258  
Fax: (330) 287-1205  
VP: (614) 500-4445

### Hours of Operation

This table contains three columns and five rows with the hours of operation for services.

Services Offered	Autumn/Spring	Summer
<b>Appointments/Drop-ins</b>	M-F: 8 a.m. – 5 p.m.	M-F: 8 a.m. – 5 p.m.
<b>Exam Services</b> <i>(first 3 weeks)</i>	M-F: 8 a.m. – 5 p.m.	M-F: 8 a.m. – 5 p.m.
<b>Exam Services</b> <i>(starting week 4)</i>		
<b>ODS Computer Lab</b>	M-F: 8 a.m. – 5 p.m.	M-F: 8 a.m. – 5 p.m.

## Accommodation Approval and Use

This handbook is a comprehensive document, and therefore includes some accommodations which you are not currently approved to use. To use an accommodation, students must first be approved by their Access Manager.

**Please contact your Access Manager** if you plan on transferring campuses or taking classes at multiple campuses. Your Access Manager can assist in connecting you to the [corresponding OSU campus office](#).

## Confidentiality and Release of Information

- The Office for Disability Services (ODS) views all materials pertaining to a student's disability as confidential. All disability-related information for students at The Ohio State ATI/Wooster campus is housed in the Office for Disability Services. Only staff persons working at The Office for Disability Services have access to these files. Registration with ODS will not appear on transcripts.
- The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Americans with Disabilities Act (ADA) do not allow faculty or other individuals access to disability-related information (e.g. diagnosis, medications).
- ODS will not share a student's medical information with university faculty or staff without the student's consent. Access Managers will confirm registration and

approved accommodations on a need-to-know basis.

- ODS will not disclose any student's medical or registration information to an employer or other outside organization without the student's permission.
- ODS will retain all disability documentation for six years after students leave the university.

## **How to Initiate Accommodations Each Semester**

This is a general overview of how to request accommodations each semester. Specific instructions for each accommodation can be found further in the handbook.

### **1. Analyze your classes.**

Look at the requirements/design of each of your classes and consider your particular disability-related needs when determining which accommodations are appropriate. Some accommodations may not be appropriate or necessary for every class.

### **2. Login to AIM to send your Course Accessibility Letters.**

AIM login access is located on the ODS website. Select and submit the accommodations you need in each class. Once you submit your accommodation requests, letters will be emailed through the AIM system to your instructors.

### **3. Meet one-on-one with your instructor.**

It is recommended that students request a one-to-one meeting with their instructor or visit during office hours early in the semester to discuss accommodations.

### **4. Discuss your specific requests and follow applicable procedures.**

When meeting with the instructor, make specific accommodation requests. You do not need to disclose the specific nature of your disability to your instructor. If you are uncomfortable identifying your disability, keep the conversation focused on the accommodations for which you are eligible.

### **5. Maintain communication.**

- With your Access Manager – Schedule follow-up appointments as needed.
- With your instructor – Stay in contact throughout the semester and provide reminders of planned accommodations.
- You should immediately alert your assigned Access Manager and/or instructor if you are having difficulties with any accommodation, service, or class.

## Course Accessibility Letter

- A Course Accessibility Letter provides your instructors with an introduction to your approved accommodations and how the accommodation process works. It does NOT indicate your disability.
- After evaluating course requirements/design, students should specify on the Course Accessibility Letter any accommodations the instructor will need to provide.
- To provide a letter to your instructor, login to AIM and submit your accommodation requests for your course.
- To obtain a PDF version of the letter, select the *Generate PDF* option within *Printing Faculty Notification Letters* on the overview page.
- Provide this letter to request instructor-provided exam accommodations.
  - For in-person exams proctored by the instructor, discuss arrangements in advance, including the final.
  - For online quizzes/exams, the instructor can adjust your allotted time in Carmen.

## Priority Scheduling

Undergraduate students registered with ODS receive priority scheduling. This means you may register for classes prior to the start of general registration.

**Note:** This does not apply to registration during freshman/transfer orientation.

**When scheduling your courses, please consider the following guidelines:**

- Meet with your academic advisor **before** your 'scheduling window' opens.
- Research available course offerings in advance so you are prepared once the 'scheduling window' opens.
- Consider your disability-related needs and issues when scheduling.
- Your Access Manager is not an academic advisor but can assist you in balancing your course load to better address your disability needs.

## Exam Accommodations

Exam accommodations may include, but are not limited to:

- Extended time
- Distraction reduced space
- Computer for word processing
- Assistive technology
- Accessible formats (e.g. Braille, Microsoft Word, enlarged print)
- Reader or scribe
- Access to restroom

### Options for Taking Exams

**1. Take your exams in-class, without accommodations.**

- *This is the default option that requires no action on your part.*

**2. Take your exams with accommodations that are arranged by the instructor.**

- *Discuss arrangements with the instructor.*  
*Note: For Carmen quizzes/exams, provide your instructor a Course Accessibility Letter. The instructor can adjust your allotted time in Carmen.*

**3. Schedule to take your exams at Office for Disability Services.**

- *Follow the instructions below.*

### **Scheduling Exams at the Office for Disability Services (ODS)**

1. At the beginning of each semester, check-in with your Access manager and specify which classes you are requesting exam accommodations (you will be unable to schedule exams with ODS until you complete this step)
2. Schedule your exams through ODS by completing a Test Request form, available at ODS, located at Student Success Services, 128 Skou Hall or you can use an online version located at the ODS webpage
3. Enter exam details (type of exam, date, time, class name/numbers and what accommodations you are requesting) for each of your classes.
4. Each time you schedule an exam you will receive paper copy or an email either approving your exam request or asking you to contact our office due Your course instructor will also receive a paper copy or email notifying them of your approved test request.
5. It is recommended that you complete this process early in the semester. Each exam must be scheduled in advance by the deadline.
  - **Quizzes/Midterms, occurring before week 3:** ASAP
  - **Quizzes/Midterms, occurring week 3 or after:** 2 business days in advance
  - **Finals held during the University's Finals Week:** 3 weeks prior to the first day of Finals Week
  - **Finals held outside of Finals Week:** 5 business days in advance

**Late exam scheduling requests must be approved by an exam services staff member or the ODS Program Manager.**



## Final Exam Scheduling and Notifications

- Final exams which occur during the University's Finals Week are based on a block schedule. Specific dates and times will be listed at the Final Exam Schedule. Finals which occur outside of Finals Week are scheduled similarly to a quiz/midterm. Discuss your final exams schedule with your instructors. Select the agreed upon date and start time for your finals.
- When you request a final exam, it will be listed as "approved" **and is subject to change**. You will receive your finalized date/time/location no later than one week before the first day of Finals Week.
- **ODS reserves the right to move your final exam to either of the two closest start times on the same day.**
- You will be notified of your final exam schedule (including date/time/location) via an email no later than 2 weeks prior to the start of Finals Week. If you do not receive this email, it is your responsibility to contact ODS.

## A Note about Scheduling Software-Based/Online Exams

- Unless the class is taking the exams in a proctored environment, you do not need to take Carmen exams at ODS to receive extended time.
- If you will take an online or software-based exam at ODS, please remind the instructors to communicate the software/passwords needed for exams to ODS.

### The Day of Your Exam

#### ***Before arriving for your exam, make sure you have:***

- A photo ID (e.g. BuckID, driver's license)
- Your personal exam materials (e.g. pencil, calculator, authorized materials)

#### ***Upon arrival for your exam:***

1. Present a photo ID to an ODS exam services staff member. You must have a photo ID to take your exam.
2. You must sign an Academic Integrity Agreement before every single quiz/midterm/final that is taken with our office.
3. The ODS exam services staff member will retrieve your exam and review faculty instructions (e.g. authorized materials) as well as your allotted time.
  - If you have concerns about these instructions or your time allotted, voice them now. The staff member will look into your concern.

4. A staff member will request to see your cellphone turned on silent and observe you placing it in your backpack or it will be stored in your exam folder.
5. Put away your belongings and any unauthorized materials (e.g. hats, coats, backpacks, cell phones, smart watches, etc.).
  - Unauthorized materials are not allowed in the exam space.
  - ODS is not responsible for your personal belongings.
6. The ODS exam services staff member will lead you to your testing room/seat.
  - While your accommodations will be met, ODS cannot guarantee a specific location for you.

### **During your exam**

- If you have a concern about the exam itself or your accommodations, stop the exam and seek assistance from an ODS exam services staff member. The staff member will attempt to contact your instructor and/or give you a comment form to be completed and returned with the exam.
- If you need to leave the exam room for any reason (e.g. have a question, need to use the restroom), check in with an ODS exam services staff member.
- Once you have completed the exam, turn in all exam materials to an ODS exam services staff member.

### **Late Arrivals, No Shows, Rescheduling and Cancellations**

- You are expected to show up on time for my exams. If you arrive late for an exam, you must use the remaining time or reschedule it with the instructor.
- There is no guarantee that the instructor will permit a makeup exam.
- Only the instructor can authorize rescheduling of exams. It is your responsibility to contact your instructor if you need to reschedule.
- ODS will reschedule an exam only with instructor authorization via email or phone.
- If a makeup exam is needed for a disability-related reason, your Access Manager t may help support your request.
- Please notify an exam services staff member and cancel your exam request if for any reason you have decided not to take your exam at ODS. This helps the staff more efficiently use our limited testing space.

### **Policies Regarding Academic Misconduct**

- All testing spaces are monitored via a closed-circuit camera. Exam video content is stored on a secured, on-site digital recording device that is maintained exclusively by Office for Disability Services staff.
- You are NOT permitted to touch/move the cameras that are located in the studio. If you are caught moving a camera you will be reported to the instructor and may be charged with academic misconduct.
- A staff member may come into any testing location at any time to perform a random integrity check.
- Any suspected evidence of cheating will be documented by ODS and reported to the appropriate faculty member and the Committee on Academic Misconduct (COAM). Any unauthorized notes and any scrap paper used during the exam will be copied and returned with the exam to the instructor, along with any video evidence.

### **Test Assistants**

- Test assistants should only be requested for exams in which you will need the assistance.
- Test assistants must be requested no later than:
  - For quizzes/exams: One week in advance
  - For finals: Four weeks prior to the first day of Finals Week
- If you originally scheduled a test assistant but decide at a later date that you do not need one, please let ODS know so that we can cancel the request.

### **Expectations for Readers**

- Readers can be asked to repeat information, so do not hesitate to ask.
- Readers will only read what is on the printed page and **cannot** be asked to interpret, define, explain or reword questions.
- Readers need feedback from you to be effective. Let your reader know what reading tone, rate, etc. works best for you.

### **Expectations for Scribes**

- Scribes will write down verbatim what you have dictated. The scribe is **not** responsible for organizing or paraphrasing your thoughts into a final draft.
- Scribes are responsible for general spelling and sentence ending punctuation. You are responsible for directing the scribe for any spelling of specific class related terminology or punctuation within sentences.
- At any time, you will have the opportunity to review what the scribe has written either by reading or having it read to you.
- If there are corrections, you will direct the scribe to make them.

## **Note-Taking Assistance**

### **Option 1: Instructor provides notes**

1. Specify instructor provided notes as an accommodation on your Course Accessibility Letter.
2. Submit the accommodation request on AIM and ask your instructor if they would be willing to provide you with notes or their comprehensive slides ahead of time. (The instructor can say no.)
3. If the instructor says no, ask about the other two note-taking assistance options.

### **Option 2: Technology (audio recorder, Notability, laptop, etc.)**

1. Let your instructor know you'll be using an audio recorder/Notability/etc. Depending on your instructor's feelings on being recorded, you may need to provide proof of the accommodation. If so, provide the Course Accessibility Letter confirming the approval. If the instructor has further concerns, refer them to your Access Manager.
2. Consider placing yourself or the recorder near the front for better audio quality.
3. After you no longer need the recording, delete it from your device.

### **Option 3: Volunteer, in-class note taker**

1. Specify Volunteer Note-Taker as an accommodation on your Course Accessibility Letter.
2. Submit the accommodation request to your Access Manager and explain to your instructor that you need their help identifying a note-taker in their class. For next steps, ask the instructor to visit the *Supplemental Accommodation Instructions*

page which is linked on the Course Accessibility Letter and located on the ODS website.

3. The instructor will make an announcement in class and/or will send an email to the class soliciting a volunteer note-taker. This message should NOT mention you by name. Once someone expresses interest to the instructor, the instructor will direct the volunteer to the ODS website for further instruction and provide them with your contact information.
4. Communicate with the note-taker to establish how often notes will be exchanged (*typically by the following class period*) and the method for receiving the notes (*e.g. emailed Word document, carbon copy paper provided by ODS, copied or scanned/emailed at ODS*).
5. In order for the note-taker to receive their certificate of volunteering, the note-taker must follow note-taker instructions.
6. Inform your assigned Access Manager if you (1) can't find a note-taker, (2) the note-taker is not fulfilling their duties or (3) you no longer need the assistance.

## Attendance and Deadline Modifications

For students who have disabilities with random acute episodes which may require them to miss class or deadlines, ODS will approve for the student to be granted a reasonable amount of flexibility with absences, exam dates, deadlines, and participation points.

Once approved, specify the Attendance and Deadline Modification accommodation on your Course Accessibility Letter, which directs your instructors to work with you in developing a plan to modify the attendance, deadline, and participation policies. This plan, called an "Attendance and Deadline Modification Agreement," is put in writing using an ODS template or a custom written document. **These agreements should be completed as early in the semester as possible, ideally within the first few weeks of the course.**

An Attendance and Deadline Modification Agreement must be reasonable, meaning it cannot compromise the essential design and learning outcomes of the course. Reasonableness is determined by the course design. For guidance in determining what would be reasonable in a given class, refer to the *Supplemental Accommodation Instructions* page linked on the Course Accessibility Letter or talk with your Access Manager.

**To utilize attendance and deadline modifications, follow these steps:**

1. Select the Attendance/Deadline accommodation option for your Course Accessibility Letter.

2. Submit the accommodation request on AIM. Ask your instructors to read the *Supplemental Accommodation Instructions* page linked on the letter.
3. Meet one-to-one with your instructors.
  - Discuss with them how attendance, make-up exams, due dates and participation are designed in the course and what reasonable modifications can be made due to your disability. **Note:** If the instructor's proposed modifications are not acceptable to you, contact your Access Manager and share your concerns as soon as possible. Your Access Manager will work with you and the instructor to resolve the issue.
  - Once you and the instructor have agreed, put the agreement in writing either using the ODS template (located on the ODS website) or another form of custom documentation.
  - Student returns the Attendance and Deadline Modification Agreement to ODS (in-person or via email). **Note: This step is essential. Agreements that are not signed/returned to ODS may not be honored.**
  - Contact your Access Manager if you need assistance working with your instructors, your instructor wants consultation in this process or if you and the instructor are unable to come to an agreement.

**By using an attendance modification, you agree to:**

- **Only use your Attendance and Deadline Modification Agreement for disability-related reasons.** Absences or missed exams/deadlines/participation points due to common illnesses, personal conflicts or other non-disability related reasons should be held to the standard course policies.
- **Separate agreements may need to be completed for the lecture, lab, and/or recitation components of the same course.** Determining reasonableness of modifications can vary depending on the design of course components.
- **Maintain prompt and regular communication with your instructors about your disability-related absences or anticipating missing an exam or deadline.** You should inform your instructors of absences and missed exams/deadlines in advance or as soon as possible. If a student does not provide prompt communication, that absence/exam/assignment may not qualify for the attendance modification and therefore may not be modified.
- **Contact both your instructor and Access Manager in advance if you suspect that you will not be able to meet the terms of the agreement.** For example, if you are approved for a maximum number of six excused absences and halfway through the semester you've hit five absences, it is likely you will go over the maximum amount by the end of the semester. This should be

communicated to your instructor and Access Manager. While your Access Manager will work with you and your instructor on that situation, there is no guarantee that the accommodation will be modified.

- **Be held to the syllabus's relevant policies in the event you go beyond the terms of an agreement.** For example, the syllabus says students lose a letter grade after their third excused absence. Your agreement says you are permitted six excused absences. On your seventh absence, you can expect to lose a letter grade.
- **Submit your requests in a timely manner.** Like all other accommodations, attendance and deadline modifications cannot be retroactive. Attendance and Deadline Modification Agreements made mid-way through the semester may not apply to absences, late assignments, or lost participation points earlier in the semester. Therefore, timely requests are imperative.

## Accessible Media

The ODS collaborates with the Accessible Media Services of the Columbus campus Student Life Disability Services for providing course materials in accessible formats.

### Text Conversion

Course reading materials can be converted to accessible formats for students with print disabilities. Only required textbooks are converted by default; additional course materials (e.g. Carmen articles, recommended texts) can be converted upon request.

### Video Conversion

#### Audio Description

Audio description is a narration service that describes images in videos for individuals who are blind/low vision. Students may request audio description for class materials in a video format. These materials may include in-class videos, videos uploaded to Carmen, and out of class required video/movie screenings. Audio description may include an assistant in class, an assistant for out-of-class viewing and/or written transcripts. The type of accommodation will be determined based on the class, video, and student need.

#### Closed Captioning

Video captioning and subtitling are available for students who are D/deaf or hard of hearing. It is the process of displaying text on a video presentation for additional and/or interpretive information.

## Process and Procedures

1. After being approved for accessible media, schedule an orientation with your Access Manager to discuss which types of materials you would like converted, and develop a plan for future semesters.
2. Email [faes-atiods@osu.edu](mailto:faes-atiods@osu.edu) each time you schedule/change classes and indicate the specific classes for which you would like accessible media.
  - a. NOTE: materials **will not be started** until a student request has been emailed to ODS. Conversion can be a time-consuming process and delaying your request may delay the completion of your course materials. **Requests must be submitted within one week of your earliest scheduling window to guarantee delivery of materials by the start of the course.**
    - i. For returning students, this refers to the university priority scheduling window.
    - ii. For incoming students, this refers to scheduling during your freshman/transfer orientation.
3. For Video Conversions: delivery of service will be handled on a case-by-case basis.
4. For Text Conversions:
  - a. If you have a copy of the text that we can use to convert, please email to let us know – this will expedite the conversion process. Note, the binding will be removed, and it will not be rebound.
  - b. Converted text materials will be indicated on BuckeyeBox when complete.
  - c. Documents will be uploaded **after you provide proof of ownership for each text.**

## Accessible Furniture

Students who need accessible furniture (adjustable tables, cushioned chairs, etc.) need to follow the following process every semester:

1. After registering for classes, contact your Access Manager with your schedule for the upcoming semester (including room assignments) and the specific accommodations needed.
2. Your Access Manager will work with campus facilities to arrange for furniture placement. This process may take several days.
3. Notify your Access Manager as soon as possible if your furniture request has not been met within three business days, or you encounter a problem with the furniture.



## Assistive Technology Training Center (ATTC)

Disability Services computer lab that is available for Disability Services (oDS) registered students to use during regular office hours. Specifically, it offers the following assistive and information technology software and hardware:

- Reading and Writing Enhancement/Literacy Software (e.g. **Read and Write Gold**)
- All standard internet browsers:  
**Internet Explorer, Mozilla Firefox, Google Chrome**
- Printer access for volunteer note-takers
- Photocopier access for volunteer note-takers
- Large flat screen monitors
- Edgeless scanners

Core assistive technologies such as Read and Write Gold are available in the Learning Lab and the Library.

Assistive technologies such as ZOOM Text and JAWS are available upon request at the ODS computer lab.

If you need training in the use of the assistive technology located on campus, please contact ODS at (330) 287-1258 or [faes-atiods@osu.edu](mailto:faes-atiods@osu.edu) for an appointment.

## Interpreting and Transcribing

ODS coordinates interpreting or transcribing services for registered students who are deaf or hard of hearing.

**Interpreting Services** – A team of American Sign Language interpreters will interpret all University-related activities.

**Transcribing Services** – A team of transcribers will transcribe all Campus-related activities. You may access the transcript in real time from a second device. Transcripts are not verbatim.

Transcribers will email edited transcripts to you within two business days, unless otherwise notified. Edited transcripts are provided only for students approved for transcribing services.

### To request interpreting/transcribing services

- As soon as you register for classes, or for an event requiring services, email your Access Manager a copy of your class schedule or the details of the event. This includes any class activities occurring outside the regularly scheduled class time (e.g. exams, study sessions, etc.)
- Please report any schedule changes as soon as possible.
- Your Access Manager confirm receipt of the request.
- Please note: Every effort will be made to fill all requests. However, services cannot be guaranteed for requests made with less than five business days' notice.

### Policies and Procedures

- Notify your Access Manager when you will be late or absent. Without notification, interpreters/transcribers will wait 20 minutes before leaving an assignment.
- Communicate with your Access Manager promptly about any problems with communication access or any special requests.
- Communicate with your Access Manager using your OSU email account.
- Interpreting and transcribing will occur only when the student is present.
- Interpreters/transcribers will not provide transportation for students.

## Assistive Listening Devices (ALD)

Students who use hearing aids may request the use of Assistive Listening Devices (ALD) for use in the classroom environment. Assistive Listening Devices are amplifiers that bring sound directly into the ear. They separate the sounds, particularly speech that a student wants to hear from background noise, improving what is known as the “speech to noise ratio”.

### To request an Assistive Listening Device (ALD)

1. Contact your Access Manager. S/he will authorize an appointment with the Ohio State Speech-Language-Hearing Clinic.
2. Call to schedule an appointment with the Speech-Language-Hearing Clinic at:  
  
141 Pressey Hall (West Campus)  
1070 Carmack Rd.  
(614) 292-6251 (Voice or TTY)  
<http://sphs.osu.edu/clinic/location-information>
3. The Clinic will require your most recent audiogram but may conduct additional testing to assess your current needs.
4. The Clinic will fit you with the Assistive Listening Device and train you in its use.
5. You will sign a contract with the Clinic to check out ALD equipment for the semester, which you will return to the Clinic at the end of each semester.

Contact the Clinic immediately if you have difficulty or need repairs.

Additional options for assistive listening devices can be discussed with your Access Manager.

## Lab Assistants

Contact your lab instructor **as soon as you schedule** classes in order to discuss your need for a lab assistant. The instructor may be able to arrange for an assistant or help you to make other arrangements in the class. If not, proceed to steps below.

### Requesting a lab assistant

1. Contact your Access Manager **immediately** after scheduling your classes to request an assistant. Send an email to your Access Manager with the class code and number (e.g. BIO 2000, CHEM 1220) for the lab in which you will need an

assistant. Do not wait until a course has begun because there may be a delay or extreme difficulty in locating an assistant.

2. A lab assistant will be assigned to you from the pool of ODS student employees.
3. ODS will send an email to both you and the lab assistant so that you two can discuss logistics.

### **Absences and Troubleshooting**

- Contact your assistant immediately if you cannot attend a lab session. If you fail to show up twice for a lab and do not inform the assistant ahead of time, the assistant is authorized to discontinue assistance. To reinstate services, you must meet with your Access Manager.
- Contact your Access Manager if you drop the class or no longer are in need of a lab assistant.
- Contact your Access Manager if your lab assistant does not attend lab, does not perform tasks properly or another issue comes up between you and the lab assistant.

### **Lab assistants will**

- Receive instruction, if needed, regarding your disability-related needs from you and/or your Access Manager.
- Perform only those tasks directed by you. They will NOT prompt or guide you in performing a lab task unless the task is dangerous. You are responsible for all information about actual lab processes and procedures.
- Lab assistants will contact ODS ahead of time if unable to attend a session so a sub can be assigned to take their place.

## **Course Substitutions**

ODS supports petitions for course substitutions in cases of foreign language, quantitative or other non-major specific course requirements as a reasonable accommodation **if** disability documentation supports the petition **and** if the course(s) in consideration is (are) not essential to your major.

If you choose to initiate a petition, you should adhere to the following procedures:

1. Meet with your Access Manager to review documentation and discuss procedures. There must be evidence in the documentation that the disability has a significant impact on the learning of the coursework in question. Your Access

Manager may write a letter to document your disability. Each request is entertained on a case-by-case basis.

2. Write a personal statement about why **you** feel your disability has/will impact your ability to be successful in that course or courses.
3. Submit all documentation to your academic advisor. The college – **not** ODS – reviews all curriculum modifications. Although your Access Manager may provide a letter and assist with the application process, the decision ultimately rests with the college or department.

Substitutions are not automatically supported for persons who may have had substitutions or waivers of a course requirement from other institutions. If you anticipate needing a substitution, you should begin the process at least a full semester prior to the semester you desire to take the course substitution(s). You are still responsible for fulfilling the credit hours for the course. If the substitution is approved, you will be required to take an equivalent class determined by your academic advisor.

## Housing Accommodations

Students who need on-campus housing accommodations (e.g. single room, wheelchair access) should contact the Director of Housing Administration, Toni Greenslade-Smith, (614-292-8266 / [greenslade-smith.1@osu.edu](mailto:greenslade-smith.1@osu.edu)) to discuss housing options. For more information, visit: <https://housing.osu.edu/living-on-campus/>.

Students who need on-campus housing accommodations for an emotional support animal should contact ODS Program Manager to discuss options. Guidance on Assistance Animals (e.g., emotional support animals and service animals) is detailed at the University Policy on Assistance Animals and Pets, use this link: <https://ada.osu.edu/assistance-animals>

## Dining Accommodations

- Campus dining locations, such as Café Carmen, located at Skou Hall, serve food items required for individuals with some food allergies including gluten free, peanut free and dairy free.
- Students can meet with a dietitian to discuss healthy nutrition options or dining accommodations. Contact Deb Curie, Dining Manager, Wooster campus, at [curie.6@osu.edu](mailto:curie.6@osu.edu) for more information.

## Voter Registration

Ohio State provides several opportunities for all students to register to vote. Visit <https://activities.osu.edu/involvement/osuvotes> for more information.

### Voter Registration at the Office for Disability Services

ODS is a designated voter registration site; voter registration forms and other information about voting are available from your Access Manager. The forms are also available in the front reception area. **Note: *Already registered voters must submit a new form if you have changed your name or address since the last time you voted or if you have not voted in the last four years.***

- Any resident of Wayne County in Wooster, Ohio, can register to vote using the forms found at Disability Services.
- For Ohio residents outside of the Wayne county area, you can vote via an absentee ballot. Your Access Manager has information on how you can contact your particular Board of Elections.
- If you are from another state, you must obtain an absentee ballot from your home county and state. The national voter registration form is also available so that any student from any state can register to vote at ODS. This form must be sent back to your home state for voter registration purposes.

## Emergency Procedures

In order to ensure your safety, develop an emergency plan or a strategy **in advance**. How you respond to an emergency depends on:

- the type of emergency
- your specific disability
- the location of your classes
- where you work or live on campus

### Students with mobility impairments

Elevators provide access for students with mobility impairments to classrooms throughout campus. However, during an emergency such as a fire or tornado, elevators can be very dangerous and often cease working. Furthermore, elevators have been known to break down at times leaving people with mobility impairments stranded on upper floors. As a result, it is unlikely that you will be able to evacuate without the assistance of others. The following steps can help to ensure your safety in an emergency:

1. Make a plan

For every building in which you have class, work or live on campus, locate an area or refuge, which could include a stairway or an adjacent classroom/room with a fire rated door and walls, where you will await rescue during a fire.

2. Inform others of your plan

In most instances, this should be the instructor of your class, your resident advisor (RA), or your supervisor. Let him or her know the location (i.e., classroom in the Northwest corner of this floor) you have selected to await rescue personnel in the case of an emergency.

**Students with visual impairments**

As a student with a visual impairment, you should develop a plan of action for emergency situations as well. An ideal time to develop this plan is at the start of each semester as you work with a mobility orientation specialist to locate your classrooms.

**Students with seizure disorders**

If you have a seizure disorder that is not controlled by medication and have seizures often, it is wise to alert your instructor to your condition and how you wish for them to respond. Let them know what to expect if you were to have a seizure during class and under what circumstances it would be necessary to call for an ambulance.



***Important Note: For any emergency and for students with any type of disability, the first step is to contact 911. When reporting the emergency, it is important to indicate your specific evacuation needs (e.g., you use a wheelchair or a respirator or have breathing or stamina difficulties).***

**Office for Disability Services Grievance Procedure**

The University and the Office for Disability Services support you in your right to file a grievance when you believe you have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids or effective communication or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act (ADA) of 1990 or the Ohio Administrative Code 4112-5-09: Discrimination against persons with disabilities in institutions of higher education. The general grievance procedures, which apply to all students, are available to students with disabilities. The grievance procedures listed below are additional procedures that apply to students with disabilities who feel their rights have been violated under 504 and ADA.

**Resolving Conflicts with the university, Faculty and/or Staff, Academic Department, or university Non-academic Department, Program or Organization**

1. Students are encouraged to discuss their concerns with their Disability Services Access Manager. The Access Manager will attempt to resolve the issues by assisting the student in discussing issues with the faculty member, department, or program. In some instances, the Assistant Director, Student Programming and Life, may be consulted in order to develop a resolution. Most situations are positively resolved through Access Manager support and mediation.
2. If either the student or the Access Manager feels that a satisfactory resolution is still not reached, the student should notify the ADA Coordinator. The ADA Coordinator, in consultation with Human Resources, Legal Affairs and Disability Services, will evaluate the complaint and determine an appropriate resolution.
3. If the complaint is not resolved at the university level, the student may choose to file a complaint with the Federal Office for Civil Rights, The Ohio Civil Rights Commission or Disability Rights Ohio (formerly the Ohio Legal Rights Service). These entities will take complaints and will investigate when appropriate.

### **Resolving Conflicts with the Office for Disability Services and/or a Staff Member**

The procedure for resolving conflicts with the Office for Disability Services and/or a staff member is like the steps explained above. Initially, the student should discuss the complaint with his/her Access Manager. If the complaint is not resolved, or there is a specific reason the situation cannot be discussed with the Access Manager, the student should meet with the Assistant Director, Student Programming and Life.

A student has the right to bypass the Office for Disability Services and go directly to the ADA Coordinator. The ADA Coordinator, in consultation with Human Resources and Legal Affairs will evaluate the situation and determine an appropriate resolution. If a satisfactory solution is still not offered, the student may choose to file a complaint with the Federal Office of Civil Rights, The Ohio Civil Rights Commission or Disability Rights Ohio. These entities will take complaints and will investigate when appropriate.

### **Resolving Alleged Discrimination by Another Student**

In situations where students allege discrimination by another student, students can file a complaint with the Office of Institutional Equity at [equity@osu.edu](mailto:equity@osu.edu), and have the option of filing formal charges under the Code of Student Conduct. Please refer to the policy and procedures in the Student Handbook. Contact the Office of Student Conduct for further information.



## **Contact Information**

### ***Office for Disability Services***

128 Skou Hall  
1328 Dover Road.  
Wooster, OH 44691  
Voice: (330)-287-1258  
VRS: (614) 429-1334  
FAX: (330) 287-1205

### ***Student Programing and Life***

128 Skou Hall  
1328 Dover Road  
Wooster, OH 44691  
Voice: (330) 287-1287  
Email: Janini.4@osu.edu

### ***ADA Coordinator's Office***

21 E 11<sup>th</sup> Ave  
Columbus, OH 43201-2126  
Voice: (614) 292-6207  
TTY: (614) 688-8605  
FAX: (614) 688-3665

### ***Office of Institutional Equity***

21 E. 11<sup>th</sup> Ave.  
Columbus, OH 43201  
Voice: (614) 247-5838  
TTY: (614) 688-8605  
Email: equity@osu.edu

### ***Student Conduct***

550 Lincoln Tower  
1800 Cannon Dr.  
Voice: (614) 292-0748

### ***Federal Office for Civil Rights***

Voice: (800) 368-1019  
TDD: (800) 537-7697  
FAX: (312) 886-1807

### ***Ohio Civil Rights Commission***

Voice: (614) 466-2785  
TTY: (614) 752-2391  
FAX: (614) 466-6250

### ***Disability Rights Ohio***

Voice: (614) 466-7264  
TTY: (614) 728-2553  
FAX: (614) 644-1888

## **Code of Student Conduct**

In order to best serve our students, ODS staff expects everyone to be courteous and appropriate to one another. Profanity, aggression (verbal or physical), threats, yelling, slamming doors or items, failing to comply with ODS guidelines, etc. are considered unacceptable due to the disruption of other students and staff in providing services and academic accommodations.

Disruptive and disorderly conduct or failure to comply with the guidelines and expectations of the university's Code of Student Conduct and the Office for Disability Services may result in contacting the Office of Student Conduct or the police. The same general expectations of behavior apply to all students, including those with disabilities. Students registered with ODS must adhere to the policies and guidelines stated in the Code of Student Conduct. These policies apply to academic and non-academic behavior on and off campus.

To refer to the Code of Student Conduct, please visit the website of the Office of Student Conduct at <http://studentconduct.osu.edu/>. Feel free to discuss any questions, comments or concerns with your assigned Disability Services Access Manager.

## Office for Disability Services Publications

The ***Disability Services eNewsletter*** is an electronic newsletter that is periodically emailed to all registered students. This Disability Services communication provides students with up-to-date information regarding office changes, activities, and other events, such as campus activities, scholarships, job interviews, etc.

Other publications available from ODS are the general office brochure and the Faculty Handbook, which can be found on the ODS website as well as in the office.

## Campus and Community Resources

**Buck-I-EAT** grab and go food pantry (free for students) located at Student Success Services, room 128 Skou Hall

**Career Closet** – free to students, schedule an appointment by phone 330-287-1258

**OSU ATI Counseling Services:** <https://ati.osu.edu/counseling-services>

**The Counseling Center of Wayne and Holmes Counties:** <https://www.ccwhc.org/>

**Wooster Transit:** <https://woostertransit.com/>

## Disability Access

### **Accessibility Help Line (BuckeyeLink / My Student Center)**

The Office of the Chief Information Officer (OCIO) has a dedicated phone number so you can get assistance with questions, concerns or issues involving use of assistive technologies with BuckeyeLink/My Student Center application.

**Phone:** (614) 292-5000

### **ADA Coordinator's Office (ADA)**

This office collaborates with university offices, government agencies and advocacy groups to ensure university compliance with state and federal mandates. It is a referral point for disability-related information, services and resources. The office serves as a clearinghouse for disability related complaints and develops disability-related initiatives.

**Location:** 21 E. 11th Ave, Columbus, OH 43201-2126

**Phone:** (614) 292-6207 (voice) / (614) 688-8605 (TTY)

<http://ada.osu.edu>

## Deaf/Hard of Hearing/ASL Resources

- ASL Club at Columbus State Community College: <http://legacy.csc.edu/campus-life/clubs/club-listings.shtml>
- Columbus Speech and Hearing Center: <http://www.columbusspeech.org/>
- The Deaf-Hearing Club at The Ohio State University: <https://asl.osu.edu/about/aslclub>
- Deaf Services Center: <http://dsc.org/>
- Deaf Women of Ohio: <http://deafwomenofohio.org/>
- Deaf World Against Violence Everywhere: <http://www.dwaveohio.org/>
- Ohio Association of the Deaf: <http://www.oad-deaf.org/>
- Ohio Deaf and ASL Social Events: <https://www.facebook.com/OhioDeafEvents>
- Ohio School for the Deaf: <http://www.ohioschoolforthe deaf.org/>
- Ohio School Speech Pathology Educational Audiology Coalition: <http://www.osspeac.org/>
- Signs of Christmas: <http://signsofchristmas.org/>
- OYO Camp: [www.oyocampnuhop.org](http://www.oyocampnuhop.org)

## Digital Accessibility Center

The Digital Accessibility Center (DAC) develops resources, provides consultation and education, offers web site analysis services and engages with the university community in order help reinforce MWAS and assist web developers and online content authors in creating highly accessible content and building universal usability into their web resources.

**Location:** 950 Lincoln Tower, 1800 Cannon Dr.

**Phone:** (614) 292-1760

**Email:** [accessibility@osu.edu](mailto:accessibility@osu.edu)

<https://accessibility.osu.edu/>

## Library Assistance

The Ohio State ATI Library (OSUL) system can assist you when it comes to retrieving electronic and/or photocopying materials from the library.

**Contact:** Kathy Yoder

**Phone:** (330) 287-1294

**Web** <https://ati.osu.edu/library>

## Nisonger Center

The Nisonger Center provides assistance to people with disabilities, families, service providers and organizations to promote inclusion in education, health, employment and community settings. Nisonger Center offers two programs for students on the Autism Spectrum: **Aspirations Ohio** and **ACE**. For more information on Aspirations, visit <http://nisonger.osu.edu/aspirations> or contact Erin Powers at [erin.powers@osumc.edu](mailto:erin.powers@osumc.edu) / 614-366-3276. For more information on ACE, please visit <http://nisonger.osu.edu/adolescent/ace-autism-college-experience-at-osu/> or contact Karen Krainz-Edison at [karen.krainzedison@osumc.edu](mailto:karen.krainzedison@osumc.edu) / (614) 293-0536.

**Office of International Affairs (OIA) - Studying Abroad**

Just as cultures differ from country to country, so do perceptions of disability and reasonable accommodations. In Collaboration with Disability Services OIA seeks to enable all students to pursue an international experience. If you anticipate or experience barriers based on your disability (including mental health, chronic or temporary medical conditions), please inform the Office of International Affairs or your program coordinator to privately discuss options.

**Location:** 140 Enarson Classroom Building

**Phone:** (614) 292-6101

<https://oia.osu.edu/getting-started/accommodations-and-disabilities.html>

**Opportunities for Ohioans with Disabilities (OOD)**

OOD is the state's agency that provides vocational rehabilitation services to help people with disabilities become employed and independent. Direct vocational rehabilitation is provided by two of its agencies: Bureau of Vocational Rehabilitation (BVR) and the Bureau of Services for the Visually Impaired (BSVI). **BVR** assists people with disabilities by providing vocational rehabilitation and other services. **BSVI** provides vocational rehabilitation and other services to Ohioans who are blind or have low vision.

**Location:** 150 E. Campus View Blvd., Columbus, OH 43235-4604

**Phone:** (614) 438-1200 or (800) 282-4536

<http://ood.ohio.gov/>

**Speech-Language-Hearing Clinic**

The Clinic offers an extensive range of services for preschoolers, school-age children and adults with disorders of hearing, articulation, language, voice, or fluency who receive assessment and intervention from our experienced staff of audiologists and speech-language pathologists.

**Location:** 141 Pressey Hall, 1070 Carmack Rd.

**Phone:** (614) 292-6251

<https://sphs.osu.edu/clinic>

## **Mental/Physical Health**

### **Adapted Recreational Sports (ARS)**

The Department of Recreational Sports offers a variety of adapted fitness, sports and recreation activities for individuals who have disabilities. You can set up a one-on-one consultation with the coordinator to find out about all of the opportunities available by the department specific to your individual needs (RPAC members only, which include fee-paying students). There are adapted programs as well as opportunities for inclusion. Accommodation services are available to help inclusion into any program or activity. Contact ARS to set up a consultation or to learn more.

**Location:** Recreation & Physical Activity Center (RPAC), 337 Annie & John Glenn Ave.

**Phone:** (614) 688-3693

**Email:** [ars@osu.edu](mailto:ars@osu.edu)

<http://recsports.osu.edu/adapted.asp>

### **Counseling and Consultation Service (CCS)**

CCS provides counseling and limited psychiatric services to currently enrolled undergraduate, graduate and professional students. Students can also participate in workshops and various support groups dealing with a wide range of mental health topics. Call for dates and times of activities or individual appointments.

**Location:** 4th Floor Younkin Success Center, 1640 Neil Ave.

**Phone:** (614) 292-5766

<http://ccs.osu.edu>

### **CCS Community Provider Database**

CCS's online Community Provider Database is a resource to search for private mental health care providers in the communities surrounding campus.

<https://ccs.osu.edu/cpd/>

### **Couple and Family Therapy Clinic**

The Couple and Family Therapy Clinic serves individuals, couples and families at the university and offers low-cost services to students. The office is open for both day and evening appointments Monday through Thursday, with day time appointments on Fridays.

**Location:** Ste. 110 Bevis Hall, 1080 Carmack Rd.

**Phone:** (614) 292-3671

<http://cftc.ehe.osu.edu>

### **Psychological Services Center**

The Psychological Services Center (PSC) provides psychological treatment to students. All of the services offered at the PSC are free of any charges. Currently, we offer individual cognitive-behavioral therapy for anxiety and stress, mood disorders, behavioral medicine issues, personality disorders and other related problems.

**Location:** 105 Psychology Building, 1835 Neil Ave.

**Phone:** (614) 292-2345

**Email:** [psc@psy.ohio-state.edu](mailto:psc@psy.ohio-state.edu)

<http://psc.osu.edu/>

**S.M.A.R.T. Lab**

The Stress Management & Resiliency Training (S.M.A.R.T.) Lab is a partnership between the Student Life Student Wellness Office and the Counselor Education program in the College of Education and Human Ecology. The mission of the S.M.A.R.T. lab is to teach and research the efficacy of stress management and resiliency skills to students. Services include coaching, computer-mediated learning, and group activities, all of which are free for enrolled OSU students.

**Location:** 445A PAES Building, 305 Annie & John Glenn Ave.

**Phone:** (614) 688-5549

**Email:** [EHE-SMARTLAB@osu.edu](mailto:EHE-SMARTLAB@osu.edu)

<https://u.osu.edu/smartlab/>

**Student Health Services**

The Wilce Student Health Center, Student Life Student Health Services (SLSHS), is a Joint Commission accredited outpatient facility providing a variety of health care services to enrolled students at The Ohio State University. All students enrolled at the Ohio State University are eligible to use SLSHS, regardless of health insurance coverage.

**Location:** 1875 Millikin Rd.

**Phone:** (614) 292-4321

<http://shs.osu.edu/>

**Student Wellness Center**

The Student Wellness Center (SWC) serves as a resource for information on various health issues, provides programs and services to individuals and groups and contributes to the development of a more healthy and caring campus community.

**Location:** Room B130 RPAC, 337 Annie & John Glenn Ave.

**Phone:** (614) 292-4527

<http://swc.osu.edu/>

## **Tutoring/Academic Support**

### **Dennis Learning Center**

The mission of the Dennis Learning Center is to provide students of all backgrounds with strategies for college success that will enable them to enter, excel in and complete programs of postsecondary education. The DLC serves as a resource for students in need of learning assistance in a number of areas, including motivation, academic stress, procrastination, study skills, time management, test-taking strategies, learning from text, note taking and self-regulation strategies.

**Location:** 250 Younkin Success Center, 1640 Neil Ave.

**Phone:** (614) 688-4011

<http://dennislearningcenter.osu.edu/>

### **Department of Physics**

The department of Physics offers free peer tutoring. Hours and tutor availability posted outside the tutor rooms each term.

**Location:** Smith Lab 1011 A and B, 174 W. 18<sup>th</sup> Ave.

**Phone:** (614) 292-6086

<http://physics.osu.edu/tutoring>

### **Economics Learning Center**

The Economics Learning Center (ELC) provides free peer tutoring by Undergraduate Student Tutors in Economics 2001, 2002, 4001 and 4002 (and other courses as available).

**Location:** 311 Arps Hall, 1945 N. High St.

**Phone:** (614) 292-6701

<https://economics.osu.edu/economics-learning-center>

### **General Chemistry Learning Resource Center**

The Learning Resource Center (LRC) is available for free assistance in General Chemistry courses. The LRC is staffed with teaching assistants for Chemistry courses 1110, 1210, 1220, 1250, 1610, and 1620. No appointment is necessary.

**Location:** Celeste 170, 120 W. 18<sup>th</sup> Ave.

**Phone:** (614) 292-1204

<https://chemistry.osu.edu/undergrad/resources/tutoring>

### **Math Advising Office**

The Department of Mathematics maintains an Advising Office that provides assistance in placement, retesting and general difficulties and concerns related to math courses. Math study strategies are also provided.

**Location:** 250 Mathematics Building, 231 W. 18<sup>th</sup> Ave.

**Phone:** (614) 292-6994

**Email:** mathadvisors@math.osu.edu

<https://math.osu.edu/undergrad/advising/office>

**Mathematics and Statistics Learning Center (MSLC)**

The MSLC offers free tutoring for many undergraduate Math and Statistics courses. Refer to the web site for courses, hours and room locations.

**Location:** 148 Cockins Hall, 1958 Neil Ave.

**Phone:** (614) 688-3157

<https://mslc.osu.edu/mslc-free-tutoring>

**Office of Diversity and Inclusion (ODI) Tutoring and Study Skills**

The Tutoring and Study Skills Program provides free supplemental programs and services to support the academic success of ODI Scholars enrolled at The Ohio State University, Columbus Campus. The office focuses on advanced study skills development and tutorial services and promotes independence in student learning.

**Location:** Hale Hall, 154 W. 12<sup>th</sup> Ave.

**Phone:** (614) 292-0964

**Email:** [odi-tutor@osu.edu](mailto:odi-tutor@osu.edu) / [odi-studyskills@osu.edu](mailto:odi-studyskills@osu.edu)

<https://odi.osu.edu/for-students/undergraduate/tutoring-and-study-skills-program/>

**University Housing Tutoring**

Free tutoring in math, physics, chemistry, and other subjects is available in several residence halls across campus. Services are provided by certified peer tutors who have demonstrated aptitude and success in math and science. See website for locations and times.

**Email:** [tutoring@osu.edu](mailto:tutoring@osu.edu)

<https://housing.osu.edu/resources/tutoring-in-the-residence-halls1/>

**Writing Center**

The Writing Center offers free one-on-one tutorial assistance to students who need help with any aspect of the writing process. SLDS-registered students can have two appointments per week. Other online resources and individual appointments are also available. Call or visit their website for more information or to schedule an appointment. The Writing Center also offers daily walk-in hours—no appointment necessary—in Thompson Library.

**Location:** 4120 Smith Lab, 174 W. 18<sup>th</sup> Ave.

**Phone:** (614) 688-4291

<http://cstw.osu.edu/writing-center>



## **General Campus Resources**

### **Career Counseling and Support Services**

Career Counseling and Support Services assists students in career decision-making and development through individual/group career services and programming that promote academic, personal and occupational success. Call or visit their website for information about walk-in sessions, appointments, events, and other services.

**Location:** 2nd floor Younkin Success Center, 1640 Neil Ave.

**Phone:** (614) 688-3898

<http://ccss.osu.edu>

### **Disability Studies (Academic Program)**

Disability Studies examines the nature, meaning and consequences of disability in global culture from an integrated social, political and cultural model. The program is designed to provide a context of understanding the meaning and experience of difference in society by requiring students to examine how disability intersects gender, race, class, age and sexuality. The program offers an Undergraduate Minor, a Graduate Interdisciplinary Specialization and a Graduate Student Association.

<https://disabilitystudies.osu.edu/>

### **Military and Veterans Services**

This office's goals are to provide affirmative action assistance to covered veterans; provide employee relations support to all faculty and staff veterans; provide enrollment certification for student veterans participating in the GI Bill program; to serve as a focal point for all campus activities; and to foster a positive campus and community atmosphere.

**Location:** 185 Student Academic Services (SAS) Building, 281 W. Lane Ave

**Phone:** (614) 247-8387

<http://veterans.osu.edu>

### **Multicultural Center (MCC)**

The Multicultural Center (MCC) offers several hundred programs a year, all focused on teaching students personal and interpersonal skills necessary to be most effective in a diverse world. The MCC welcomes ALL students, faculty, staff and community members to their events while at the same time supporting and celebrating specific constituency groups (including African and African American, Asian and Asian American, American Indian/Indigenous, Hispanic/Latino, Gay, Lesbian, Bisexual, Transgender, Queer, Women, Men and Faith communities). Call or visit their website for information on events, services and opportunities to serve.

**Location:** Ohio Union, Suite 1000, 1739 N. High St.

**Phone:** (614) 688-8449

<http://mcc.osu.edu/>

### **Off-Campus and Commuter Student Services**

This office provides programs and services to meet the needs of The Ohio State University's off-campus and commuter students and to address the needs of persons wishing to live and engage as a resident of the University community.

**Location:** 3106 Ohio Union, 1739 N. High St.

**Phone:** (614) 292-0100

<https://offcampus.osu.edu/>

### **Student Activities**

Student Activities creates transformational involvement and leadership opportunities with over 1,300 student organizations, immersive service trips, campus events, and initiatives to serve locally.

**Phone:** (614) 292-8763

**Email:** [csls@osu.edu](mailto:csls@osu.edu)

<https://activities.osu.edu/>

### **Student Advocacy Center**

The Student Advocacy Center helps students to navigate Ohio State's structure and resolve issues that they encounter at the university, whether personal or academic. They will answer your questions, direct you to the appropriate departments and people and help you to become familiar with university rules, policies and procedures.

**Location:** 001 Drackett Tower, 191 W. Lane Ave.

**Phone:** (614) 292-1111

**Email:** [advocacy@osu.edu](mailto:advocacy@osu.edu)

<http://advocacy.osu.edu>

### **Student Conduct**

The primary focus of this office is to promote university community standards and protect students' rights through the administration of The Ohio State University Code of Student Conduct. It also serves as an information source on student discipline, judicial hearings, appeals, grievance procedures and academic misconduct issues.

**Location:** 550 Lincoln Tower, 1800 Cannon Dr.

**Phone:** (614) 292-0748

<http://studentconduct.osu.edu>

### **Student Financial Aid**

If you have questions about financial aid in general, financial aid status or how your financial aid will be affected if you drop a class, this is the office to contact. Throughout the semester, you can see a counselor from the Financial Aid office who can assist you in answering these and more questions. You can also see your SLDS Access Specialist for a direct contact with a counselor in the Financial Aid office.

**Location:** 4<sup>th</sup> Floor, Student Academic Services (SAS) Building, 281 W. Lane Ave.

**Phone:** (614) 292-0300

<http://sfa.osu.edu>

### **Student Legal Services**

Student Legal Services at The Ohio State University (SLS) is a non-profit law office employing legal professionals to provide advice, representation, education and resources to eligible Ohio State students. This office can assist students with a wide range of legal issues, including criminal misdemeanors, traffic offenses, landlord-tenant, consumer and credit matters, dissolutions, simple will and power of attorney, notary and much more.

**Location:** 20 E. 11<sup>th</sup> Ave.

**Phone:** (614) 247-5853

<http://studentlegal.osu.edu/>

### **Student Safety Service**

Student Safety Service provides safety and emergency response assistance to the university police. This program is a service of the university Department of Public Safety. A Safe Ride service is available for students in the campus area from 7 p.m. to 3 a.m., seven days a week. Rides can be arranged by using the TapRide app (see website below for details), visiting <http://go.osu.edu/tapride>, or calling the number below during operating hours.

**Location:** Michael Blankenship Hall, 901 Woody Hayes Dr.

**Phone:** (614) 292-3322

<https://dps.osu.edu/student-safety-service>

### **Title IX Coordinator's Office**

This office coordinates the university's compliance with Title IX. The office serves as the point of contact for claims of discrimination based on sex, gender identity, or failure to conform to stereotypical notions of masculinity or femininity. Sex discrimination includes sexual violence.

**Location:** 21 E. 11th Ave, Columbus, OH 43201

**Phone:** (614) 247-5838

**Email:** [titleix@osu.edu](mailto:titleix@osu.edu)

<https://titleix.osu.edu/>

### **VetSuccess on Campus**

VetSuccess on Campus is formed by a partnership between The Ohio State University and the Department of Veterans Affairs (VA) and serves all Veteran students, Active Duty and Dependents attending Ohio State. Through a full time VetSuccess on Campus Counselor, all eligible students can access VA services such as guidance and support for education benefits, assistance in understanding readjustment difficulties and their impact on school and referrals to readjustment counseling. VetSuccess on Campus also offers assistance with applying for other VA benefits, career exploration and job placement.

**Location:** 185c SAS Building

**Contact:** Ed Mathews

**Phone:** (614) 688-1602

**Email:** [Edward.mathews2@va.gov](mailto:Edward.mathews2@va.gov)

<https://www.benefits.va.gov/vocrehab/vsoc.asp>