
Pre-N

THE OHIO STATE UNIVERSITY
COLLEGE OF
NURSING
STUDENT
HANDBOOK
2011-2012

PREFACE

The Pre-Nursing Handbook is designed to share information regarding the academic policies of The Ohio State University specific to pre-nursing students. The information presented throughout the handbook will be helpful to you as you complete the prerequisite courses for admission into the baccalaureate nursing program. Our expectation is that you will use the handbook as your first point of reference when you have questions concerning the prerequisite coursework, nursing program, admission requirements, and course scheduling and academic policies. *Please retain this handbook while you are a pre-nursing student.*

In addition to reviewing the content of the Pre-Nursing Handbook, you are encouraged to explore the university website to learn more information about campus events and resources. Please visit the following website to access information pertaining to student life at Ohio State: www.osu.edu.

The staff of the Office of Student Affairs is prepared to assist you as you begin the prerequisite coursework and apply for admission into the College of Nursing. You may speak with an academic advisor or a member of the Student Affairs staff by calling 614-292-4041 or visiting the office located in room 240 in Newton Hall.

You are engaged in an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the Dean, the faculty, and the staff of the College of Nursing, I wish you continued success with your academic studies.



Sandra Cody
Assistant Dean for Student Affairs

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THE OFFICE OF STUDENT AFFAIRS DIRECTORY

<i>Assistant Dean for Student Affairs</i>	Sandy Cody, MS	292-4041
<i>Graduate Program Manager</i>	Tamara Dunaeff	247-8604
<i>Program Coordinators/Advising Staff</i>	Jennie Cisar Lawrence, MS	292-4041
	Nicole Fette, M.Ed	292-4041
	Shauntae Yankasky, MA	292-4041
<i>Clinical ID Coordinator and Office Manager</i>	Teresa Landholt	292- 4041
<i>Clinical Placement Coordinator</i>	Marie Grady	292- 4041
<i>Graduate Administrative Associates</i>	Sue Hamilton	688-8633
<i>Undergraduate Ombudsperson</i>	Alexis Stefanac	292-4041
<i>Records Manager</i>	Mary Cull	292-8742
<i>Student Data Manager</i>	Daniel Barnes, MA	292-8962
<i>Graduate Outreach Coordinator</i>	Jacqueline Min	688-8145
<i>Coordinator for Diversity Recruitment and Retention</i>	Jen Robb, MPA, MA	292-6668

THE OFFICE OF STUDENT AFFAIRS

MISSION STATEMENT:

The mission of The Ohio State University College of Nursing Office of Student Affairs is to:

- provide one-on-one advising, academic support, and student-centered programming
- encourage students' personal, intellectual, and professional growth
- develop innovative recruitment and results-driven programming
- respect the diversity of current and prospective nursing students and alumni
- achieve recognition as a model student affairs unit

ACADEMIC ADVISING STAFF:

The Academic Advising staff consists of Jennie Cisar Lawrence, Nicole Fette, and Shauntae Yankasky. In addition to academic advising, each staff member works with a particular area or student population including career services, social and educational programming, the RN to BSN program, study abroad, and student athletes. You are encouraged to contact an academic advisor to discuss study skill strategies, course planning, and academic issues.

Additionally, the academic advisors provide a variety of services to students including:

1. assistance with scheduling, including selection of electives
2. information regarding pass/non-pass enrollment, course audit and course repeatability
3. information about minors/majors, dual degrees, graduate programs, nursing careers
4. interpretation of college and university rules and policies
5. assistance with the application process to the Bachelor of Science in Nursing (BSN) program
6. referral to university service areas for assistance with personal or academically related concerns
7. withdrawal from the university or transferring to another program at Ohio State

PRE-NURSING ADVISING STAFF & NURSING 100 SURVEY COURSE INSTRUCTORS:

The advisors provide academic support to pre-nursing students as well as teach the Nursing 100 course. They provide information regarding the nursing program, application process, course planning and university policies and regulations.

CONTACT INFORMATION:

- Jennie Cisar Lawrence, Coordinator of Career Services and Academic Advisor,
cisar-lawrence.1@osu.edu 614-292-4041
- Nicole Fette, Coordinator of Student Programs and Academic Advisor,
fette.9@osu.edu 614-292-4041
- Shauntae Yankasky, Coordinator of Student Programs and Academic Advisor,
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THE PRE-NURSING MAJOR

PROGRAM OVERVIEW:

Students accepted to Ohio State as freshmen who indicate an interest in the nursing major and meet pre-nursing admission criteria (ACT composite score of 25 or above, or combined SAT Critical Reading and Math scores of 1185 or above) will be enrolled in the College of Nursing as pre-nursing students. Transfer students with: 1.) 30 or more credit hours, and 2.) at least a 3.2 grade point average (GPA) on all previous college coursework will be enrolled in the pre-nursing major. Additionally, current Ohio State students may enroll in the pre-nursing major provided they have completed at least 12 hours of Ohio State credit and maintain a minimum Ohio State grade point average (GPA) of a 3.2. For more information regarding the admissions requirements to the pre-nursing major please visit: <http://www.nursing.osu.edu/>

Pre-nursing students take prerequisite courses including Biology, Anatomy, Chemistry, English, Psychology, Physiology, and Sociology during their first year. Students may apply to the nursing major while completing the prerequisite courses. College of Nursing advisors assist students in course registration, clarify university policies, and provide resources to students to help adjust to campus and academic life. The advisors of the pre-nursing major teach the Nursing 100 Survey* course during the autumn quarter. The advisors provide a great deal of information pertaining to Ohio State, academic policies, admissions requirements into the nursing major, and the prerequisite courses. The information and knowledge obtained in Nursing 100 will ease the transition to university life and prepare students for the application process into the College of Nursing as a nursing major.

The knowledge and skills students will acquire from the pre-nursing major include:

- enhanced communication skills
- a broad pre-professional base in the social, physical, and biological sciences
- skills to ease the transition from high school into the university setting
- deeper knowledge and understanding of the Bachelor of Science in Nursing program (BSN) and the nursing field

ELIGIBILITY REQUIREMENTS FOR PRE-NURSING:

Pre-nursing students are expected to achieve and maintain a minimum Ohio State cumulative grade point average of a 3.2. *Those that fall below the minimum GPA will be dismissed from the pre-nursing major at the conclusion of the quarter in which they failed to meet the eligibility requirements.*

The academic advising staff will review student records at the end of each academic quarter to ensure pre-nursing students meet the minimum grade point average required for eligibility. Upon review, the students below the minimum GPA requirement will receive a letter from the Office of Student Affairs. The letter will notify the student of his/her dismissal from the pre-nursing major. At that time students will be instructed to change to a new major offered at Ohio State.

Those that are dismissed from the pre-nursing major; however, may apply to the BSN program if they meet the admissions requirements. For more information about the BSN admissions process please refer to pages 7-8 in the Pre-Nursing Handbook.

To re-enroll in the pre-nursing program students must consult with an academic advisor in the College of Nursing and meet the pre-nursing major eligibility requirements of a 3.2 minimum GPA. High standards are put in place for pre-nursing students due to the highly competitive nature of the nursing program. The majority of successful applicants into the nursing major possess a 3.7 GPA or higher. The application process is highly competitive and not all qualified applicants will be admitted into the major.

PREREQUISITES FOR THE NURSING MAJOR

During the pre-nursing year, students work to complete a total of 45 credit hours. The 45 hour requirement is comprised of five GEC or elective credit hours and 40 prerequisite credit hours. The prerequisite courses provide a broad pre-professional base in the social, physical, and biological sciences. The classes consist of the following:

- Anatomy 199 or Anatomy 200 or EEOB 235 (5 credit hours)
- Chemistry 101 or 121 (5 credit hours)
- Chemistry 102 or 122 (5 credit hours)
- Biology 101 or 102 or 113 (5 credit hours)
- Psychology 100 (5 credit hours)
- Sociology 101 or Rural Sociology 105 (5 credit hours)
- English 110.01 or 110.02 or 110.03 (5 credit hours)
- Physiology EEOB 232 (5 credit hours)

Total Credit Hours: 40

For information about course equivalency and transfer credit please refer to <http://www.transfer.org>.

Academic advisors may assist in the scheduling process; however students are responsible for the planning, registration, and completion of the prerequisite classes for admission into the BSN program.

GENERAL EDUCATION CURRICULUM (GEC) COURSES:

The General Education Curriculum (GEC) at The Ohio State University is a set of courses designed to expose students to a breadth of topics while the College of Nursing core curriculum provides students the depth to make an impact within the health care community. The College of Nursing requires completion of courses in the following areas:

- Writing and Related Skills
- Quantitative and Logical Skills
- Social Sciences
- Natural Sciences
- Historical Survey
- Arts and Humanities

For a complete list of classes and the summary of GEC goals please visit:
http://www.nursing.osu.edu/attachments/Student_affairs/listofgecs.pdf

SAMPLE SCHEDULE:

The sample schedule may be used as a guide while planning and completing the prerequisite courses during the pre-nursing year. Pre-nursing students are encouraged to contact their assigned advisor prior to the registration of classes for the winter and spring quarters. The advisors will be able to assist pre-nursing students in the selection and registration of courses as well as provide feedback and information based on a student's particular situation.

The sample schedule should not be used in place of consultation with an advisor.

Tentative Schedule for Pre-nursing Students

Autumn 2011	Winter 2012	Spring 2012
*Chemistry 101 or 121	*Chemistry 102 or 122	*Anatomy 199 or 200
+GEC	*Biology 101 or 113	*English 110
*Psychology 100	*Sociology 101 or Rural Sociology 105	*Physiology EEOB 232
**Nursing 100 Survey		

*Nursing major prerequisites

**Required of first-quarter, directly enrolled freshmen, but may be replaced by any University Survey course.

+General Education Curriculum or required courses, which may be completed prior to admission to the nursing major.

NURSING 100 SURVEY COURSE:

During the Nursing 100 Survey course students will be introduced to campus resources and the academic policies of the university. Furthermore, the instructors, who also serve as the pre-nursing advisors, will provide information regarding the admissions process and requirements of the BSN program. The instructors will help students identify interests outside of the nursing field that they may pursue as an alternative course of study. The course is designed to educate students about the university, ease the transition to college life, and expose students to the opportunities made available at The Ohio State University.

The Nursing 100 Survey course is taught during the autumn quarter of each academic school year.

PRE-NURSING STUDENTS IN THE UNIVERSITY HONORS PROGRAM:

The University selects a group of students with strong high school academics and high ACT/SAT scores from interested students who apply to the University Honors and Scholars Program. Admission to the BSN Program is guaranteed for University Honors students provided that they complete all of the admissions requirements and maintain their honors status.

OSU-Columbus students accepted into the University Honors and Scholars program as honors students will be guaranteed admission into the nursing major if they meet the following criteria:

- Declare pre-nursing as his/her major by the end of the first week of classes in spring 2012
- Submit a nursing application by the February 1, 2012 deadline
- Successfully complete the prerequisite courses with a “C+” or better *
- Maintain honors status for three or more consecutive quarters (excluding summer)
- Maintain honors status by meeting the following standards:
 - Earn a cumulative OSU GPA of 3.4 or higher
 - Complete three, three-credit hour honors classes by the end of spring quarter 2012

Second Year Honors Students:

In the case of a second year honors student, he/she will be eligible for guaranteed admission if the student completed a total of six honors classes and has met the following criteria:

- Declare pre-nursing as his/her major by the end of the first week of classes in spring 2012
- Submit a nursing application by the February 1, 2012 deadline
- Successfully complete the prerequisite courses with a “C+” or better *
- Maintain honors status by meeting the following standards:
 - Earn a cumulative OSU GPA of 3.4 or higher
 - Complete a total of six, three-credit hour honors classes by the end of spring quarter 2012

There are many honors courses from which to choose including classes at the 500 level and above (example: Microbiology 509). For pre-nursing honors students, honors courses are available that fulfill specific General Education Curriculum (GEC) categories and the prerequisite courses needed to apply to the Bachelor of Science in Nursing (BSN) program. Honors prerequisite courses include: Honors English 110.01; Honors Psychology 100; Honors Sociology 101; Honors Chemistry 201; and Honors Biology 115.

Once admitted into the Nursing major, students may choose to apply to the College of Nursing Honors program. Participation in the College of Nursing Honors program is not guaranteed and is required in order to maintain honors status. To learn more about the College of Nursing Honors program please refer to page 9 of the Pre-Nursing Handbook.

University Honors students enrolled in the pre-nursing program who do not maintain honors status will be reviewed for admission to the BSN program on an individual basis. These students will apply to the BSN program just as other non-honors applicants do and go through the competitive review process.

** Admissions conditions may change. The change will be posted on the College of Nursing website.*

THE NURSING MAJOR

MAJOR OVERVIEW:

The College of Nursing at The Ohio State University has one of the finest baccalaureate programs in the United States. It is fully accredited by the Commission on Collegiate Nursing Education and approved by the Ohio Board of Nursing. Undergraduate education has both general and professional components; therefore, the baccalaureate program comprises a minimum of one year of pre-nursing course work and an additional three years of nursing and other related course work.

The baccalaureate program can be completed in a minimum of four years, including the year of prerequisite work. Part-time study may be possible; however, it will lengthen the program. A minimum of 186 credit hours is required to earn the BSN. Upon successful completion, students are eligible to take the National Nursing Licensure Examination (NCLEX) to practice as a registered nurse (RN). The program prepares students for entry-level professional practice positions and is the prerequisite for advanced graduate study.

Application and admission to the nursing major are required before students are permitted to enroll in nursing courses. Also, students must complete prerequisite courses designed to develop their communication skills and a broad pre-professional base in social, physical, and biological sciences before enrolling in nursing courses.

APPLICATION PROCESS INTO THE COLLEGE OF NURSING:

Admission to the nursing major is highly competitive. Applicants may apply from any major or university and are selected on the basis of their academic record, leadership, work and life experiences, and potential for success. Once admission decisions are made, the admissions committee will notify applicants in writing between the months of April through June. Some applicants may be placed on an alternate list, and, as space becomes available, admitted from the list through mid-summer. Applicants who need to schedule courses for autumn quarter but have not been informed of an admission decision should schedule courses in line with their alternate plan (i.e., courses outside of the nursing major).

Students should apply for admission to the nursing major during their pre-nursing year. Applications may be submitted between October 1st and February 1st. The deadline for submitting an application is **February 1, 2012**. Students are admitted autumn quarter only, and applicants must apply online after October 1st at <http://www.professional.osu.edu/nursing.asp>.

ADMISSIONS REQUIREMENTS:

Listed below are the minimum requirements to apply to the BSN program:

- graduation from an accredited high school or equivalent
- completion of 45 quarter credit hours of prerequisite course work by the end of spring quarter during the year of intended enrollment in the nursing major
- grade of C+ or better in all prerequisite course work *

** Admissions conditions may change. The change will be posted on the College of Nursing website.*

- minimum GPA of 3.2 or better on a 4.0 scale for all collegiate academic courses (The average GPA of students admitted for autumn 2011 was 3.7 on a 4.0 scale. The college does not anticipate offering admission to any student with a GPA below 3.2)
- submit a completed application by February 1, 2012

NURSING CURRICULUM:

The baccalaureate program in nursing prepares students for entry-level professional practice positions in a variety of settings and is the prerequisite for advanced graduate study. Undergraduate professional education in nursing is both a liberal and a professional education designed to prepare students to provide nursing care based on scientific and humanistic principles.

Course requirements are designed to allow students to obtain knowledge needed for care of people of all ages and cultures. The study of professional nursing includes classroom and laboratory instruction in the art and science of nursing and supervised clinical instruction in a variety of hospital and community settings.

Each year of the curriculum builds upon content from the previous one as students are prepared to care for individuals, families, groups and communities with increasingly complex health care needs and problems. In addition, with increasing complexity, students are given opportunities to collaborate and cooperate within a multidisciplinary team approach to health care.

The curriculum includes concepts of risk assessment and health promotion; primary, acute and chronic care; psychological and social aspects of care; broad-based cultural aspects of care; ethical issues; and informatics. For a complete list of nursing classes and a tentative schedule of the nursing program please refer to

http://www.nursing.osu.edu/Attachments/student_affairs/sample_four_year_BSN_program.pdf

NURSING HONORS PROGRAM:

The Honors Nursing Program is designed to challenge the exceptional undergraduate student in the nursing major by offering the opportunity to become involved with research in a specialized area of nursing under the direct mentorship of a faculty member. The College of Nursing Honors Program offers nursing students an opportunity to become involved with building knowledge that can change the practice of Nursing. Newly admitted students apply for admission to the Honors Program during the summer prior to the start of their 300-level nursing courses. University Honors students enrolled in the pre-nursing program are not guaranteed admission into the Honors Nursing Program. University Honors students enrolled in the pre-nursing program must follow the same application process put in place for newly admitted students. Throughout their nursing studies, students participate in seminars, honors-level course work, and a research project under the close mentorship of a faculty mentor. The culmination of this program is the senior honors thesis that, when successfully completed, results in the awarding of a baccalaureate degree with Honors Research Distinction nursing.

The goals of the Honors Program are to:

- foster a passion for in-depth learning in a specialized area of interest
- enhance professional development and commitment to the profession through knowledge development

- provide an enriched environment for understanding the values of the discipline
- nurture the development of student leaders and future leaders in nursing
- develop a pool of gifted students for graduate study

Additional information concerning the Honors Program may be obtained in the Office of Student Affairs or by contacting Dr. Victoria von Sadovszky (von-sadovszky.1@osu.edu), Honors Director for the College of Nursing

UNIVERSITY ACADEMIC POLICIES

At the end of each quarter, the Undergraduate Studies Committee reviews the academic progress of undergraduate students. For students in academic difficulty, the action taken by this committee is governed by two sets of policies--those of the university and those of the College of Nursing. Any academic action (university academic warning or academic probation) is based upon the cumulative point-hour ratio for the entire time a student is enrolled at Ohio State (including pre-nursing and nursing course work). To remain in good standing in the university, a student must maintain a point-hour ratio of at least 2.00. Deficiency points are applied only to the records of students whose point-hour ratio is below 2.00 and are defined as the number of credit points a student would have to earn to bring her or his point-hour ratio up to that level [Faculty Rule 3335-9-23(C)].

ACADEMIC WARNING (UNIVERSITY):

Students who have between .01 and 14.9 deficiency points will be warned by the college that they are in academic difficulty.

ACADEMIC PROBATION (UNIVERSITY):

A student who has accumulated 15 or more deficiency points is placed on probation and is informed of the conditions that must be met in order to continue his or her enrollment.

ACADEMIC DISMISSAL (UNIVERSITY):

As stated in Faculty Rule 5-9-26, "if the student's college or school considers a student's progress as unsatisfactory in meeting the conditions placed on his or her probation, the college or school shall be empowered to dismiss the student from the university." "Notice of dismissal from the university shall be sent by the dean of the college in which the dismissed student is registered" as described in Faculty Rule 3335-9-27.

CONDITIONS AND/OR RESTRICTIONS WHILE ON WARNING OR PROBATION:

Students on probation are restricted to enrolling for no more than 16 credit hours per quarter during the warning or probationary term. Students on warning or probation may be required to meet with the Chair of the Undergraduate Studies Committee. Additional conditions and/or restrictions may be specified.

FRESHMAN FORGIVENESS:

If a student receives a D+, D, E, or EN in a class during freshman year (before earning 45 credit hours) the student may apply the Freshman Forgiveness rule and retake the course. Once the Freshman Forgiveness rule is applied, the first grade will be dropped from the cumulative point-hour ratio. Although the original grade will be dropped from the cumulative point-hour ratio, the grade will remain on the student's official permanent record. Graduate or professional programs, including the academic programs offered at Ohio State, may consider and recalculate the original grades for the purpose of admission into an academic program.

A student may only retake the course once and must do so before earning 90 credit hours. If the student receives a lesser grade after completing the course for the second time, that grade counts, not the higher grade from the first attempt. A student can use the forgiveness rule for up to 15 credit hours.

Please be aware that transfer credits count toward the 45 credit hour limit, while examination (EM) credit does not.

REPEATING A COURSE:

A student may repeat any course once, regardless of the grade received and when the student completed the class, with the approval of his/her college office. If the student does not qualify for the Freshman Forgiveness rule, both grades will count in the student's cumulative grade-point average. Credit for the course may only be counted once in the minimum total hours required for graduation.

Admission committees for graduate or professional schools will consider and review all grades earned by a student.

AUDITING A COURSE:

A student may choose to audit a course in order to refresh him or herself on the material, or to learn more about a subject without earning a letter grade. Fees are assessed for auditing a course, but no credit hours are awarded. A student cannot audit a course and then later take the course for a grade. Auditing a course requires the permission of the instructor and from the College of Nursing. To learn more about the process of auditing a course, please contact an academic advisor in the Student Affairs Office in the College of Nursing.

COURSE ENROLLMENT PERMISSION FORM:

The Course Enrollment Permission form may be used for multiple purposes. However, the form is most commonly used for adding a class after the deadline has passed. Please refer to the following website for the add/drop deadlines: <http://www.ureg.ohio-state.edu/ourweb/more/>

A student must receive the signature of the faculty member before submitting the completed form to the Office of Student Affairs in the College of Nursing for processing. Upon approval, the advisors in the College of Nursing will make the necessary changes to the student's schedule. For a copy of the form please visit the Office of Student Affairs located in room 240 Newton

Hall or link to the University Registrar website at: <http://registrar.osu.edu/>. To access the form please follow the steps listed below:

1. Click on the “Current Student” tab located on the top of the page
2. Click on “Online Forms”
3. Select Course Enrollment Permission Form

FINANCIAL AID CONSORTIUM AGREEMENT:

A Financial Aid Consortium Agreement is a binding agreement between eligible institutions which enables students to receive aid from the home institution while visiting another institution. In order for a student’s aid to be awarded for a consortium term, the student must ensure that the Financial Aid Consortium Agreement form is completed. If any of the sections are incomplete, Ohio State will not be able to review and process the form and the student will not receive aid from Ohio State while visiting the other institution.

For more information about the Financial Aid Consortium Agreement please contact an academic advisor in the College of Nursing or visit the Student Financial Aid website: <http://www.sfa.osu.edu/forms/index.asp?tab=d#pagecontent>

DEGREE AUDIT REPORT:

Students are encouraged to run a Degree Audit Report (DARs) to determine his/her progress towards the pre-nursing curriculum and nursing degree. Students may run a Degree Audit Report to determine the requirements needed for nursing or another field of study (such as prerequisite coursework and GECs). To generate a Degree Audit Report please follow the steps below:

- 1: Find BuckeyeLink on the web (<http://buckeyelink.osu.edu/>) and select “Grades and Advising”
- 2: Select “Degree Audit”
- 3: Log into the “Degree Audit”
- 4: Choose to Run Your Default Program and “Submit a New Audit”
Note: If you don’t have a default program listed here, you can only run a What-If audit
- 5: Click on the “Open Audit” Button to Open the Audit Report
- 6: Once the report opens in a new window click on “Open All Sections”

IMPORTANT DEADLINES AND COURSE REGISTRATION

2011-2012 ACADEMIC CALENDAR:

To view a copy of the 2011-2012 Academic Calendar please visit the following website: <http://registrar.osu.edu/staff/bigcal.asp>.

The registration timeline and the add/drop deadlines for the 2011-2012 academic year are provided on the following website: <http://registrar.osu.edu/registration/index.asp>.

SEARCHING FOR AND ADDING/DROPPING COURSES:

The sole responsibility falls upon the student to register for classes; however, students are encouraged to consult with an academic advisor prior to start of the registration season. Students will receive notification from the university regarding the time and date (also known as the enrollment appointment) in which they are eligible to begin the registration process. The date/time is determined by the number of credit hours a student possesses. Class registration is done online by accessing the following website: <http://www.buckeyelink.osu.edu>.

Please refer to the following instructions to learn more about course management including class registration (adding) or the dropping of a course.

SEARCHING FOR CLASSES BEFORE YOUR ENROLLMENT APPOINTMENT:

1. Go to <http://buckeyelink.osu.edu>
2. Click on “Student Center”
3. Enter your username (last name.#) and your password
4. Click on the green “Search for Classes” button on the right side of the screen
5. Choose the quarter and year in which you are interested and click “Go”
6. Choose the guidelines for your search
 - a. You will have the most comprehensive display of courses if you unclick “Show Open Classes Only”
 - b. If you are searching for an upper-level course, change the “Course Career” to be blank
 - c. If you would like to specify dates, times, GEC fulfillment or instructional methods, click “Additional Search Criteria” and enter those criteria
7. Once you have selected your criteria, click on the green “Search” button
 - a. If you have exceeded 300 sections, please narrow your search by adding additional criteria
8. Locate the course for which you are searching. If the View All Sections title is active (it will be white if it is active) please click on that title
9. When you are finished with that search, select the “Start New Search” button at the top of the page

SEARCHING FOR AND ADDING COURSES AFTER YOUR ENROLLMENT APPOINTMENT OPENS:

1. Go to <http://buckeyelink.osu.edu>
2. Click on Student Center
3. Enter your username (last name.#) and your password
4. Click on “Add a Class.” It is located a few rows underneath your name
5. Choose the quarter and year in which you are interested and click “Go.”
6. Choose the guidelines for your search
 - a. You will have the most comprehensive display of courses if you unclick “Show Open Classes Only”
 - b. If you are searching for an upper-level course, change the “Course Career” to be blank

- c. If you would like to specify dates, times, GEC fulfillment or instructional methods, click “Additional Search Criteria” and enter those criteria
7. Once you have selected your criteria, click on the green “Search” button
 - a. If you have exceeded 300 sections, please narrow your search by adding additional criteria
8. Locate the course for which you are searching. If the “View All Sections” title is active (it will be white if it is active) please click on that title
9. Once you find the section of a class that you wish to enroll in, please click “Select Course”
10. If that is actually the course which you wish to enroll in, press “Next”
 - a. If the course is waitlisted, please click “Waitlist” if Class is Full in the top, right corner of the page
11. The course is added to your Enrollment Shopping Cart. If you would like to add more classes, click on “Search” and you will be taken back to step 6
12. Once you have added all of your desired courses to your Enrollment Shopping Cart, click on “Proceed to Step 2 of 3”
13. After you have verified that your courses are accurate, click “Finish Enrolling”
14. If you received all green check marks, congratulations, you have successfully registered for your courses. Click on “My Class” Schedule tab at the top of the page to view your Schedule
15. If you received a red X, please read the status to discover what error or errors you encountered

*Note: Once your appointment opens you are able to add a course until 8pm of the **first Friday** of the quarter (after the first Friday through the second Friday you must have permission from the instructor).*

TO DROP A CLASS:

1. Go to <http://buckeyelink.osu.edu>
2. Click on Student Center
3. Enter your username (last name.#) and your password
4. Click on “Drop a Class.” It is located a few rows underneath your name
5. Choose the quarter and year in which you are interested and click “Go”
6. Check the “Select” box next to the class you wish to drop
7. After verifying that you do want to drop this course, click “Drop Selected Class”
8. If you are certain that you want to drop this class, please click “Finish Dropping”
9. Click “My Class Schedule” to verify that your class is dropped

Notes: Consider how dropping a course will affect your degree progress as well as your financial aid status. Please consult with a financial aid counselor and an academic advisor to discuss the implications of dropping a course during any point in the quarter.

CAMPUS RESOURCES

THE YOUNKIN SUCCESS CENTER:

The Younkin Success Center is a unique collaboration between the Offices of Academic Affairs, Student Life, Department of Athletics, and the College of Education and Human Ecology that brings together learning and teaching, students and faculty, career and holistic counseling services, and undergraduate and graduate students and student athletes. Several offices are involved in this collaboration:

CAREER CONNECTION

Website: careerconnection.osu.edu

Phone: (614) 688-3898

Location: Second floor of the Younkin Success Center

Description: Career Connection offers individual career counseling, career assessment, and workshops to help connect OSU students to future career opportunities.

COUNSELING AND CONSULTATION SERVICES (CCS)

Website: ccs.osu.edu

Phone: (614) 292-5766

Location: Fourth floor of the Younkin Success Center

Description: CCS provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. It offers brief counseling and therapy to help students address personal, academic, and career concerns. Both individual and group counseling are available. In counseling, the counselor and student work together to help develop more personal awareness and the skills needed to overcome problems and to help the student grow and develop in ways that allow him or her to take advantage of the educational opportunities at the university.

WALTER E. DENNIS LEARNING CENTER (WEDLC)

Website: dennislearningcenter.osu.edu/

Main Office Phone: (614) 688-4011

Location: Room 250C Younkin Success Center

Learning Specialists Phone: (614) 688-3967

Location of Learning Specialists: 250K Younkin Success Center

Description: The Walter E. Dennis Learning Center (WEDLC) provides academic learning services and support to OSU students. It serves as a "learning connection" for students in need of learning assistance in a number of areas including study skills, time management, test-taking strategies, learning from text, note-taking, and self-regulation strategies.

MULTICULTURAL CENTER

The Multicultural Center at The Ohio State University is dedicated to empowering students through the creation of opportunities for engagement and leadership in an environment that celebrates the rich diversity of our campus. They offer African American, Asian American, Hispanic, Women, and GLBT student services in addition to many ways to get involved and learn more about the diverse Ohio State community. Their office is located at 1739 N. High Street (Ohio Union) or you can visit their website at <http://multiculturalcenter.osu.edu> for more information regarding their services.

THE OFFICE OF DISABILITY SERVICES

The Office for Disability Services offers a wide variety of legally mandated services to students with documented disabilities. After reviewing your documentation, a counselor will determine appropriate academic services and accommodations, depending on your functional limitations in the academic setting. Your counselor at ODS will train you in accessing the accommodations for which you are eligible. You will then be responsible for requesting most accommodations in a timely manner and for following ODS policies and procedures for accessing accommodations as outlined in this section. Their office is located at 150 Pomerene Hall or you can contact the staff by calling 614-292-3307.

THE OHIO UNION

The Ohio Union offers a variety of services for students, faculty, staff, alumni and the entire OSU community. Visit the union's website at <http://ohiounion.osu.edu> to learn more about student activities, fraternities and sororities, campus organizations, and campus events. The Ohio Union is located at 1739 N. High Street.

STUDENT ADVOCACY CENTER

The student advocacy center helps by answering students' questions, directing students to appropriate staff and departments, and giving students general guidance on policies and procedures. You can reach the advocacy center by calling (614) 292-1111 or by visiting their website at http://studentaffairs.osu.edu/wellness_advocacy.asp.

STUDENT HEALTH SERVICES

The Wilce Student Health Center (Student Health Services) at The Ohio State University is a JCAHO accredited, outpatient facility providing a variety of health care services to the student population. All students enrolled at OSU are eligible to use the health service, regardless of health insurance coverage. Contact the health center at (614) 292-4321 to schedule an appointment or visit the website at <http://shc.osu.edu> to learn more about the services provided.

UNIVERSITY LIBRARIES

You can visit the library's main page at <http://library.osu.edu> to view a list of library locations and hours of operation. On the main page you can search the library's catalog for books, articles, and online journals. Books can be checked out online and sent directly to your residence hall for convenience. If Ohio State does not currently have a book you need you can search for it on OhioLINK which is a collaboration of many of Ohio's college and university libraries. If you find a book on OhioLINK it will be shipped to Ohio State for your use. Simply return it to any OSU library location when you are finished.

THE WRITING CENTER-CENTER FOR THE STUDY AND TEACHING OF WRITING

The writing center offers assistance with writing at any stage of the writing process for any member of the university community. They can help students with anything from research papers to lab reports, from applications to resumes. Contact the writing center at (614) 688-4291 or visit their website <http://cstw.osu.edu/writingCenter/default.cfm> to schedule a tutorial.

OSU ABBREVIATIONS:

<i>Abbreviation</i>	<i>Full Term</i>	<i>Description</i>
AU;WI;SP;SU;Q2S	Autumn Quarter; Winter Quarter; Spring Quarter; Summer Quarter; Quarter to Semester Conversion	The academic year is divided into four quarters: Autumn, Winter, Spring, and Summer. Starting summer 2012 the university will follow a semester schedule: Autumn Semester, Spring Semester, May Session, and Summer Term.
BSN	Bachelor of Science in Nursing	Degree Program
CON	College of Nursing	The College of Nursing offers various programs including the Bachelor of Science major and graduate programs
EM Credit	Examination Credit	EM credit is awarded if a student achieves a specific score on the Advanced Placement Exams or college tests
Freshman, Sophomore, Junior, Senior Status	Freshman, Sophomore, Junior, Senior Status	The number of credit hours determine freshman, sophomore, junior, and senior status: <i>Freshman:</i> 0-44 credit hours <i>Sophomore:</i> 45-89 credit hours <i>Junior:</i> 90-134 credit hours <i>Senior:</i> 135 and above credit hours
GEC	General Education Curriculum	Required Classes for Graduation from Ohio State including such categories as: literature, culture and ideas, history
K Credit	Transfer Credit	“K” indicates a class transferred into OSU from a different college
L; B; R; D	Lecture; Lab (B); Recitation; Discussion	The abbreviations L, B, R can be found on a student’s schedule. The letters identify the times a student is scheduled for lecture, lab, recitation, and/or discussion for a specific class like chemistry or biology.
NFYS	New First Year Student	A title used to refer to a group of students that do not have previous college experience. Typically, NFYS students are recent high school graduates.
PA/NP	Pass/Non Pass	PA means a student has satisfied the stated objectives of the course. NP is equivalent to the grade E. Hours graded PA count toward the minimal number of hours required for a degree. Pass/NP is not computed into the GPA.
Pre-reqs	Prerequisite Courses	Students must complete the prerequisite courses in order to apply for the nursing major. The prerequisite courses must be complete by the end of the spring quarter in the year a student applied to the program.
RN-BSN	RN-BSN program	Graduates of an associate degree or diploma nursing program are eligible to apply to the RN-BSN program. Upon completion of the program students will be awarded a Bachelor of Science in Nursing Degree
S/U Option	Satisfactory/Unsatisfactory	The mark “S” indicates satisfactory progress in or completion of work. “S” credit is not considered in determining a student’s GPA. “U” indicates unsatisfactory work in courses in which a student would be entitled a mark “S”. The student will not receive credit nor will the “U” be factored into the calculation of the student’s GPA.
SIS Student Center	Student Information System	Students can access SIS by visiting www.buckeyelink.osu.edu . Students are able to register for classes and pay fees on SIS.
W	Withdrawal	A student receives a “W” if he/she drops a class after the drop deadline.

GPA CALCULATIONS:

The university has assigned a point value, called the number of credit points, to each course letter grade. The assignments are as follows:

<i>Grade</i>	<i>Credit Points</i>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
E	0.0

Multiply the number of hours of credit associated with a given course by the number of credit points assigned to the grade earned in the course, and the result is a value which reflects both the quality of work done and the credit hour value of the course. This value (credit hours times credit points) is the total number of credit points earned.

Total Credit Points Earned = Credit Hours x Credit Point

For example, suppose a student received the following grades for the autumn quarter:

Department	Number	Credit Hours	Grade	Credit Points
Biology	101	05	B+	16.5 (5x3.3)
EDU PAES	102	02	C+	4.6 (2x2.3)
Math	148	04	C	8.0 (4x2.0)
English	110	05	A	20.0 (5x4.0)
Survey	100	01	B-	2.7 (1x2.7)
				<hr/>
		17		51.8

Divide the total number of credit points by the total number of credit hour, and the quotient will be a number between zero and four which reflects the student's average performance, considering and courses and their relative credit hour values. This quotient is called the student's point-hour ration (PHR) or grade point average (GPA).

$$\text{Point-Hour Ratio} = \frac{\text{Total Credit Points Earned}}{\text{Total Hours Attempted}}$$

Note that only courses taken for a grade from A to E count in this ratio. It is possible to talk about a student's point-hour for any group of courses he/she has taken (major courses, science courses, or electives, for example). But the two groups of courses most commonly considered are all the courses taken during a given quarter (the quarterly point-hour ratio) and the group of all courses the student has taken to date (the cumulative point-hour ratio).

CUMULATIVE GPA PROJECTION:

By using the Cumulative GPA Calculator, a service offered by Academic Achievement Services at Ohio State, a student can determine the number of quarters it will take him/her to achieve a desired GPA. Simply complete the following steps and the computer program will generate information regarding the projected cumulative GPA.

1. Click on the following link: <http://oma.osu.edu/current-students/academic-advancement-services/resources/cumulative-gpa.php>
2. Complete the table on the website. In the first box, insert only OSU credit hours
 - Do not count hours for courses in which you earned grades of EM, S/U, PA/NP, W, I, or K since there are no points associated with them.
3. The result is the number of quarters it will take you to meet your stated GPA goal
 - All the results must be rounded to the following whole number. For example, if the result is 6.1 quarters, then it will take 7 quarters to reach your goal
 - Finally, if the result is IMP, it means that it is impossible to reach your goal.

RESOLVING TRANSFER CREDIT:

Students must submit an official transcript to The Office of Undergraduate Admissions if they completed college coursework at an institution outside of The Ohio State University. Once an official transcript has been received and processed, transfer credit will appear on the student's Degree Audit Report and Transfer Credit Report. Students are encouraged to meet with an academic advisor to learn if the transfer credit fulfills specific requirements of the General Education Curriculum or nursing curriculum.

Contact Information for the Office of Undergraduate Admissions:

The Ohio State University
Office of Undergraduate Admissions
Enarson Hall 154 W. 12th Avenue
Columbus, OH 43210
(614) 292-3980
<http://undergrad.osu.edu/>