Welcome!

Dear Student:

Welcome to The Ohio State University and Student Life Disability Services! The mission of Disability Services is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. Disability Services is one of the departments in the Office of Student Life where we are “creating the extraordinary experience for students at The Ohio State University.” On behalf of the Disability Services staff, we look forward to working with you during your academic career at Ohio State. Please use this handbook as an important resource for accessing services and accommodations.

To ensure up-to-date information, Disability Services periodically makes changes to its policies, procedures and services. We will alert you to those changes via the Disability Services E-Mail Newsletter to keep you current on these changes. Also, the Disability Services website (slds.osu.edu) will always offer the most current handbook available since we update the website as changes are made. The Disability Services website and the E-Mail Newsletter will keep you informed on a variety of activities and information (i.e. scholarship and internship opportunities, etc.) that may be of interest to you. There is so much going on at Disability Services and on campus, and we don’t want you to miss any of it.

Best wishes in your academic career at Ohio State!

Loise J. Harris

Lois J. Harris, Director
Office of Student Life
Disability Services
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This handbook is also available on the Disability Services website. Due to necessary revisions that may occur throughout the academic year, this issue may become outdated without notification. Therefore, the current website version is considered the official Disability Services handbook. It is found at [slds.osu.edu/current_handbook.asp](slds.osu.edu/current_handbook.asp).

This handbook is available in alternate formats upon request.
OFFICE CONTACT INFORMATION

**Mailing Address**
098 Baker Hall  
113 W. 12th Ave  
Columbus, OH 43210

**Phone Numbers**
Voice: 614-292-3307  
Fax: 614-292-4190  
VRS: 614-429-1334

HOURS of OPERATION

<table>
<thead>
<tr>
<th></th>
<th>AUTUMN/SPRING</th>
<th>SUMMER</th>
</tr>
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<tbody>
<tr>
<td>APPOINTMENTS/WALK-INS</td>
<td>M-F: 8 a.m. – 5 p.m.</td>
<td>M-F: 7:30 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>EXAM SERVICES (first two weeks)</td>
<td>M-F: 7:30 a.m. – 5 p.m.</td>
<td>M-F: 7:30 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>EXAM SERVICES (starting week 3)</td>
<td>M-Th: 7:30 a.m. – 8:30 p.m. F: 7:30 a.m. – 5 p.m.</td>
<td>M-F: 7:30 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>ATTC COMPUTER LAB</td>
<td>M-F: 8 a.m. – 5 p.m.</td>
<td>M-F: 9 a.m. – 4 p.m.</td>
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</tbody>
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STAFF CONTACT INFORMATION

<table>
<thead>
<tr>
<th>STAFF</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lois Burke Harris – Director</td>
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<tr>
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<tr>
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<tr>
<td>Jake Costa – Assistive Technology (ATTC) Coordinator</td>
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<tr>
<td>Rachel Dugan – Accessible Media Coordinator</td>
<td><a href="mailto:dugan.84@osu.edu">dugan.84@osu.edu</a></td>
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<tr>
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<td><a href="mailto:stewart.630@osu.edu">stewart.630@osu.edu</a></td>
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<tr>
<td>Dominique Holzer – Exam Scheduling Assistant</td>
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<tr>
<td>Paul Kraemer – Exam Scheduling Assistant</td>
<td><a href="mailto:kraemer.30@osu.edu">kraemer.30@osu.edu</a></td>
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<tr>
<td>Eddie Bowles – Office Manager</td>
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<tr>
<td>Peter Bossley – Digital Accessibility Center Director</td>
<td><a href="mailto:bossley.5@osu.edu">bossley.5@osu.edu</a></td>
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INTERPRETING STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Tiffany Hedges</td>
<td><a href="mailto:hedges.10@osu.edu">hedges.10@osu.edu</a></td>
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<td>Jan Wulf</td>
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</table>

TRANSCRIBING STAFF (TYPEWELL)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Reatha McCafferty</td>
<td><a href="mailto:mccaafferty.60@osu.edu">mccaafferty.60@osu.edu</a></td>
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<td>Jodi Tobin</td>
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<td>Karen Walraven</td>
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A Note about Accommodation Approval and Use

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

Confidentiality and Release of Information

• Student Life Disability Services (SLDS) views all materials pertaining to a student’s disability as confidential. All disability-related information for students at The Ohio State University is housed in Disability Services. Only staff persons working at Disability Services have access to these files. Registration with SLDS 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 others access to disability-related information (e.g. diagnosis, medications).

• SLDS will not share a student's medical information with university faculty or staff without the student’s consent. Access Specialists will confirm registration and approved accommodations on a need-to-know basis.

• SLDS will not disclose any student’s medical or registration information to an employer or other outside organization without the student’s permission.

• SLDS 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. Request/pick up documents from SLDS.
   Depending on the approved accommodations that you would like to use, you may need one or more accommodation documents. The chart below summarizes each document’s name, purpose and how to receive it.

<table>
<thead>
<tr>
<th>DOCUMENT NAME</th>
<th>PURPOSE</th>
<th>HOW TO RECEIVE DOCUMENT</th>
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</thead>
<tbody>
<tr>
<td>EXAM PROCTOR SHEETS</td>
<td>Schedule exams at SLDS</td>
<td>Pick up at SLDS</td>
</tr>
<tr>
<td>COURSE ACCESSIBILITY LETTER</td>
<td>Provides overview of approved accommodations and the request process</td>
<td>Email Access Specialist</td>
</tr>
<tr>
<td>NOTE-TAKER LETTERS</td>
<td>Request note-taking assistance</td>
<td></td>
</tr>
<tr>
<td>ATTENDANCE/DEADLINE LETTERS</td>
<td>Request attendance/deadline modifications</td>
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</table>

3. Meet 1-on-1 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 assigned Access Specialist – 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 Specialist 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.

• Students should use the Course Accessibility Letter to communicate to their instructor any accommodations the instructor will need to provide (unless the accommodation already requires a separate letter).

• To request a letter, please email your assigned Access Specialist.

• Provide this letter to request instructor-provided exam accommodations.
  o For in-person exams proctored by the instructor, discuss arrangements in advance, including the final.
  o For online quizzes/exams, the instructor can adjust your allotted time in Carmen.

PRIORITY SCHEDULING

Undergraduate students registered with SLDS 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 window opens.

• Research available course offerings in advance so you are prepared once the window opens.

• Consider your disability-related needs and issues when scheduling.

• Your Access Specialist is not an academic advisor, but can assist you in balancing your course load to better address your disability needs.
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. No proctor sheet needed.
   - *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 Disability Services.
   - Follow the instructions below.

Scheduling Exams at Disability Services:

*Note: Some lower-level Biology, Chemistry, Math, Psychology and Physics courses have special instructions for exam scheduling. Consult with your Access Specialist or an exam services staff member on how to schedule exams for these courses.*

1. Pick up exam proctor sheets at Disability Services (one sheet per course).
2. Meet one-on-one with your instructors (by appointment or during office hours) to fill out the exam proctor sheets for the whole semester.
3. Return the completed proctor sheets to Disability Services by the deadline.
   - Quizzes/Exams: 5 business days in advance
   - Finals: 3 weeks prior to Finals Week
   - Late Proctor Sheets must be approved by an exam services staff member or the SLDS Director.

Final Exam Scheduling and Notifications:

- Final exams are scheduled based on first/second/third choice of our block schedule. You and the instructor must agree to these choices on the proctor sheet.
- If finals information is left blank or marked “TBD” on the proctor sheet, the final will not be scheduled. You are responsible for submitting any missing information to Disability Services by the deadline (3 weeks prior to Finals Week).
• You will be notified of your final exam schedule (including date/time/location) via Ohio State University email by Friday of the 15th week. If you do not receive this email, it is your responsibility to contact Disability Services.

**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 SLDS to receive extended time.

• If you will take an online or software-based exam at SLDS, please remind the instructors to communicate the software/passwords needed for exams to SLDS.

**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 exam services staff member. You must have a photo ID to take your exam.

2. The 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.

3. Put away your belongings and any unauthorized materials (e.g. hats, coats, backpacks, cell phones, mp3 players).
   • Unauthorized materials are not allowed in the exam space.
   • Cell phones must be turned on silent and stored in your book bag or at the front desk.
   • Disability Services is not responsible for cell phones stored at the front desk.

4. The staff member will lead you to your testing room/seat.
   • While your accommodations will be met, Disability Services 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 a 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 the front desk or a staff member.

• Once you’ve completed the exam, turn in all exam materials to a 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.

- Disability Services will reschedule an exam only with instructor authorization via email, phone or the Rescheduling Authorization Form.

- If a makeup exam is needed for a disability-related reason, your Access Specialist may help support your request.

- Please notify an exam services staff member if for any reason you have decided not to take your exam at Disability Services. This helps the Disability Services 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 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 SLDS 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.
**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: 5 business days in advance
  - For finals: 3 weeks prior to Finals Week

- If you originally scheduled a test assistant but decide at a later date that you do not need one, please let Disability Services 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.
**1. Email your assigned Access Specialist to request Note Taker Letters.**

**2. Present the letter to your instructor and ask 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 1: Instructor provides notes**

1. Email your assigned Access Specialist to request Note Taker Letters.

2. Present the letter to your instructor and ask 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, Livescribe Smartpen, laptop, etc.)**

1. Let your instructor know you’ll be using an audio recorder/Smartpen/etc. Depending on your instructor’s feelings on being recorded, you may need to provide proof of the accommodation. If so, email your Access Specialist to request a Note Taker Letter. If the instructor has further concerns, refer them to your Access Specialist.

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. Email your assigned Access Specialist to request Note Taker Letters.

2. On p. 2 (“Note-Taker Instructions”), write in your contact information.

3. Meet with your instructors and present them with the Note Taker Letters. Explain that you need their help in finding a note-taker with their class. The instructor should hold onto the Note-Taker Instructions.

4. The instructor will make an announcement in class and/or sends 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 hand them the Note-Taker Instructions (with your contact information).

5. 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 SLDS, copied or scanned/emailed at SLDS).

6. In order for the note-taker to receive their $25 per credit hour stipend (or certificate of volunteering), the note-taker must follow their provided instructions.

7. Inform your assigned Access Specialist 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 that have disabilities with random acute episodes which may require them to miss class or deadlines, Disability Services will approve for the student to be granted a reasonable amount of flexibility with absences, exam dates, deadlines and participation points.

Once approved, Disability Services will provide you with an “Attendance/Deadline 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 on the third page of the Attendance/Deadline Letter. **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 first two pages of the Attendance/Deadline Letter or talk with your assigned Access Specialist.

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

1. Email your assigned Access Specialist to receive your Attendance/Deadline Letter (3 pages).

2. Meet one-on-one with your instructors.
   - Provide them with the Attendance/Deadline Letter and have the instructor read the guidance on the first page.
   - 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 Specialist and share your concerns. Your Access Specialist will work with you and the instructor to resolve the issue.**
   - Once you and the instructor have agreed, complete the Attendance and Deadline Modification Agreement on the third page of the letter.

3. Student returns the Attendance and Deadline Modification Agreement to Disability Services (in-person or via email). **Note: This step is essential. Agreements that are not signed/returned to SLDS may not be honored.**

4. Contact your assigned Access Specialist 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 attendance and deadline modifications, 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.

- **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 assigned Access Specialist 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 6 excused absences and halfway through the semester you've hit 5 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 assigned Access Specialist. While your Access Specialist 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 6 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.
The Accessible Media department of Student Life Disability Services is responsible 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 the Accessible Media Services Coordinator to discuss which types of materials you would like converted, and develop a plan for future semesters.

2. Email **slds-altmedia@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 the Accessible Media Department. 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.
Students who need accessible furniture (adjustable tables, cushioned chairs, etc.) need to follow the following process every semester:

1. If you would like to view the classroom layout yourself, you can take a virtual tour of most classrooms by visiting [https://odee.osu.edu/classroom-browse](https://odee.osu.edu/classroom-browse).

2. After registering for classes, contact your assigned Access Specialist with your schedule for the upcoming semester (including room assignments) and the specific accommodations needed.

3. Your Access Specialist will work with campus facilities to arrange for furniture placement. This process may take several days.

4. Notify your Access Specialist as soon as possible if your furniture request has not been met within 3 business days, or you encounter a problem with the furniture.

**ACCESSIBLE FURNITURE**

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

1. If you would like to view the classroom layout yourself, you can take a virtual tour of most classrooms by visiting [https://odee.osu.edu/classroom-browse](https://odee.osu.edu/classroom-browse).

2. After registering for classes, contact your assigned Access Specialist with your schedule for the upcoming semester (including room assignments) and the specific accommodations needed.

3. Your Access Specialist will work with campus facilities to arrange for furniture placement. This process may take several days.

4. Notify your Access Specialist as soon as possible if your furniture request has not been met within 3 business days, or you encounter a problem with the furniture.

**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.*
Disability Services’ Assistive Technology Training Center (ATTC), is a computer lab that is available for Disability Services (SLDS) registered students to use during regular office hours. Specifically, it offers the following assistive and information technology software and hardware:

- Scan-to-Speech, Text-to-Speech and Web-to-Speech software, that utilizes bi-modal output via computer-generated voice
- Voice Recognition Software (e.g. Dragon Naturally Speaking, Windows Speech Recognition)
- Reading and Writing Enhancement/Literacy Software (e.g. Read and Write Gold)
- Screen reader software (e.g. JAWS)
- Screen enlargement software (e.g. ZoomText)
- Miscellaneous software suites: MATLAB, SPSS, MiniTab
- All standard internet browsers: Internet Explorer, Mozilla Firefox, Google Chrome
- CCTV text magnification systems
- Printer access for note-takers
- Large flat screen monitors
- Flatbed and edgeless scanners
- Refreshable Braille displays
- Alternative navigation programs
- Adaptive mice and keyboards (upon request)
- MATLAB and Minitab
- SPSS statistical analysis software
- Alternative navigation programs
- Adaptive mice and keyboards (upon request)
- MATLAB and Minitab
- SPSS statistical analysis software

Core assistive-technologies JAWS, ZoomText and Read and Write Gold are available in many locations at The Ohio State University. Please visit the Disability Services website [http://go.osu.edu/at](http://go.osu.edu/at) for locations, hours and staffing information.

If you need training in the use of the assistive technology located on campus, please contact Student Life Disability Services at 614-292-3307 or [slds@osu.edu](mailto:slds@osu.edu) for an appointment. During SLDS office hours, the ATTC staff is available for student questions without appointment.
Disability Services coordinates interpreting and/or transcribing services for registered students who are D/deaf or hard of hearing.

**Interpreting/Transliterating**

A team of American Sign Language Interpreters will interpret/transliterate all academic related activities.

**Transcription Services**

A Transcriber will use a laptop computer with abbreviation software to transcribe meaning-for-meaning what is said in class lectures, discussions, meetings or any other academic related activity. You read the transcription in real-time from a second laptop computer. You can also type questions and comments to the transcriber during class and even take your own notes on the reader computer.

- The Transcriber will edit the lecture transcripts and incorporate any notes from you to produce notes from the class. The materials will be emailed to you normally within 24 hours.

- Do not provide other students with copies of the notes. Providing notes to other students may result in a loss of service.

- Tell the Transcriber how you prefer to communicate with the instructor and other students in class.

- Do not handle equipment unless the Transcriber asks you to help.

- Copy diagrams from the board or PowerPoints. The Transcriber cannot get this kind of information into the notes; it is your responsibility.

- Check the spelling of all new vocabulary words. The correct spelling is your responsibility.

- If you don’t understand something in class, ask the professor to clarify it, not the Transcriber. The Transcriber is not a tutor or teaching assistant.

- Talk to Interpreter/Transcriber Coordinator about any problems with communication access in class or with notes. Do not let problems continue.

**To request interpreter/transcription services for classroom purposes:**

1. Students must first meet with their Disability Services Access Specialist and the Interpreter/Transcriber Coordinator before classroom services can be initiated.

2. Inform the Interpreter/Transcriber Coordinator of preference for interpreting and interpreting needs (oral, ASL or PSE), transcription or real time captioning. With five day advanced notice, Disability Services will strive to accommodate your request for a preferred type of service.
3. Provide Interpreter/Transcriber Coordinator with requested class schedule as soon as you register for classes. Please report any changes in daily or weekly class schedules as soon as possible.

4. Inform the Interpreter/Transcriber Coordinator when interpreting/real time captioning/transcription services will not be needed or if you will be arriving late to a class or scheduled appointment. An Interpreter/Transcriber will wait twenty minutes before leaving a class or an appointment. After three failures to notify Disability Services that services are not needed or that you will be arriving late, interpreting/captioning/transcription services will be suspended until you meet with the Interpreter/Transcriber Coordinator.

5. Request services at least five working days in advance.

6. If you develop a good rapport with a particular Interpreter or Transcriber and would like to continue working together, you should contact the Interpreter/Transcriber Coordinator with this request.

7. Interpreters and Transcribers will not provide transportation for students.

Contact the Interpreter/Transcriber Coordinator, Claudia Kinder, for more information on scheduling interpreting, transcription and real-time captioning.

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**FM HEARING SYSTEMS**

Students who use hearing aids may request the use of an FM Hearing System for use in the classroom environment. The FM System utilizes a microphone and transmitter unit (worn by the instructor) and a receiver and headset (worn by the student). The instructor’s speech is transmitted to the student’s receiver unit (via FM radio signal) and the student has the ability to control volume and other settings.

**To request an FM Hearing System:**

1. Contact your Disability Services Access Specialist. 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. P: 614-292-6251 (Voice or TTY) • [http://sphs.osu.edu/clinic/location-information](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 FM equipment and train you in its use.

5. You will sign a contract with the Clinic to check out FM equipment for the semester, which you will return to the Clinic at the end of each semester.

6. Contact the Clinic immediately if you have difficulty or need repairs.
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 assigned Access Specialist immediately after scheduling your classes to request an assistant. Send an email to your assigned Access Specialist with the class code and number (e.g. BIO 2000, CHEM 1220) for the lab in which you’ll 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 Disability Services student employees.

3. The lab assistant coordinator 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 assigned Access Specialist.

- Contact your assigned Access Specialist if you drop the class or no longer are in need of a lab assistant.

- Contact your assigned Access Specialist 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 assigned Access Specialist.

- 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.

- Inform Disability Services ahead of time if unable to attend a session so a sub can be assigned to take their place.
Disability Services 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 Disability Services Access Specialist 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 Specialist may write a letter to document your disability. Each request is entertained on a case-by-case basis.

2. Write a personal statement as to 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 Disability Services – reviews all curriculum modifications. Although your Access Specialist 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.
Students who need housing accommodations (e.g. single room, wheelchair access, emotional support animal) should contact the Director of Housing Administration, Toni Greenslade-Smith, (614-292-8266 / greenslade-smith.1@osu.edu) to discuss housing options. For more information, visit: https://housing.osu.edu/living-on-campus/.

**HOUSING ACCOMMODATIONS**

**DINING ACCOMMODATIONS**

- Visit the following link: http://diningservices.osu.edu/NetNutrition/1 to discover which locations offer food items that best suit your dietary needs, including specific information regarding ingredients, calorie counts, carbohydrates, sugars and other important dietary information.

- Campus dining locations have signs next to food items regarding some food allergies and restrictions such as gluten free, peanut free and dairy free.

- Students can meet with a dietitian to discuss healthy nutrition options or dining accommodations. Contact Gina Forster, Assistant Director of Nutrition, at 614-247-7641 or forster.78@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 Disability Services**

Disability Services is a designated voter registration site; voter registration forms and other information about voting are available from your Access Specialist. 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 Franklin County in Columbus, Ohio, can register to vote using the forms found at Disability Services.

- For Ohio residents outside of the Franklin county area, you can vote via an absentee ballot. Your Access Specialist 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 Disability Services. This form must be sent back to your home state for voter registration purposes.
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. For additional information, you should refer your instructor to the Disability Services Faculty Handbook, which provides some brief instructions on how to react to a seizure.

**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).
The university and 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 Specialist. The Access Specialist will attempt to resolve the issues by assisting the student in discussing issues with the faculty member, department or program. In some instances, the Disability Services Director may be consulted in order to develop a resolution. Most situations are positively resolved through Access Specialist support and mediation.

2. If either the student or the Disability Services Access Specialist 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 Disability Services and/or a Staff Member

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

A student has the right to bypass 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 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

Student Life Disability Services  
098 Baker Hall  
113 12th Ave Columbus, OH 43210-1297  
Voice: 614-292-3307  
VRS: 614-429-1334  
FAX: 614-292-4190

Student Conduct  
550 Lincoln Tower  
1800 Cannon Dr  
Voice: 614-292-0748

Ohio Civil Rights Commission  
Voice: 614-466-2785  
TTY: 614-752-2391  
FAX: 614-466-6250

ADA Coordinator's Office  
21 E 11th Ave  
Columbus, OH 43201-2126  
Voice: 614-292-6207  
TTY: 614-688-8605  
FAX: 614-688-3665

Federal Office for Civil Rights  
Voice: 800-368-1019  
TDD: 800-537-7697  
FAX: 312-886-1807

Disability Rights Ohio  
Voice: 614-466-7264  
TTY: 614-728-2553  
FAX: 614-644-1888

Ohio Civil Rights Commission  
Voice: 614-466-2785  
TTY: 614-752-2391  
FAX: 614-466-6250

Federal Office for Civil Rights  
Voice: 800-368-1019  
TDD: 800-537-7697  
FAX: 312-886-1807

Disability Rights Ohio  
Voice: 614-466-7264  
TTY: 614-728-2553  
FAX: 614-644-1888
In order to best serve our students, Disability Services 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 Disability Services 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 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 Disability Services 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 Specialist.

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 departmental changes, activities and other events, such as campus activities, scholarships, job interviews, etc.

Student Life Disability Services (SLDS) also has the following social media channels: Facebook: https://www.facebook.com/osu.slds Twitter: https://twitter.com/osu_slds

Other publications available from Disability Services are the general office brochure, ATTC computer lab brochure and the Faculty Handbook, which can be found on the Disability Services website as well as in the office.
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

CampusParc
University policy requires any student, faculty member or staff member with a temporary or permanent mobility impairment to obtain and use a CampusParc disability parking permit rather than using the state placard.
Location: 1560 N. High St – South Campus Gateway
Phone: 614-688-0000
http://osu.campusparc.com/home/permits/student-faculty-staff-permits/ada-accessible-permits

Deaf/Hard of Hearing/ASL Resources

- ASL Club at Columbus State Community College: http://www.cscce.edu/campus-life/clubs/club-listings.shtml
- ASL Club at The Ohio State University: https://asl.osu.edu/about/aslclub
- Buckeye Rainbow Alliance of the Deaf: http://bradohio.com/
- Columbus Colony: http://www.columbuscolony.org/
- Columbus Speech and Hearing Center: http://www.columbusspeech.org/
- 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.ohioschoolforthestedeaf.org/
- Ohio School Speech Pathology Educational Audiology Coalition: http://www.osspeac.org/
- Signs of Christmas: http://signsofchristmas.org/
- OYO Camp: www.oyocampnuhop.org
Digital Accessibility Center
The Digital Accessibility Center (WAC) 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:** 098 Baker Hall – ATTC Computer Lab
**Email:** bossley.5@osu.edu
https://accessibility.osu.edu/

Facilities Operations and Development (FOD) Construction Updates
FOD maintains a blog with updates on campus construction projects. Students with mobility issues are encouraged to use this blog to stay aware of environmental barriers that may be created during construction. To learn more, visit: http://go.osu.edu/43210.

Library Assistance
The Ohio State University Library (OSUL) system can assist you when it comes to retrieving electronic and/or photocopying materials from the library.
**Contact:** Tony Maniaci
**Phone:** 614-247-6888
http://library.osu.edu/

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. For more information on ACE please contact Tom Fish thomas.fish@osumc.edu.
**Phone:** 614-685-8723

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 1-800-282-4536
http://ood.ohio.gov/

Paratransit Services
Ohio State provides campus transportation services for students with disabilities. This service transports passengers door-to-door, both on and off campus within established University proximity boundaries.
**Location:** 2500 Kenny Road
**Phone:** 614-292-6202
https://ttm.osu.edu/paratransit

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:** 1070 Carmack Rd – 141 Pressey Rd.
**Phone:** 614-292-6251
https://sphs.osu.edu/clinic
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 and Physical Activity Center (RPAC) – 337 W. 17th Ave.
**Phone:** 614-688-3693
**Email:** ars@osu.edu
**http://recsports.osu.edu/adapted.asp**

Anxiety and Stress Disorders Clinic
Guided by over a decade of research into the nature and causes of anxiety, the Anxiety and Stress Disorders Clinic is committed to the development and provision of state-of-the-art treatments for individuals suffering from anxiety-related problems.
**Location:** 105 Psychology Building – 1835 Neil Ave.
**Phone:** 614-292-2059
**http://psc.osu.edu/anxiety-stress-clinic.php**

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:** Fourth 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 clinic serves individuals, couples and families of the university and greater Columbus communities. The office is open for both day and evening appointments Monday through Thursday, with day time appointments on Fridays.
**Location:** Ste. 012 Mount Hall – 1050 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: 225 Psychology Building
Phone: 614-292-2059
http://psc.osu.edu/

Sexual Civility and Empowerment
Sexual Civility and Empowerment is dedicated to inspiring students to intervene, heal and interrupt patterns of personal behaviors while shifting culture as well as promoting openness and respect among all students, staff and faculty. Sexual Civility and Empowerment includes comprehensive prevention initiatives aimed to engage the community in preventing sexual violence. The Sexual Civility and Empowerment Support Coordinators also provide direct one on one support through empowerment coaching and holistic healing models to all students who have experienced any form of sexual violence defined as sexual assault, rape, sexual harassment, stalking and/or intimate partner violence before or during their enrollment at the university.
Location: 1120 Lincoln Tower
Phone: 614-292-4806
http://sce.osu.edu/

Student Health Services
We are a Joint Commission accredited outpatient facility providing a variety of health care services to enrolled students at The Ohio State University.
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 W. 17th 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/](http://dennislearningcenter.osu.edu/)

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**General Chemistry Learning Resource Center**
The Learning Resource Center is available for free assistance in General Chemistry courses. The Help Room usually staffed with 5 teaching assistants, for assistance with Chemistry courses 1110, 1210, 1220 and 1250, 1610 and 1620.

**Location:** Celeste 170 – 120 W. 18th Ave.

**Phone:** 614-292-2251

[https://chemistry.osu.edu/undergrad/resources/tutoring](https://chemistry.osu.edu/undergrad/resources/tutoring)

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**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](https://economics.osu.edu/economics-learning-center)

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**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. 18th Ave.

**Phone:** 614-292-6994

[https://math.osu.edu/undergrad/advising/office](https://math.osu.edu/undergrad/advising/office)

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**Mathematics and Statistics Learning Center (MSLC)**
The MSLC offers free tutoring for almost all courses below Math 1254. 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/](https://mslc.osu.edu/)
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. Contact Armada Henderson, Program Manager, at the number below or see the web site for more information.

Location: Hale Hall – 154 W. 12th Ave.
Phone: 614-292-0964
https://odi.osu.edu/for-students/undergraduate/tutoring-and-study-skills-program/

Department of Physics
The department of Physics offers free tutoring. Hours and tutor availability posted in the tutor room each term.

Location: Smith Lab 1011 A and B – 174 W. 18th Ave.
Phone: 614-292-6086
http://physics.osu.edu/tutoring

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 available. Call for more information or to schedule a tutorial appointment.

Location: 4132 Smith Lab – 174 W. 18th Ave.
Phone: 614-388-5633
http://cstw.osu.edu/writing-center
**General Campus Resources**

**Career Counseling and Support Services**
By providing individual/group career services and programming to promote academic, personal and occupational success of students by assisting them in career decision making and career development. Call for dates and times of activities or individual appointments with an Access Specialist.

**Location:** 2nd floor Younkin Success Center – 1640 Neil Ave.
**Phone:** 614-688-3898
**[http://ccss.osu.edu](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 includes an Undergraduate Minor, a Graduate Interdisciplinary Specialization and a Graduate Student Association.

**[https://disabilitystudies.osu.edu/](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](http://veterans.osu.edu)**

**Multicultural Center (MCC)**
This office provides programming and services to African American, American Indian, Hispanic, Asian American and GLBT students through an Intercultural model. The MCC offers a wide range of programming and advocacy activities for all members of the Ohio State University community. Call for information on events, services and opportunities to serve.

**Location:** Student Union, Suite 1000 – 1739 N. High St.
**Phone:** 614-688-8449
**[http://mcc.osu.edu/](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/](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.
Email: csls@osu.edu
Phone: 614-292-8763
https://activities.osu.edu/

Student Advocacy Center
This office provides assistance in addressing problems and concerns whether they are 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: 1120 Lincoln tower – 1800 Cannon Dr.
Phone: 614-292-1111
http://advocacy.osu.edu

Student Conduct
The primary focus of this office is to promote university community standards 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 an Access Specialist 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: Fourth Floor, Student Academic Services (SAS) Building – 281 W. Lane Ave.
Phone: 292-0300 or toll free: 800-678-6440
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 regarding 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 W. 11th Ave.
Phone: 614-247-5853
http://studentlegal.osu.edu
**Student Safety Service**
This program is a service of the university Police Department. An Escort Service is provided for safe transportation during the evening and early morning hours for students in the campus area. It operates seven days a week and an escort can be arranged by calling the below number during regular business hours.

**Location:** Michael Blankenship Hall – 901 Woody Hayes Dr.
**Phone:** 614-292-3322
**http://www.ps.ohio-state.edu/sss/**

**VetSuccess On Campus**
Vet Success 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 Access Specialist, 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:** Angela Abel
**Phone:** 614-688-1602
**Email:** Angela.Abel@va.gov