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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

All Disability Services telephone lines are switched to an answering service at closing. When leaving a message, please state the name of the staff member you are attempting to contact, your name, telephone number and a brief message.

Hours of Operation

Autumn and Spring Semester

Monday & Friday | 7:30 a.m. – 5 p.m.
Tuesday - Thursday | 7:30 a.m. – 8:30 p.m.

Summer Semester

Monday - Friday | 7:30 a.m. - 4:30 p.m.



Important Note: Exams/quizzes taken at Disability Services must be taken during the hours listed above and must be completed by the time the office closes.

Staff Contact Information

Staff		Email Address	
Lois Burke Harris – Director		harris.1595@osu.edu	
Caitlyn McCandless – Asst. Director/Access Specialist		mccandless.8@osu.edu	
Courtney McCrary – Access Specialist		mccrary.36@osu.edu	
Michelle Salomone – Access Specialist		salomone.6@osu.edu	
Stephanie Rowland – Access Specialist		rowland.245@osu.edu	
Adam Crawford – Access Specialist		crawford.843@osu.edu	
Samantha Stehlik – Graduate Assistant		stehlik.7s@osu.edu	
Abdirahim Abdi – ATTC Coordinator		abdi.33@osu.edu	
Rachel Dugan – Accessible Media Services Coordinator		dugan.84@osu.edu	
Claudia Kinder – Interpreter/Transcriber Coordinator		kinder.7@osu.edu	
Ruby Stewart – Exam Scheduling Coordinator		stewart.630@osu.edu	
Dominique Holzer – Exam Scheduling Assistant		holzer.25@osu.edu	
Paul Kraemer – Exam Scheduling Assistant		kraemer.30@osu.edu	
Eddie Bowles – Office Manager		bowles.104@osu.edu	
Ken Petri – Web Accessibility Center Director		petri.1@osu.edu	
Interpreting Staff		Transcribing Staff (TypeWell)	
Tiffany Buch	buch.10@osu.edu	Cathy Hartley Plimpton	hartley-plimpton.1@osu.edu
Emily Ott	ott.120@osu.edu	Adele Helmick-Moorehead	helmick-moorehead.1@osu.edu
Bennett Whitaker	whitaker.105@osu.edu	Jodi Tobin	tobin.58@osu.edu
Jan Wulf	wulf.12@osu.edu	Karen Walraven	walraven.8@osu.edu



Important Note: Access Specialists are available for walk-ins daily. If you need to see your assigned Access Specialist as a walk-in, please call 614-292-3307 in advance to confirm his/her availability.*


Confidentiality and Release of Information

- Student Life Disability Services 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.
- Disability information may be released only when a student gives permission.
- The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment and the Americans with Disabilities Act (ADA) do not allow faculty or others access to disability-related information.
- Disability Services will not share a student's specific diagnosis or medical information with university faculty or staff without student's consent. Access Specialists will confirm registration and approved accommodations upon request.
- Disability Services will retain all disability documentation for six years after students leave the university.

Code of Student Conduct

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.



Important Note: Services and accommodations are authorized based on your disability and specific functional limitations. You may not receive all of the accommodations contained in this handbook.

Initiating Services and Accommodations

1. Analyze your classes.

Look at the requirements for 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 Disability Services.

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. Specific instructions for each accommodation can be found further in the handbook.

Document Name	Purpose	How to Receive Document
Exam Proctor Sheets	<ul style="list-style-type: none">Schedule exams at Disability Services	Pick up at SLDS
Note-Taker Letters	<ul style="list-style-type: none">Request note-taking assistance	Email Access Specialist
Attendance/Deadline Letters	<ul style="list-style-type: none">Request attendance/deadline modifications	
Verification Letter	<ul style="list-style-type: none">Verify registration with Disability ServicesInstructor-provided accommodations	

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. Be specific.

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.

Priority Scheduling

Most students registered through Disability Services 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

You have three exam options available to you:

1. Take your exams with the class, no accommodations.
2. Take your exams with accommodations that are arranged by the instructor.
3. Schedule and take your exams at Disability Services.

Scheduling Exams at Disability Services:

Note: Some lower-level Chemistry, Math, Psychology and Physics courses have special instructions for exam scheduling. Consult with your Access Specialist or an exam 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.
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 Access Specialist. You will be required to meet with an Access Specialist if you submit a proctor sheet after the stated deadline.**
4. Let Disability Services know in advance about any cancellations or rescheduling. To reschedule, we'll need permission from the instructor (via email or in writing).
5. Two weeks prior to Finals Week: ensure that you have received your final exam schedule via email from Disability Services, including date/time/location for ALL of your scheduled finals. If you have not received this information, contact Disability Services.

Test accommodations may include but are not limited to:

- Extended time
- Distraction reduced space
- Assistive technology, reader, or scribe
- Computer/MS Word
- Voice recognition and screen Reading Software
- Braille
- Enlarged print
- Adjustable tables
- Closed Circuit Television (CCTV)

Policies for exams at Disability Services

- Faculty instructions on the Proctor Sheet will be reviewed with you before the exam begins.
- Unauthorized materials such as hats, coats, backpacks and unapproved books/notes are not permitted in the exam space.
- Cell Phones must be turned off and remain in your backpack or can be given to the front desk staff to be placed in the exam envelope.
- Disability Services cannot guarantee a specific test environment.
- You are not permitted to leave the Disability Services testing area once you have begun your exam (exception is bathroom break within Disability Services).
- You are responsible for your personal exam materials (e.g., pencil, calculator).
- If you are unclear about the exam instructions or conditions, 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.

Policies Regarding Academic Misconduct

- All students must provide a photo ID (driver's license/Buck-Id) when checking in to take an exam.
- 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. ***Any student observed utilizing any unauthorized resource during an exam will be reported to the University Committee on Academic Misconduct and their instructor.***
- You are NOT permitted to touch/move the mirrors/cameras that are located in the studio. If you are caught moving a mirror or camera you will be reported to the instructor and may be charged with academic misconduct.
- Any unauthorized notes and any scrap paper used during the exam will be copied and returned with the exam to the instructor.
- A staff member may come into the studio or off site 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).

Software/Online Test Accommodations

- Disability Services utilizes software (e.g. Exam Soft, SPSS, MATLAB and Solid Works as needed for exams.
- Unless the class is taking a Carmen exam in a proctored environment, you do not need to take Carmen exams at SLDS to receive extended time.
- Instructors must indicate the software needed for exams on the proctor sheet.
- Instructors must provide passwords needed via email prior to the exam.

Lateness, Illness, Cancellation and Rescheduling Policies

Lateness and Illness

- You are expected to be at Disability Services at the time designated on the Proctor Sheet and approved by your instructor.
- If you arrive late for your exam, you must take the exam with the remaining time or reschedule your exam with your instructor (via the Rescheduling Authorization Form OR an email from the instructor).
- There is no guarantee that the instructor will permit a make-up exam.
- This policy also applies if you are late due to illness.
- If you are unable to take an exam due to illness or emergency, contact your instructor and Disability Services immediately.

Canceling an Exam or Quiz

- Please notify our office if for any reason you have decided not to take your exam at Disability Services.
- You are responsible for ensuring that your travel plans do not interfere with your final exam schedule.

Rescheduling an Exam or Quiz

- Disability Services will accept authorization from the instructor via email, as long as the email includes the necessary information in order to administer the exam.
- Alternatively, students can use a Rescheduling Authorization Form, found at Disability Services' exam front desk.
 1. Take the form to your instructor for them to fill out and sign.
 2. Return the form to Disability Services as soon as possible.

Final Exams

- Due to space constraints, your final exam may be scheduled for the second or third choice as indicated by your instructor on your Proctor Sheet.
- You will receive an email by the last week of the semester with a date, time and location of your finals.
- **YOU ARE RESPONSIBLE FOR KNOWING YOUR FINALS SCHEDULE.** Please contact Disability Services if you do not receive an email notification by the last Friday of the semester. You may request a printed copy of your schedule at the front desk.

Requesting Readers and/or Scribes for Exams

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.

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.

Math Policy

Scheduling Lower Level Math Exams (1050, 1075, 1130, 1131, 1148, 1149, 1150, 1151, 1152 and 1172)

- All lower level math exams are scheduled at Disability Services by filling out a Common Math Scheduling Form.
- You must meet with Exam Scheduling staff at the beginning of the semester if you are taking any lower-level math classes during the autumn or spring semester. At that time, you should indicate if you need any accommodation other than extended time and distraction reduced space. During summer semester, you may use the proctor sheet and the standard exam scheduling procedures.
- Turn in the completed form at the front desk. Disability Services will provide letters for your instructors and you will be responsible for delivering one letter to your math TA and the math lecturer.

Note-Taking Assistance

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 lecture 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 of the room 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. 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. Have the instructor follow the instructions on the letter.
3. 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 and should include the \$25 per credit hour stipend. Once someone expresses interest to the instructor, the instructor will connect them with you.
4. Meet with the note-taker to establish an agreed upon method for receiving the notes (e.g. emailed Word document, carbon copy paper provided by SLDS, copied or scanned/emailed at SLDS).
5. Fill out the 2nd page of the Note Taker Letter with the note taker. You or the note taker returns the letter to our office, either in-person or email (slds@osu.edu).
6. 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 3rd 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 3rd 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 an attendance modification, you agree to:

- **Only use your Attendance and Deadline Modification Agreement for disability-related reasons.** Absences or missed exams/deadlines/participation points due to common illnesses, personal conflicts, or other non-disability related reasons should be held to the standard course policies.
- **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.
- **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.

Verification Letter

- A verification letter verifies that you are registered with Disability Services and lists your accommodations; it DOES NOT indicate your disability.
- To request a letter, please email your assigned Access Specialist.
- If you are requesting instructor-provided exam accommodations (not at Disability Services): Provide the letter to your instructor. Discuss arrangements in advance, including the final.
- To receive extended time for Carmen quizzes/exams, provide your instructor a verification letter and the instructor can adjust your allotted time in Carmen.

Curriculum Modification Policy and Procedure

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 modification is approved, you will be required to take an equivalent class determined by your academic advisor.

Lab Assistants

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

Requesting a lab assistant:

1. Contact your 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.

Accessible Media

Available Formats:

- PDF image or searchable text
- Word document (.doc)
- Rich text format (.rtf)
- Paper enlargements
- Braille (6-month advance notice requested)
- Tactile or raised-line images
- Electronic publication (.epub)
- Audible mathematics and scientific notation

Process and Procedures:

1. Meet with your Access Specialist to be approved for the Accessible Media accommodation.
2. Schedule orientation with Accessible Media staff.
3. Email Accessible Media staff each time you schedule classes and indicate the specific classes for which you would like Accessible Media. (Please also email if you change your schedule.)
4. Completed materials will be uploaded to Carmen as locked documents.
5. Documents will be unlocked when you provide proof of ownership for each text.
6. Please check that materials are working and are in the correct format within 24 hours of receipt.



Note: *Only required textbooks are converted by default; additional course materials (including Carmen articles, recommended texts, etc.) can be converted upon request.*

For more information, please visit <http://www.slds.osu.edu/accommodations-services/alternative-media/>

Assistive Technology Training Center (ATTC)

Student Life Disability Services' Assistive Technology Training Center (ATTC), is a computer lab that is available for Disability Services (DS) 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

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> 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 for an appointment. During DS office hours, the ATTC staff is available for student questions without appointment.

Training, support and troubleshooting is available for the following environments: the DS ATTC computer lab environment, the DS exam accommodation environment and the OSU classroom environment. Our training and support is concentrated on the software and hardware that is available within the ATTC lab and DS exam environment, but we will do our best, (on a case by case basis), to support students' own non-DS assistive technology that they might bring to those environments. If we are not able to provide sufficient training, support and/or problem resolution for students' other assistive technology, we will provide a workable alternative to ensure a reasonable accommodation scenario using DS assistive technology. As resources and expertise allows, we will assist students with home and/or work assistive technology problems by offering feedback and assisting the student with researching problems on a case by case basis. However, home and/or work assistive technology needs are not DS' primary responsibility.

Interpreting, Transcription and Real Time Captioning

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 services, transcription services and/or captioning 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.

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.
614-292-6251 (Voice or TTY)
<http://sphs.osu.edu/clinic/location-information>
3. The Clinic will require your most recent audiogram but may conduct additional testing to assess your current needs.
4. The Clinic will fit you with the 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 any difficulty or if the equipment is in need of repair.

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, space at Disability Services with an assistant, 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. Students must:

1. Review the class syllabi to determine class materials which need processed. This must be done on the first day of class or as soon as the syllabi is available (sometimes available on Carmen before the beginning of the semester).
 2. Email the class syllabi and videos to your assigned Disability Services Access Specialist.
 3. Schedule an appointment with your assigned Disability Services Access Specialist to discuss options for the audio description request.
-

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>.
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.

Food Allergies and Restrictions

There are alternative dietary options located in dining facilities throughout campus.

1. Visit the following link: <http://diningervices.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.
2. Campus dining locations have signs next to food items regarding some food allergies and restrictions such as gluten free, peanut free and dairy free.
3. Students can meet with a dietitian to discuss healthy nutrition options. 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 complete voter registration forms.

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.

- 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.

For students who are already registered voters, you 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 any election in the last four years.

Emergency Procedures

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

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

Students with mobility impairments

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

1. Make a plan

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

2. Inform others of your plan


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

Students with visual impairments

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

Students with seizure disorders

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

Disability Services Grievance Procedure

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

ADA Coordinator's Office

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

Student Conduct

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

Federal Office for Civil Rights

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

Ohio Civil Rights Commission

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

Disability Rights Ohio

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

Student Life Disability Services Publications

The ***Disability Services eNewsletter*** is an electronic newsletter that is periodically emailed to all registered students. This Disability Services communication provides students with up-to-date information regarding 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 web site as well as in the office.

Campus and Community Resources

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://columbusstate.orgsync.com/show_profile/97365-the-columbus-state-asl-club
- ASL Club at The Ohio State University: <http://aslclub.org.ohio-state.edu/>
- 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.ohioschoolforthe deaf.org/>
- Ohio School Speech Pathology Educational Audiology Coalition:
<http://www.osspeac.org/>
- Signs of Christmas: <http://signsofchristmas.org/>
- OYO Camp: www.oyocampnuhop.org

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>

University Housing

Student Life University Housing staff works to accommodate the needs of students. Students who need special assignment consideration and/or have a service animal or therapy animal are strongly encouraged to contact the Director of Housing Administration, Toni Greenslade-Smith, at greenslade-smith.1@osu.edu to discuss housing options.

Location: 1910 Cannon Dr.- 350 Morrill Tower

Phone: 614-292-8266

<https://housing.osu.edu/living-on-campus/>

Web Accessibility Center

The Web 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. For more information about the WAC, its resources and services, visit

<http://wac.osu.edu> or email wac@osu.edu

Location: 098 Baker Hall-ATTC Computer Lab

Email: wac@osu.edu

<http://wac.osu.edu>

Mental/Physical Health

Adapted Recreational Sports (ARS)

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

Location: Recreation 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

Psychological Services Center

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://www.psy.ohio-state.edu/labs/anxiety/index.html>

Counseling and Consultation Service (CCS)

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

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

Phone: 614-292-5766

<http://ccs.osu.edu>

CCS Community Provider Database

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

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

Couple and Family Therapy Clinic

The 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://www.psy.ohio-state.edu/psc/>

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/>

General Chemistry Learning Resource Center

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

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

Phone: 614-292-2251

<http://chemistry.osu.edu/undergraduate/lrc>

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>

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>

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://www.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

<http://odi.osu.edu/programs/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. 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>

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/>

Military and Veterans Services

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

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

Phone: 614-247-8387

<http://veterans.osu.edu>

Multicultural Center (MCC)

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 OSU 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/>

Off-Campus and Commuter Student Services

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

Location: 3106 Ohio Union – 1739 N. High St.

Phone: 614-292-0100

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

Student 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 Disability Services Access Specialist for a direct contact with an Access Specialist in the Financial Aid office.

Location: 4th Floor, Student Academic Services (SAS) Building – 281 W. Lane Ave.

Phone: 292-0300 or toll free: 800-678-6440

<http://sfa.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/>

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