

PHONE NUMBERS AND WEBSITES

Departmental

OSU Department of Chemical and Biomolecular Engineering		http://www.che.eng.ohio-state.edu
		Telephone area code: 614
Chair	Stuart Cooper	292-7907
Assistant to the Department Chair	Sherry Stoneman	292-7907
Graduate Studies Committee Chair	Winston Ho	292-9970
Graduate Program Coordinator	Angela Jones	292-9076
Design Engineer	Leigh Evrard	292-2780
Laboratory Supervisor	Paul Green	292-2728
Building Coordinator	Carl Scott	292-2728
Business Officer		
Fiscal and Human Resources	Ibrahima Ndoeye	688-3309
Computer Support		
Director	Geoff Hulse	292-3589
System Specialist	Michael Davis	292-2928
System Engineer	David Jones	292-6929
Chemical Engineering Graduate Council (CEGC)		292-9076
2004-2005 Officers: John Kuhn, Somnath Sinha, Yuan Wen, Matthew Woods, Liying Yang		

<i>University</i>	
Campus Information	614-292-OHIO (6446)
The Graduate School Handbook (GSH)	http://www.gradsch.ohio-state.edu
Student Online Service (Registrar)	http://www.ureg.ohio-state.edu/ourweb/online.html
Fees, Deposits & Disbursements	http://www.treasurer.ohio-state.edu/ 24-hour account access, 292-EASE or 800/678-6270
Office of International Education (OIE)	http://www.oie.ohio-state.edu/ 292-6101
Calendar	http://www.ureg.ohio-state.edu/ourweb/scheduling/
UTS software download	http://softwaretogo.osu.edu/
Student Health Center	http://www.shc.ohio-state.edu/ Appointment number : 292-4321
Housing	http://www.osuhousing.com/gradhouse.html e-mail: housing@osu.edu
Parking	http://www.tp.ohio-state.edu/ 292-9341
Police	http://www.ps.ohio-state.edu or e-mail: Police+@osu.edu
Emergency	911
non-emergency	292-2121
English as a Second Language program	http://www.esl.ohio-state.edu
SPEAK test	292-5005
Library	http://www.lib.ohio-state.edu

Photography By Geoffrey Hulse

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Survival Guide, September 2004

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THE GRADUATE SCHOOL

Except for students in the Colleges of Law and Medicine, the Graduate School is the college which serves all other graduate students enrolled at The Ohio State University. The Graduate School, as the College of record for all graduate students and the office of Research and Graduate Studies, maintains continuity across colleges, primarily through the policies affecting graduate programs and research at The Ohio State University. The Council of Research and Graduate Studies and the Dean of the Graduate School establish university-wide policies and requirements for graduate degrees but do not make specific program decision for students. More than 100 different graduate programs, each in different academic fields of specialization, are served by the Graduate School.

Therefore, the graduate students' indispensable guide is the *Graduate School Handbook (GSH)*, which is located on the Graduate School's website at <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>. To ensure that each student meets all academic requirements for graduation, it is important to use the GSH for basic references. The GSH lists all critical deadlines, policies, and procedures. In addition, the departmental *Graduate Guide* is another important reference which specifically describes the Department of Chemical and Biomolecular Engineering Graduate Program policies and procedures in conjunction with those of the Graduate School.

In addition to administering fellowship applications and a myriad of other details and benefits, the Graduate School administers official registration processes. Staff members in the Graduate School facilitate required procedures, answer questions, and help resolve problems. Do not hesitate to call on any officer or employee of the Graduate School for matters associated with your graduate work.

247 University Hall, 230 North Oval Mall
(614) 292-6031
<http://www.gradsch.ohio-state.edu>

Council of Graduate Students (CGS)

CGS is the official representative body of the graduate students who are enrolled at The Ohio State University. CGS promotes and provides academic, administrative and social programs for the University community and for graduate students in particular. Further, CGS provides a forum in which the graduate students may present, discuss and act upon issues which relate to their role in the academic and non-academic aspects of the University community.

CGS officers are elected during each Spring Quarter and serve a one-year term. The president serves as the official spokesperson for graduate students. The president serves as an ex official member on many University committees and governing bodies. As a half-time administrative associate, he/she maintains and office in the CGS

headquarters, located in the Ohio Union. The Department of Chemical and Biomolecular Engineering is allotted one delegate seat per academic year. For information, call 292-4380 or browse their website at <http://cgs.org.ohio-state.edu/index.shtml>.

Chemical Engineering Graduate Council (CEGC)

CEGC is a representative committee consisting of five members of the OSU Chemical and Biomolecular Engineering graduate student population. These members, annually voted into their positions by fellow graduate students have the job of representing their colleagues in all aspects of graduate student life. Among the many duties of CEGC are helping with student recruitment, orientation, TA and future faculty assessment, membership on different departmental committees, building and laboratory management and acting as liaisons among students, faculty, staff, and alumni. CEGC also sponsors many fun events for graduate students to leave school behind for awhile and get to know the diverse people who are in the department. The five members of the CEGC do not work alone. CEGC relies on the help of many other graduate student in the department and if you are interested, there is surely an event or committee that could use your help and enthusiasm. More information is available on our website www.che.eng.ohio-state.edu/chess/index. CEGC welcomes you to OSU.

KOFFOLT LABORATORIES (KL) POLICIES and PROCEDURES

Hours of Operation

The Chemical and Biomolecular Engineering Building is designated as a restricted-use building. This means that normal building hours are from 6:30 a.m. to 5:00 p.m., Monday-Friday. This building is closed at all other times and is accessible only to authorized persons with either keys or ID cards.

University administrative office hours are 8 a.m. until 5 p.m., Summer Quarter office hours are 7:30 a.m. until 4:30 p.m. Departmental administrative offices maintain the same office hours unless otherwise noted. For an appointment with a faculty member, consult with him or her.

Graduate Students may use their desks at all hours. Keep your advisor informed of your schedule.

Key Policy and Room Assignments

Each incoming graduate student will have a temporary desk assignment. The Building Coordinator coordinates desk assignments. After academic advisor assignments, each student will have a permanent desk assignment. An effort is made to assign a desk for each student in his or her research lab, although this is not always possible. A student may not change his or her desk assignment without the approval of the academic

advisor or the Building Coordinator. After room assignments have been made, the Building Coordinator will provide each student with a key.

Rooms KL 306 to 312 and 336 are available for studying, provided classes or other events have not been scheduled. Students may use the refrigerator and microwave in 306.

Upon permanent departure from campus and before graduation, keys must be returned to the Building Coordinator. Before Departmental graduation approval, keys must be returned.

Computer Facilities

All students enjoy 24-hour keycard access to the facilities offered by the ChE/MSE Joint Computing Facility, which includes over 100 personal computers and a number of related peripherals such as digital camera and DV camcorder (both of which are available for check-out). Each of the desktop PCs is licensed to run dozens of commercial software applications, including some of the most sophisticated technical packages available, such as Polyflow, HySYS, and the Cambridge Engineering Selector. A Macintosh-based multimedia lab provides complete facilities for scanning, video editing, and large format plotting (for posters). Funded by the student computing fee, these labs are updated on a regular basis. Please note that each account is sent information regarding the facility's rules and regulations via E-mail, and all users are responsible for complying with these policies. The facilities and resources of the Ohio Supercomputing Center, the College of Engineering, and University are also available.

New E-mail Accounts

Accounts are created upon submission of an Account Application form. These forms are available in 134 KL and 097 Watts; when completed, all forms should be submitted to 134 KL. Before submission, all account forms should be signed by either an academic advisor or the Graduate Studies Committee Chair. The account creation process takes approximately one week.

E-mail Addresses

Incoming students are automatically assigned an official OSU published E-mail address (lastname.XX@osu.edu) by the University. This address does not represent an actual account but rather serves as a forwarding mechanism to route E-mail to your designated host. By default, your published address is setup to work with an account on the University's postbox system. Your account on the ChE/MSE Joint Computing Facility's system is a completely separate computer account (lastname@chemeng.ohio-state.edu). This setup often results in some confusion on the part of the user, since the Department sends official messages to your OSU account. To avoid having to deal with two different accounts, users are advised to have all E-mail sent to their OSU published address forwarded to their ChE computer accounts, rather than the postbox system.

(The use of an outside E-mail provider [i.e. Hotmail, Yahoo, etc] is not supported.) To assist you with this process, there is a link on the computing facility's home page entitled "Form to set OSU E-mail forwarding to local computer account" (listed under "Frequently accessed URLs).

Computing Facility Keycard Access

Students wishing to enter the computing labs must add their ID card to the University's keycard database; it is not done automatically. Please login to one of the systems in the computing labs and use the on-line form to do so: <http://www.er6.eng.ohio-state.edu/isocard2.html>. (*Note – this form will not work from remote locations.) This page is also linked from the ChE/MSE Joint Computing Facility homepage.

Equipment Checkout Policies

Most of the equipment available for check out can be reserved on-line by individual students using the links available on the facility's homepage. Exceptions to this policy include the LCD projection systems (used primarily for PowerPoint presentations). The projectors may only be reserved by faculty or staff members. Students, however, may pick up the reserved equipment themselves from either the fiscal officer, Assistant to the Chair, or Graduate Studies Coordinator.

Mail Services

There are three different types of mail services. Regular USA Federal mail requires individual U.S. postage stamps; metered (barcode) mail is posted by the OSU mailroom for university business only; and campus mail. There are several mailboxes located around campus for both metered mail and campus mail pick-up service. All outgoing mail may also be left in 125A KL for daily pick-up service.

Each graduate student has a mailbox in KL 125A. The Graduate Program and other announcements are delivered to your campus mailbox. Please check it at least once a day. This mailbox is for campus mail only. ***Do not use the Department's address for credit reports, credit cards, billing statements, or other personal items. Credit cards delivered to the department may be stolen or destroyed. Direct all personal mail either to your home or to your USA post office box.***

Postal Services

The main campus United States (USA) Post Office is located on 18th Avenue behind the Journalism Building. This is a full-service Federal post office that sells stamps, sends packages, and offers all the services of a typical USA post office. For a fee, mailboxes are available to rent. Also, there is a post office inside the hospital and various USA mailboxes are located around campus.

Photocopying Privileges

The use of copy machines are for Departmental purposes only. Use of Departmental copy machines must be authorized by your advisor or instructor who will provide you with an account number. The photo-copying machines in KL 125A and 314 may be operated by faculty, staff, and work study students. For copy work required in assistance to an instructor, each graduate student must have his or her advisor's approval. Your advisor must also approve any copying for research purposes. By Federal Law, copyrighted materials, such as books or periodicals, must not be photocopied without the publisher's permission. Also, personal coursework material, M.S. theses and Ph.D. dissertations are not to be copied on these machines. To access a copy machine for personal use, refer to private services on or around the campus area.

COP-EZ handles most of the copying services on campus. Their locations include the COP-EZ at Tuttle Park Place at the Tuttle Park Place Garage on Millikin Mall and 1664 Neil Avenue. Some professors may ask you to purchase class notes at COP-EZ. Their website is <http://www.busops.ohio-state.edu/copez/general/locations.html>.

An example of one of many other copy centers which are located close to campus is Grade-A-Notes at 22 E. 17th Avenue. It is located off-campus on the east side of High Street across from Arps Hall. Their phone number is 299-9999 and website: <http://www.gradeanotes.com>.

Telephone

To make on-campus calls, dial the last five digit numbers. To send an on-campus fax, dial the last five digits of the phone number. The Department pays local (Franklin County area) phone calls. To make a local call using campus office phones, dial 9 to connect with an outside line, then dial the seven-digit number. You may place free 1-800 calls by dialing 9 first, followed by 1-800-XXX-XXXX.

Personal long distance phone calls are not allowed from any Department phone. If you are authorized by your advisor to make long distance calls, be sure to use the authorized code in order to receive a discount. No long distance calls should be place without using the 6 digit authorized code.

Fax Machines

Operation instructions are located above machines which are located in KL 125A and KL 314. Use for Department business only.

Meeting Rooms

Faculty and staff members may access the Departmental electronic calendar to reserve the KL 221 and 336 departmental conference rooms. Faculty meetings have priority

use in KL 221, as do advanced-degree defenses. The computation room, KL 316, maybe reserved by (1) verifying with the undergraduate advisor that there is no space conflict, and (2) posting a sign on the door. Other KL room reservations are made through the University; for this, make a reservation request through either the Undergraduate Advisor or Graduate Studies Coordinator.

After using a room, please clean it. Otherwise, future use may be prohibited. Neatly arrange the chairs. If food is consumed, clean the room thoroughly and remove trash to a corridor waste container or to the building dumpster which is located on the loading dock on the ground floor of KL.

Absence and Departure from the Department

- This policy applies to all graduating students. Also, for a short-term or permanent absence from the Department, please leave your forwarding address(es) with both the Fiscal/HR officer and the Graduate Program Coordinator.
- Equipment and Instruments. Prior to leaving campus, clean your assigned work area. At your advisor's discretion, disassemble items and store equipment and instruments in an appropriate location. Experimental apparatus must be shutdown and safety precautions taken.
- Koffolt keys. For instructions, refer to page 4 in this Survival Guide, entitled *Key Policy and Room Assignments*.

For permanent departures and/or, for long-term absences from campus, complete the official USA Post Office Change of Address form. Then leave the completed form with the post office which is located close to your residence.

Laboratory Safety Guidelines

A safe work environment and safe work practices are important elements of your educational experience in the Department of Chemical and Biomolecular Engineering. Chemical laboratories are innately hazardous. Acids, gases and many chemicals are always present and always potentially harmful. It is therefore, of utmost importance that students be constantly safety conscious and alert to prevent accidents or injury to themselves or others. This Department enjoys a good safety record, which is possible only with the cooperation of everyone.

State law requires that the department and its employees comply with applicable federal regulations (officially known as standards) set forth by the Occupational Safety and Health Administration (OSHA), an agency of the federal government. Please review the following to determine which standards are applicable to you.

All graduate students are required to take Chem 685 the first quarter it is offered after they are enrolled.

No Smoking is allowed in any room, office, or building on the OSU campus.

Learn About Safety – before you begin your experiment. Your faculty advisor can help you and the Office of Environmental Health & Safety maintains a website for your use: <http://www.ehs.ohio-state.edu>. When in doubt, ask! The Design Engineer (Room 303) is the Department safety Coordinator, and can help you find the answers to your safety concerns.

Think Safety – Personal Protective Equipment (PPE) should be the last measure taken in order you work safely. Safe design of an experiment takes priority. Consult your Faculty Advisor, your Design Engineer, or your Lab Supervisor if you have any questions concerning the safety of your experiment. Safety glasses must be worn at all times when working with chemicals and experiments which are potentially dangerous. Safety goggles and a splash shield should be worn when working with liquids. Safety glasses and goggles are available for purchase at the Chemistry Store. Gloves-of the correct material compatible with chemical used-must be worn when handling some chemicals. Respirators may be needed for noxious fumes. During summer quarter, hardhats are issued for students involved with ChE (Unit Operations), and for those who use the Unit Ops lab while the course is being taught.

In The Laboratory - You are covered by OSHA's laboratory standard. Training in chemical hygiene is required by OSHA for all employees who work in wet chemistry labs, i.e., handle large numbers of chemicals usually for short duration, in varying amounts (non-production). Generic training in chemical hygiene is available at the Office of Environmental Health & Safety's (OEHS) 1314 Kinnear Road facility. Call 292-1284 to schedule. OEHS personnel can also train small groups or an entire department. Either of these training sessions is about an hour in length. Training on specific laboratory hazards is the responsibility of your Lab Safety Officer or your Faculty Advisor. (Remind your Advisor of this if he/she does not bring this information to your attention.) You should also review the chemical hygiene section of the yellow notebook found on the wall of each lab. This notebook contains important safety information and procedures that should be adhered to.

Outside The Laboratory – You are covered by OSHA's hazard communication standard. This standard requires that you be trained on how to recognize and avoid physical hazards in the workplace and where to find safety information. Generic training in hazard communication is available at OEHS' 1314 Kinnear Road facility. Call 292-1284 to schedule an appointment. Please advise your Lab Safety Officer or Faculty Advisor when you have successfully completed this training. As with the laboratory standard, training on hazards specific to your work area is the responsibility of your Lab Safety Officer or Faculty Advisor.

Accident Report Procedures

If you are injured while at work, please follow these procedures:

- Apply first aid
- Call 911 if the seriousness of the injury warrants it
- Obtain medical assistance at the Student or Employee Health Clinic or Hospital Emergency Room
- Tell your Advisor/Supervisor
- Complete an Employee Accident Report. Copies are obtained from the Safety Coordinator
- Have your supervisor sign the Employee Accident Report
- Disperse copies of the Employee Accident Report as noted on the back of the form

Should an accident occur, dial 911 for medical, fire department, or police assistance. All personal injuries requiring any medical attention must be reported within 48 hours to the Design Engineer (Room 303), who is the OSHA Safety Coordinator, for recording in the OSHALOG to meet Federal reporting standards.

EMERGENCY SHUTDOWN LOG – In the room and conspicuously located at the apparatus, leave a sheet describing the shutdown sequence.

EMERGENCY NOTIFICATION CARD - Each laboratory is to have posted on the door, current data for each student. See the Design Engineer, who is the OSHA Safety Coordinator (Room 303), to update these safety signs.

A CHEMICAL INVENTORY – A chemical inventory must also be conspicuously posted on the laboratory door.

Supplies and Equipment

Graduate students are expected to purchase their own office and school supplies.

Laboratory supplies. OSU maintains an extensive inventory of laboratory supplies on campus; the listing is available at the OSU Web page <http://www.osustores.com>. Make sure you also check Fisher Scientific on this web page. Fisher is a prime vendor for the University and gives preferential pricing to OSU purchases.

Small Equipment. Many small pieces of research equipment may already be owned by the Department, and are available for loan. Check with your Advisor, the Design Engineer, or the Laboratory Supervisor prior to purchasing such items, to avoid unnecessary expenditures.

Orders, Purchasing Procedures

Students working on projects funded through the OSU Research Foundation (OSURF) should get guidance from their advisors about those purchasing procedures.

- **Campus Orders.** To place an OSU internal order, complete the 100W form a.k.a the Internal Order form. Your faculty advisor must give you a project account number to use on the 100W, and it must also be signed by your advisor prior to submitting the order to the Department's Fiscal Officer (Room 125). Take the 100W to the appropriate campus supply room to receive your order. Have the University Stores' person fill in each item's unit price on the form. After you have received the item(s), sign and date the bottom of the form, and then return the pink and goldenrod copies to the Fiscal Officer's mailbox (125A KL) to be processed.
- **Cylinder Gas Orders.** Gas cylinders are available from Store 70. The ordering process is identical to that required by University Stores. Every time you receive a cylinder, record its number and the delivery date. It will then be your responsibility to make sure that, once it is empty, it will be returned; this is critical because, in addition to the price of gas, your supervisor will be charged \$5/month for cylinder rental. Keep in mind that if a cylinder of gas is used infrequently; it may be cheaper to send back a half-full tank than to pay a monthly rental on the tank. To request that cylinders are picked up call 292-2543.
- **Off-Campus Orders.** All off-campus purchases require a University Purchase Requisition. Students should completely prepare a 1303 Requisition Form (found in Room 125A); have it approved by their respective faculty advisor; note the project number; finally, ask the Fiscal Officer to process the purchase order.
- **Miscellaneous Purchases.** If the item is not available on campus, you may purchase the item, then request reimbursement from the Department. If this procedure is necessary, first obtain your advisor's permission and a departmental account number. Make your purchase, making sure you **DO NOT** pay sales tax. OSU's non-profit tax exemption number is 89276-S. Present the itemized receipt and approved account number to the Fiscal Officer.

For your own records, in order to confirm various transactions, keep a personal list or make copies of the respective forms.

Rush orders are the exception, not the normal procedure.

Chemical/Equipment Companies, partial list:

Aldrich: 800-558-9160 (chemicals)
Alltech: 800-255-8324 (cheap for vials or columns)
Baxter: 800-888-8487 (biomedical); 800-888-2708 (industrial)
Bio-Rad: 800-424-6723 (mainly electrophoresis reagents)
Cole Palmer: 800-323-4340 (lab instrumentation and supplies)
Fisher: 614-292-2062 (discount pricing-chemicals and supplies)
Millipore: 800-225-1380 (filters of all dimensions)
Omega: 800-826-6342 (temperature and pressure measuring Instruments)
Pharmacia: 800-526-3593 (packings for open columns)
Polysciences: 800-523-2575 (microscopy chemicals and equipment)
Sigma: 800-325-3010 (chemicals)
VWR: 800-252-1234 (biomedical)
(Note: This list is not exclusive)

Academic and Scientific Misconduct

The Department is built on several layers of trust. Graduate students trust the Department to provide a safe and productive working environment and the faculty to capably teach relevant courses as well as to provide guidance in student research projects. Similarly, when certifying competence in coursework, when approving a student's thesis, and when submitting research results for publication, each faculty member trusts each student to have completed honest, independent work. If either of these types of trust breaks down, the entire system is compromised. Therefore, it is of paramount importance that mutual trust and integrity be maintained.

It is the responsibility of each individual to be honest in coursework and in research. Plagiarism is unacceptable. If there is pressure to do otherwise, or if there is evidence of others doing otherwise, the appropriate person (instructor, advisor, or Department Chair) should be informed. It is critically important that anyone with a concern about this topic address it to his or her advisor, instructor, or the Department Chair. In some circumstances, it may be appropriate to contact the Graduate School.

UNIVERSITY RESOURCES

A city within a city, the campus has its own hospital, optometry, dental, and veterinary clinics, centers for medical research and treatment, and an athletic and aquatic center. It also has its own police and emergency services, newspaper, mail service, traffic and parking system, telephone system and an airport. The campus offers intramural sports fields, agricultural and livestock grazing lands, theatres, art galleries, recreation centers, a golf course, restaurants, bookstores, libraries, and student residential areas. Frequent additions to campus facilities and services make it all but impossible to keep the list up-to-date. Despite this, you may refer to the following resources which are

frequently used by Chemical Engineering students. Also, consult with your advisor and graduate student colleagues for updated information, should the need arise.

Identification Card (Buck ID)

ID's may be obtained, in person only, at the office of University ID Card Services, 219 Lincoln Tower, 1800 Cannon Drive. After the 14th day of the quarter, fees must be paid in order to obtain an ID. There is a charge to replace a lost ID. It is extremely important to carry this picture ID card with you at all times. The ID is required to check materials out of libraries or to borrow equipment from the Center for Instructional Resources (CIR). Also, the ID must be presented at the health center; it is proof of student identification for numerous other University transactions.

The Science & Engineering Library (SEL)

Located at 175 West 18th Avenue, collections include Astronomy, Architecture, Chemistry, City/Regional Planning, Computer Science, Engineering, Geodetic Science, Landscape Architecture, Mathematics, Physics, and Statistics. This library uses the Library of Congress Classification system and all material is shelved by these call numbers. Reading spaces are available on all floors. To reserve a group study room, inquire at the Circulation Desk (two valid OSU IDS required). SEL is the only 24-hour library on campus. Orientations, lectures, or tours may be arranged for Ohio State students, faculty members, or research groups. Upon request, librarians will be happy to instruct patrons in the use of bibliographies, reference materials, indexes, and abstracts, the Ohio State Catalog for Automated Retrieval (OSCAR), and the general book collection. Call 292-3022 to make an appointment.

Health & Science Library (HEA)

This library is located at 376 W. 10th Avenue. It is a medical library which houses a rich literary resource related to biology and allied fields. HEA is one of the best libraries on campus, with ample reading space. HEA also houses a UTS computer center. For more information, visit <http://bones.med.ohio-state.edu> or telephone 292-4861.

OSCAR

OSCAR is the acronym for Ohio State Catalog of Automated Retrieval. OSCAR is also the OSU online library catalogue acronym. OSCAR includes the holdings of all OSU libraries. Therefore, you do not need to travel to a particular library to personally consult its catalogue. Access OSCAR through the OSU Library web site.

OhioLINK

OhioLINK is a computerized library catalogue resource for over 50 academic libraries in the state of Ohio. OhioLINK serves as an easy way to access the combined strength of all the major university libraries in the state. The most popular feature of OhioLINK is

the ability to borrow books. If a book you need is not owned by your institution, you can easily arrange a copy to be sent to you within 3-5 working days.

To place a loan request from the web version of OhioLINK:

If you find a copy of the book you would like to borrow, click on "Request this item," and follow the on screen instructions. The book will be delivered to the OSU library in 3-5 working days. You can check on the status of your request by logging into your circulation record and clicking on "held items."

<http://olc1.ohiolink.edu/search>

<http://www.ohiolink.edu>

For more information about the OSU library system in general, visit <http://www.lib.ohio-state.edu>

Bookstores

The main University Bookstore is located in the Central Classroom Building on Millikin Ave (<http://ohiostate.bkstore.com>). The Medical Bookstore is on Neil Avenue, and regional bookstores are at those respective campuses. The OSU bookstores supply and distribute books, copies, and custom-published and packaged materials necessary to support student curricula. In addition, the bookstores carry a selection of computers, software, supplies, and peripherals. All stores carry sportswear, gifts, school supplies, and general merchandise. There are three off-campus bookstores located on North High Street, which are Long's (<http://longs.bkstore.com>), Student Book Exchange, also known as SBX (www.sbx-osu.com), and College Town (www.collegetown-ohiostate.com). There are several other "smaller" book stores which sell second-hand books. Cost depends on the course (not all courses are represented, and it depends on the supply). Also, these stores buy back (for re-sale purpose) the same books which are available at the University Book Store. To obtain the best prices, comparison shop. Buying textbooks on-line is another consideration and may be cheaper alternative to retail shopping.

Research Facilities

Several departments offer special facilities and personnel to perform services in their areas of expertise. Most require a 100W Internal Order Form in order for charges to be billed.

- *Campus Chemical Instrument Center* offers a variety of state-of-the-art instruments for composition analysis, (292-34496). Examples of available instruments are FT/NMR, GC/Mass Spec., High Res. Mass Spec., FT/ICR Mass Spec., and Residual Gas Analyzer.

- *Glass Blowing Shop* is available in the Chemistry Department. It specializes in custom glass fabrication and repair or modification of existing apparatus. Located in Room 0017 of Evans Lab (292-7288).
- *Campus Electron Optics Facility* in Materials Science and Engineering (292-4429). A similar center, the Electron Microscope Facility serves biomedical research needs (292-9786). Further, a Scanning Electron Microscopy Facility is in the Department of Geology & Mineralogy (292-2272).
- *Fontana Corrosion Center*, (292-7889) and Refractories Research Lab (292-7587)
- *Radiochemistry Laboratory* to assist with radio-isotopes and related materials (292-5231)
- *Statistical Consulting Service* to assist with experimental design and/or interpretation of results (292-0294)

Other

- *Center for Teaching Excellence* (292-5848) for teaching technique consultations and classroom support equipment.
- *Writing Workshop*, the Department of English (292-0815)
- Search The Ohio State University Web site (directory) for information about campus medical clinics, social organizations and athletic facilities: <http://www.osuedu/alpha.osu.php>

Bus Service, Campus and City

CABS is the acronym for Campus Area Bus Service. Managed by the University T&P Services, CABS is free transportation on and around the greater-campus area. For more information, visit the CABS website: www.tp.ohio-state.edu, telephone 292-9341 or 1-877-OSU-PARK, email tpinfo@osu.edu. Schedules are available on each bus and on signs located at bus stops around campus.

The City of Columbus also provides a public bus service named the Columbus Transit Authority (COTA). COTA is in partnership with CABS. For a required quarterly fee, Ohio State students ride COTA buses free. Be prepared to show your student ID. COTA bus schedules are available on the second floor of the Ohio Union, in the southwest stairwell and in the Drake Union near the convenience store. Telephone 228-1776; to order a schedule call 228-1832 or visit: www.cota.com

The COTA quarterly fee payment is mandatory for all students: the charge shows on the quarterly fee statements. It is each student's responsibility to promptly pay this fee. Even if the Department pays the rest of your tuition and fees, it will not cover this bus fee. To avoid a late fee charge, make sure you pay the COTA fee by the deadline date.

Parking Permits

Only after payment of fees, parking permits may be purchased through OSU Transportation and Parking (T&P) Services in 160 Bevis Hall, 1080 Carmack Road and Tuttle Park Place Garage, 2043 Millikin Road. Applications may be obtained from either Bevis Hall or T&P Express, from the web site, or by mail. Attend to this promptly since parking spaces are limited. Call 292-9341 or 1-877-OSU-PARK. E-mail tpinfor@osu.edu, or for the most updated policies and procedures including biking, walking, and safety. Visit: www.tp.ohio-state.edu. All permits are valid for a fixed period of time; however, permits may be purchased at any time of year. Prices are prorated as the year progresses. For office hours, check the web site or call. Particularly, at the beginning of each quarter, be prepared for long lines unless you plan to be there when the office opens.

Escort Services

The Undergraduate Student Government sponsors a Crime Watch Escort Service between the hours of 8pm and 3am, seven days a week. During these hours you may call an escort who will walk or drive you from one campus facility to another. An OSU ID must be presented to the escort prior to the service. Call 292-3322 for information or to request an escort, also, to request a Safety Brochure. The brochure provides information about crime statistics and how to keep yourself safe on campus. Included is information about how to report a crime and services available for victims of crime.

Health and Medical Emergencies

Student Health Services at OSU is a fully-accredited, outpatient health facility. It provides a variety of health care services for all graduate students and their families. Student services include general medicine, urgent care, gynecology, dentistry, dental hygiene, dermatology, allergy, preventative medicine, nutrition, and health education. Diagnostic and supportive services include: nursing, laboratory, radiology, physical therapy, and pharmacy service. Brochures and informational presentations of topics including acquaintance rape prevention, AIDS education, alcohol and substance abuse awareness programs, first aid, and many other topics are available from Student Health Services' Student Wellness Center. For further information call 292-2112 or go to www.shc.ohio-state.edu.

For current costs, refer to the website. Each student is automatically billed for insurance when they register for classes. Therefore, you do not need to state if you do want it, but if you **do not** want it, you must indicate that with the University on your fee statement. **Note: Regardless of what health carrier you choose, each foreign student is required to carry some form of health insurance.** At this writing, there are three different student health benefit plans. They are: (1) Comprehensive Student Health Plan, which includes medical, dental, and vision; (2) Medical ONLY; and (3) Wilce Care Supplement Student Health Plan (just student health services). A complete

description of these different plans is available in the Ohio State Student Health Insurance Plan Outline, or on-line at www.shi.osu.edu. This information may also be obtained in Room 064 of Student Health Services at 1875 Millikin Road.

Making health insurance decisions are rather confusing, so be careful. When in doubt, ask questions. Note that, while confusing, OSU health insurance can, at times, be helpful. For example, assuming you receive a monthly stipend, when you sign up, your health insurance premium will be automatically deducted from your paycheck. And the charge is pro-rated. Therefore, the automatic deduction eliminates the need to write a premium check. (Note that your statement will continue to show a premium balance). Furthermore, your monthly health insurance amount is subsidized in part by OSU by \$30 per month (that's \$30 a month less to pay!) starting in Autumn 2002. In Autumn 2003 the amount will be even better - \$50 per month. Another important point to note is that the first quarter you pay for health insurance, you do not need to go anywhere to sign up, and after the first few weeks of the school year you will receive your insurance card in the email. Note that these quotes will most likely vary in the future.

For medical problems, OSU provides the fully-accredited Wilce Student Health Center. Located at 1875 Millikin Road between the Main Library and Larking Hall, its current hours of operation are M-F 8:00 to 4:30 each quarter. Summer quarter hours may vary. Make an appointment to see a doctor or, if it is an emergency, stop in during regular hours. If you have an emergency after hours or on the weekend, go to one of the Columbus-area MedOhio facilities or the University Hospital Emergency Room. The Dental Clinic and Optometry Clinic accept routine examination appointments. Unless you are covered by the Comprehensive Student Health Plan, you will be charged for the visit. **Note:** Be prepared to make a co-payment for some health services and for prescriptions.

The Wilce Health Center's services are available to all enrolled students even if they have not chosen a student health insurance plan. Any treatment not covered by insurance must be paid at the time of the appointment. Cash, check, Visa, or Mastercard are accepted. When in doubt about charges, ask before being treated.

For more general information about what medical services and counseling are available at OSU consult the Undergraduate Student Handbook. The Student Health Services information phone number is 292-2112. To make an appointment, call 292-4321; for urgent care, call 292-3301.

Counseling and Consultation Services. There are times when a student may wish to talk with someone about difficulties or stress in his or her life. The Office of Counseling and Consultation Services provides this confidential, professional service. Counseling services are provided on a voluntary basis; a referral is not needed. Services are free to all students for up to ten sessions per academic year. All information remains confidential, within legal limits. Appointments are preferred; however, urgent hours are also available. This office is located on the Fourth Floor of Younkin Success Center at 1640 Neil Avenue. Call 292-5766 or visit <http://ccs-server.ccs.ohio-state.edu>.

Financial Aid and Loans

Information about Financial Aid and Loans can be obtained in the Financial Aid Office 517 Lincoln Tower. Phone 292-0300 or visit <http://sfa.osu.edu>.

Graduate Student Housing

On-campus Housing services is available for graduate students. At this writing, Jones Tower, Morrison Tower, and Siebert Hall are graduate student on-campus dormitories; for updated information refer to the appropriate website listed below. Also, Buckeye Village accommodates married graduate students. Applications must be sent in promptly, as space is limited. Below is the internet address and the e-mail address for housing information and instructions on how to apply for graduate housing services. Be sure to emphasize that you plan to be here for specific academic quarter(s) classes.

<http://www.osuhousing.com>

e-mail address for housing: housing@osu.edu

Off-Campus Housing Services. This is a good place to get started on your housing search which is located in a house at 104 E. 15th Street. Call 292-0100. The reception desk for this office is in the rear of the first floor. In addition to apartment, house, room, and roommate listings, ask for written information on various topics such as protecting your rights as a renter, crime statistics, and utilities. Also, this service offers transportation information and area maps. This service will answer just about any question you may have about living in Columbus.

For independent housing information, refer to the classified section in the *Lantern*, OSU's student-run newspaper. Other sources are *The Columbus Dispatch* and neighborhood or suburban newspapers. Also, your student colleagues will share information about apartment living.

Paychecks

For Graduate Students, payday is the last working day of the month. The Human Resource and Fiscal Officer distributes paychecks; in his absence, see the Assistant to the Department Chair.

Direct Deposit. Many students use Direct Deposit as a valuable personal finance option. The process automatically/electronically deposits your paycheck into your checking account. The deposit happens early on payday. When you take the Direct Deposit option, you receive a check stub with detailed information about deductions, including your gross and net pay. Ask the Fiscal Officer for a Direct Deposit form, complete it, and then submit it to the University. Check with the bank of your choice for

directions on how to activate the direct deposit option. Direct deposit records are distributed to student mailboxes.

Federal and State tax forms will be sent to your local address sometime during the winter. See the Fiscal Officer if you have a question about this process. Some tax questions may also be addressed to the University Tax office in the Office of Human Resources.

Banking and Automated Teller Machines (ATM)

As an example of one Columbus bank service, there is a Fifth-Third Bank located in Rhodes Hall Hospital, which can server your banking needs, including savings and check accounts. ATM or “money machines” are also located here as well as in the OSU Bookstore, Larkins Hall, and Drake Union. Consult with your banker of choice for information about ATMs. At this writing, three banks are conveniently available on High Street: Huntington Bank, Bank One, and National City.

Drake Union Facilities – 1849 Cannon Drive

Food. Eat while overlooking the Olentangy River. A shop offers the opportunity to buy small items such as; gum, chips, cokes, and cards. Staffed by students in The College of Human Ecology, the OSU Hospitality Management Program and the Office of Student Affairs, full-service restaurant provides breakfast and lunch during academic quarters. For more information, call 247-7873.

Theatre. Drake Union houses two Department of Theatre stages where campus-produced plays are performed. For a schedule, refer to the Lantern or the College of the Arts quarterly events bulletin.

Office of International Education (OIE)

If you are a new international student, the very first thing you need to do is to report to the Office of International Education (OIE). Once you get in touch with the OIE, they will give you a student ID number which is also recognized as a temporary social security number to be used as your personal ID number.

The Office of International Education (OIE) provides programs, services, and information for the large number of OU foreign students and foreign scholars (faculty and researchers). At this writing, they represent over 130 different countries. Staff members help students and scholars with their adjustment to life and study at Ohio State and with questions or concerns dealing with personal, social, cultural, financial, or immigration matters.

To receive help with any question or problem, international students and scholars should go to the office (with or without an appointment), or call. OIE advisors are

available for walk-in hours in Oxley Hall, room 100. Please call or visit the website for current office hours.

OIE also organizes and coordinates programs for foreign students and scholars to interact with U.S. students, families in the community, area business people, and with children in elementary and secondary schools. Foreign students and scholars are encouraged to become actively involved in the University community and the community-at-large for their benefit and for the benefit of the OSU Community.

The major functions and services of OIE are as follows:

- Filing the I-20 or IAP-66 form. If you need to leave the USA and re-enter this country, you need to ask the OIE advisor to sign on the back of the I-20 or IAP-66 form.
- Scheduling the time for ESL English Composition Placement test to decide which level of English class you should take.
- Scheduling the time for health screening, including a tuberculin (TB) skin test which is a university requirement. If you do not complete this test, the University will not allow you to register the following quarter.
- School orientation which introduces the education, immigration regulations, health care and medical insurance, intercultural adjustment, financial information, computer, health, and recreation facilities the school has to offer.

You will also receive an Ohio State International Student & Scholar Handbook when visiting OIE. Make sure that you follow the New Student Checklist which will help you organize your time and remember what must be done.

For more information, consult with your OIE advisor, who will assist you during your stay in the United States; also, visit the website.

Office of International Education (OIE)

The Ohio State University

100 Oxley Hall

1712 Neil Avenue

Columbus, OH 43210, USA

Tel: (614) 292-6101

FAX: (614) 292-4725

Email: oie@osu.edu

<http://www.oie.ohio-state.edu>

INS ADDRESS REPORTING REQUIREMENTS. The INS announced that it will begin strictly enforcing the requirement that **ALL** non-citizens keep the INS updated about the address at which they reside in the U.S. Failure to do so can result in a \$200 fine and 30 days in jail. It is also grounds for deportation. This rule affects all non-immigrants, including OSU students and scholars in F, J, H, TN, and O statuses. **BEGINNING IMMEDIATELY, NOTIFY THE INS OF ANY ADDRESS CHANGES.** The INS already

has the address you listed when you filled out your I-94 form upon your most recent entry to the U.S. If you are currently living at a different address than the one which you listed on the I-94 form, notify INS of your current address.

- To notify the INS about a change in address, go to: <http://www.ins.usdoj.gov/graphics/formsfee/forms/ar-11.htm>. Download Form AR-11 (Alien's Change of Address Card). Send your address change to the address on the bottom of the form. Send the form via certified mail or some other method providing proof of delivery. Keep a copy of the AR-11 form you submitted and a copy of the proof of delivery. Each member of a family must submit an individual form.
- When students notify the INS of an address change, also notify the OSU Office of the Registrar by going to www.ureg.ohio-state.edu. Scholars should also notify the human resource representative in their OSU academic department.

Finding a Job – Your Resources

After graduation, you expect to land the perfect job. To accomplish this it requires diligence and hard work. Start this process at least two academic quarters prior to your expected graduation quarter. To help with your job hunting, OSU provides many resources. Start early! – six to nine months before you plan to graduate. Always have an updated copy of your resume available. First, consult with your advisor about employment opportunities. Use the following list as only a few options available to you at Ohio State.

On-Campus Recruiting. Engineering Career Services (ECS) service is a valuable resource which will help you to attain your career goals. ECS services are available to all prospective graduates of the College of Engineering who seek post-graduate employment. Graduate students who anticipate the transition to a full-time, non-academic career employment should register with ECS to take advantage of these services. To take full advantage of all of the services and opportunities provided, register with ECS at least *three quarters prior to graduation* – this will ensure your interviews which are scheduled primarily during autumn quarter.

ECS Services include:

- Career fairs in October and February
- an extensive on-campus recruiting program (through which students interview with prospective employers here on campus starting in October)
- an active resume referral service
- a Web-based system where employers post job openings and candidates apply electronically
- career information (including salary statistics)
- information about potential employers
- workshops and individual appointments to help with job search issues (interviewing skills, resume writing, job decisions)

- convenient web-based services to help registered students link with potential employers

For a nominal fee, use the College of Engineering (COE) career website to post your resume. For more information about ECS services, visit the Career Services Office in 199 Hitchcock Hall, 2050 Neil Avenue, phone 614-292-6651, or visit their Internet site at <http://career.eng.ohio-state.edu>.

Professors. Your professors know the job market in their respective area(s) of expertise. Professors have established networks of potential job contacts. When head hunters and industrial executives search for qualified students to fill desirable positions, they call professors. Take advantage of this important resource.

SOCIAL, TRAVEL, AND CIVIC ACTIVITIES

Athletic Tickets

Since OSU is a Big Ten University, our athletic programs are nationally recognized and well attended. As a student you may purchase tickets for athletic events such as football and men's and women's basketball games. For information on schedules and purchasing tickets you can call the Athletic Ticket Office at 292-2624, which is in the southeast rotunda of the Schottenstein Center (directly behind the Agricultural Engineering Building). Visit this website: <http://ohiostatebuckeyes.collegesports.com>.

Intramural Sports and Physical Fitness Facilities

The intramural athletic program offers a wide variety of sports for individual or team play. Larkins Hall, the recreational complex, houses most of the intramural activities. Larkins Hall facilities include 4 gymnasiums, weight rooms, aerobics studios, condition rooms, swimming pools, racquetball and handball courts, tennis courts, jogging tracks, and more. Stop in and take a look and remember to bring your current OSU Buck-ID. For more information, visit: <http://www.ohiostaterecsports.org/index.htm>.

In addition, many intramural leagues take place at Fred Beakman Park on the corner of Lane Avenue and Kenny Road. There are softball fields, a cricket field, a jogging track, a basketball court, and beach volleyball. In the spring and summer many Chemical Engineering graduate students of all skill levels participate in intramural softball.

The university ice rink is located next to the St. John's Arena on Woody Hayes Drive. Check their schedule for public skating hours. During winter quarter, students participate in intramural hockey leagues. Skates are available for rental.

Also, basketball courts, volleyball courts, and work-out facilities located in the cylindrically shaped buildings known as the Jesse Owens complexes. There are three

Jesse Owens complexes, one each, on the north, south, and west campuses. Outdoor roller hockey, basketball, and beach volleyball courts are available near the dorms.

Within minutes of campus, there are beautiful parks, bike trails, and quiet suburbs. Of special note, a trail spans north-south through the entire city, walkers and bicyclists may now cross the 30-acre Olentangy River Wetland Research Park, which supports a cross-section of public interests, including that of The Ohio State University. The trail is perfect for biking, roller-blading, or jogging. From campus, approach the trail going northbound behind the Holiday Inn on Lane Avenue. Going southbound towards downtown and German Village, approach the trail just west of the "Horseshoe" a.k.a the OSU Stadium.

Cultural Groups, on campus

Since many of our graduate students come from foreign countries, the International Student Association coordinates activities which bring multicultural populations together. Specific international groups host activities and seminars for all to attend. A complete listing of all registered student groups can be obtained from the Student Organization Services Office, Room 344, in the Ohio Union, 292-8763. Visit <http://www.osu.edu/student/groups.html>

Columbus, Ohio

Good food, top-notch shopping, and excellent entertainment are all just a few minutes away. A comprehensive list of restaurants, malls, and theatres are provided in the *Columbus City Guide*, compiled by *Columbus Monthly* magazine and the *Columbus Dispatch* (in the Thursday *Weekender* section) these publications are available at any bookstore or library. Also, refer to two free weekly newspapers, *Columbus Alive* and *Other*. For event schedules and many other attractions, visit any one or all of the following websites:

<http://www.Columbus.org>

<http://columbus.eventguide.com>

<http://www.experiencecolumbus.com>

Arts and Recreation

Because of its large student enrollment, popular music groups and entertainers often perform at OSU. Some campus performance venues include the Schottenstein Center, Mershon Auditorium, and the OSU Stadium. The Wexner Center Ticket Office also has a Ticketmaster service, call 292-2354. The College of Arts, School of Music, and Department of Theatre sponsor concerts throughout the year. For performance dates and locations, refer to the *Lantern*. Some events may have student, staff, and faculty discounts which require your Campus I.D. validation. Visit these websites for information about a wide variety of recreational and art venues, both on and off campus:

<http://www.thelantern.com>
<http://www.arts.ohio-state.edu>
<http://www.wexarts.org>
<http://www.dance.ohio-state.edu>
<http://www.osu.edu/events/indexweek.php>
<http://www.ticketmaster.com>
<http://www.hob.com/tickets>
<http://www.amctheatres.com>
<http://www.columbusmuseum.org>
<http://www.cosi.org/index.asp>
<http://www.colszoo.com>

Public Libraries

Besides several branch locations for the Columbus Metropolitan Library, there are other public libraries located in greater Columbus neighborhoods. The Columbus main library offers an excellent audio and visual collection to compliment the printed literature. Refer to this website for more information on the Columbus Metropolitan Library: <http://www.cml.lib.oh.us>

Port Columbus Airport

From campus, take Lane Avenue West to I-315 South to I-670. Take the I-670 East ramp and follow the signs to the airport. The website for the airport is <http://www.port-columbus.com>.

Driver's License, State of Ohio

Refer to this website for general information on this topic: <http://ohiobmv.com>
For a listing of Franklin County Drivers Exam Stations, visit:
<http://www.state.oh.us/odps/division/bmv/county/25.html>

Car insurance is mandatory in the State of Ohio. Ask your graduate student colleagues what type of insurance they have and whether or not they are satisfied with the services. In order to shop around for the best rates, call local insurance agents for estimates. There are two major types of insurance coverage: liability and comprehensive. Liability coverage entails damages incurred to vehicles and property other than your own, while comprehensive coverage insures damages to both parties. Factors to include:

- Quarter or half-year premium rates
- Comprehensive and/or liability coverage
- Deductible amount
- Age discount
- Place of residence
- Car year and make

- Driving experience (three years or longer may command a better premium rate)

If your move to Columbus is a permanent one, along with obtaining a new driver's license, you should register your car at a Franklin County Drivers Exam Station.

Voter Registration

You must be a United States citizen and 18 years old to vote in an election. If you are a registered voter and would like to vote for officials in your local home district, call your local Board of Elections and request an Absentee Ballot. You must do this no later than the last 30 days prior to the election. If you would like to change your voting registration to a campus or precinct, you may do so by registering at a public library, a high school, the county treasurer's office, or through the Secretary of State. Visit this Franklin County website for more information:

<http://www.co.franklin.oh.us>

Campus Safety

CAMPUS SAFETY INFORMATION

For
EMERGENCY
9 1 1
police-fire-medical
(But only for emergency, please)

for
NON-EMERGENCY POLICE
292-2121

Emergency telephones, located around campus and identified by blue lights, should also be used for emergency assistance or for other service(s) which require immediate help or attention. You will be directly connected with University Police.

For other assistance call 292-2121.

Crime prevention is the responsibility of us all. Please secure property, close and lock doors when offices are not occupied and do not leave personal items unattended, like a purse under your desk or a back pack outside a locker in a corridor. Theft is a problem which impacts the entire University community.

The Ohio State University Police

<http://www.ps.ohio-state.edu>

Email: Police+@osu.edu