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Business Curriculum: Building a Business Degree

The Bachelor of Science in Business Administration (BSBA) degree consists of three components: General Education (Gen Ed) & Pre-Major requirements (1st and 2nd Year requirements), Business Core requirements, and Specialization requirements. The pyramid below illustrates the structure of the undergraduate business curriculum at Fisher. While pre-major requirements should be completed in the first and second year, Gen Ed courses may be taken throughout all four years of the college career. Once a student has been admitted to the major program (specialization), he/she can begin taking the business "core" requirements. Students will typically begin the core courses during the sophomore year. Finally, students will take anywhere from 15-27 credit hours of specialization courses depending on the student's chosen specialization. For most majors, students begin taking specialization courses late in the junior year.

Pre-Major Requirements
All students are required to complete pre-major requirements in order to earn a BSBA from Fisher College of Business. If a student is directly admitted into the business major, these requirements still must be satisfied.

First Year Requirements (timing is suggested in order to complete the program in four years)
- English 1110.01 (First Year English)
- Math through 1131 or 1151 (Calculus)
- Economics 2001.01 (Microeconomics)
- Economics 2002.01 (Macroeconomics)
- CSE 2111 or 1113 (Modeling and Problem Solving with Spreadsheet and Databases)

Second Year Requirements
- ACCTMIS 2200 (Introduction to Accounting I)
- ACCTMIS 2300 (Introduction to Accounting II)
- STAT 1430 (Business Statistics)
- BUSMGT 2320 (Decision Sciences: Statistical Techniques)
- BUSMGT 2321 (Business Analytics)

General Education Requirements
The Ohio State University’s General Education (Gen Ed) curriculum is an integral part of your undergraduate business education. The General Education curriculum is designed to provide students with a better understanding of society’s traditions and past, its accomplishments and aspirations, its relation to and responsibility for the natural world, its diversity and plurality, and its problems and needs. The goal of the Gen Ed is aimed at helping students develop skills, competencies, and breadth of knowledge to become educated, productive citizens.

- Writing and Related Skills
  Writing and Related Skills coursework helps develop skills in written communication and expression, reading, critical thinking, and oral expression. All business students are required to complete 3 courses in this area.
  - First Course: (3 hours) English 1110.01, 1110.02, or 1110.03 or equivalent
- Second Course: (3 hours) focusing on writing skills; topics vary based on the department offering the course.
- Third Course: (3 hours) BUSMHR 4490 will be taken during the senior year. This course is considered part of the Business Core.

- **Quantitative and Logical Skills**
  Quantitative and Logical Skills courses develop quantitative literacy and logical reasoning, including the ability to identify valid arguments, use mathematical models, and draw conclusions and critically evaluate results based on quantitative data. All students are required to take the following courses:
  - Mathematical and Logical Analysis: Math 1130 and 1131 or Math 1150 and 1151 and any prerequisites (depends on Math placement)
  - Data Analysis: Statistics 1430

- **Foreign Language**
  Foreign Language coursework cultivates skills in communication across ethnic, cultural, ideological, and national boundaries, and help develop an understanding of other cultures and patterns of thought.
  - *International Business specialization only* – coursework or proficiency through the third semester (1103) of a modern foreign language is required.

- **Social Diversity in the United States**
  Courses in Social Diversity help to foster an understanding of the pluralistic nature of institutions, society, and culture in the United States. A student is permitted to overlap a social diversity course with another Gen Ed category. If a student does not overlap social diversity courses with another Gen Ed category, the social diversity requirement must still be fulfilled. Each student must select one course.

- **Global Studies**
  Courses in Global Studies help a student become an educated, productive, and principled citizen of the nation and the world. A student can overlap global studies courses with another Gen Ed category. If a student does not overlap global studies courses with another Gen Ed category, the global studies requirement must still be fulfilled. Each student must complete two Global Studies courses.

- **Natural Sciences**
  Natural Science coursework fosters an understanding of the principles, theories, and methods of modern science; the relationship between science and technology; the implications of scientific discoveries and the potential of science and technology to address problems of the contemporary world. Each student must complete at least one course in the Biological Sciences, at least one course in the Physical Sciences, and at least one course with a *lab component*. A minimum of 10 hours must be taken for this category.

- **Social Sciences**
  Courses in the Social Science category develop your understanding of the systematic study of human behavior and cognition, of the structures of human societies, cultures, and institutions; and the processes by which individual, groups, and societies interact, communicate and use human, natural, and economic resources.
  - Economics 2001.01 & 2002.01 or equivalents are required for the business major and satisfy the Social Sciences requirement. Any additional courses selected from this category will count as Open Option Gen Ed’s.

- **Arts and Humanities**
  Coursework in the Arts and Humanities involves evaluating significant writing and works of art. Such studies develop capacities for aesthetic and historical response and judgment; interpretation and evaluation; critical listening, reading, seeing, thinking, and writing; and experiencing the arts and reflecting on that experience.
  - Each student must complete a minimum of 12 hours of Arts and Humanities coursework with at least one course in *History*, one course in *Literature*, one course in *Visual & Performing Arts*, and a fourth *Breadth* course chosen from either History (HIST), Cultures & Ideas (C&I), or Foreign Language (FL) at the 1102-level or higher. These courses may overlap with Global Studies or Social Diversity.

- **Open Options**
A business student must take a minimum of 6 hours to satisfy the Gen Ed Open Option requirement. Courses may be selected from among other Gen Ed courses, Cross-disciplinary Seminars, and/or study abroad for a minimum of two courses and six credit hours. These courses may overlap with Global Studies or Social Diversity.

- Accounting specialization only: Required to take Econ 4001.01/02/03, which can be used to satisfy one Open Option GE course.

**Business Core**

A grade of C- or higher must be earned in the Business core class pertaining to the specialization a student is pursuing. For example, if a student is specializing in Finance, they must earn a C- or better in Finance 3220.

- ECON 2001 and 2002 (Microeconomics and Macroeconomics)
- ACCTMIS 2200 and 2300 (Financial and Managerial Accounting)
- BUSFIN 3220 (Business Finance)
- BUSMGT 3230 (Introduction to Operations Management: Improving Competitiveness in Organizations)
- BUSML 3250 (Principles of Marketing)
- BUSMHR 3200 (Managing Individuals in Organization: Organizational Behavior & Human Resources)
- BUSML 3380 (Logistics Management)
- BUSMHR 2000 (Introduction to International Business)

**Specializations**

**Accounting**

Accounting is the analysis and recording of financial transactions, the summarizing of financial data in financial statements and reports, the interpretation of financial data for decision making, the development of budgets for future planning, the determination of taxes and tax planning, the auditing of records and development of systems to verify financial activity, and internal control of the activity accounted for. Major areas of employment are public, corporate, and government accounting.

**Economics**

Economics is the study of the choices that individuals, business, and government entities make when allocating limited resources among alternative uses. For example, individuals must choose what goods or services to purchase with their limited incomes. Business firms decide which goods to produce, how much to produce, and what methods to use. Government bodies must choose which programs to implement and which taxes to levy.

**Finance**

Finance majors are prepared for the increasingly important area of financial management in all types of business including financial institutions. The financial officer has responsibility in such activities as funds and cost analysis, investments, the formulating of credit, and other financial operating policies.

**Human Resources**

Human Resources is the study of the role of the human element in the work environment. It analyzes the policies and techniques implemented for improving people’s effectiveness in the organization, as well as for increasing satisfaction levels achieved from these roles. The range of activities in HR include developing the skills of the workers, matching the workers’ skills with their organizational roles, preserving the vigor of the working population through support systems, and designing and implementing policies that help reduce inefficiencies.

**Information Systems**

Information is the critical ingredient for the operation and management of any organization, and information systems have become increasingly vital for creating and delivering the products and services in industrialized nations. Information systems is a coordinated collection of information subsystems that are rationally integrated to collect, store, process, receive, disseminate, and communicate information for the support of operations, management, and decision-making functions in business and other organizations.

**Insurance**
The insurance major prepares students for professional careers in the global financial services industry by fostering the development of analytical and problem-solving skills in life and health risk management, employee benefit programs, social insurance, and personal and commercial property and liability risk management. Students learn about insurance products and markets, insurer operations, and government regulation of insurance. Careers include insurance marketing, product development, insurance pricing, underwriting, claims management, information systems, reinsurance, investment management, and insurance consulting.

*International Business (IB)*

*International business* is the study of business transactions that cross national boundaries. It includes the study of international trade in tangible and intangible goods and commodities; the study of banking, insurance, marketing, and other international service transactions; and the analysis of direct and portfolio investments made outside the domestic market. IB involves all functional business areas and explores how expanding beyond the national arena influences these functions. Particular emphasis is placed on the different socio-cultural, political, and economic environments. *As part of the international business program, all students are required to satisfy a foreign language requirement and participate in an international experience such as study abroad, international exchange, or international internship.*

*Logistics Management*

*Logistics* (or distribution) is a term describing the various functions related to the movement of an item from the place where it was made or grown to the place where it is used or consumed. The components of a logistics system are customer service, demand forecasting, distribution communication, inventory control, material handling, order processing, parts and service support, traffic and transportation, and warehousing and storage.

*Marketing*

*Marketing* is the management of exchange processes that satisfy individual and organizational objectives. The study of marketing includes the process of planning and implementing the conception, pricing, promotion, and delivery of the ideas, goods, and services involved in these exchanges. Specific topics of inquiry include market segmentation, customer behavior, customer service, marketing research, new product development, channels of distribution, logistics, communications, and sales force management.

*Operations Management*

*Operations management* is the systematic direction and control of the processes that transform inputs into finished goods and services. The operations function comprises a significant percentage of the employees and physical assets in most organizations. Operations managers are concerned with each step in providing service or product. They determine what should go into an operation system, such as equipment, labor, tools, facilities, materials, energy, and information on how these inputs can best be obtained and used. *As part of the operations management program all students will select either a purchasing or operations management emphasis.*

*Real Estate and Urban Analysis*

*Real estate* majors are encouraged to acquire an interdisciplinary background by taking courses in urban sociology/economics, economic geography, and related areas. This major should be sensitive to the complexities of urban society and should have an academic background that permits productive and ethical work.

*Special Major (Aviation Management)*

*Aviation management* is designed to prepare students for professional positions in the aviation industry, a rapidly changing and competitive business operating in a global arena. Transportation, economics and logistics, flight operations, and support are some of the positions that make up this exciting and challenging field.

*Changing Specializations*
If a student elects to change his/her specialization after already being admitted to the major program, the student will be required to meet with an advisor and complete a Change of Specialization Form. If the specialization is closed, the student’s Change of Specialization Form will be submitted into the pool of applicants to be considered at the next application deadline: September 15, January 31, or June 1. If the specialization is open, the student will be changed to that specialization, effective the following term. A closed specialization is one in which there is no longer space for additional students, based on enrollment capacity in major classes. For a current list of open and closed specializations, contact an advisor.

Second Specialization
Students interested in pursuing a second specialization in Fisher College should keep in mind the following guidelines:

• Fisher College of Business offers one degree, the Bachelor of Science in Business Administration (BSBA).
• Specialization designations do not appear on the diploma. Only “Bachelor of Science in Business Administration” appears on the diploma, along with any formal honors designations.
• Specializations do appear on the transcript and other University academic records.
• Only one specialization area is required to fulfill requirements for the BSBA. Second specializations are optional.
• Students should have a clear rationale for how a second specialization will enhance their program of study and career goals. Academic advisors and Career Management counselors may be able to assist students in this regard, especially since pursuing a second specialization may increase time to degree.
• Students must submit an application for graduation one full year in advance, which shows all intended specializations and minors. Submitting an application with more than one specialization listed does not guarantee that a student will receive permission to take courses for a second specialization.
• Students who choose to pursue a second specialization are not guaranteed enrollment in course work for that second specialization.
• Students who choose to pursue a second specialization are advised to complete one specialization before beginning a second one. Students must submit a “Change of Specialization” form to an academic advisor to change specializations.
• Students interested in completing a second specialization should schedule an appointment with their advisor to discuss the second specialization option.

Minors
A minor is a good way to complement your specialization. There are more than 100 minors offered to broaden your learning experiences, enhance your marketability, and pursue a special interest. While any minor will work with any specialization, the following is a list of those minors that have been chosen in the past by Fisher students.

Reason to Pursue a Minor:
1. There are more than 150 minors at Ohio State to choose from, some with a direct relationship to business and many others from disciplines outside the field of business.
2. Minors consist of 12-18 credit hours. With appropriate planning, a minor can be accommodated within most four-year plans.
3. A minor allows you to pursue academic interests that go BEYOND your major.
4. You can explore different perspectives and interact with Ohio State students from outside of business.
5. A minor can complement your business specialization and make you more marketable to employers or enhance your graduate school application.

A complete list of minors can be found at: https://artsandsciences.osu.edu/current-students/advising/minors

EXAMPLES

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Minors</th>
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<tbody>
<tr>
<td>Marketing</td>
<td>Communication</td>
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<td>General Psychology (Consumer Behavior)</td>
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<td>Professional Writing</td>
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<td>Design</td>
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<td>Career Interest</td>
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<td>Law</td>
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<td>Legal Foundations of Society</td>
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<td>Political Science</td>
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<td>Health</td>
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<td>Integrative Approaches to Health &amp; Wellness</td>
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<td>Human Nutrition</td>
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<td>Health and Society</td>
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<td>Health, Environment, Risk and Science Communication</td>
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<td>Politics</td>
<td>Political Science</td>
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<td>Public Policy</td>
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<td>Campaign and Elections</td>
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<td>Political Decision-Making</td>
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<td>Sustainability</td>
<td>Geological Sciences</td>
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<td>Society and Environmental Issues</td>
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<td>Environment, Economy, Development &amp; Sustainability</td>
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<td>International</td>
<td>International Studies</td>
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<td>Foreign Language</td>
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<td>International Economic &amp; Globalization Studies</td>
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<td>Social Development</td>
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<td>Music</td>
<td>Music</td>
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<td>Music, Media, and Enterprise</td>
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<td>Art</td>
<td>Studio Arts</td>
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<td>Arts Entrepreneurship</td>
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Innovation and Entrepreneurship Minor is designed to capture the economic value in creative ideas for commercially viable products and services, enhance a student’s understanding of entrepreneurship, encourage exploration into personal career opportunities through entrepreneurial studies, and develop specific competencies in the creation, growth, and leadership of entrepreneurial enterprises.

Combined (Dual) Degrees
Students have the opportunity to complete a combined degree, which involves completing all requirements for both the business degree and the second degree (typically in Arts and Sciences). Students are permitted to overlap Gen Ed courses but are not permitted to count business major courses for the second major degree requirements. Students must complete a minimum of 145 degree hours for a combined degree and will receive two diplomas. Students pursuing degrees in both Business and Arts & Sciences should file a dual degree petition with an Arts and Sciences advisor.

Honors
The Fisher College of Business has three honors programs for which academically qualified students can apply: Accounting Honors, Honors Cohort and Honors Contract through Industry Cluster. Each of these programs leads to the honors designation on the diploma.

Accounting Honors
The Undergraduate Accounting Honors program is nationally known for its motivated and talented students who embrace accounting as an intellectual subject. The program’s selective admission process and small class size promotes the development of presentation and team-building skills. Due to the program’s reputation, it offers exceptional internship and full-time employment opportunities.

To apply to the Accounting honors program is taking (with permission) AMIS 2200H in autumn of sophomore year. Applications for the Accounting Honors program are submitted in spring of sophomore year during AMIS 2300H. Students accepted into the Accounting Honors Program take classes together as a cohort in the junior and senior years.

Honors Cohort
Honors Cohort is a selective and challenging honors program. Thirty students are selected to participate in Honors Cohort each year. These students work as a team and develop close relationships throughout their junior year by taking core business courses together.

The program seeks to increase the critical thinking, complex reasoning, and communication skills of the students. Students may apply to the Honors Cohort Program if they have at least a 3.5 GPA. Applicants must complete prerequisite classes by the end of Spring semester of the sophomore year.

Students will be selected for the Honors Cohort Program based on academic excellence, leadership, activities, community service, quality of application essays, and work experience.
**Honors Contract: Through Industry Cluster**

The Honors Contract Program provides students opportunities to (1) Participate in the Industry Clusters program, a two-year learning experience about a leading industry (2) Author and present an industry research report (3) Lead a team through a real-world project (4) Students enhance their honors experience by completing a minor or secondary concentration outside business.

Students may apply to the Honors Cohort Program if they have at least a 3.5 GPA. Applicants must complete prerequisite classes by the end of Spring semester of the sophomore year.

Applicants will be chosen based on academic excellence, leadership, extracurricular activities, work experience, and personal statement.

**Integrated Business & Engineering**

The Integrated Business & Engineering honors program is the first interdisciplinary honors program at Ohio State. The IBE program is designed to provide exceptionally talented students exposure to theories and tools from varied disciplines.

Participants have the opportunity to communicate and interact with students from diverse disciplinary backgrounds. The four-year program is limited to 36 business and engineering honors students, selected prior to matriculation. IBE students complete courses taught by professors selected for their rigorous methodology and use of inter-disciplinary course materials.

**Distinction**

Fisher College of Business students with an interest in academic research have the opportunity to pursue a year-long research project with a faculty advisor, culminating in a major paper and oral defense. Students who successfully complete a distinction project will have "with research distinction" inscribed on the diploma.

**Latin Honors*\***

A degree with Latin Honors is conferred on graduates of the University who have achieved superior scholarship.

- **Cum Laude**: Graduates who earn a cumulative point hour ratio of 3.50-3.69
- **Magna Cum Laude**: Graduates who earn a cumulative point hour ratio of 3.70-3.89
- **Summa Cum Laude**: Graduates who earn a cumulative point hour ratio of 3.90 or higher

*Students must have earned a minimum of 60 cumulative credit hours at Ohio State to be eligible for Latin Honors.

**Applying to the Major Program**

This process is for current OSU students only. Admission to the major program in the Fisher College of Business is determined by the available enrollment capacity, size, and quality of the application pool and therefore is not guaranteed. Individual specializations are competitive; GPA requirements for each specialization will fluctuate with each applicant pool. Students who are not competitive for their first specialization choice will be considered for their second choice, and may be admitted to major with specialization undecided.

Application for acceptance to major program and specialization in the Fisher College of Business may be submitted for consideration when the following set of criteria is met:

- Minimum OSU GPA of 3.00 or better
- Completion of 26 semester hours of course work (this includes transfer credit, EM, AP, PSEO)
- Completion of a minimum of 12 semester hours of OSU letter-graded earned hours
- Completion of English 1110 or equivalent with a grade of C or better
- Completion of Math 1131 or 1151 or equivalent and prerequisites with grades of C or better

**Important Notes:**

- Current Ohio State students may apply to the major program by submitting an online application.
- Applications are made available one month prior to each application deadline:
AUTUMN SEMESTER APPLICATION DEADLINE: JANUARY 31
SPRING SEMESTER APPLICATION DEADLINE: SEPTEMBER 15
SUMMER TERM APPLICATION DEADLINE: JUNE 1

- All requirements must be met the semester prior to application.
- Once admitted to the major program, a professional program fee and technology fee is assessed every term to students in Fisher’s undergraduate program. Fees are subject to annual review and may change without notice.
- Admission decisions are sent to the OSU email address.

**Academic Advising**
The mission of the Fisher College of Business Undergraduate Programs and Advising Office is to provide quality academic advising to help students develop and implement an individual plan for academic, personal, and professional success.

Fisher academic advisors are advising professionals who assist students with: course selection and degree planning, University policies and procedures, business specializations and career resources, special academic and leadership opportunities, graduation requirements, and campus support services.

First year students have the opportunity to work with a Fisher peer advisor in Business Survey (BA 1100/1100H). Peer advisors provide support to students as they transition into the University and Fisher. Peer advisors encourage students to get involved in student organizations and participate in the Fisher community.

**The Advising Partnership: Advisor and Advisee Roles**
The advising partnership is designed to provide students with opportunities for consultation with a professional who understands the major/career decision-making process and is knowledgeable about University policies, procedures, and resources. Students, however, control their academic path.

*The academic advisor’s role:*
- Provide consultation to the student on matters of career goals, academic major interests, decision making, study skills, and course planning
- Communicate accurate information about degree requirements, resources, and academic standards
- Act as an advocate for student within the department and University setting
- Maintain records of student’s academic performance
- Make appropriate referrals for the variety of situations that arise during a student’s academic career, including: transition issues, safety, personal conflicts, career exploration, and student advocacy

*The student’s role:*
- Share accurate information
- Seek help before a situation escalates into a crisis
- Know how actions will affect their status regarding financial aid, insurance, visa, and probation
- Prepare for advising appointments by researching information and maintain a file of advising materials
- Know and complete program requirements, and audit academic records regularly
- Always ask questions and follow through on action plans
- Explore options

**Centralized Advising Website**
OSU has a centralized advising information website that is helpful to all students.

**Scheduling an Advising Appointment**

*Regular 30-Minute Appointments*
To schedule an appointment with an academic advisor, make an appointment online, call 292-2715, or visit in person 120 Schoenbaum Hall.

*Same-Day Advising*
Same-day advising appointments are 15-minutes long and are offered the first week of each term, every Friday, and during registration. Students schedule a 15-minute same-day appointment online the same day they would like to come in. Different from 30-minute appointments, same-day appointments...
cannot be made in advance. The advising appointment scheduler opens at 7:00 a.m. and closes at 12:00 midnight.

Preparing for an Advising Appointment

Students should arrive on time and come prepared for an advising appointment by bringing a course plan and a list of questions. The following tools will be helpful in preparing for your advising appointment:

**Degree Audit**

The Degree Audit Reporting System (DARS) is the system for checking progress towards degree. The Degree Audit will show how the courses the student has completed and currently has scheduled will apply to any OSU major selected, as well as the requirements that still need to be completed and the courses from which they can choose to fulfill each one. A student can access their Degree Audit online at any time to review detailed information on course requirements for each major program at OSU. It is particularly useful in checking Gen Ed progress. The tool can also be used download any transfer credit reports that a student might have. To access the Degree Audit, follow these steps:

- Go to [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)
- Click “My Student Center”
- Sign in with OSU Username and password
- On the Student Center main page, click “DARSWeb”. DARS will open in a new window.
- On the Audit Request Screen, there will be two options: 1. Run Default Program Listed; 2. Run Selected Program.
  - **Option 1**, Run Default Program Listed: if the student is currently enrolled in a major program, that major program will be listed under this heading. If this is the audit desired, click “Submit a New Audit”.
  - **Option 2**, Run Selected Program: if the student does not have a default program listed or would like to view an audit for a different program than the default program, follow these instructions:
    - Select the radio button beside “Run Selected Program”
    - “College:” select the college in which the major is housed (i.e. BUS)
    - “College:” will automatically update to correct college unit
    - “Major:” select the major (i.e. ACCTING)
    - “Degree:” select desired degree (i.e. BS BUS ADM)
    - “Degree Prog:” select desired specialization, if applicable (i.e. ACCOUNTING )
    - “Catalog Year:” this menu dictates which Gen Ed curriculum appears on the Degree Audit. *(If the student first enrolled at OSU in SU08 or after, this will be the correct Gen Ed. If the student first enrolled at OSU in SP08 or earlier, they will need to check with an advisor to verify their Gen Ed requirements).*
  - Click “Submit a New Audit”
  - The Audit window will refresh automatically and the new audit will appear, listing the date and time it was run.
  - Click “Open Audit” to open the audit in new window.

**Reading your Degree Audit**

Each Degree Audit will list the curriculum requirements for the major. The student can “open” each requirement to see a listing of the courses by clicking on the gray triangle beside each requirement.

Any requirements marked with a green checkmark have been completely fulfilled.
Any requirements marked with a red “X” have at least one requirement still unfulfilled.

Any requirement marked with an IP and an outlined green check mark indicates that the course is “in progress” or scheduled for the current term or the next term.

Degree Audits are used to certify students for graduation, so the audit will not run completely “green” until the term the student graduates.

Coursework which has been completed, but is NOT currently being applied to any degree requirements, will appear under the requirement “COURSEWORK COUNTED TOWARD GRADUATION BUT NOT USED TOWARD A SPECIFIC REQUIREMENT”. If the student thinks any course credit listed in this area could be applied to Gen Eds/business core/major requirements, they must contact an advisor to submit a General Petition to have this credit reviewed.

Course Planning Template
In planning courses, it is helpful to have a layout of the classes already taken, currently enrolled, and planned for future semesters. The template below is a tool used to lay out a course plan.

<table>
<thead>
<tr>
<th>AUTUMN 20__</th>
<th>Spring 20__</th>
<th>Summer 20__</th>
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<tbody>
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<td>DEPT. CREDIT</td>
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<td>SEMESTER TOTAL</td>
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<td>AUTUMN 20__</td>
<td>Spring 20__</td>
<td>Summer 20__</td>
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### Advising folder

Incoming Fisher students will receive an Advising Folder to be used and updated throughout the student's academic career. Students are expected to maintain current materials in the Advising Folder. Suggested items for the Advising Folder are: a current copy of the DARs, specialization curriculum sheet, current Advising Report, Gen Ed packet, Course Plan, and other items distributed in BA 1100 and in advising appointments.

Students should plan on bringing their Advising Folder to every advising appointment.

### Business Specialization Advising Sheets
Business specialization advising sheets can be found for each specialization.

**Buckeye Link and Student Center**

Buckeyelink houses the Student Center, the online student service center for all OSU information. Through the Student Center, students can search course descriptions and availability, schedule courses, view grades, run degree audits, print advising reports, and review/pay statements of account.

Note: The Student Center Reference Guide provides step-by-step instructions to common processes within the Student Center (add/drop classes, updating name/contact information, reviewing statement of account, Student Health Insurance enrollment/waiver).

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**Degree Audit** – Review progress toward degree, and see how the coursework completed/scheduled would apply to any degree offered at OSU.

**Advising Report** – Snapshot of academic record at OSU. While not an official transcript, the Advising Report can suffice when an informal record of academic performance is needed.

**Transferology** – Database of transfer credit equivalency agreements between institutions.

**Carmen** – OSU’s online course management system, where course websites for classes will be posted.

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**Academic Policies and Procedures**

**Grade Forgiveness Rule**

Effective autumn semester 2015, Ohio State will replace its Freshman Forgiveness Rule (FFR) with a more general Grade Forgiveness Rule. The new rule permits students to petition to repeat up to three courses under an arrangement similar to that provided by the FFR: the grade in the repeated course will replace the grade for the original course in the calculation of the student’s cumulative point-hour ratio. As under FFR, a notation of the original grade will remain on the student’s transcript. Unlike the FFR, the new rule does not limit repetitions to courses in which the student has earned a grade of “E” or “D,” and it does not limit the repetition to a range of earned hours in which the student must have taken or repeated the course. The actual language of the new rule is immediately below. Following that is a bulleted list of associated policies, including transitional guidelines for students who already have forgiven courses under FFR.

3335-8-27.1 *Grade forgiveness rule.*

A. Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student’s cumulative point-hour ratio, but remain on the student’s official permanent record. This action will be subject to the following conditions:
B. Permission to apply this rule must be obtained by the second Friday of the semester or summer term (the second Friday of a session during autumn or spring semesters, or a summer session; or the first Friday of a May session) in which the repeated course is taken.
C. The same course may be repeated only once under this rule.
D. This rule may be applied for a maximum of three courses.
E. The graduate school and graduate professional colleges may formulate appropriate modifications of paragraph (A) of this rule, subject to the approval of the council on academic affairs, and publish the rule in their bulletins.

Policies Related to Grade Forgiveness
A. The rule goes into effect for autumn semester 2015.
B. Eligibility for repetitions under this rule is limited to three courses, regardless of the number of credit hours of each course.
C. Students seeking to invoke the rule should submit a petition to their college offices/enrollment units by the second Friday of the term in which they are repeating the course. College/enrollment unit/campus offices can make reasonable exceptions to the deadline based on particular circumstances.
D. Transitional issues for continuing students:
   a. Students who would have been eligible to repeat a fourth or fifth course under the FFR can do so for the remainder of the 2015-16 academic year. Extensions beyond that time should be considered only by petition.
   b. Students who have already repeated three or more courses under the FFR and would no longer have been eligible to repeat courses under the old rule have exhausted their eligibility under the new rule.
   c. A student who has repeated two courses under the FFR remains eligible to repeat one course under the new rule.
   d. A student who has repeated one course under the old rule remains eligible to repeat two courses under the new rule.
   e. Students who have never used the FFR have full eligibility under the new rule.
   f. For AU15, many students have already enrolled in courses they were eligible to repeat under the FFR and remain eligible to repeat under the new rule. We will identify that population of students (with occasion reiterations, to catch later adds) and send them communications asking that they notify their advisors if they do not want to use the rule.
E. Students repeating a course in a sequence or a course that is a prerequisite to another course should complete the repetition before advancing to the next course.
F. For purposes of this rule, a grade of “EN” will be considered the same as a grade of “E.”
G. The repeated course must be taken for a letter grade (not as pass/non-pass).
H. Once the student has invoked the rule, the second grade will be used to replace the first, even if the second grade earned is lower. Students who passed the course the first time and fail it the second, will lose credit for the course.
I. A student will not be permitted to invoke the rule after:
   a. earning a grade in the repeated course
   b. having already repeated the course once
   c. having repeated three courses under the rule (except as noted under “Transitional issues for continuing students,” above)
J. A student cannot invoke the rule for courses that have been
   a. applied to a degree already awarded by The Ohio State University
   b. applied, as transfer credit, to a degree awarded elsewhere
K. When appropriate, a student can “repeat” a substitute “equivalent” course under the provisions of the rule—in cases, for example, involving a non-honors version of an honors course, an approximate equivalent to a discontinued course, or a related course more nearly suited to the program to which the student has changed. All such cases will pass through the Office of the University Registrar for processing, and OUR will consult with the Office of Academic Affairs when that seems appropriate (when, for example, credit hours vary), to confirm that the repeated course is at least as substantive as the course it will replace and to ensure reasonable flexibility when a student is changing program. Many “equivalencies have already been established under the FFR.
L. Approved forms should be sent to the Academic Records area of the Office of the University Registrar, where they will be held and processed after the 11th week of the term.

M. A note should be added to AdvisingConnect to record any approved petition.

N. When students invoke the rule and subsequently drop the repeated course, the drop nullifies the arrangement and will not be counted against the limit of three such attempts.

O. Students who enter the university with EM credit for a course, elect to repeat that course, and in so doing, perform poorly, are eligible to repeat the course under the general repeatability rule (which keeps both grades in the calculation of the GPA), but will not be eligible to apply the Grade Forgiveness Rule to the repeat: “forgiveness” of the grade does not extend to a third completion of the same course. The same policy applies to students who have repeated a course for which they had already earned transfer credit.

P. In most cases, students do not need permission to repeat a course and can enroll in the course without assistance. Upon adding a repeated course, a message will be generated stating that they will only receive credit for the course once.

Q. In some cases, when an attempt to repeat a course is made, students will receive a message stating that they have not met the enrollment requirements. If this occurs, the student should contact the College office (614-292-2715).

R. When a student repeats a course for which Grade Forgiveness is not applicable, grades for both courses remain on the student’s record and are calculated into their cumulative GPA. Credit for the course will count only once toward their degree.

**Auditing a Course**

Students have the option of auditing a course in order to refresh their understanding of the material or to learn more about a subject without earning a letter grade.

Audited courses do not count toward a student’s degree; therefore, audited courses do not count as hours earned toward financial aid status. Students should contact their award provider before auditing a course.

To audit a course, complete a Course Enrollment Permission Form and check option “F”. A student must have permission from the instructor and is required to obtain the instructor’s signature on the form. Drop the form off in room 120 Schoenbaum Hall so it can be processed and the course can be added.

Fees are still assessed for an audited course, but no credit hours are awarded.

**Taking a Class Pass/Non-Pass**

The Pass/Non-Pass (P/NP) option was designed for students who want to take courses of special interest outside their normal degree program without undue concern about the grade. Courses taken P/NP count as elective hours toward a degree but cannot fulfill any specific degree requirements. Students are not permitted to take Gen Ed, major, minor, or prerequisite courses Pass/Non-Pass and must have a minimum 2.0 cumulative GPA to use the Pass/Non-Pass option. Only first term students, who have not yet earned any grades, are not permitted to use this rule. Students may take a maximum of 20 credit hours of electives on a P/NP basis.

If a student elects to change their grading status in a course to P/NP (or vice-versa), they must declare their intention by the 4th Friday of the term in which they are enrolled in the course. After the 4th Friday of the term, they cannot change their mind about the P/NP option.

**Fresh Start**

The Fresh Start Rule allows a student who has been absent from the University for five or more years to petition for a recalculation of his or her grade point average. By this rule, the student retains credit for all courses in which marks of EM, PA, S, and C- or better were earned, and loses credit for courses in which marks of D+ or D were earned. All courses taken remain on the student’s permanent record, but the student starts with a clean slate as far as his or her grades and GPA are concerned. If the student’s petition is approved, the student resumes his or her academic program with no cumulative grade point average.
As with the Grade Forgiveness Rule, many graduate and professional schools may choose to evaluate all of grades when considering applicants for admission. This is also true of schools to which a student may wish to transfer as an undergraduate, as well as some selective undergraduate units at Ohio State.

Fisher does not take into consideration the Fresh Start Rule in the admission to major selection process.

**Credit by Examination**

Students can earn credit toward graduation by successfully completing tests in the Credit by Examination Program, administered by the Testing Center. Successful completion of any of these tests results in a designation of “EM” credit on the student’s permanent record. The credit does not affect the student’s GPA, but does count toward graduation. Students should carefully review the guidelines and restrictions on the Testing Center website before pursuing this option.

**Academic Misconduct**

Academic misconduct is "any activity that tends to compromise the academic integrity of the University, or subvert the educational process."

While many people associate academic misconduct with "cheating," the term encompasses a wider scope of student behaviors which include, but are not limited to, the following:

- Violation of course rules;
- Violation of program regulations;
- Knowingly providing or receiving information during a course exam or program assignment;
- Possession and/or use of unauthorized materials during a course exam or program assignment;
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor;
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a "dry lab") or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted;
- Submitting plagiarized work for a course/program assignment;
- Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results;
- Serving as or asking another student to serve as a substitute (a "ringer") while taking an exam;
- Alteration of grades in an effort to change earned credit or a grade;
- Alteration and/or unauthorized use of university forms or records.

Cases of alleged academic misconduct are adjudicated through a formal hearing process by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate. To ensure a broad representation on the Committee, COAM draws its members from throughout the university’s academic community: faculty (appointed by the University Senate), graduate students (appointed by the Council of Graduate Students), and undergraduate students (appointed by the Undergraduate Student Government).

**Fisher Honor Pledge**

All Fisher College students, faculty, and staff are asked to review and sign a pledge to uphold honesty and integrity. The Honor Pledge states:

> As a member of the Fisher College of Business community, I am personally committed to the highest standards of ethical behavior. Honesty and integrity are the foundation from which I will measure my actions. I will hold myself, and my peers, accountable to adhere to these standards. As a leader in the classroom, community and business environment, I will pledge to live by these principles and celebrate those who share these ideals.

**Important Dates and Deadlines**
Important dates throughout each semester set by the University include drop deadlines, add deadlines, fee payment deadlines, and refund deadlines. To see a comprehensive list of all important dates for a current term, visit this link: http://registrar.osu.edu/registration/

**Academic Calendar**

*Autumn and Spring Semesters:* There are two 14-week semesters with an additional week of finals

*Summer Term:* Classes are offered in three different formats during Summer Term and designated on the Schedule of Classes, or Class Search.

- May Session is 4 weeks long and includes only the month of May.
- Summer Session is 7 weeks long and runs from June through the end of July.
- Summer Term is 12 weeks long and runs from May through the end of July.

**Academic Marks**

*OSU Grade Scale* (Standard Scheme)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>93 - 100 (A)</td>
<td>4.0</td>
</tr>
<tr>
<td>90 - 92.9 (A-)</td>
<td>3.7</td>
</tr>
<tr>
<td>87 - 89.9 (B+)</td>
<td>3.3</td>
</tr>
<tr>
<td>83 - 86.9 (B)</td>
<td>3.0</td>
</tr>
<tr>
<td>80 - 82.9 (B-)</td>
<td>2.7</td>
</tr>
<tr>
<td>77 - 79.9 (C+)</td>
<td></td>
</tr>
<tr>
<td>73 - 76.9 (C)</td>
<td></td>
</tr>
<tr>
<td>70 - 72.9 (C-)</td>
<td></td>
</tr>
<tr>
<td>67 - 69.9 (D+)</td>
<td></td>
</tr>
<tr>
<td>60 - 66.9 (D)</td>
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</tr>
<tr>
<td>Below 60 (E)</td>
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</tbody>
</table>

**How to Calculate Semester GPA**

Ohio State uses a four-point scale. Note that there is no D-, E+, or A+

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
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</tbody>
</table>

A student's GPA is calculated by taking the total number of credit points earned and dividing it by the number of hours attempted for a grade.

1. Multiply the credit hour value of each course by the point value of the grade. For example, a three-credit-hour course in which you earn a B (3 points) is worth 9 credit points.
2. Add up the credit points you have earned in all your courses.
3. Divide the total credit points by the number of credit hours you have attempted for a letter grade.

**Example:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>Grade</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1110.01</td>
<td>3</td>
<td>A-</td>
<td>(3 x 3.7) = 11.1</td>
</tr>
<tr>
<td>Psych 1100</td>
<td>3</td>
<td>B+</td>
<td>(3 x 3.3) = 9.9</td>
</tr>
<tr>
<td>Math 1148</td>
<td>3</td>
<td>B</td>
<td>(3 x 3.0) = 9.0</td>
</tr>
<tr>
<td>Biology 1113</td>
<td>4</td>
<td>C</td>
<td>(4 x 2.0) = 8.0</td>
</tr>
<tr>
<td>History of Art 2002</td>
<td>3</td>
<td>B</td>
<td>(3 x 3.0) = 9.0</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>16</td>
<td></td>
<td>47</td>
</tr>
</tbody>
</table>

This student’s term GPA would be 2.9 (47 total credit points divided by 16 credit hours attempted).

**How to Calculate Cumulative GPA**

After the next semester at Ohio State, students can calculate cumulative GPA by dividing total credit points earned by total hours attempted for a letter grade (i.e., not including S/U, PA/NP, EM, or K credit). Building on the previous example, consider the following grades as the student's second semester at Ohio State:
Course   | Hrs | Grade | Credit Points  
--- | --- | --- | ---  
History 1151   | 3   | B   | (3 x 3.0) = 9.0  
Math 1149      | 3   | C   | (3 x 2.0) = 6.0  
Theatre 2100   | 3   | B+  | (3 x 3.3) = 9.9  
Biology 1114   | 4   | A-  | (4 x 3.7) = 14.8  
Chinese 2451   | 3   | A   | (3 x 4.0) = 12.0  
TOTAL:     | 16  |   | 51.7  

Remember, last semester the student earned a 2.9. The GPA for the second semester would be a 3.23 (51.7 credit points divided by 16 credit hours). The student’s cumulative GPA would be found by dividing the total number of points earned (47 + 51.7 = 98.7) by the total number of hours attempted (16 + 16 = 32). The cumulative GPA would be 3.08.

**Academic Status**

Students must maintain a 2.0 cumulative GPA to be in “good academic standing” with the University. Similarly, students must maintain a 3.0 cumulative GPA in order to be in “good program standing” with the Fisher College of Business. It is the student’s responsibility to know their academic status at OSU at all times.

*The Ohio State University Academic Actions:* Students whose cumulative GPA falls below a 2.0 are in academic difficulty and will result in a University academic sanction.

- **Special Academic Probation**
  - If at any time the preparation, progress, or success of a student in an academic program is determined to be unsatisfactory, the college may place the student on academic probation.
  - The student’s schedule is locked.
  - The student must meet with an academic advisor in person to discuss their situation and learn about resources to help them improve.
  - Students must earn a minimum GPA of 2.0 the next semester or be in danger of Academic Dismissal.
  - An email will be sent to students notifying them of their academic status at OSU.
  - This status will go on the student’s permanent record at OSU.

- **Academic Probation**
  - The student’s schedule is locked.
  - The student must meet with an academic advisor in person to discuss their situation and learn about resources to help them improve.
  - Students must earn a minimum GPA of 2.0 the next semester or be in danger of Academic Dismissal.
  - An email will be sent to students notifying them of their academic status at OSU.
  - This status will go on the student’s permanent record at OSU.

- **Academic Dismissal from the University**
  - The student’s schedule is locked.
  - The student is dismissed from The Ohio State University and cannot return to take classes for at least one year.
  - To return to the University, a student must undergo a reinstatement process.
  - An email will be sent to students notifying them of their academic status at OSU.
  - This status will go on the student’s permanent record at OSU.

*Fisher College of Business Program Actions for Pre-Business Students:* If a pre-business student’s cumulative GPA falls below a 3.0, they are considered to be in program difficulty. This can lead to a program sanction, taken by the Fisher College of Business.

- **Program Probation**
  - For a student with a cumulative GPA below a 3.0:
  - They receive an email notifying them of their Program Probation status and encouraging them to meet with an academic advisor to discover ways to help them improve their GPA.
  - Their schedule is locked.
- The student must meet with an academic advisor in person to discuss their situation and learn about resources to help them improve.
- Students are encouraged to begin investigating new majors outside Fisher, and a handout, titled “Pathways in Business” is given to them.

- **Continued Program Probation**
  - The student’s schedule is locked.
  - A student is eligible for Continued Program Probation if they demonstrated some improvement in their GPA, but their GPA is still not at a 3.0.
  - The student should meet with an academic advisor to discuss their situation and learn about resources to help them improve.
  - Students are encouraged to begin investigating new majors outside Fisher, and a handout titled “Pathways to Business” is given to them.
  - They receive an email notifying them of the Program Probation status.

- **Program Dismissal from the Fisher College of Business**
  - The student’s schedule is locked and will not be unlocked by a Fisher academic advisor.
  - The student will not be able to register for classes as a Pre-Business student anymore.
  - Students must choose a new major, meet with an advisor in the new major’s unit, and have their major officially switched to the new major.
  - If the student’s GPA reaches a 3.0 again, the student may return to Fisher, either as a Pre-Business student, or by applying directly to the major program.
  - They receive an email notifying them of their Program Dismissal status.

**Academic Support Services**

**Walter E. Dennis Learning Center**
The Walter E. Dennis Learning Center (WEDLC) provides academic learning services and support to Ohio State students. This resource serves as a "learning connection" for students in need of help with study skills, time management, test-taking strategies, learning from text, note-taking, and self-regulation strategies. WEDLC is located on the second floor (Rm 250) of the Younkin Success Center. Students can set up individualized appointments with Learning Specialists to design personal strategies for learning and motivation, as well as attend workshops or listen to podcasts on topics such as: procrastination, individual learning styles, note-taking, and secrets to academic success. The WEDLC also offers EDU P&L 1259, a 3-hour course entitled, “Individual Learning and Motivation Strategies for Success in College.”
[www.dennislearningcenter.osu.edu](http://www.dennislearningcenter.osu.edu)

**Younkin Success Center Tutoring Services**
The Younkin Success Center coordinates a variety of FREE tutoring services for courses in Chemistry, Physics, Mathematics, Statistics, Computer Science, English, and Writing. Also, Younkin maintains extended study hours during Finals Week, staying open 24-hours for those last-minute studying needs.
[www.younkinsuccess.osu.edu](http://www.younkinsuccess.osu.edu)

**The Writing Center**
The Writing Center offers free help with writing at any stage of the writing process for any member of the university community. During tutorials, staff can work with students on anything from research papers to lab reports, from dissertations to resumes, from proposals to application materials. The Writing Center also maintains a resources page with writing handouts and web links. Online and face-to-face tutorials are available to all students. (Keep in mind, the Writing Center does not proofread. Specialists can help you with discussing grammar issues and giving you advice on how to proofread your own work, but you will not receive a proofed draft.)
[www.cstw.osu.edu/writingcenter](http://www.cstw.osu.edu/writingcenter)

**Math Stats Learning Center**
The Mathematics and Statistics Learning Center (MSLC) provides free support to students for a number of math and statistics undergraduate courses. The MSLC provides trained tutors to help students with difficulties they are experiencing in class or with homework. In addition, the Center provides online resources, practice exams, and workshops to help students achieve their potential as a student. Each math course has a specific room with
undergraduate math majors and graduate teaching assistants for learning support. No appointments are needed and all services are free. Also, online exam reviews and study guides are available for math courses. The MSLC provides assistance for courses in calculus, statistics, linear algebra, and differential equations.

www.mslc.osu.edu

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

http://economics.osu.edu/economics-learning-center

Residence Halls
University Housing facilitates a peer tutoring program that operates entirely within the residence halls. Tutoring is offered for a variety of undergraduate courses within the areas of Mathematics, Physics, Chemistry, and Biology. Tutors are available on a walk-in basis on Mondays, Tuesdays, and Wednesdays from 7:00 PM to 9:00 PM in residence halls throughout campus.

Office of Diversity and Inclusion Student Services in Fisher College of Business
The Office of Diversity and Inclusion Student Services provides FREE tutoring assistance to minority business students in business related subjects.

Tutoring

Accounting 2200-2300
The Accounting and MIS department offers free tutoring for Accounting 2200 and 2300. The tutor room is located in the ground floor of Fisher Hall near the tunnels and the mail room. The tutor schedule is: Monday through Thursday, 9:00 a.m. to 8:00 p.m. and Friday, 9:00 a.m. to 6:00 p.m.

Finance 3220
3220 tutor lab is available approximately 40 hours per week Monday through Friday. It is staffed by an undergraduate who got an A in the course already.

Office Hours
All instructors at Ohio State are required to provide office hours so students have access to faculty outside of the classroom. Each instructor sets his/her own office hours, with some preferring walk-in hours while others require appointment times. Here are some strategies to get the most out of meeting with instructors:

• Find out your instructor’s preference for office hours: walk-ins or scheduled appointments.
• Start meeting with your instructor early in the term. This often means meeting BEFORE you think it’s needed. By building this relationship at the beginning of the term, you are showing your instructor your effort and dedication early in the course. Your instructor can also help you spot your personal stumbling blocks with the course content before they become unmanageable hurdles and provide more one-on-one interaction, which some students and instructors prefer.
• Come prepared to office hours. Make sure you have worked with the course material before meeting with your instructor. That way, instead of saying “I don’t understand this,” you can be articulate about what specific areas you are struggling with and point to specific examples.

Office hours are busiest right before exams and projects are due, so don't count on being able to contact your instructor the day before something is due. Make sure to plan ahead and ask your questions early.

Tips for Academic Success

Time Management
Managing time effectively is one key to academic success. University courses require hard work, and students need to strike a balance between the demands of course work and all of the competing demands in life—extracurricular activities, social activities, volunteer work, employment, family obligations, and sufficient exercise and sleep to remain healthy, to name a few—that may diminish the time students need to put in to succeed academically.
One useful index to help estimate the time course work will require is the Ohio State faculty rule that establishes, approximately, the time a student should be required to spend to earn one credit hour: two hours per week outside of class and one hour in class to earn a grade of “C.” A three-hour class, therefore, should require nine hours per week to earn a grade of “C,” and a fifteen-hour schedule will require a commitment of about 45 hours per week. Students who expect to earn higher grades will often need to invest significantly more time in their course work.

To help track the demands of courses—due dates for assignments, examinations, and papers—along with the various other activities that will take students away from their school work, advisors strongly recommend that they keep a calendar or planner. Careful planning will help students use their time more efficiently and to see in advance when they can plan for the more stressful weeks in their schedule.

If a student is having trouble managing time effectively, the following web site on time management might be a useful tool: www.studygs.net/timman.htm

How to Be a Successful Student
- **GO TO CLASS.** Go to EVERY class, ALL of the time. Don't arrive late and don't leave early.
- Sit near the front of the classroom.
- Pay attention and take notes in all classes.
- Participate in class discussions. Participation is usually calculated into the final grade.
- Make at least two friends in each class whom you can count on to take notes should you have to miss class. Get their phone numbers and call them before the next class to find out what you missed.
- Review the material each night after your classes.
- Study in advance for your quizzes, midterms, and finals. Don't wait until the last minute.
- Turn in all assignments on time. Give yourself enough time to do multiple drafts and to check your work.
- If you have free time between your classes, do not go back to your room. Find a place on campus to study.
- Don’t be afraid to use office hours. Professors take note of students who are trying to succeed.
- Establish regular study hours. Look at studying as your job. Build time each day into your schedule for studying.
- Keep a calendar or planner to keep you organized.
- At the beginning of each semester, write down your assignment due dates and exam dates for each class. Also write down important registration deadlines.

Transfer Credit

**Types of Transfer Credit**

*Direct Equivalencies*: awarded when there are exact Ohio State course equivalencies

*Special Credit* (Psych S000): credit which counts toward graduation in a given subject but for which Ohio State does not teach a specific equivalent course. Such credit may be used for a student’s electives. In some cases, upon the approval of the degree-granting unit to which the student transfers, special credit may also count toward a particular college requirement.

*General Credit* (Psych G000): credit awarded for a baccalaureate level course which may or may not have a course specific equivalent at Ohio State. The student may elect to pursue having the course evaluated through departmental review to see if the class is equivalent to anything at OSU

*Technical Credit* (Psych T000): awarded for technical coursework that is acceptable for undergraduate credit at Ohio State. Like General and Special, Technical credit counts toward overall earned hours, but application of such credit toward degree programs is determined by college offices.

*Deferred Credit* (Psych D000): course work which may or may not be acceptable for undergraduate credit. It is not included in the total hours awarded, nor is it added to students’ Ohio State record until a transfer credit coordinator further evaluates the course(s) to determine whether or not credit can be awarded.
**International transfer credit**: While Fisher is a strong proponent of international study experiences, only business courses completed at our undergraduate exchange program partner institutions will be evaluated for consideration as equivalent coursework. Please see the following link for more specific information about this policy: [http://fisher.osu.edu/undergraduate/advising/transfer-credit/](http://fisher.osu.edu/undergraduate/advising/transfer-credit/)

**How to Evaluate Transfer Credit**

**Math**

Materials must be faxed (614-292-0167 or 614-292-1479), emailed to mathadvisors@math.osu.edu or brought to 100 Mathematics Tower (M-R 10-4, F 10-2). Please provide the following materials:

- DARS Transfer Credit Report (paper copy).
  - To find your Transfer Credit Report online, go to buckeyelink.osu.edu, and click on the “Students” tab.
  - In "Students", scroll down to "Enrollment and Academic History" heading, click on “Transfer Credit Report”.
  - Log in with name.#, click the second button on the left for the Transfer Credit Report.
  - Click "Submit a new report".
  - Click on "Open Audit" for the Transfer Credit Report. Print using the "Printer Friendly” link on the top right of the page.
- Detailed Syllabi—needs the name of the textbook, the author, and a list of topics covered.
- A copy of the transcript.

In addition, international students need to provide:

- textbooks
- original syllabi with the title of textbook and author (it would be most helpful if all information is enclosed in a sealed envelope from the previous University)
- certified translations of the syllabi with the title of textbook and author
- a copy of your original transcript and a certified translation of the transcript

**NOTE:** The Math department will only accept materials that are personally yours, not your friends’. No exceptions. We will evaluate your credit only one time. We will NOT re-evaluate. Therefore, you must have all your materials the first time. No exceptions.

**Business classes**

The following link explains the steps for how to have business classes that were transferred to Ohio State evaluated: [http://fisher.osu.edu/undergraduate/advising/transfer-credit/](http://fisher.osu.edu/undergraduate/advising/transfer-credit/). Students MUST have a Transfer Credit Evaluation Form completed and attached to EACH syllabus they are submitting for evaluation.

**General Education classes**

Gen Ed classes can be evaluated for credit. Each department at the University has a designated person called a Transfer Credit Coordinator (TCC) who evaluates transfer credit for that department. For a list of the TCC’s, and how each department wants materials submitted, see this link: [http://registrar.osu.edu/transfer_credit/tcc_list.asp](http://registrar.osu.edu/transfer_credit/tcc_list.asp). If a particular department does not list how they want materials submitted to them, call or email the TCC listed and find out how to drop off materials.

**Applying for Graduation**

Every student must apply to graduate. Fisher has graduation applications at the front desk, located in 120 Schoenbaum Hall and at the following link: [http://fisher.osu.edu/undergraduate/graduation/](http://fisher.osu.edu/undergraduate/graduation/)

Graduation applications will be available online beginning Autumn 2015. Students should pay attention to announcements and emails sent from the UGPAO advising office for when the online application will be available. For questions, contact a Fisher advisor.

A graduation application must be completed and submitted to the front desk at least ONE YEAR (two terms) before the intended graduation date for the following reasons:
• Gives the student an earlier (graduating senior) enrollment appointment so that they can schedule the courses they need to graduate on time.
• Allows sufficient time to certify students for graduation, audit course requirements, and alert students to any problems.

If there are no problems, students will be emailed and notified that their application has been approved for graduation. After that, commencement information and reminders will be sent to those students who are graduating.

If a student does not wish to “walk” in the commencement ceremony, they must inform the front desk in 120 Schoenbaum Hall. The student will need to complete paperwork to be excused from the ceremony, as well as to have their diploma sent to them.

**Scheduling Classes**

**Preparing to Schedule**
Each term, students are given designated times to register for classes for the upcoming term. These are called “enrollment appointments”.

• To schedule for Autumn semester: An enrollment appointment will be generated during Spring semester.
• To schedule for Spring semester: An enrollment appointment will be generated during Autumn semester.
• To schedule for Summer term: An enrollment appointment will be generated during Spring semester.

In order to effectively schedule, students should:
• Run a degree audit to determine what classes they have completed, and what classes they have left to complete. This should be done about 5-6 weeks before the enrollment appointment opens. For more information about enrollment appointments, see the next section, titled “How to Find your Enrollment Appointment”.
• Based on what the degree audit says, create a list of classes to take. A typical course load is five 3-hour courses or 15-16 hours, depending on which courses are selected and the credit hours for each course.
• Be sure to check for prerequisites in the Course Catalog, found at [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu). Students must have prerequisites completed to take the next course.
• Students can use the Schedule of Classes to see days and times of the classes they wish to schedule and plan which sections they will register for once their enrollment appointment opens. However, students still need to be flexible in case the specific section they want fills up before their time to schedule occurs. The Schedule of Classes is found at [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu).
• Students must schedule AS SOON AS their enrollment appointment opens for the best class choices, days/times, etc. If a student chooses to delay scheduling classes, they may get closed out of classes, and advisors cannot “force enroll” students into full and/or waitlisted classes.

**How to Find your Enrollment Appointment**
An enrollment appointment is assigned to each student by the University Registrar’s Office. Enrollment appointment assignments are based on a student’s rank (the number of credit hours a student has earned). The Registrar will send an email to all students the week before enrollment appointments start in order to let students know that they can log into their Student Center to see when their specific enrollment appointment begins.

Students should follow these steps to see their enrollment appointment after they receive the email from the Registrar’s office:
• Go [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)
• Log into “My Student Center”.
• Click on “details” under “Enrollment Information” on the right side of the page.
• Click on the correct term.

**Financial Responsibility Statement**
All students must complete a Financial Responsibility Statement each semester in order to register for classes. Until this is completed, a hold is placed on a student’s account which prevents them from registering for classes. To complete the Financial Responsibility Statement:

- Go to www.buckeyelink.osu.edu.
- Go to the “My Account” section.
- Click on the blue link titled “Financial Responsibility Statement”.
- Login.
- Fill out the boxes and hit submit.

The lock will be immediately removed from the student’s record, and they can then proceed with scheduling classes.

**Schedule Planner**

- Go to http://buckeyelink.osu.edu. Select the ‘Student Center’ and enter your login credentials.
- Select the link for ‘Schedule Planner’. Select the ‘click here’ button to open the schedule planner.
- Choose Columbus Campus, Undergraduate, and the term. You should then see a screen that looks like this:

  ![Schedule Planner Image]

- First, enter any BREAKS that you will need. Breaks are for times during the day that you absolutely CANNOT be taking a class. Examples: a scholars student that has a scholars meeting on Tuesdays at 5:30 pm, a student athlete that has practice from 8:00-11:00 am each day, a student that works part-time and knows their work schedule, a commuter student that drives to campus.
- Next, select the COURSES that you want to take. These should be the classes that you discussed with your academic advisor in your appointment, including any alternate classes.
- Once you have added all of your possible courses, place a checkmark next to the four classes that are your first choices, and select GENERATE SCHEDULES (button is towards the bottom of the page).
- You will now see a list of possible schedule combinations. Click on each option to view it in another window. If you get an error, then select a different course from your list.
- Once you have found your preferred schedule, click SEND SCHEDULE TO SHOPPING CART. This will automatically send all of your selections and times to the Student Center. YOU ARE NOT FINISHED!!! Close this window and return to the Student Center.
- In the Student Center, select ADD A CLASS.
- Select IMPORT CART
- Select NEXT to confirm each course
- You will now see all of your course selections in the Shopping Cart. Select PROCEED TO STEP TWO
• Select FINISH. If there are no errors then you should see green checkmarks next to each course. You are now enrolled. Congrats! You can click VIEW CLASS SCHEDULE to see your confirmed class schedule again.

**Waitlist Instructions**

• If a course a student is attempting to register for is full, they will be offered the option to waitlist for the course.
• The waitlist is SECTION-specific. Students should waitlist for ANY time that they are willing and/or able to take the class.
• The waitlist operates only through the first Friday of the semester (for semester-long and Session 1 courses; first Friday of the session for Session 2 courses); after that, it closes down.
• When a student is added to a waitlist, they will be shown what position they are on the list. Students are added to a course off the waitlist on a “first on, first off” basis.
• If a student is still on the waitlist during the first week of the term, they must attend class.

• If a student is scheduled for a class that conflicts with the time of their waitlisted class, they will NEVER get off the waitlist. The waitlist permits students to add themselves to the waitlist of a course in which they are already enrolled. However, they will not be placed into the course for which they are waitlisted since they are already enrolled in the course.

**Adding and Dropping Courses**

Adding and dropping classes are subject to certain deadlines each semester. These dates vary by semester and are found on the Registrar’s website: [http://registrar.osu.edu/registration/index.asp](http://registrar.osu.edu/registration/index.asp).

If a student drops a course after the published deadline, a “W” is assigned indicating that the student withdrew for that course(s). A “W” does not get computed in a student’s GPA, and depending on the circumstance, tends to be a better choice than remaining in the course and possibly earning a failing grade. Earning one or two “W”s does not reflect poorly on a student, but earning a pattern of “W”s, either in the same type of coursework, or dropping a class every semester, could be a “red flag” to potential employers or graduate or professional schools.

Please note that there may be fees associated with adding late, and there are certain deadlines that must be adhered to in order to receive a full or partial refund of tuition costs.

There are also deadlines for requesting to take a class Pass/Non-Pass, for auditing a course, for submitting coursework for an Incomplete earned the previous term, etc. These deadlines are found at the Registrar’s website referenced above.

**Withdrawal from the University**

If a student needs to withdraw from the University for a term, they must go through an academic advisor. “Withdrawal from the University” is constituted as dropping ALL classes for a semester.

An academic advisor will help the student complete the Term Withdrawal paperwork, which is sent to the Registrar’s Office for processing. A student does need to provide a reason for withdrawing for the term, even if it is a brief one (i.e., “personal reasons”). A student’s signature is also required on the form. In lieu of a signature, we can use a student’s written consent requesting the term withdrawal via email. Also, any supporting documentation for the reason for the withdrawal should also be provided and attached to the Term Withdrawal form that is sent to the Registrar’s Office.

It is the student’s responsibility to speak with the Student Service Center, Undergraduate Admissions, Housing, and any other relevant offices about how their withdrawal from the University for that term will impact each of those areas.

**Holds**

A hold, also called a “lock”, can be placed on a student’s schedule for a variety of reasons. A hold typically prevents a student from adding/dropping classes, receiving their diploma, or completing other University business. If a hold is not taken care of in a reasonable amount of time, students may be locked out of classes and unable to graduate on time.
Examples of holds:
- A past due, unpaid balance
- Overdue or unreturned library book(s)
- Final transcripts not being sent to OSU or received by OSU
- A GPA below a 2.0, and in some cases, a GPA below a 3.0
- Unpaid parking tickets

**Petitions**
A student may petition the College office for a variety of reasons that include registration, curriculum exceptions, and admission to the major program. In all cases, students must write a statement explaining what and why they are petitioning and include supporting documentation. Petitions submitted without documentation will not be approved. Students must meet with an academic advisor to discuss the situation and obtain the petition form. Completed petitions along with documentation must be returned to the advisor, who reviews it for completion and then submits it to the committee for review on behalf of the student.

It is important to know that any petition can be either approved or denied. Completing a petition does not guarantee an approval of what a student is requesting.

**Registration Petition**
The following is a list of examples when a Registration Petition would be used:
- Post 10th Friday Withdrawal: A student wishes to withdraw from one class or all classes after the 10th Friday of a term.
- Retroactively Withdraw: A student requests to have a class or all classes taken in a previous term dropped from their record, or to have a “W” assigned in place of the final grade they earned.
- Increase Maximum Credit Hours: A student wishes to take more than 18 credit hours in a semester. This is typically approved for graduating seniors only.
- Late Add: A student requests to add a class after the 2nd Friday of a semester. There is a $100 per course fee that is assessed if this petition is approved.

**General Fisher College of Business Petition**
This type of petition is used for all issues outside of registration issues.
- Admission to the major: If a student is denied admission to the major, they have the option to appeal the decision. The student must make a compelling case for why they should be admitted despite not meeting the admission criteria.
- Course Substitution: A student is interested in taking a course that is not listed on the curriculum sheet (Gen Ed or Major) and using the course to fulfill a course requirement.
- Waiving a Requirement (i.e., opting out of the International Experience for the International Business specialization)

A committee reviews each petition, and a decision is emailed to the student. This process can take 2-4 weeks.

**Fisher Flagship Events**

**Fisher Convocation**
The Fisher Convocation is an annual event welcoming incoming Fisher undergraduate students into the Fisher community. The formal program offers a keynote speech by a Business leader and is followed by a networking reception.

**Fisher Fall Frenzy**
Hosted annually by the Undergraduate Business Council and Undergraduate Leadership and Engagement Office, this event is your opportunity to meet the more than 30 Fisher student organizations. Mingle with student organization leaders, find out about their programs, and learn how to join these awesome organizations.
Fisher Recognition Ceremony
This event is hosted by the Undergraduate Business Council and supports interaction and engagement between Fisher students, staff, and faculty. All Fisher students are invited and network with Fisher faculty and staff. Students recognize Fisher faculty and staff at this event.

Leaders & Legacy Speaker Series
The Leaders & Legacy Speaker Series is a lecture series featuring high-level executive (c-suite) guests and/or well-established Fisher alumni. The Undergraduate Leadership & Engagement Office collaborates with alumni, industry partners, and other Fisher offices for a successful series. Each event is limited in type and size, ranging from intimate lunches to larger lecture style speakers.

Dine with the Dean Series
The Dine with the Dean Series invites an intimate group of undergraduate students to join the Dean for lunch in the executive conference room. During this lunch, students have the opportunity to engage with the Dean by asking thoughtful questions and sharing their personal experiences during their time at Fisher.

Fisher Recognition Ceremony
The Fisher Recognition Ceremony is an annual event celebrating Fisher students, faculty, and staff in recognition of their contributions within Fisher. It is also an opportunity to network with fellow students, faculty, and staff. Awards include: Fisher Future Leader Award, Fisher Leader Award, President of the Year, Outstanding Fisher Advisor, and Outstanding Teaching Awards.

Undergraduate Graduation Reception
The annual Graduation Celebration is an opportunity to celebrate our graduates. Graduating students mingle with fellow classmates, faculty, and staff prior to graduation.

Experiential Learning and High-Impact Engagement Initiatives

Direct Admit (formerly known as Fisher Direct)
Direct Admit is an enriched student experience that engages high-ability/direct admit students throughout all 4 years in Fisher with unique opportunities designed to complement course work and maximize potential as a Fisher College of Business student. Opportunities include: mentoring programs, speaker series, professional development opportunities, company site visits, etc. First-year students directly admitted to the Fisher College of Business are part of the Direct Admit initiative. Students can be admitted into the Direct Admit community if they are successfully admitted through one of the following ways: University honors, Business Scholars Program, Global Business Learning Community, or Merit-Based Review process. Students in Direct Admit are directly admitted to the business major and will be assessed the professional program fee and technology fee every term of enrollment. Direct Admit students have access to the Career Management site as a first year student and are eligible to apply for the Freshman Global Lab study-abroad trip at the end of freshman year. [http://fisher.osu.edu/undergraduate/fisherdirect/](http://fisher.osu.edu/undergraduate/fisherdirect/)

Fisher Selective Learning Communities
First year students have three opportunities to live and learn together through three selective learning communities. All learning communities provide a deeper level of engagement through a variety of programs including: etiquette dinner, professional development programs, out of town trips, guest speakers, company site visits, etc.

Business Scholars Program is a selective program with a two year commitment and is the only Scholars Program that has direct admission into the major. First year Business Scholars live together in Norton House on north campus. The application is only for incoming first year students and is available through the university admissions process, on the Common Application. This program focuses on broad exposure to business, its practices, and professionalism, connecting with alumni while developing a sense of community within the larger university. [http://fisher.osu.edu/undergraduate/future-students/our-program/business-scholars/](http://fisher.osu.edu/undergraduate/future-students/our-program/business-scholars/)

Global Business Learning Community is a 1 year living learning community. The application is only for incoming first year students and is available on the university housing application. All students live together in the
Lawrence Tower on north campus near the Fisher campus. This program focuses on in-depth exposure to international business, international business practices and specific international etiquette while developing a sense of community within the larger university. [http://fisher.osu.edu/international/student-opportunities/global-business-learning-community/](http://fisher.osu.edu/international/student-opportunities/global-business-learning-community/)

**Business Honors Learning Community** is a 1-year living/learning community specifically for 25 students admitted into the University Honors program. The application is only for incoming first year honors students in Business and is available on the university housing application. BHLC has a sponsored partnership and gives broad exposure to business, its practices, and professionalism while developing a sense of community within the larger university. [http://fisher.osu.edu/undergraduate/future-students/our-program/business-honors-learning-community/](http://fisher.osu.edu/undergraduate/future-students/our-program/business-honors-learning-community/)

**Industry Clusters Program**

The Industry Clusters program provides an opportunity for students to learn about a certain industry in-depth and apply this knowledge to their business coursework. The program focuses on topics pertinent to our nation’s economic future and gives students the opportunity to learn from industry experts. Current clusters include: Business Analytics, Consulting, Consumer Packaged Goods, Energy & Sustainability, Health Care, Manufacturing, and Middle Markets. This program is one year in length and includes working on projects for the companies represented. It allows for students to gain valuable knowledge about their future careers, understand the marketplace where they plan to do business, and network with business professionals to help them be more competitive for job-seeking opportunities. It is geared to third year students, but can be open to fourth years as well. The Industry Clusters program is selective and students receive course credit for participation. [http://fisher.osu.edu/undergraduate/academics/industry-clusters/](http://fisher.osu.edu/undergraduate/academics/industry-clusters/)

**Freshman Global Lab**

The Freshman Global Lab is a May-term study abroad program for Direct Admit first-year students. The Freshman Global Lab enables freshmen to study abroad during their first-year at The Ohio State University, traveling with faculty and staff directors to Europe where they will be immersed in an international business environment. 2015 participants traveled to the United Kingdom, Belgium, the Netherlands, and Germany. Students apply in late fall or early winter. Selected students are required to take BA 2000 during the second-term of spring semester. Students can apply online: [http://fisher.osu.edu/international](http://fisher.osu.edu/international)

**Dean’s Leadership Academy**

The Dean’s Leadership Academy (DLA) is a by-invitation-only class offered in the spring semester to outstanding students who have distinguished themselves both academically and thought leadership activities during their first years at Fisher. DLA is a three-credit hour, graded course that counts as an elective. The core objective is to focus on participants’ personal leadership skills through academic literature, exposure to experienced and successful leaders, and personal introspection and self-awareness. The course is taught using a variety of methods such as guest speakers from the business community, community service, and team projects.

**Student Organization Involvement**

**Fisher U**

Fisher’s undergraduate involvement portal, FisherU, is the central online portal for all things concerning Fisher student involvement; including an events calendar, a digital flyer board, student organization profiles, a searchable involvement directory by interests and involvement tracking. Students are encouraged to visit FisherU regularly as new events are added daily. [http://fisher.osu.edu/fisheru](http://fisher.osu.edu/fisheru)

**Fisher Student Organizations**

Fisher students are encouraged to participate in at least one of the 35+ Fisher student organizations. Participating in a Fisher student organization is a great way to learn more about business, network with business professionals, and give back to the campus and local communities while developing leadership and professional skills. Student organization involvement opportunities are available to students of all years within Fisher. The organizations range in focus from specializations, areas of special interests, diverse student populations, and areas of professional interest. [http://fisher.osu.edu/student-groups/undergraduate/](http://fisher.osu.edu/student-groups/undergraduate/)
Undergraduate Business Council
The Undergraduate Business Council serves as the primary student governing body for undergraduate business majors, and as the umbrella group for Fisher student organizations. Members provide guidance on major policy issues affecting students in the college. Additionally, the Council plans regular activities designed to foster a sense of community around the Fisher campus while increasing extra-curricular business learning.

Fisher Citizenship Program
All first-year and transfer students are encouraged to participate in the Fisher Citizenship Program (FCP). FCP is a program designed to serve as a catalyst for freshmen and transfer students to become involved within the Fisher community, to become an active participant in one of Fisher’s undergraduate organizations, and to grow professionally. The events focus on global connection, career exploration, business etiquette, and community awareness so that the citizens become well-rounded members of the Fisher College of Business.

Professional & Leadership Development Opportunities

Fisher Early Arrival Program
FisherDirect Early Arrival Program is an opportunity for select FisherDirect students to meet other new FisherDirect students, experience life at Fisher, and learn tips for success prior to the start of autumn semester. Students participate in workshops and activities focused on the Fisher culture, leadership development, and Fisher involvement opportunities. Participating students move into their residence hall several days early.

Mentor Opportunities
The Undergraduate Leadership and Engagement Office provides several mentoring programs focused on building interpersonal relationships that strengthen the Fisher community while developing individual professionalism, business understanding, and personal awareness. The Fisher Peer Mentor Program in conjunction with Fisher Citizenship Program is an opportunity for first year Fisher students to have an upper-class Fisher student as a mentor. The Fisher Alumni Undergraduate Mentor Program is a mentor option for upper-class students to have a Fisher alum as a mentor via an application process. Both mentoring programs have expectations for participation, but are flexible in nature and conducive to academic schedules.

Company Site Visit Program
An intentional effort is placed to provide opportunities for students to visit various companies through our Company Site Visit program. In small groups, students participate in “field trips” to various companies to gain a first-hand look at a company while getting the chance to see various industries “in action.” While on the site-visit, students have the opportunity to meet with various company representatives, particularly those with Fisher connections. Our Industry Clusters, Business Scholars Program, and Global Business Learning Community all travel out of state to visit various companies during spring semester. Other opportunities are provided to Fisher students on an on-going basis. The participant audience and size vary per site visit.

Leadership and Professional Development Workshops
Leadership and Professional Development Workshops are hosted throughout the academic year through the Undergraduate Leadership and Engagement Office, often with partnerships from student organizations, Office of Career Management and other university and college supporters. These workshops teach undergraduate students the importance of technique, professionalism, etiquette, and business savvy to develop more as professionals. Examples include: strengths-based leadership, cultural awareness, elevator pitch workshops, etiquette workshops, and professional branding workshops.

Internship and Career Preparation
The Office of Career Management works with Fisher students to prepare them for internship and career searches. Students can schedule a one-on-one appointment with a career consultant for personalized help in developing interviewing and job search skills. To schedule an appointment, call: 614-292-6024
Students can also access numerous online resources provided by the Office of Career Management. These Student Resources include sample résumés, cover letters, thank you notes, commonly asked interview questions, etc.

The Office of Career Management coordinates events to connect employers with current Fisher business students. Three career fairs are organized a year including The Fisher Fall Career Fair in September, Fisher Spring Internship and Job Fair in February and the Middle Market Career Fair in March.

**QUIC**
The QUIC (Qualified Undergraduate Interview Candidate) program consists of a series of online modules about the job search process and concludes with a mock interview with an Office of Career Management staff member. The goal of QUIC is to help Fisher candidates excel in interviews and achieve success with attaining internships and full-time employment. Successfully completing the QUIC program will provide students with complete access to on-campus interview opportunities organized through FisherConnect. QUIC interviews are in high demand and available interview times fill quickly. It is recommended that one starts the QUIC process as soon as they become eligible. Eligibility is based on admission to the major program in Fisher College. Follow the below link to become QUIC: http://fisher.osu.edu/offices/career-management/student-resources/undergraduate/become-quic/

**FisherConnect**
FisherConnect is the system used by the Office of Career Management for posting jobs, creating on-campus interview schedules, providing details on employer information sessions, and organizing career fairs. Through FisherConnect, qualified students can apply for internship and full time positions. Follow this link to access the FisherConnect login page: http://fisher.osu.edu/offices/career-management/fisherconnect/

**Explore Careers in Business**
Students looking to learn more about career options in business can view presentations for 10 of the 12 specializations. Each presentation covers career areas, sample job titles, career paths, companies that hire in the specializations, salary information, professional organizations, and more. http://fisher.osu.edu/offices/career-management/student-resources/undergraduate/explore-careers/

**Career Coaches**
Fisher College of Business Career Coaches are undergraduate students who have undergone a training program to assist other students with:

- Developing resumes and cover letters
- Identifying useful career resources
- Utilizing FisherConnect, the web-based interview registration system

Career Coaches have walk-in hours that change from semester to semester. When meeting with a Career Coach, students must bring in a paper copy of any documents (résumé, cover letter) that they would like to have reviewed.

**BA 2601: Job Search Preparation and Transition to Work for Business Students**
BA 2601 is a one-credit-hour graded class offered autumn and spring semesters. The class is taught by staff of the Office of Career Management. In BA 2601, students learn the art of résumé and cover letter writing and have class sessions and assignments focused on interviewing, negotiating salaries, networking, navigating a career fair, utilizing social media, and creating a personal brand.

**BA 2600: Undergraduate Speaker Series**
BA 2600 is a speaker series with a focus on business knowledge enrichment. While open to all business majors, this class is structured to benefit sophomores who are exploring the many fields of business study available. This course hosts a variety of business and community leaders who will share their personal and professional life stories with an emphasis on their own challenges and successes.
**Fisher Futures**

Fisher Futures is a program focused on aiding top finance students at Fisher in attaining experience in the investment banking industry. Once selected to join Fisher Futures, students receive individual coaching to prepare them to compete for a summer internship and thus be well positioned to secure a full-time career position in the investment banking industry upon graduation.

**BA 1200: College of Business Survey II**

BA 1200 is designed to build on and facilitate the application of information taught in Survey I. Students will develop a comprehensive academic, professional/career, and personal plan for success that incorporates self-knowledge and individual interests, exploring a specialization, a 4-year graduation plan, short term and long term goals for gaining leadership and work experience, and identifying opportunities to enhance the college experience.

**Internships**

While internship experience is strongly encouraged for all students, internships are not a required component of the undergraduate curriculum. Internships offered through the Office of Career Management are paid and typically full-time positions during the summer. Students do not receive credit for completing internships unless the employer requires them to earn credit or it is an international student completing CPT (Curricular Practical Training). In order to earn credit, student register for BA 2191 which is taught in an independent-study format and requires a series of assignments related to their internship.

**Global Opportunities in Fisher**

Fisher's Office of Global Business offers a wide variety of programs for students and faculty as well as members of the business community. Student programs focus on Emerging Markets, Green Business, Summer Global Internships, and semester-long Exchange Programs. Students select from a variety of international locations where they can learn about applying business theory to a global problem.

**Student Exchange**

Fisher has partnered with over 20 of the most highly ranked business schools around the globe. Fisher students can apply to represent Ohio State at one of these international business schools for a semester study abroad. The application process to participate in the exchange program typically begins ONE ACADEMIC YEAR prior to the start of your intended program. [http://fisher.osu.edu/international/student-exchange/](http://fisher.osu.edu/international/student-exchange/)

**Short Term Study Abroad**

The Office of Global Business coordinates several short term study abroad programs. These programs range in length from one week to one month. Short term programs include site visits to local companies, cultural tours and excursions, and classroom learning. Recent short term trips include the Emerging Markets Field Study in Panama, the Freshman Global Lab to Ireland and Italy, and the Green Business Program in Costa Rica. [http://fisher.osu.edu/international/short-term-study-abroad/green-business/](http://fisher.osu.edu/international/short-term-study-abroad/green-business/)

**Summer Internship Programs**

Fisher students can gain internship experience while earning course credits through summer internship programs in Australia, England, France, Germany, Hong Kong, New Zealand, or Singapore. Students are placed in an unpaid eight-week internship with an international corporation. In addition to the internship, students also earn one semester credit hour. [http://fisher.osu.edu/international/short-term-study-abroad/summer-internship-programs/](http://fisher.osu.edu/international/short-term-study-abroad/summer-internship-programs/)

**The Ohio Export Internship Program**

EIP was started in 2012 as a partnership between the Ohio Development Services Agency and the Fisher College of Business Office of Global Business. The program features an export-focused course during the Spring Semester followed by a summer internship with a small to medium Ohio business looking to increase their exports. EIP gives students the tools and network necessary to help a company jumpstart its global business. [http://fisher.osu.edu/international/student-opportunities/export-internship-program/](http://fisher.osu.edu/international/student-opportunities/export-internship-program/)
Awards and Recognition

Scholarships

Fisher College of Business Scholarships
Undergraduate students enrolled in the major program can apply for college scholarships using a common Fisher Scholarship Application. To be eligible to apply for college scholarships, students must meet the following requirements:

- Obtain a 3.5 minimum GPA at the end of Autumn Semester of the sophomore year
- Complete at least 27 semester hours of graded OSU coursework, and 45 earned semester hours at the end of Autumn Semester of the sophomore year
- Be admitted to the Fisher College of Business major program by Autumn Semester of the junior year

Though need is not a requirement for college scholarships, some donors prefer their awards to be made to students facing financial hardship. To be considered for these need-based scholarships, students must complete the FAFSA. *Please note: Current FCOB student scholarships that are merit-based do not require FAFSA.

The application deadline is February for the following school year, with the application becoming available online approximately a month before. In addition to the application, students must submit a current resume via email. Scholarship award notifications are made by May. http://fisher.osu.edu/undergraduate/scholarships/

University Scholarships
Ohio State offers numerous institutional scholarships for incoming freshmen and enrolled students. Ohio State students also receive a wide array of scholarships from external donors and outside resources. Eligibility requirements vary depending on the scholarship. The priority application date for university scholarships is in February for the following school year. Because funds are limited, you will not necessarily receive funds from a scholarship for which you might otherwise be eligible. Every effort is made to distribute available scholarship funds to as many students as possible. http://sfa.osu.edu/scholarships/

Pace Setters
Fisher’s top juniors and seniors are selected for the Pace Setter award based on academic performance and demonstrated leadership ability. Pace Setters are recognized at a spring ceremony. Each year special scholarships are awarded to: the most outstanding junior and senior undergraduate students, the most outstanding senior male and female students, and the most outstanding collegiate athlete.

Dean’s List
Students completing a minimum of 12 graded credit hours with a grade point average of 3.5 or higher for any given term will be named to the Dean's List for that term in the college in which they are enrolled. Courses graded Satisfactory/Unsatisfactory (S/U) or Pass/Non-Pass (P/NP) do not count toward the minimum 12 graded hours, and a grade of U, E, EN, or NP will disqualify you from making the Dean's List, even if you meet the 3.5 GPA criteria. The Fisher College of Business does not notify students of their Dean’s List status via email or letter. The Dean’s List designation appears on the Advising Report for each term a student qualifies.

Graduation Reception
This event is for all undergraduate Fisher students graduating spring semester. This event is typically hosted the week of spring graduation for graduating seniors. The focus is to celebrate the graduating students’ successes and encourage them to actively be engaged as Fisher alumni. All faculty and staff are invited to attend and celebrate with the students.

OSU Support Services

Buckeye Alert System
A text message alert system exists for the public to stay informed of potential emergencies. Emergency personnel are continually planning for an emergency response. By signing up for the emergency notification system, you are involved in the planning process. Text message warnings will allow you to learn of emergency situations as soon as possible no matter where you are located. In order to make sure the system is working properly in the event of an emergency, the
system will be tested once or twice a year. During a test, subscribers will receive a test message. Besides the testing, you will only receive messages in the event of an emergency. You will not receive advertising or non-emergency messages.

The Ohio State University will maintain your information with the utmost security. We will not sell your information and will only use it for emergency notification. There is no cost to sign up for the text message service, although there may be costs involved with receiving text messages depending on the service plan you have with your wireless provider.

www.buckeyealert.osu.edu

Career Counseling and Support Services
The mission of Career Counseling and Support Services is to serve the career development needs of Ohio State students by providing high quality and diversity-sensitive services through counseling, consultation and lasting partnerships, designed to facilitate learning and advance well-being, purpose, identity development and citizenship. We assist students achieve successful outcomes by:

- Connecting students’ interests, values, skills and personality with the world of work.
- Aiding development of students' interests by exploring various majors and careers.
- Encouraging students to test their ideas with internships, informational interviews, volunteering, and extracurricular activities.
- Providing customized attention to resumes, vitas, job search letters, and interviewing skills.
- Listening and helping with personal concerns that relate to career decisions.
- Assisting students’ implementation of decisions by learning how to conduct a job search or plan for graduate or professional school.
- Informing students about the University’s employment assistance services.

The Career Counseling and Support Services website houses many online career exploration modules to assess interests and skills in relation to careers and academic major programs. Students are encouraged to utilize these resources and then set up an appointment with a Career Counselor to assess their results. www.careerconnection.osu.edu

Counseling & Consultation Service
CCS provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. CCS offers brief counseling and therapy to help you address personal, academic, and career concerns. Both individual and group counseling are available. In counseling, counselors work together with you to help develop more personal awareness and the skills you need to overcome problems and to help you grow and develop in ways that allow you to take advantage of the educational opportunities at the University.

www.ccs.osu.edu

Off-Campus Student Services
Commuter students are those students who live outside of the University District and must drive or utilize public transportation from home to attend class. Off-campus Student Services provides several services for commuting students to assist them while on campus including the Commuter Lounge, lockers, microwave and refrigerator, study space and information on campus programs and resources. Looking for a ride? Have a ride to offer? Want to find a carpool? On-line Ride Share & Carpool Listings are available through OCSS for all Ohio State students, staff and faculty to use. OCSS also publishes “Connection” the commuter newsletter, plans Commuter Pre-view day each year, supports the Commuter Student Organization, and plans various fun and informative programs for commuters throughout the school year. www.offcampus.osu.edu

Office of Disability Services
The mission of the Office for Disability Services is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. ODS professionals assist students with registration for services, coordination of appropriate accommodations, fostering learning strategies and advocacy skills, and other student concerns. www.ods.osu.edu

Office of International Affairs
When international students and scholars first consider affiliating with Ohio State, the Office of International Affairs is one of their initial points of contact. Through OIA, students and scholars can find information about the types of visas needed for their stay in the United States, links to academic programs, how to pay their tuition, housing options, an overview of the campus and life in Columbus, and much more. When international students and scholars arrive at Ohio State, OIA provides them with a warm welcome to the campus community. This office supports their transition with a wealth of information that helps them comfortably adjust to their new life on campus and in Columbus. Coordinators offer orientation sessions and administer social, cultural, and educational programming. Students also meet one-on-one with a representative from International Student and Scholar services to get answers to questions about cultural differences, immigration regulations, and financial matters. All of these services help ensure that international students, scholars, and their families have the greatest opportunity to achieve their academic and personal goals during their time at Ohio State. www.oia.osu.edu

**Student Advocacy Center**
The Student Advocacy Center is committed to assisting students in cutting through campus bureaucracy. Its purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom, and to help them maximize their educational experience while pursuing their degrees at The Ohio State University. The Student Advocacy Center helps by answering questions, directing students to appropriate staff and departments, and giving students general guidance on university policies and procedures. http://studentlife.osu.edu/advocacy/

**Student Housing Legal Clinic**
Student Housing Legal Clinic (SHLC) was established in 1999 to provide FREE legal advice and representation to OSU students with landlord-tenant concerns. The Clinic, an academic partnership between the Office of Student Life and the Moritz College of Law, recognizes that housing issues can affect the academic success, wellness, retention, and recruitment of students, as well as the relationship of the University to the community. The purpose of the Clinic is to work with students, landlords, community organizations, and city officials to improve housing conditions and safety in the University District and surrounding areas, while providing a unique educational opportunity for law students to gain practical experience. The Clinic offers the full continuum of legal services ranging from counsel and advice to long-term representation. The Clinic currently limits its practice to Ohio landlord-tenant issues and handles the cases dealing with issues such as: lease reviews/termination/ liabilities, breach of contract, credit issues, conditions, safety, security deposits, noise, utilities, unlawful entry, and eviction. www.moritzlaw.osu.edu/shlc

**Student Safety Services**
Student Safety Services provides safe passage to and from University activities for members of the University community, as well as assisting the University Police Division in the protection of life and property, the prevention and detection of criminal activity, and reporting health, safety, and environmental hazards. SSS provides walking and vehicle escort services for the campus and surrounding areas. www.ps.ohio-state.edu

**Student Wellness Center**
The Student Wellness Center is committed to promoting a caring campus environment, facilitating the empowerment of individuals and groups, and fostering a sense of connectedness throughout our diverse campus to create a community where health enhancing behavior is the norm. The Student Wellness Center supports students’ Seven Dimensions of Wellness (Emotional, Occupational, Social, Spiritual, Physical, Financial, and Intellectual) and hosts a variety of programs, workshops, events, and outreach to address each dimension. www.swc.osu.edu

**Wilce Student Health Center**
The Wilce Student Health Center (Student Health Services) at The Ohio State University is a Joint Commission accredited, outpatient facility providing a variety of health care services to the student population. All students enrolled at Ohio State are eligible to use the health service, regardless of health insurance coverage. Student Health Services provides most services on an appointment basis. However, students with injuries or illnesses which require immediate attention may be evaluated by one of the Advice Nurses and scheduled to see a physician on a same-day basis. www.shc.osu.edu

OSU CAMPUS RESOURCES/IMPORTANT CONTACTS
Admissions
undergrad.osu.edu  614-292-3980  6th Floor SAS
Athletic Ticket Office
http://www.ohiostatebuckeyes.com/tickets/  614-292-2624  555 Borror Dr
CampusParc
http://www.campusparc.com/osu  614-688-0000  160 Bevis Hall
Campus Police
ps.ohio-state.edu  614-292-2121  901 Woody Hayes
Career Connection
careerconnection.osu.edu  614-688-3898  2nd Floor Younkin
Counseling & Consultation Services
ccs.osu.edu  614-292-5766  4th Floor Younkin
Disability Services
ods.osu.edu  614-292-3307  150 Pomerene Hall
Greek Life
Judicial Affairs
studentconduct.osu.edu  614-292-0748  33 West 11th Ave.
Libraries
library.osu.edu  614-292-6785  1858 Neil Ave
Multicultural Center
Off-Campus Student Services
offcampus.osu.edu  614-292-0100  3106 Ohio Union
Ohio Union
ohiounion.osu.edu  614-292-7924  1739 N. High St.
OSU Information
osu.edu/information.php  614-292-6446
Recreation & Intramural Sports
recsports.osu.edu  614-292-7671  B106 RPAC
Registrar Office
registrar.osu.edu  614-292-0300  5th Floor SAS
Student Advocacy Center
studentlife.osu.edu/advocacy  614-292-1111  1120 Lincoln Tower
Student Athlete Support Services
sasso.osu.edu  614-292-7088  350 Younkin
Student Escort Service
Student Health Services
shc.osu.edu  614-292-4321  1875 Millikin Rd
Student Services Center
ssc.osu.edu  614-292-0300  281 W. Lane
Student Wellness Center
swc.osu.edu  614-292-4527  B130 RPAC
Transportation & Traffic Management
ttm.osu.edu/  614-292-7433  2500 Kenny Road
University Exploration
exploration.osu.edu  614-292-0646  352 Denney Hall
University Housing
housing.osu.edu  614-292-8266  350 Morrill Tower
Walter E. Dennis Learning Center
dennislearningcenter.osu.edu  614-688-4011  250 Younkin
The Writing Center
http://www.cstw.osu.edu/writingcenter  614-688-5865  485 Mendenhall
Younkin Success Center