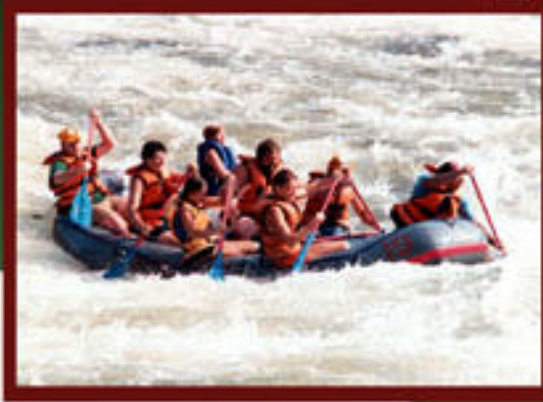




SURVIVAL GUIDE

for
Graduate Students



Food,
Agricultural
and **Biological**
Engineering



On behalf of all of the graduate students in the Department of Food, Agricultural and Biological Engineering (FABE), **WELCOME!!** We have assembled this graduate survival guide to familiarize you with the FABE graduate program, departmental and laboratory policies and procedures at both the main campus in Columbus and at Wooster, and some of the campus services and local activities in Columbus.

In this survival guide, we reference the Food, Agricultural & Biological Engineering Guide for Graduate Students Handbook, The Ohio State University Graduate Handbook, the Undergraduate Student Handbook, the OSU Bulletin, and the Master Schedule of Classes. We hope that this guide will supplement these publications in providing you with the necessary information to make a smooth transition to graduate studies at Ohio State.

The FABE Graduate Student Association

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For Updates: fabe@osu.edu

1 GETTING STARTED

REGISTRATION

As you entered this graduate program you probably were assigned to an Adviser. If not, you can address your questions or concerns to the Graduate Studies Chair.

Upon arrival to the OSU campus, if you have not pre-registered for courses, it will be necessary to arrange a suitable schedule. Generally, course selection depends on the particular quarter (since all department graduate-level courses are offered only once per year, and some only during alternate years) and on the intended research program. As you begin to schedule your classes it is recommended that you consult with your Adviser (or the Graduate Studies Chair) to plan your academic program. Be sure to plan ahead when you schedule for courses that are part of a lecture series, where each course is a prerequisite for the next in the series.

After initial enrollment at Ohio State, each student should receive by mail (by the fourth week of the quarter) registration materials for the coming quarter. Both Summer and Autumn Quarter registration are processed during the Spring Quarter. (Eventually this whole process will be done on-line only.)

The registration process is as follows:

1. After reviewing course requirements in the University Bulletin (both published book and on-line) the student selects an appropriate plan from the Master Schedule of Classes (quarterly booklet and on-line).
2. The student discusses selections with the Adviser, who may make suggestions to fulfill requirements or take research related courses.
3. A 4-digit "Personal Access Code" accompanies your registration materials.
4. The student enters the schedule (within a certain time interval called the "window") via BRUTUS, which is an automated interactive system for scheduling via touch-tone telephone this can also be done on-line through the Registrar's webpage. There are detailed instructions for conducting this procedure in the "Master Schedule of Classes" or register on-line.
5. If a student registers for a course which is full he/she will be placed on a wait list. If the student limit of the course is raised or a student drops

out, the wait listed students are added on the roster. Students are to check their status on the wait list by calling 292-9696 or by checking the class availability on-line. If you remain wait listed, you are entitled to priority registration next time the class is offered. It is also recommended that even if you are wait listed, you go to the classroom when the class is to be held, and talk with the professor. Frequently, you will be added to the course if you take the initiative.

6. A few weeks before the quarter begins a printed schedule is mailed to the students and it is also sent by e-mail. If conflicts or problems occur, the student should consult with their Adviser and develop an alternative plan.
7. Occasionally classroom locations are changed after the printed schedules have been mailed. At the beginning of each quarter, be sure to pick up a printed copy of the updates –(they are normally near the Lantern newsstands – which is the campus newspaper written by students with newsstand locations throughout campus) and verify your class locations.
8. Following the end of the quarter, (if you have an active OSU email account), your grades will be emailed to you from the University Registrar's office. If you would like to learn your grades quicker, you may access them through:

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

From this Home Page connect to "on-line services". You will input your username and password. With this information you will have access to your grades.

9. Sometimes special services are needed from the Registrar's office in a short turn around. For quick response there is a \$5.00 fee, but you may have up to 5 services provided for that fee. There is an additional \$10.00 fee for each copy of your transcript that is requested in quick response. (If you know you will need special services by the Registrar's office, you may make your request a couple of weeks before the deadline, and save yourself both time and money.)

If it is necessary to drop (or add) a course at some point during the quarter, a "Change Ticket" form must be filled out. These forms are available in the FASE Graduate Studies or Undergraduate Office (Valerie Stewart). Regardless of whether your Adviser's signature is required, he or she should be consulted. If your Adviser is absent during the scheduling period the Graduate Studies Chair (or a faculty member) approves the necessary requests. Be sure to check the Master Schedule of Classes for drop/add deadlines. Before the quarter begins, schedule changes may be made through BRUTUS.

Registration fees are the responsibility of the students who are not Graduate Research Associates (GRAs), Graduate Teaching Associates (GTAs) or Fellows. Students in the latter categories will have their fees waived or paid by Department funds. If difficulties arise, the Department Administrative Associate will help in rectifying them. Student fees that are the student's responsibility include: health

insurance, Ohio State University parking fees, city-wide public bus fees – (COTA), late fees and other ancillary expenses. All of these expenses will be explained later in this publication. Health insurance is a requirement. If you choose not to purchase the student plan, proof of insurance from another source is required.

STUDENT ID

Student IDs are obtained on the first floor of Lincoln Tower which is located at 1800 Cannon Drive. (It is one of the tallest buildings on campus, near its twin building, Morrill Tower and the west side of central campus.) Every quarter, after paying the tuition fee, the magnetic strip on your ID is activated, confirming your enrollment. This photo ID is required for using many campus facilities such as Larkins Hall (the gym) or for borrowing books from the library. Presenting a valid OSU ID will earn you a free ride on the city-wide bus service, the Columbus Area Transit Authority, (COTA).

Students who are GTAs, GRAs or Fellows may have Staff Member status. This staff status entitles you to buy "B" parking stickers or borrow books for longer periods from some libraries. Confirm your staff status with the Administrative Associate in Room 200 Agricultural Engineering Building.

TRAFFIC AND PARKING

Students must register any motor vehicle they park on university property. There are three types of parking permits. Which one a person qualifies for are determined predominantly by your classification/position on campus. To register a motor vehicle, pay parking fees and pay for all other parking and traffic necessities, students need to go to 160 Bevis Hall, between 7:30 a.m. - 11 p.m., Monday through Friday and Saturday and Sunday 8:00 a.m. – 10:00 p.m. during the academic year, the Summer Hours are Monday through Friday 7:30 a.m.-7:00 p.m., Saturday 8 a.m.- 8:30 p.m., and closed Sunday. There are "A" permits for Faculty and Administrative Staff, "B" permits for Classified Staff, and "C" permits for students. "C" parking decals expire on the first day of the following Autumn quarter and "B" decals expire on August 31. There is also an option to purchase West Campus parking decals, which are less expensive than Main Campus decals. However, your parking privileges will be restricted to West Campus. There are a numerous "C" parking lots around the Ohio State University campus. The major "C" parking areas near the stadium, the south side of West Lane Avenue, the south side of 11th Avenue (between Neil and College Road), and on West campus. Campus parking maps are available when you get your parking permit, please pay careful attention to all university regulations and parking zones.

Staff members, which also includes graduate students on appointment, are eligible for B stickers. B stickers allow more flexibility in parking, but are more expensive. You must present your ID when purchasing your parking pass to be entitled to a B sticker.

Division of Traffic and Parking
160 Bevis Hall
1080 Carmack Road (West Campus)
PH: 292-9341

INTERNATIONAL STUDENTS

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

The major functions and services of the OIE are as follows:

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

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

For more information, consult your OIE advisor, who will assist you during your stay in the United States or visit the website at:

Office of International Education (OIE)
100 Oxley Hall
1712 Neil Avenue

Columbus, OH 43210-1219
Phone: 292-6101
Office hours: Mon. - Fri., 8 a.m. - 5 p.m.
<http://www.oie.ohio-state.edu>

If you are expected to become a teaching assistant, you are required to be certified for the Spoken English proficiency before assuming teaching duties. To take the SPEAK test, call the English as a Second Language (ESL) Program for an appointment. Depending upon the test result, prospective TAs will be certified for teaching or will be placed in a Spoken English class. It is recommended that you take the test as soon as possible as classes fill rapidly.

For more information on the SPEAK test, consult the English as a Second Language Program or visit the website at:

English as a Second Language

060 Arps Hall
Columbus, OH 43210
292-6360
<http://www.esl.ohio-state.edu>

If you need to apply for a state ID or driver's license, then you have to first apply for a permanent social security number downtown:

Social Security Administration

200 N. High St.
Columbus, OH 43215
Phone: 469-6850

The temporary social security number that the University assigns a person is not sufficient. In order to get payroll checks after the first month you are here, it is necessary to have a permanent Social Security Number. Current students have indicated a student should go downtown to the Social Security Administration the first week they are in Columbus and begin the process to get one. If you have an apartment and utilities, it is necessary for you get one quickly.

CULTURAL GROUPS

Since many of our graduate students come from foreign countries, the International Student Association coordinates activities which bring together our multicultural population. Specific international groups host activities and seminars for all to attend. A complete listing of all registered student groups can be found in the Ohio State International Student & Scholar Handbook or obtained from the Student Organization Services Office, Room 344, at the Ohio Union, 292-8763.

2 FOOD, AGRICULTURAL & BIOLOGICAL ENGINEERING GRADUATE PROGRAM

Most of the following information is in the Graduate Studies Guide for the Department of Food, Agricultural & Biological Engineering. It is based on the Graduate School Program Handbook. For a complete description of the Graduate Program at The Ohio State University, check the Graduate Student Handbook which can be obtained from the Graduate School in University Hall, or visit the Graduate School website at <http://www.gradsch.ohio-state.edu/>.

COURSES

A full course load is 15 credit hours composed of class credits and research credits. Graduate students on stipend must register for 15 hours all four quarters to receive a fee waiver. Courses that count towards a graduate degree are at level 600 and above within the department and level 500 and above outside the department. Your overall course program is approved by your adviser and advisory committee. A copy of your program of study should be forwarded to the Graduate Studies Chair by the middle of your first quarter in the Department.

MASTERS DEGREE PROGRAM

There are two programs--Plan A and Plan B. Plan A involves writing a thesis but Plan B does not.

Plan A requires 45 credit hours minimum while Plan B requires 50 minimum. The oral examination for Plan A lasts two hours which consists of the thesis defense and subject matter evaluation. The Plan B examination includes a four hour written exam and a one hour oral section about the student's individual study project.

DOCTORATE DEGREE PROGRAM

Doctoral students graduate with a minimum of 135 credit hours beyond the B.S. degree. If a Masters degree has already been obtained, 45 of the Masters credits can be applied towards the total credits. Students must pass a Candidacy Exam (see Department and Graduate School handbooks) that consists of written and oral exams. The Candidacy Exam should be completed prior to the end of the second year in the program. Students must also present and defend their research proposal to their committee. This may occur before taking the Candidacy Exam.

INTERNSHIPS

Students may intern during their graduate program if their Advisor supports this initiative. No course credit is earned for an internship but valuable work experience may be gained. If you intern, make sure you still have health insurance coverage and that the internship does not negatively affect your graduate program.

GTA and GRA APPOINTMENTS

Many graduate students are appointed as teaching associates, research associates or fellows.

GTA (GRADUATE TEACHING ASSOCIATES)

A GTA has full or partial responsibility for a course. The GTA's responsibilities are explained in detail in the letter of appointment signed by the Department Chair. All GTA's are paid from University resources.

GRA (GRADUATE RESEARCH ASSOCIATES)

Many FBE graduate students are employed as GRA's. These annual appointments are for two years for MS candidates, and for three years for Ph.D. candidates, or end upon graduation (whichever is sooner). Annual reappointment is contingent upon: 1) a favorable recommendation of the Adviser; 2) maintenance of reasonable progress towards degree requirements; 3) enrollment as a full time student that must include 15 credits per quarter; and 4) participation in the laboratory instruction program. The English SPEAK Test is required only of international students whose primary language is not English.

GRADUATE STUDENTS EMPLOYED BY EXTERNAL FUNDS

Some students are employed as GRA's with funds that come from external (non-university) sources. Examples are industry or government research grants, foundation grants, contracts or other proposals written and administered by faculty members. Full-time GRA's supported by external funds are subject to the same four contingencies listed above under "GRA." The duration of the appointment is at the discretion of the Adviser and may be specified by the funding agency.

GRADUATE FELLOWS

Some students are employed as Graduate Fellows. Examples are OARDC Director's Fellows, University Fellows, or USDA National Needs Graduate Fellowships. Full-time Fellows are subject to the same four contingencies listed above under "GRA." The duration of the appointment is specified by the source. A Fellowship is a competitive award based on scholastic achievement or ability. Graduate School rules require Fellows not hold any other appointment or employment, enroll in 15 hours per quarter, and not perform additional work beyond normal courses or research activity. (Participation in the department laboratory instruction program is a degree requirement and is not additional work.)

ADDITIONAL TRAINING – TA ORIENTATION

Currently the FABE Department is designing procedures for students in the Ph.D. program to teach a class. When instituted, all students will be required to assist with several teaching activities and have some practical teaching experience before completing their university work.

Training for these sessions may be coordinated through the Office of Faculty and TA Development, in the Younkin Success Center at 1640 Neil Avenue, or through their website at: www.osu.edu/education/ftad/. There are two orientation programs through the Office of Faculty and TA Development. One of them is through the International TA Program and the other is a the General Program. In the General Program senior TAs mentor during the microteaching session to videotape a group of up to 25 new TAs microteaching and provide them with instant feedback on their basic instructional skills. The training sessions with the Office of Faculty and TA Development will be coordinated annually through the department. Also a course is offered each spring quarter through our department, FABE

3

BUILDING AND DEPARTMENT PROCEDURES

Here are some basic rules for use of facilities and equipment that help make your work in this department more efficient. Please abide by these simple conventions.

BUILDING KEYS

Laboratories and faculty offices are assigned to individual faculty members by the Department Chair.

As a new graduate student, you will be assigned a study area and desk in the Graduate Room Rm. 250 or 254. Ask your Adviser which keys you will need for the graduate office and labs, and building then ask the Administrative Secretary to the Chair of the Department to order them for you. After 7-10 days, your keys will be ready and you can pick them up at Key Control, Main Campus. This building is located in the Physical Facilities Department at 160 Central Services Building, 2003 Millikin Road. The phone number is 292-1415. (It is the building immediately south of the University Bookstores on the west side of the street. To pick up your keys, go downstairs and to your right.) They will ask for your social security number and for a deposit of \$2 for each key issued. If you lose your keys, report the loss immediately to the office and request a new set of keys.

When you complete your degree and are ready to graduate, you are responsible for returning your key either to the Administrative Associate in Agricultural Engineering Room 200 D or to Key Control on Main Campus.

BULLETIN BOARDS

There is a bulletin board in Room 250 of the Agricultural Engineering Building, for general graduate student information, news, courses and other matters. Likewise, some of the same information is also posted in the mailroom – Room 211.

COPY MACHINE

The following copy machine policy was implemented Winter Quarter 1998 in conjunction with the Graduate Student Council.

0. Copy codes shall be issued only to graduate students in the Department of Food, Agricultural & Biological Engineering. Affiliated students who are housed in the Agricultural Engineering Building may be issued copy codes at the recommendation of The Graduate Student Council and a departmental faculty member.
2. Copy codes are issued to individual students.
3. Copy codes are not to be shared with any individuals. If a code is given out, the person to whom the code was issued is responsible for the payments of copies.
4. Usage of the copy machine by non-affiliated individuals will be grounds for suspension of privileges.
5. A deposit of \$20.00 shall be assessed on each student before a code is issued. A total of \$15.00 will be refunded when the student graduates and \$5.00 will be kept by the GSC as payment for this service.
6. The deposit shall be returned not more than 15 working days after the final quarter of enrollment.
7. Any outstanding moneys owned shall be defrayed against the deposit.
8. The treasurer shall provide each student with an invoice for the copies made each month. A deadline for payment will be made each month and a late payment fee of \$5.00 assessed if payment is not received by the deadline.
9. Person who is issued a code is responsible for all copies, even if the toner is low or copy did not come out right. For this reason, students are encouraged to follow all posted maintenance procedures. Any problems shall be immediately reported to the Administrative Associate to the Chair of the Department or to Dr. Michael Lichtensteiger. Please remember to leave a note on the copier when it is not functioning properly.
10. All disputes or determinations shall be adjudicated by the executive committee of the Graduate Student Council. All appeals against such rulings may be lodged with the Chair of the department for mediation.

E-MAIL

Computer networks enable communication between universities nationwide and internationally. Electronic mail (e-mail), file transfer and remote log-in are some of the services available over networks. Sending and receiving mail over networks requires an electronic address. To get an e-mail account: go to fifth floor of Baker Systems Building to get an OSU account activated. FABE is part of Region 1 Computing for Engineering. For Region 1 computing, go to Systems Manager (Dan Vehr), 3rd Floor, Hitchcock Hall. He will be able to activate your Region 1 account. This access allows you to use the computer room on the first floor of Agricultural Engineering Building and also the, Region 1 computer lab on the 3rd floor of Hitchcock Hall.

Ask one of your fellow graduate students to assist you in operating the e-mail system or attend some of the e-mail workshops offered by the Office of Information Technology (OIT). Their main campus address is: 1971 Neil Avenue, they have satellite offices throughout campus. The phone number for the OIT is 292-5848. It is recommended that your e-mail account be activated as soon as possible since most departmental information is shared using this medium. You must also give the Graduate Program Office Associate your e-mail address.

The FABE Department has a local area network for both PC and Macintosh. The FABE Systems Manager will assign a departmental network password once your university electronic mail account has been activated. There is a multi-media room on the second floor of the Agricultural Engineering Building (Room 246) with NT PCs and Macs. It evolves along with the technology. For up-to-dated information, you can visit the department website at <http://fabe.osu.edu/>. Also, there are several network connection ports located in the graduate student room (Room 250). The FABE Systems manager helps maintain faculty and staff computers. All student computers in the computing laboratories are maintained by the computer specialist. The systems manager cannot troubleshoot any non-network computer.

On The Ohio State University Homepage (www.osu.edu) will direct you to several useful services including: names, emails, and phone numbers. The university library homepage will direct you to a number of significant academic electronic resources and databases. It connects to the on-line catalogs of more than 500 university libraries around the world (including our library system), on-line academic journals, UPI newsfeed, weather reports and similar information systems in other locals.

FAX MACHINE

There is a fax machine that may be used to place orders and request information in Room 211 of the Agricultural Engineering Building. If needed, written instructions are posted near the fax machine or ask any Office Associate to assist you. The fax number is 614-292-9448.

GRADUATE ROOM COURTESY AND SPACE ALLOCATION

The Graduate Program Administrative Associate, Carol Moody in Room 247, assigns the space to all Graduate Students in the Department. She also identifies space for Environmental Science students and USDA-ARS researchers who otherwise do not have office space in the building.

Each Graduate Student is assigned office space which includes a desk, and in most instances a file cabinet and bookcase. The student retains this space as long as the student is actively working at the Columbus campus. When a student leaves this campus either by permanently working at their research on the Wooster Campus, or full time job away from OSU, they must vacate their office here. Their space will be assigned to a new student.

The design of the Graduate Room provides some individual privacy for study and materials, but the open environment also allows for conversations and music to drift throughout the area. This can be very distracting for those in the area that are studying. If you need to have a lengthy conversation with someone, please consider holding it in the student lounge, or other public area, or in an office. If you are playing music please use earphones, or keep the volume so low, only you can hear it while in your office.

KITCHEN

Room 219 is used frequently by many groups for full-day conferencing. Please be aware of meetings going on when you are in the kitchen area especially when the back door is closed. There is also often food catered for these meetings, and it is frequently left on the counter until the group is ready for to break for lunch. Please do not disturb it. A full kitchen in Room 245a is available for use for any event in the building. There is a refrigerator, a microwave oven, and a stove for everyone to use. Since the kitchen is such a public and frequently used area we need to both individually and collectively work to keep this area neat and clean all the time.

The refrigerator is intended to store food items only for a short time. In order to identify each individual's food, please write your name on your bag/or container clearly before placing it in the refrigerator. Do not leave food in the refrigerator long (more than a couple of days). Please eat ONLY the food that you have brought. The refrigerator is cleaned once a quarter. Please help us keep it clean.

Coffee is made daily for the benefit of those in the Department. There is a nominal charge of \$.15 per cup. A locked box is located on the wall next to the coffee maker to deposit the money. Also, please do not put empty coffeepots back on the burners.

There are times when foods are left on the counter for everyone to enjoy. During the late summer months there may be vegetables from local gardens, sometimes there is extra food left from workshops or conferences, or food stuffs just brought in to share with everyone. In any of these instances, please help yourself, but take what you can eat or use.

Dishes are to be cleaned by the individuals who have used them. Dirty dishes are not to stay in the sink or on the cabinet.

LABORATORY PRACTICES

A safe work environment and safe work practices are important aspects of your educational experience in the Department of Food, Agricultural and Biological Engineering. State law requires that the department and its employees comply with applicable federal regulations (officially known as standards) set forth by the Occupational Safety and Health Administration (OSHA), an agency of the federal government. Please review the following to determine which standards are applicable to you. Mark Byers is the Health and Safety specialist for the College, and he provides training and building inspections for statewide for the College. If you have any questions regarding OSHA requirements or health and safety issues, contact:

Mark Byers
Health and Safety Specialist/OSHA Coordinator FAES
Room 249 Ag. Engr. Bldg.
614-292-0622
byers.39@osu.edu

Additional safety information is also available at the following web site:

<http://www.ag.ohio-state.edu/~agsafety/OSHA.html/OSHAmain.html/>

If you work in a wet chemistry lab:

You are covered by OSHA's laboratory standard. Training in chemical hygiene is required by OSHA for all employees who work in wet chemistry labs, i.e., handle large numbers of chemicals usually for short duration, in varying amounts (non-production). Generic training in chemical hygiene is available at the Office of Environmental Health and Safety's (OEHS) 1314 Kinnear Road facility the fourth Tuesday of every month at 8:30 a.m. Call 292-1284 to schedule. OEHS personnel can also train small groups or an entire department. Either of these training sessions is about an hour in length. Training on specific laboratory hazards is the responsibility of your lab supervisor or faculty advisor. (Remind your Advisor of this if he/she does not bring this information to your attention.) You should also review the chemical

hygiene section of the yellow notebook found on the wall of each lab. This notebook contains important safety information and procedures that should be adhered to.

If you work in an office or mechanical lab:

You are covered by OSHA's hazard communication standard. This standard requires that you be trained on how to recognize and avoid chemical hazards in the workplace and where to find safety information. Generic training in hazard communication is available at the Office of Environmental Health and Safety's (OEHS) 1314 Kinnear Road facility the second Thursday of every month at 8:30 a.m. Call 292-1284 to schedule. You can also complete the training on line at: <http://hazcom.ehs.ohio-state.edu/>. Please advise the Administrative Associate in Room 200 when you have successfully completed this training. As with the laboratory standard, training on hazards specific to your work area is the responsibility of your supervisor or faculty advisor. You should also review the hazard communication section of the yellow notebook found on the wall of each lab. This notebook contains important safety information and procedures that should be adhered to.

Yellow Safety Notebooks:

The yellow notebook containing important safety information will be found in each lab and upstairs in the hall across from room 200. Please take some time to look through this book and review the sections which apply to you.

OPERATION OF AGRICULTURAL TRACTORS, POWERED INDUSTRIAL TRUCKS (FORKLIFTS), LOADERS AND OTHER POWERED EQUIPMENT

Occupational Safety and Health Administration (OSHA) regulations exist for the operation of certain powered equipment. A summary follows. Please contact Mark Byers, Health and Safety Specialist at 614-292-0622 with any questions regarding training.

Agricultural Tractors: Current OSU policy requires operators of agricultural tractors of 26 horsepower or greater to be trained in their safe operation. This training is to be completed before operating such tractors and every three years thereafter. These tractors are to be equipped with a rollover protective structure (ROPS) and seatbelt. The seatbelt is to be used at all times when operating a ROPS equipped tractor. Seatbelts should not be used on tractors not equipped with a ROPS. At present, certain

tractors may be exempted by the Extension State Safety Leader, OARDC Safety Officer, or ATI Equipment Maintenance Superintendent from the requirement to have a ROPS. This policy is in the process of being revised to reflect current OSHA regulations and some of the aforementioned requirements may change.

Powered Industrial Trucks: OSHA regulations require that anyone employed after December 31, 1999, be trained before operating a powered industrial truck (forklift), when switching and/or changing models, and annually thereafter.

Other Powered Equipment: Operators of other powered equipment such as skid-steer loaders, backhoes, combines, etc. should be trained in their safe operation before use.

Supervisors are responsible for ensuring that students and employees are trained. It is your responsibility to bring all safety related requirements and recommendations listed above to your Advisor. Again, please contact Mark Byers for additional information.

Accident Report Procedures:

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

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

LAMINATOR

The laminator encases items in plastic. The instructions to operate are in the left-hand top drawer near the sink in Room 255. Materials for its use are in the left-hand cabinets on the bottom. Please, read the directions first, before using this equipment.

MAIL SERVICE

There are three different types of mail services: regular mail, metered mail for departmental business and campus mail. For metered mail and campus mail, there are several mailboxes located around campus and in Room 211 in the Agricultural

Engineering Building near the mailboxes. There is one mailbox in that room where mail for all of the Graduate Students is placed. Please check this mailbox frequently. Your classmates, students and professors will use this box to send you material, phone messages or faxes. In general, your E-mail account will be used to reach you whenever you are not available at your desk, but periodically materials may also be left on your desk.

The department address can be used as your home address. The office can accept your packages or express mail that need a signature. In some cases, if you move and change your address often, it is more convenient to give the department address than your local address. **Do not use the department address for credit reports, credit cards or billing statements.** Credit cards delivered to the department may be stolen or destroyed.

Office staff will not send DHL express mail without the Chair's permission. In nearly all cases, it is cheaper to fax the information or use the Internet. When sending books, please specify U.S. Mail Library Rate for printed material.

MEETING ROOMS 202 and 219

Monitoring the use of Rooms 202 and 219 in the Agricultural Engineering Building are the responsibility of the Department. Individuals from the Department can schedule Room 202 and Room 219B by signing for them on the calendars in or near the rooms that are designated for that purpose. Maintaining the scheduling calendar for the large conference (Room 219) is the responsibility of the Administrative Secretary to the Chair in Room 200D. Although the Department is given priority for the use of that room it may be used by any group throughout campus. This room also has video conferencing equipment, which may be used to conference with others throughout the world who have compatible equipment. To use the video conferencing equipment effectively, a person needs to be trained in its use. Eric Desmond in Room 208 and Diane Yagich in Room 248 are the key persons for the Department at this time.

Please clean the room and neatly arrange the chairs after use, otherwise future use may be prohibited. If food is consumed, please clean the room thoroughly.

MULTI-MEDIA LAB ROOM 246 – RULES & REGULATIONS (For all Computers, Slidemaker, Scanners, Plotter and Printers)

Operating Guidelines:

In order to ensure that everyone can benefit effectively from the multi-media room resources, a set of guidelines have been established.

1. The Multi-Media equipment and computers are available for use by the Department of Food, Agricultural & Biological Engineering faculty, staff, graduate students, and student employees only. Undergraduate students should not attempt to operate any equipment without prior instruction and authorization by a faculty or staff member of the Department. **Any unauthorized person (not from the department) found using the computers or equipment will be promptly asked to leave.**
2. Normal operating hours for the Multi-Media Room (Rm. 246) is from 8:00 am to 6:00 p.m. Monday - Friday. Unlimited usage hours are granted to faculty and staff seven days a week. Please use common courtesy to others needing the computers and usage of the computers. Students must receive special permission to use equipment beyond normal operating hours. Keys (a maximum of 8 available) requested from undergraduate and graduate students for any after hours usage and/or weekends need permission by a faculty or staff member. (See Diane Yagich in Room 248 to sign-out a key.) Keys must be returned to Diane the following working day, unless, a long-term agreement has been established. Long-term keys must be pre-arranged with Diane. **Please return the key to Diane upon completion of any long-term usage.**
3. Desk size calendars are provided next to each Multi-Media Lab computer and the three NT machines located in Room 246. Please sign-in your time usage or need for that session. You may also reserve a computer ahead of time. Persons with reserved computer time have priority at that computer. Others who are using the equipment that did not reserve time can automatically be withdrawn, unless a mutual agreement has been made between the two parties. Always plan in advance when making reservations. Please allow at least one to two hours to shoot 24 to 36 exposure film on the Lasergraphics slide film equipment.
4. Keep in mind the purpose of the computers in Room 246. The Mac computers are for multi-media projects only. Please try to create your project(s) at your own computer. If you do not have a computer located in the Ag. Engineering Building, then please use the computers provided in the Student Lab in Room 120. Use the multi-media lab equipment for processing slide film, slide scanning, image scanning and printing the contents of your project(s). **The computers are not intended for normal daily word processing, internet surfing, downloading personal mail, spreadsheet usage or games.**
5. If you are unsure about a specific component's function and you need assistance, please ask the technical support person (Diane Yagich in Room 248). In Diane's absence, most manuals are located in Room 248 (far right-hand shelves) to help solve an application or printing problem. **Please do not**

remove any manuals from Room 248 unless signed out with the technical support person (Diane).

6. Do not disconnect or remove any cables and/or equipment from Room 246. Do not change any configurations unless authorized to do so. If authorized (by Diane or the Technical Repair Specialist) to move equipment, be sure that you understand any special precautions necessary to protect the equipment.
7. If you desire to have special software installed to complete a project, please notify the appropriate technical support person (see end of document). Do not attempt to install any software on the Macintosh or NT computers.
8. You are responsible for saving your own projects onto diskettes (i.e. zip or floppy disks). Zip drives are provided to save your large projects. However, **you must provide your own zip disks** to save projects. You are responsible for removing your projects off of the hard drive of any computer in Room 246 as soon as you can. Files left on the computer's hard drive will eventually be deleted (in order to save hard drive space). **You must supply your own roll of slide film** when using slidemaking equipment. A few color slide film recommendations (either at 24 or 36 slides) are: a) Kodak Select Series, Elite Chrome, 100 speed; and b) FujiFilm, Sensia II Fijichrome, 100 speed.
9. You are responsible for keeping the area in a neat and clean condition when you are finished. **Absolutely no food or drinks should be present** while working with the equipment in Room 246.
10. There is a service charge for use of the color printers in Room 246. This charge includes the cost of the paper and/or transparency film and color ink. The unit costs of a printed color images are: one sheet of coated laser paper is \$0.60; one sheet of transparency film is \$1.50; and one sheet of high glossy film paper is \$2.00. The charges are figured using the combination cost of coated paper and ink usage (future charges may fluctuate due to supplier's costs). **No printing of color copies for personal use is allowed.**
11. Special sign up sheets for color printers are located next to the appropriate printer. The sign-up sheets help indicate: the date printers are used, a name, the account number to be charged for prints. There is also a sign-up sheet where you are to log in the number of copies you have made so these costs may be applied to the research project or account from which they were expensed.
12. **Please note the following regarding any printers located in Room 246:**

There is one Epson Stylus Photo printer shared between both Mac computers. The Epson printer is not for general usage (i.e. draft prints or numerous text pages). The Epson ink is expensive and should be used only for high-end graphic/charts printing and transparencies. It accepts the following paper: Regular bond, Epson Glossy, Epson Photo Quality Film Paper, and Epson Transparencies. **Please do not use "generic" transparencies or photo glossy paper as it won't comply to the specifics of the Epson printing process. They will damage the Epson printer.** Paper, ink and transparencies will be supplied by the technical support person (Diane Yagich). A sign-in sheet for the Epson printer is located near it. Please sign-in your printing time.

There are two HP 870Cxi color printers located in Room 246 for draft and final printing purposes. The color quality (even for transparencies) is quite good. These HP printers will take: Bond paper, transparencies (either HP or 3M transparencies) and HP laser paper. Bond paper is always supplied by Diane Yagich as well as any "speciality" paper for any printer.). A sign-in sheet for the both HP printers are located near them. Please sign-in your printing time.

There is one HP Designjet 350C Plotter (large format CAD printer) located in Room 246. This "plotter" is not for general usage. Its purpose is for printing large posters, maps or CAD drawings only. Again, paper and ink is very expensive and usage is monitored. The 24" wide paper roll and ink cartridges are supplied by Diane. There is a sign-up sheet next to the "plotter" for reserving time for printing.

13. When you are finished working on a computer please close all application programs used during your session. Please remember to "log-out" of the NT computers when finished. **Please do not walk away for a lengthy period and remain signed onto a computer** (especially the NT computers). Many times some one else will need to use the computer and it is hard for us to track down the person presently signed on. Diane will make the decision to sign-off the person in order for a machine to be used. Please use the sign-in sheets to make all aware of your computer needs. Also when "locking out" an NT computer, do not walk away for long periods of time. This feature was only for a temporary time away from the computer. Please do not abuse that privilege. **Do not turn off any computers, printers, or zip drives when finished**, (unless requested by Diane or the Technical Repair Specialist when the building is terribly warm/hot, and the air conditioning is not working). **Please do turn off any scanners, the slidemaker, and the slide scanner.** (The slidemaker especially gets overheated when left running for long periods of time.) Be aware that the slidemaker will need at least 10-15 to "warm up" prior to processing slides.

14. The departmental (digital) Olympus camera and Toshiba projector are available to sign-out from Diane Yagich in Room 248. She has both sign-out books located in her office. She also has the key to the cabinet for the equipment. Please note, the digital camera is not to be taken out-of-state. Please keep this in mind.
15. Diane has an "iRead" unit in order to download any pictures taken on the digital "Smart Media" card from the digital camera. (The "iRead" unit will also download digital pictures from any digital camera's with Smart Media, Type II and "Compact Flash" cards). Software by the digital camera makers is also installed on both Mac computers in the lab to download digital photo's at your convenience.
16. After normal operating hours and weekend, the door to room 246 should be locked at all times. Everyone in the Department is requested to monitor the equipment and report any unusual activity in Room 246 to the technical support person(s) listed below. Please also report any equipment difficulties to the appropriate technical support person (see list below).

Technical Support Contact for Room 246 Multi-Media Lab:

Diane Yagich (Room 248; Phone: 292-0885) is the Lab Monitor for all workstations in Room 246. She maintains all supplies, ink, and paper; all software CD's/floppies and manuals in Room 248. She signs out Room 246 Lab keys, digital camera and projector, and installs software for Macintosh and NT computers. She is also available for help on all computers, printers, slide scanner, scanners, HP Plotter, slidemaker, digital camera, and projector.

Carol Moody (Room 247; Phone 292-1851) is the backup to Diane, only for signing out departmental digital camera and projector.

Technical Repair Specialist (Room 208 Phone: 292-3818)

Available for NT software/hardware installation and software needs. Also initiates passwords for NT workstations.

OFFICE EQUIPMENT USE

Front office equipment, including computers and typewriters is for use by the FABE front office staff exclusively. Permission to use front office equipment may be granted by a staff member or the Department Chair.

PAYCHECKS

For Graduate Students payday is the last working day of the month. The person that will have your check is in Rm. 200 the Administrative Associate (Kay Elliott), or in her absence, the Secretary to the Chair, who is in the same office suite.

Many students have found Direct Deposit to be a valuable option. The university automatically deposits your check into your checking account electronically. Your money is deposited early the day you are to be paid. When you take this option, you receive a check stub of the amount you were paid. The Administrative Associate (Kay Elliott) has the Direct Deposit Form you must submit to the University. There is also other vital information noted in this document. Check with the bank you chose about how the direct deposit option can be activated.

SUPPLY CLOSET

All materials in the Room 255 supply closet are for front office use, classroom instruction and extension support only.

TELEPHONE

For all on-campus calls in Columbus, you can dial the whole 7 digit number or just dial the last 5 digits. The same is true, if you are in Wooster Campus and dialing another number in Wooster. If you are on the Columbus campus and calling a number on the Wooster campus first dial 5, then the last 4 digits of the phone number. If you are on the Wooster Campus and wanting to call a number at the Columbus Campus; first you must dial 8 then the five digits of the number. To send faxes from Columbus to Wooster just dial the last five digits of the phone number. The department pays local phone calls. To make a local call using campus office phones, you must first dial 9 to get an outside line then dial the seven-digit number. You can place free 1-800 calls by dialing 9 first, followed by 1-800-XXXXXXX.

Personal long distance phone calls are not allowed from any department phone. If you are authorized by your Adviser to make long distance calls, be sure to use the authorized code to receive a discount. Ask your Adviser for more information. No long distance calls (except 1-800 numbers) should be placed without using the 6 digit authorized code.

There is one telephone in the Graduate Room 250 for all students to use. Voice mail messages may be left on that phone. No one individual is responsible for the monitoring of this phone, and it is the responsibility of all the Graduate Students to share in this activity. When you take a phone message please write it on message board near the phone or on a note to leave on the student's desk. Also it is everyone's responsibility to check the message board for any messages and to erase the message after it has been received.

DEPARTMENT VEHICLES

OSU and OARDC cars and trucks are available for graduate students that are on project travel, but only if the appropriate forms are on file with the Departmental Administrative Assistant. There are two Driver Registration Forms (one for OSU the other OARDC) which needs to be completed and signed by the driver, and approved by the department, and university administrator. These forms allow for faculty, staff and students to drive/operate University and/or OARDC vehicles. When the form is completed by you, it is given to the Department Administrative Associate, who sends it to either the College or OARDC Director for approval. When all approvals are completed and processed, the final copy is sent to the University Transportation Department, to signify you are registered with the University's Transportation Department to use OSU vehicles. (Copies of these forms are included in the back of this Survival Guide).

To reserve Department vehicles there is a sign-up board in Room 145. Please sign-up to use the vehicle as soon as you know you will want it, by indicating the date and times on the calendar there. The keys to the vehicle are on a nail, there also. Please return the keys to this location when you have finished using the car. The car is to be parked behind the building. Don't forget to fill out a log sheet and place it in the box located near where you picked up the keys for the vehicle you used. Also, please make sure that the car has at least half a tank of gas or more before you return it.

4 ORDERING SUPPLIES

PROCEDURES

Procurement of materials and supplies is the responsibility of the Administrative Associate. Students should work through their Advisor to request materials related to their research laboratory (and no personal items will be purchased). The materials will be ordered through the Advisor or Administrative Associate.

Define the item you need by consulting different catalogs.

- (a) First look at the University Stores catalog on-line:
<http://stores.us.ohio-state.edu/stores>
- (b) If you cannot find what you need here, refer to the Fisher and Baxter catalogs because we get a discount from them.
- (c) Lastly, consult catalogs from VWR, Alltech, Sigma, etc.

Obtain a Vendor Request Form (yellow) from the main office (Room 200). You must use one form for each company or University Store from which you are ordering.

Fill in the following information:

- (a) Date
- (b) Room Number (If delivered) or write "Picked Up" – if you will go to the University Store to get it.
- (c) Order from: Indicate the name, address and toll free phone number of the company or the University Store number if applicable.
- (d) Account Number: this line needs to be filled in by your Advisor
- (e) Quantity: Define how many boxes, packages or units you need of each item.
- (f) Unit of Issue: Read in the catalog how many items come in each package, or box, example: 10/pk, 20/box or each (ea).

- (g) Stock Number: Each item has a call number specified in the catalog
- (h) Item: Short description of the item with size/dimensions
- (i) Unit Cost: Cost of one of the items
- (j) Total Cost: cost of one item times the quantity
- (k) Requested by: your name
- (l) Supervisor: Signature of the person responsible for account specified

When completing the form, please write very clearly and fill in all of the information listed above so that there will be no delays in processing the order. Keep a list or make a copy of the form for yourself so that you know what you have ordered and can check it if you do not remember receiving the items.

- (m) Drop the form in the mailbox for the Administrative Associate, Kay Elliott in Agricultural Engineering Room 211.
- (n) Orders are delivered to Room 200 Ag. Engr. unless otherwise stated. You will be notified by phone or e-mail when your shipment arrives.

Types of Orders

Orders from the University Stores

Before any purchasing may be done by a student, the student's Faculty Advisor must give the student written permission to do this. The Faculty Advisor is required to sign the Vendor Request Form. The order will be typed on a 100W Form. Complete an order form as above but specify Stores as the company. The secretary will type the 100W form which will be sent to Stores through campus mail (or fax) and items will be delivered within a week. Alternately, you may pick up the items yourself in which case the 100W will be given to you, and you may take it to the appropriate Stores location.

Checking an order that was already placed.

Before you check the status of an order already placed, make sure you know the purchase order number. The secretary may have it on file if the order is old enough, otherwise she needs to look for it. Do not call the company you ordered from without the purchase order number, they will not be able to locate it.

If you know your order is on campus, but not in your lab, you might ask the company what was the method of shipment and have them trace it. If sent by Express Mail, you might call the receiving department at 292-6035.

Rushing Orders

It should be emphasized that checking orders or rushing orders as mentioned below SHOULD NEVER become a habit. Please try to plan your orders ahead.

Rushing Orders from the University Stores

As soon as the 100W Form is ready you may go to the store and pick up your order, provided that the item is available and then you checked "pick-up" on the Order Request Form. You may want to call ahead to the Stores to make sure they have what you want.

Rushing Orders from Chemical/Equipment Companies

If your order is charged to a Hatch Project account, mention that our order needs to go out fast. If your order costs less than \$400, she might get a Purchase Order Number through the phone and then you might be able to make the order yourself by calling the company.

If a RF project account is charged, you need to avoid campus mail at any stage in the processing order. After approval, go to OSURF (1960 Kenny Rd. 4th Floor) and submit the order, requesting it be rushed. They will do the necessary paperwork, assign a purchase order number and place the order for you. In either case you might indicate a shipping preference (overnight delivery) as long as your Advisor allows you to do so.

Reimbursement

Sometimes you may purchase supplies with your own money or you may need to purchase from local companies that will not accept an OSU purchase order. Before doing so, be sure to get a tax exempt number from the FAFE Administrative Associate in Room 200, so you will not be charged for taxes. For lab expenses paid with your own money, you can fill in an Order request Form specifying the amount of money paid and get it approved by your Advisor. With Advisor approval and an ORIGINAL receipt your reimbursement will be processed.

Please note: Purchasing in this manner is discouraged.

Ordering Gas Cylinders

You can get gas cylinders from Store 70 and need to process the order in the same way you do for University Stores.

Every time you get a cylinder, record its number and the delivery date. It will then be your responsibility to make sure that once it is empty it will be returned. This is critical because in addition to the price of gas, your supervisor will be charged \$5/month for cylinder rental. Keep in mind that if a cylinder of gas is used infrequently, it may be cheaper to send back a half-full tank than to pay a monthly rental on the tank. To get cylinders picked up, just call 292-2543.

List of Chemical/Equipment Companies

Fisher:	614-292-2062
Baxter:	800-888-8487 (biomedical); 800-888-2708 (industrial)
VWR:	800-252-1234
Cole Palmer:	800-323-4340
Sigma:	800-325-3010 (the best for chemicals)
Aldrich:	800-558-9160 (chemicals)
Alltech:	800-255-8324 (cheap for vials or columns)
Bio-Rad:	800-424-6723 (mainly electrophoresis reagents)
Millipore:	800-225-1380 (filters of all dimensions)
Polysciences:	800-523-2575 (microscopy chemicals and equipment)
Pharmacia:	800-526-3593 (packings for open columns)
Omega:	800-826-6342 (temperature and pressure measuring Instruments)

(**Note:** This list is not exhaustive.)

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RESEARCH FACILITIES

The Agricultural Engineering Buildings in Columbus and Wooster are the major classrooms and laboratories for the Department, but much of the research is done at various site locations throughout the state. This includes the Waterman Farm on main campus, the OARDC facilities in Wooster, Ohio, and on the Molly Caren Farm/Farm Science Review in Madison County. Research is done at other OSU sites, as well as on federal, state and privately owned lands.

Many of the Food, Agricultural & Biological Engineering (FABE) Graduate Students have research at these various sites. The Wooster Campus is located in Wooster, Ohio about 90 minutes Northeast of Columbus. To get there take I-71 North to U. S. 30 east to Madison Avenue exit. Go South on Madison Avenue. The OARDC address is 1680 Madison Ave. (next to the Junction of State Route 302 east and State Route 83). Frequently, students' Advisors and the site of their research projects are located in Wooster and their course work is done at the main campus in Columbus. Many students chose to do their classroom work in Columbus from September through June. Then spend the Summer in Wooster. It is not uncommon for students to work some weekends and quarter breaks at Wooster, too.

There is On-Campus Graduate Student Housing at the Wooster Campus. The contact person is Jean Snyder (5-3719 – if you are calling from Columbus). New policies are being developed. A housing contract and policies and procedures will soon be on-line for students to register for accommodations in Wooster while they are working on their degrees. Their policy for assigning housing will be "first signed up are first served". Currently there is very limited housing for students.

Activities that occur at the Farm Science Review are typically done in a day. This location is about 35 miles west of Columbus.

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CAMPUS FACILITIES

A city within a city, the campus has its own hospitals, optometry, dental and veterinary clinics, centers for medical research and treatment, and an athletic and aquatic center. It also has its own police and emergency services, newspaper, mail service, traffic and parking system, telephone system and an airport. The campus offers intramural sports fields, agricultural and livestock grazing lands, theaters, art galleries, recreation centers, a golf course, restaurants, bookstores, libraries and student residential areas.

STUDENT UNIONS

Ohio Union Facilities – 1739 N. High Street

- Art Exhibits: to learn about the Exposure Gallery art exhibits, displays and sales in both unions. Contact 2-8763 (the Office of Student Activities).
- Automatic Teller: an automatic bank teller machine is available on the first floor.
- COP-EZ: a variety of reprographic services including full and self-serve copying, binding and laminating is available on the first floor of the Ohio Union.
- Creative Activities Program (CAP): self-sustaining, comprehensive, noncredit, leisure-time component of student affairs at the Ohio Union.
- Entertainment: the Ohio Union presents different types of live music for your enjoyment on many weekends and sometimes during the week. First and second run movies are scheduled on weekends in the Conference Theater, located on the second floor. The union hosts international and cultural events. Video games and billiards are also available.
- Food and beverages: The Ohio Union Mall, on the first floor, includes Pizzas and Deli, Chinese food, hamburgers, a bakery, steaks and BBQ, a cafeteria and terrace dining room.
- Share a Ride: a service posting rides wanted or rides available on the ride board, which is located outside the Student Events Committee (SEC) Office on the second floor.
- Woody's Place: a recreation facility features pool tables, football, electronic basketball, large screen TV and live entertainment.

Drake Union Facilities – 1849 Cannon Drive

- Food: Sbarro Pizza & Pasta and Steak Escape offer fast food with a view of the Olentangy River. And a State Discount shop offers opportunity to buy small items, (i.e. gum, chips, cokes and cards).
- OSU Theater has two stages – campus produced plays are here. Most productions are advertised in the campus newspaper, the Lantern.

BOOKSTORES

The main University Bookstore is located in the Central Classroom Building on Millikin. The Medical Bookstore is on Neil Avenue, and regional bookstores are at those campuses. The OSU bookstores supply and distribute books, copies and custom-published and packaged materials necessary to support student curricula. In addition, the bookstores carry a selection of computers, software, supplies and peripherals. All stores carry sportswear, gifts, school supplies and general merchandise. There are two off-campus bookstores located on North High Street, which are: Long's and Student Book Exchange (SBX). There are several other "smaller", used book stores that have books cheaper, but it depends on the course (not all courses are represented, and it depends on the supply.) Also, buying textbooks on-line is a good option and often times is a cheaper alternative. These stores sell (and buy back) the same books available at the University Book Store, and sometimes at a cheaper price.

LIBRARIES

The OSU libraries include a main library, an undergraduate library, several special collections and more than twenty departmental libraries on campus. All cataloged holdings are on the OSCAR computer system, the on-line computerized catalog. Every library has terminals that you may use to find information on books, journals and audio-visual material. As a student conducting research you need not limit your reading to books and articles. Journal articles are available in print, on CD-ROM, through the library website as electronic journals and by request to Chemical Abstracts or other interstate libraries. The libraries offer a wealth of resources in other media such as microfilms, manuscripts, maps and sound recordings of rare books. The GATEWAY is a computer system found only at Ohio State that guides you through the steps necessary to identify, select, and evaluate information sources. It is now possible to borrow, renew and place "saves" on items yourself at workstations in libraries and computer services. In Columbus, you may be using the Agricultural Library and Science and Engineering Library more often than other libraries. The Agricultural Library is located in the Agricultural Administration Building Room 045 . This building is just west of the Agricultural Engineering Building. The

Science and Engineering located at 175 W. 18th Avenue (Phone: 292-2594). There is also a library at Wooster for exact location call – 5-3771 (if you are in Columbus campus).

COMPUTERS

Office of Information Technology (OIT) serves the research and instructional computing needs of faculty and students in every field of study. There are 32 public computing sites, open for students on a first-come, first-serve basis. Public domain software and site license agreements arranged by OIT make computer software available at little or no cost to students. The graphics lab, located in 512 Bakers Systems Engineering, features a 35 mm film recorder, color scanner and color thermal wax printer, all of which are compatible with popular graphics packages for microcomputers, workstations and main frame. Other equipment includes a pen plotter and point digitizer. Reservations are necessary to schedule time on some of the special equipment.

The College of Engineering has computer rooms dedicated to Engineering students, since they pay a special fee for this accommodation. FABLE students have access to Region 1 Computing Sites in Hitchcock Hall 322, 324, 342 and 342; Agricultural Engineering Building Room 120, and Bolz Hall Rooms 217 and 326. There are seven regional computer sites for engineering students and occasionally there are reasons why a student will request access in another region. Please contact the FABLE Graduate Studies Chair with this request. There are several computer sites which also double as laboratory classrooms for course work. The facilities are equipped with Macintosh and IBM compatible microcomputers. For current information on these computer sites, check their website at:
http://www.eng.ohio-state.edu/student_info/computing_labs.html/

OTHER FACILITIES

Biomedical Media Group, (Phone 292-5517) at 206 Atwell Hall, 1583 Perry St. offers a wide variety of graphic designs, slide processing, computer graphics and photography services. Also, the Media Center Store offers film processing, print developing and graphic designs. They accept OSU 100 Ws, cash and credit cards. Their work is not limited to university only processing. The website for more detailed information and costs is:

<http://www.biomed.amp.ohio-state.edu/>

There are two electron microscopy facilities on campus, one is at 025 Mendenhall, for scanning electron microscopy (phone: 292-2272) and the other is at 4029 Graves Hall, 333 W. 10th Ave., for transmission electron microscopy (phone: 292-9786). These facilities also provide image analysis and light microscopy services.

7 **CAMPUS SERVICES**

BUS SERVICE

CABS is the acronym for Campus Area Bus Service which is run by the University. This is a free, 24 hour service for campus navigation. Bus lines are now color coded for different areas of campus: Red = North Express; Gray = Campus Loop; Purple = Core Circulator; Yellow = Buckeye Village; Green = Ag/Research Park; Blue = East Residential; Orange = North Residential; Lavender = South Residential. A copy of the complete routes and time schedules is enclosed as Appendix A. A complete map of campus with all buildings noted is enclosed as Appendix B. Appendix C is a listing of all the buildings referred to in this document and a notation of where they are physically on campus. The website for this service is: <http://www.tp.ohio-state.edu/info.html/>.

Columbus has a public bus service known as Columbus Transit Authority (COTA). Several years ago the university student body passed a resolution to form a partnership with COTA. For a fee of nine dollars (\$9.00) a quarter, an Ohio State student may ride any COTA bus free by showing their OSU student ID. For current COTA bus schedules check the second floor of the Ohio Union, in the southwest stairwell. Schedules can also be obtained in the Drake Union near the convenience store.

This \$9.00 fee is a mandatory fee which will appear on your fees statement each quarter. It is the responsibility of each student to pay this fee. Even if the department pays the rest of your tuition and fees, it will not cover this bus fee (just like it won't pay for parking or health insurance). Make sure you pay the \$9 by the deadline to avoid any late fees.

ESCORT SERVICES

The Undergraduate Student Government sponsors a Crime Watch Escort Service between the hours of 8pm and 3am, seven days a week. During these hours you may call an escort to walk or drive you from one campus facility to another. An OSU ID must be presented to the escort prior to the service. Call 292-3322 for information or to request an escort.

SAFETY

There is a Safety Brochure located in the Summer/Autumn Master Schedule of Classes booklet. It provides information about crime statistics and how to keep yourself safe on campus. Included is information about how to report a crime and services available for victims of crime.

HOUSING

On-campus housing is available for students enrolled in graduate and professional school. Jones Tower, Morrison Tower, and Siebert Hall are those dorms on campus where graduate students may live. Applications must be sent in promptly, as space is limited. There is also a residence for married students called Buckeye Village. For more information on housing contact:

*** Department of Housing,
Food Service & Event Centers**
640 Lincoln Tower
292-8266

*** OSU Property Management**
2080 Neil Ave.
292-0770

For those wishing to live off-campus, a good place to get started on your search is the office of Off-Campus Student Services. This is located in a house at 104 E. 15th Street. The actual reception desk for this office is in the back of the first floor. In addition to listings of possible apartments, houses, rooms, and roommates, written information about protecting your rights as a renter, crime statistics, and utilities is also available. Transportation information including area maps are found in this office. They can answer just about any question you may have about living in Columbus.

Off-Campus Student Services
104 E. 15th St.
292-0100

If you prefer to go apartment hunting on your own, the Lantern, OSU's student run newspaper, has a list of classifieds with available housing. Other sources are The Columbus Dispatch and neighborhood newspapers. Current students are more than willing to recommend apartment living.

WOOSTER HOUSING AND RENTAL GUIDELINES

Frequently FABE Students need to work on their research in Wooster at the OARDC facility. There is frequently lodging available, but in order to reserve space you must request lodging. They will reserve the space when you request it, so it is best to make your plans and reservations early. The contact person is Jean Snyder,

Human Resources – Wooster and her phone number is: 330-263-3719. (If calling from an OSU Campus phone dial 5-3719). Her Fax number is 330-263-3695. (Dial 5-3695 if you are using a fax machine on the Columbus campus.)

Rental Guidelines (as of April 1, 2000)

Basic Information

The OARDC Housing Manager is located in the Office of Human Resources in the Research Services Building on the OARDC Wooster campus. Office hours are 8:00a.m. to 5:00 pm. Monday through Friday. (Closed from 12:00-1:00 p.m. for lunch on weekdays and all day on holidays and weekends).

Types of Housing & Fees

Male & Female Grad Houses – Single Room \$125 (Security Deposit - \$125)

Male & Female Grad Houses – Double Room \$100 (Security Deposit \$100)

OARDC Married Grad. Apartments - \$150 (Security Deposit \$150)

Applewood Village Apartments – 1 Bedroom \$400 (Security Deposit \$400)

Applewood Village Apartments – 2 Bedroom \$600 (Security Deposit \$600)

Everyone staying for a period of over three months is required to pay a security deposit.

Who Can Apply

OARDC Grad Houses and Apartments are available for graduate students only. Priority will be given to graduate students followed by visiting scientists and families (student with spouse & children only) staying in Applewood Village Apartments for at least one year. No pets &/or animals are permitted.

Application Process

A "Housing Request Form" **must** be completed by the applicant or his/her designate and co-signed by academic advisor/supervisor or chair/head of academic unit. Housing Application Request Forms can be obtained from the Housing Manager or by calling (330) 263-3719 or 5-3719 when using a campus phone on the Columbus campus. When the application form is completed and returned, the applicant's name is logged on the appropriate waiting list (Grad Student Houses, OARDC Apartments, or Applewood Village). Some applicants request more than one type of housing, in which case his/her name is noted on each appropriate housing list. No phone reservations will be considered without a written application. Upon request, the Housing Manager will mail applications to be completed and returned. When housing becomes available, the next applicant or advisor/supervisor will be contacted. Room/apartments will be held open for one month before moving on to the next person on the list.

NOTE: The Housing Manager has the right to make decisions based on individual circumstances and available information pertaining to each housing situation.

Arrival

- (1) Each renter must check in at the Office of the Housing Manager.
- (2) The renter will be given a key, Rules & Regulations Form, and Rental Agreement which the renter must sign.
- (3) If bedding is needed (for a stay of three months or less), a one time, **non-refundable**, fee of \$10.00 is charged.
- (4) The first month's rent and security deposit will be collected.

Departure

- (1) Each renter is responsible for notifying the Housing Manager of any change in arrival, departure, or extension date. (All students must depart one month after receiving a degree.)
- (2) The renter should contact the Housing Manager as soon as possible prior to leaving so that utility readings and room/apartment inspections can be completed.
- (3) Rooms or apartments will be inspected by the Physical Plant to determine whether part or all of security deposit will be returned.
- (4) Arrangements must be made to return the keys (and linens if applicable) to the Housing Manager by the renter.
- (5) The Physical Plant will read the apartment utility meters one day before the departure date so the tenant can pay the bill before he/she leaves.
- (6) Providing the renters room or apartment passes inspection, the renter will be refunded his/her security deposit. Costs of repairing rooms will be deducted from the security deposit or if the cost exceeds the deposit, this will be billed to the renter.

Resident Assistants

One Resident Assistant is assigned to the Male Grad House and one Resident Assistant is assigned to the Female Grad Houses. He/she will explain to each new renter, the "Rules & Regulations" which each person living in the housing unit is expected to follow. Each Resident Assistant will also be responsible for reporting needed repairs and/or problems relating to his/her housing unit(s) to the Housing Manager.

Linen Package

Bed linens (sheets, pillows, etc.) are available to renters staying three months or less. There is a \$10.00, **non-refundable**, charge for this service, and the linen package contains: a mattress cover, sheets, pillow with pillow case, blankets and

bedspread. A "Linen Request Form" must be completed and signed before the renter can pick up the linen package from the Physical Plant Storeroom. Upon departure, the linen package should be placed in a plastic bag and returned to the Physical Plant or to the Housing Manager.

The Ohio State University/OARDC, reserves the right to alter, amend, revoke, or make fee changes relating to these rental guidelines.

(A copy of the Housing Request Form is the last page of this document and may be copied and faxed to Wooster.)

HEALTH AND MEDICAL EMERGENCIES

Health insurance is available for all graduate students and their families. For current costs see the Master Schedule of Classes. Each student is automatically billed for insurance when they register for classes. Therefore, you do not need to state if you do want it, but if you **do not** want it, you must indicate that on with the University on your fee statement. There are currently three different student health benefit plans. They are: (1) Comprehensive Student Health Plan, which includes medical, dental and vision; (2) Medical ONLY; and (3) Wilce Care Supplement Student Health Plan (just student health services.) A complete description of these different plans is available in the Ohio State Student Health Insurance Plan Outline, or on-line at: www.shc.ohio-state.edu/shi/. This information may also be obtained in Rm. 064 of Student Health Services at 1875 Millikin Rd.

If you have any medical problems, OSU has a fully accredited, complete Student Health Center. It is located at 1875 Millikin Rd. between the Main Library and Larkins Hall. Its hours of operation are M-F 8:00 to 4:30 during Fall, Winter, and Spring quarters. Summer hours may vary. You may make an appointment to see a doctor or stop in during regular hours if it is an emergency. If you have an emergency after hours or on the weekend, you should go to one of the Columbus area MedOhio facilities or the University Hospital Emergency Room. For routine checkups the Dental Clinic and Optometry Clinic accept appointments, but remember that you will be charged for the visit, (unless you are covered by the Comprehensive Student Health Plan.).

The Health Center's services are available to all enrolled students, whether they have Student Health Insurance or not. Just remember that it is expected that anything not covered by insurance will be paid for at the time of the appointment.

Cash, check, Visa, or Mastercard is accepted. When in doubt about what you will be charged for ask before the exam is performed.

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

There are times when a student might wish to talk to someone about difficulties or stress in his or her life. The Office of Counseling and Consultation Service is there to help. Counseling services are provided on a voluntary basis and a referral is not needed. Services are free to all student and all information is kept confidential within legal limits. Appointments are needed but urgent hours are also available.

Counseling and Consultation Service
4th Floor Younkin Success Center 1640 Neil Avenue 43201
Phone: 292-5766

FINANCIAL AID AND LOANS

Information about Financial Aid and Loans can be obtained in the
Financial Aid Office 517 Lincoln Tower
Phone: 292-0300

POSTAL SERVICES

The main campus Post Office is located on 18th Ave. behind the Journalism Building. This is a full service Post Office that sells stamps, sends packages, and offers all the services of a typical post office. There is also a post office inside the hospital and various mail boxes are located around campus.

BANKING AND AUTOMATED TELLER MACHINES (ATM)

There is a Fifth-Third Bank located in the Ohio Union as well as the Rhodes Hall Hospital that can service all of your banking needs, including savings and checking accounts. ATM or "money machines" are also at these locations as well as OSU Bookstores, Larkins Hall and Drake Union. Consult your banker if you need information or help using ATMs. There are also several other banks within walking distance of campus.

COPY CENTERS

COP-EZ handles most of the copying services on campus. Their locations include the COP-EZ at Tuttle Park Place at the Tuttle Park Place Garage on Millikin Mall, 154 Ohio Union, and 1664 Neil Avenue. (Their website is www.cop-ez.org). Some professors may ask you to purchase class notes at COP-EZ. One of the best features of COP-EZ is that you can purchase a copy card with a certain amount of money on it. It can be placed in a copier and money subtracted each time you make a copy. More money can be added to the card when it gets low. This makes the price of a copy about 8 cents. The copy card can be used at any copier machine on campus with the exception of the Health Sciences Library and private copiers. On the second floor in Kottman Hall is a copier for student use which uses a copy card.

Another copy center which is frequently used by professors is Grade-A-Notes at 22 E. 17th Avenue. Their phone number is 299-999 and website: columbus1@gradeanotes.com). This is located off-campus across High Street from Arps Hall.

FINDING A JOB – YOUR RESOURCES

At the end of graduation, you hope to have the perfect job waiting for you. To accomplish this requires diligence and hard work to not only get through to graduation, but also find that job! There are many resources available to you to help with your job hunting. It is best to start early, and many students are advised to start their job search 6 to 9 months before their expected graduation. One important thing is to always have an updated copy of your resume available. Your Advisor is the best person to consult first about your employment opportunities after graduation. The following list is only a few of your other options available at Ohio State.

Professors - They have their fingers on the pulse of the job market in their specific area of expertise. Many head hunters and industry executives are frequently calling the faculty looking for qualified students. Professors already have an established network of contacts that you should also use to your advantage.

On Campus Recruiting – This is done through the College of Food, Agriculture, and Environmental Sciences (CFAES), the College of Engineering, or the Department of Food, Agricultural & Biological Engineering. The CFAES recruiting office is located in Room 100 in the Agriculture Administration Building. For the College of Food, Agriculture, and Environmental Sciences you must check the office frequently for schedules and to register for interviews. They require a standard fact sheet (can get a copy from their office) rather than a copy of your resume.

For the College of Engineering one goes through the Career Services Office in Room 111 Hitchcock Hall. There is a College career website where students may post their resume for a nominal fee. The web address is <http://career.eng.ohio-state.edu/>.

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SOCIAL ACTIVITIES

ATHLETIC TICKETS

Since OSU is a Big 10 university, our athletic programs are nationally recognized and well attended. As a student you may purchase tickets for athletic events such as football and men's and women's basketball games. For information on schedules and purchasing tickets you can call the Athletic Ticket Office at 292-2624, which is in the southeast rotunda of the Schottenstein Center (directly behind the Agricultural Engineering Building).

INTRAMURAL SPORTS AND PHYSICAL FITNESS FACILITIES

The intramural athletic program offers a wide variety of sports for individual or team play. Larkins Hall, the recreational complex, houses most of the intramural activities. Larkins Hall facilities include several gymnasiums, weight rooms, aerobics studios, conditioning rooms, swimming pools, racquetball and handball courts, jogging tracks, and more. Stop in and take a look and remember to bring your current OSU ID. The university ice rink is located next to the St. John's Arena on Woody Hayes Drive. They have public skating hours at noon and in the evenings. Skates are available for rental.

There are playing fields, a jogging track and other recreational facilities on west campus, at the corner of Lane Avenue and Kenny Road.

CONCERTS

Because of its large student enrollment, popular music groups and entertainers often perform at OSU. Such performances are commonly held at the Schottenstein Center, Mershon Auditorium and the Stadium. Tickets and information may be obtained from the Wexner Center Ticket Office at 292-2354. The College of the Arts, School of Music, and Department of Theater sponsor concerts throughout the year. Performance dates and venues are posted in the Lantern. For some events there may be student, staff and faculty discounts and you may need your Campus I.D. for validation.

CULTURAL GROUPS

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

CREATIVE ARTS PROGRAM – CAP

The Creative Activities Program at Ohio State University offers numerous programs every quarter. Some programs are on campus and some are off. Most are fee based programs. Programs range from dance to horseback riding to how to buy a house. The CAP office is located in the Ohio Union and they can be reached at 292-9983.

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OTHER ORGANIZATIONS AND PROGRAMS IN THE AGRICULTURAL ENGINEERING BUILDING

UNITED STATES DEPARTMENT OF AGRICULTURE – USDA-ARS

The USDA-ARS Soil Drainage Research Unit is located in 230 Agricultural Engineering Building in Columbus and consists of three research scientists, four technicians, and two administrative staff members. The current research primarily studies the effects of the water table management (drainage/controlled drainage/subirrigation) and flooding tolerance on corn and soybean crops in the Midwest region. The goal is to provide improved water table management practices and improved plant flooding tolerance as elements of farming management systems that are productive, profitable, and environmentally acceptable under Midwestern U.S. agricultural conditions. For more information on the Soil Drainage Unit of the USDA-ARS either stop by their office or go to their website at:

<http://www.ag.ohio-state.edu/~usdasdru/>

The USDA-ARS researchers are also Adjunct Professors in the Department of Food, Agricultural and Biological Engineering and may be a member of a student's Examination Committee.

The USDA-ARS Application Technology Research Unit is located in Wooster on the OARDC campus. The mission of the Application Technology Research Unit (ATRU) is basic and developmental research on new or improved application technology to protect horticultural, landscape, greenhouse and field crops against damage from pests and adverse environmental conditions, while safeguarding environmental quality, and food and worker safety. The staff of the ATRU includes 5 scientists, one support scientist, three administrative support staff, and seven technicians. Dr. Ross Brazee, is the Leader of this Unit. He may be reached by calling either 5-3870, or 330-263-3868. Visit their website for more information at:

<http://www.oardc.ohio-state.edu/atru>

FARM SCIENCE REVIEW - FSR

The Administrative Office for the Farm Science Review is in room 232 and the actual 2,100 acre farm is located in Madison County, about 35 miles west of the university. The FSR Show annually is held in mid-September for a three day period. There are three people working on this program continuously, in addition to the

Farm Manager at the site and numerous students and researchers. The major thrust of the Administrative office is to prepare for the 3 day event. This includes planning, planting, and providing crops and materials for 700 acres of field demonstrations, 600 commercial exhibitors, 4000 equipment lines and 83 acres of exhibit space. Typically the three day event brings more than 100,000 visitors. Students assist in the farm operations and in research activities throughout the year. You are highly encouraged to visit this show. You will learn something new every year. For more information about the FSR <http://www.ag.ohio-state.edu/~ofsr/>

WATER MANAGEMENT ASSOCIATION OF OHIO – WMAO

The Water Management Association of Ohio (WMAO) is a professional organization for water managers throughout Ohio. Their mission is to promote the comprehensive understanding, conservation and multifaceted uses of Ohio's water resources. The Administrative Office for this organization is in Room 247 and Carol Moody is the Administrative Assistant for it. Students are encouraged to attend the programs and conferences this organization holds and scholarships are available to cover registration costs. It offers opportunities for students to meet professionals in the water resources careers who in turn are potential employers. More information about this organization is available through the website at: <http://www:ohiowater.org/wmao/>.

COUNCIL OF GRADUATE STUDENTS (CGS)

CGS is a university organization for graduate students. Each department sends an elected representative to CGS. This representative is responsible for expressing graduate students' concerns, as well as keeping the graduate students in the department informed about new policies and related matters. CGS has other positions open such as student representatives for academic affairs, university senate, and other committees. Ask our Department's representative to CGS for more information.

FABE GRADUATE STUDENT ORGANIZATION

All FABE Graduate Students are automatically members of this organization. They assist in various activities in the department including but not limited to: input on departmental committees, strategic planning ideas, recruitment activities, and student orientation, and seminar programs. They are Departmental ambassadors to prospective students and at conferences and seminars where they make research presentations. This very important organization can help you and all of the other graduate students in the Department only if each student participates in the activities organized by this group, and if you attend their quarterly meetings. It is your organization. Support it by all means.

10 COLUMBUS

The City of Columbus has a lot to offer. Only your own exploration of this capital city will do it justice. Good food, top-notch shopping and excellent entertainment are all just a few minutes away. A comprehensive list of restaurants, malls and theaters are provided in the Columbus City Guide, compiled by Columbus Monthly magazine and available at any bookstore. The website Columbus Supersite offers current information on Columbus activities:
<http://www.Columbus.org/home.html/>.

PUBLIC LIBRARIES

The Columbus Public Library system offers an excellent array of audio and visual collections to compliment the printed material. Some of these materials are not available through the campus library system. For your convenience, several of the library locations and phone numbers have been listed.

Downtown Main Library

96 S. Grant Ave.
Information: 645-2000

Whetstone

3909 N. High St.
General Information: 645-2150
Reference: 645-2152

Northside

1432 N. High St.
Information: 645-2110

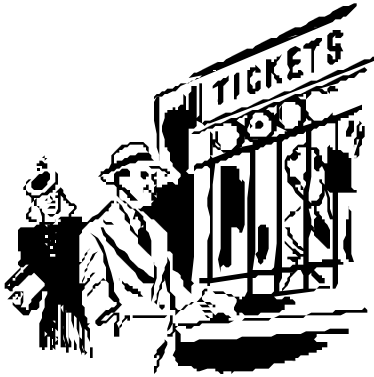
Upper Arlington

2800 Tremont Rd.
Information: 486-9621

PORT COLUMBUS AIRPORT

To get to the airport from campus, take Lane Avenue West to I-315 South which turns into I-670. Take I-670 east and follow the signs to the airport.

SOME PLACES TO GO AND THINGS TO SEE



Columbus Museum of Art

480 E. Broad St. 221-4848

Hours. Tues – Sun 10:00am-5:30pm Thursday 8:30pm \$4.00 \$2.00

Students

Thursday Free Parking behind the building costs \$2.00

Center Of Science and Industry (COSI)

333 W. Broad Street. Downtown, Columbus

Hours: Sunday-Thursday 10-5 Fri-Sat 10-8

Learning World - \$12.00 Other areas of the facility have additional costs.

The Columbus Zoo

9990 Riverside Dr.

Powell, OH 43065

PH: 614-645-3550

Hours: 9:00-6:00 Daily, \$7.00 Adults, Parking \$2.00

11 MISCELLANEOUS

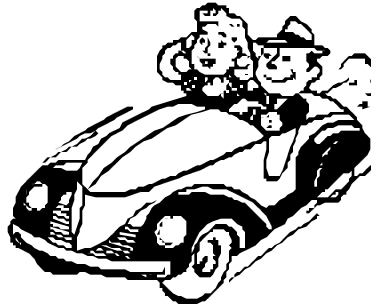
DRIVER'S LICENSE

Contact the appropriate office listed below:

Bureau of Motor Vehicles

Main Office:

- * 4300 Kimberly Parkway
General Information: 752-7500
Driver's License: 752-7600



Driving (Written and Road) Tests:

- * Great Western
3415 South Boulevard,
PH: 236-0461
- * Town & Country
54 Country Road
PH: 236-0461

CAR INSURANCE

Car insurance is mandatory in the State of Ohio. It is recommended that you ask other students what type of insurance they have and whether or not they are satisfied with the services. In order to shop around for the best rates, call local insurance agents for estimates. There are two major types of insurance coverage: liability and comprehensive. Liability coverage entails damages incurred to vehicles

and property other than your own, while comprehensive coverage insures damages to both parties. Certain points to look for are as follows:

- Quarter vs. half year rate
- Comprehensive vs. liability coverage
- Deductible amount
- Age discount
- Place of residence
- Car make
- Driving experience (3 years or longer better)

If your move to Columbus is a permanent one, along with obtaining a new driver's license, you should register your car in Franklin County. This can be done at most of the same locations that issue driver's licenses. Check in the yellow pages under licenses for the nearest location,

VOTER REGISTRATION

You must be a United States citizen and 18 years old to vote in an election. If you a registered voter and would like to vote for officials in your local or home district, call your local Board of Elections and request an Absentee Ballot. You must do this no later than the last 30 days prior to the election.

If you would like to change your voting registration to a campus area precinct, you may do this by registering at a public library, a high school, the county treasurer's office, or through the Secretary of State.

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APPENDIX A

COPIES OF FORMS INDICATED THROUGHOUT THIS DOCUMENT

Housing Request Form
(Available Upon Arrival)

Driver Registration Form

(Available Upon Arrival)

Housing Request Form
(Available Upon Arrival)

Policy on the Use of Ohio State University/OARDC Vehicles

(Available Upon Arrival)

APPENDIX B

Map of University

The Ohio State University Map

(Available Upon Arrival)

The Ohio State University Map

(Available Upon Arrival)

APPENDIX C

Listing of all buildings referenced in this document and a notation where they physically are on campus. There is also notation of the page they are referenced in this document.

Activity	Page #	Building Name	Address
Agricultural Library	33	045 Agricultural Administration Bldg.	2120 Fyffe Rd.
Biomedical Media Group	34	206 Atwell Hall 292-5517 Fax: 688-4655 www.biomed.amp.ohio-state.edu	1583 Perry St.
Bookstores Medical Bookstores	33 33	Central Services Building 238 W. 11 th Ave.(292-5731)	2009 Millikin Rd.
Buckeye Village	37		2661 Defiance St.
College of Engineering	15,34, 42	2021 Hitchcock Hall	2070 Neil Ave.
College of Food, Agricultural & Environmental Sciences	42	100 Agricultural Administration Bldg.	2120 Fyffe Rd.
Computer Systems Mgr. Region 1	15	Hitchcock Hall Third Fl./Dan Vehr	2070 Neil Ave.
Cop-Ez Printing	41	Tuttle Park Plaza/ 154 Ohio Union/ 1664 Neil Ave.	www.copez.org
Counseling & Consultation Services, Office of	41	Younkin Success Services	1640 Neil Ave.
Drake Union	33		1849 Cannon Dr.
Electron Microscopy	35	Mendenhall Lab Graves Hall	125 S. Oval Mall 333 W. 10 th Ave.
E-Mail Account & Region 1	15, 34	Office of Information Technology, Baker Systems Engr.	1971 Neil Ave.
English as Second Language Office	9	060 Arps Hall	1945 N. High St.
Environmental Health & Safety Office	17	Facility of EH&S	1314 Kinnear Rd.
Financial Aid Office	41	517 Lincoln Tower	1800 Cannon Dr.
Grade-A-Notes	42		22 E. 17 th Ave.
Graduate Housing Areas	37	Jones Tower Morrison Tower Siebert Hall	101 Curl Dr. 196 W. 11 th Ave. 184 W. 11 th Ave.

		Buckeye Village	2661 Defiance Ave.
Graduate School	10	250 University Hall	230 N. Oval Mall
Housing, Food Service & Event Centers Dept.	37	640 Lincoln Tower	1800 Cannon Dr.
Hospital	40	Rhodes Hall	450 W. 10 th Ave.
Key Control	13	160 Central Services Bldg.	2003 Millikin Rd.
Larkins Hall	41		337 W. 17 th Ave.
Off Campus Student Services	37	104 E. 15 th St.	
Office of International Education (OIE)	8	100 Oxley Hall	1712 Neil Ave.
OSU Property Mgmt.	37		2080 Neil Ave.
Postal Office	41	Behind Journalism Bldg.	234 W. 18th
Registrar's Office	6	320 Lincoln Tower PH: 292-8700	1800 Cannon Dr.
Science & Engineering Library	34	(292-2594)	175 W. 18 th Ave.
Student Health Services	40		1875 Millikin Rd.
Student I. D.	7	Lincoln Tower	1800 Cannon Dr.
Student Organizations Service Office	9	Ohio Union – Room 344	1739 N. High St.
Tickets for Athletic & Theatre Events	43	Schottenstein Center St. John's Arena Mershon Auditorium Wexner Center	555 Arena Dr. 410 Woody Hayes 1871 N. High St. 1871 N. High St.
Traffic & Parking	7	160 Bevis Hall	1080 Carmack West Campus
Xeroxing	42	Kottman Hall – 2 nd Fl.	2021 Coffey Dr.