



# **Student Handbook**

**Updated  
July 2022**



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# University & Handbook Overview

Founded in 1920, the University of Northwestern Ohio is a private, not-for-profit institution. The University is a co-educational institution authorized by the Ohio Department of Higher Education to grant associate degrees, baccalaureate degrees, and an MBA.



## • Accreditations & Authorizations

### Accreditations

- Higher Learning Commission (HLC)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB) – Medical Assistant Technology
- Commission on Accreditation of Health Informative & Information Management Education (CAHIIM) – Health Information Technology
- Accreditation Council Business Schools and Programs (ACBSP) – Master of Business Administration (MBA), BS in Business Administration as well as concentrations, and AAB in Business Administration
- ASE Education Foundation
- Partnership for Air Conditioning Heating Refrigeration Accreditation (PAHRA)
- HVAC Excellence

### Authorization

- Ohio Department of Higher Education



## • Mission Statement

The University of Northwestern Ohio is an entrepreneurial, not-for-profit institution of higher learning, preparing students for careers and productive citizenship that encompass the business, professional, corporate, and technological communities by providing quality education and training in response to the needs and aspirations of our constituents.



## • **Commitment to Diversity**

The University of Northwestern Ohio recognizes, embraces, and seeks to enhance representations of diversity within its student body and family of employees. Diversity is the social differences and intersections and interactions among identity categories, such as background, perspective, values, culture, race, ethnicity, religion or secularism, age, gender, sexuality, physical and mental abilities, and economic status. Embracing diversity has the positive potential to broaden thinking, enhance experiences, and solve problems in unique ways.

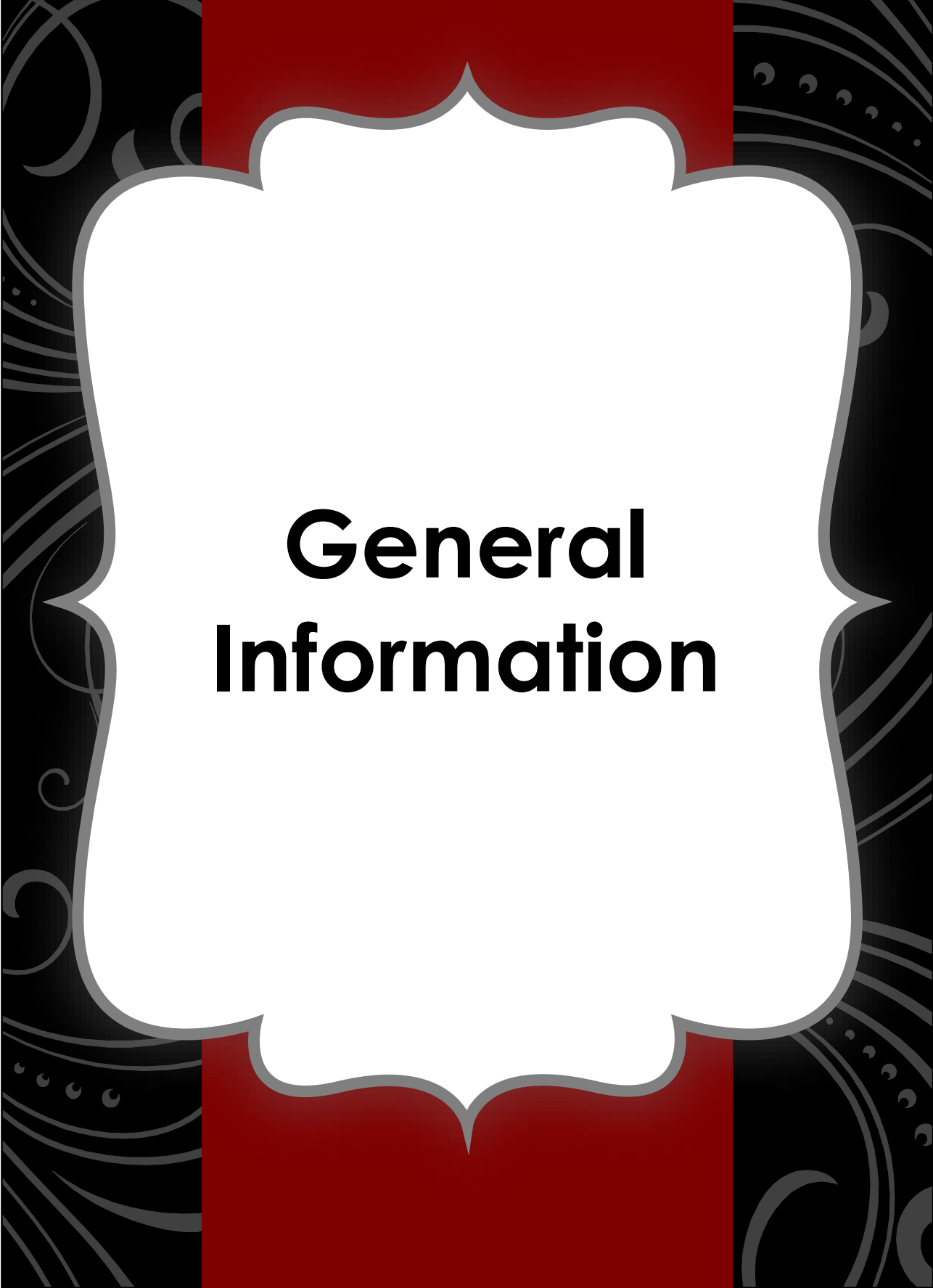


## • **Purpose of Student Handbook**

The University of Northwestern Ohio is dedicated to providing students with an educational environment which will enable them to reach their true potential.

By joining the University community, students accept the responsibility of reading through and following the established rules and regulations included in the Student Handbook. This handbook is to help make your transition to the UNOH community as simple as possible. If there are any questions, please contact the Housing or Safety Services Office.

*The Student Handbook may be amended at any time at the discretion of UNOH. It does not constitute a contract.*



# **General Information**



# 2022-2023 Calendars

<b>COLLEGE OF APPLIED TECHNOLOGIES</b>		
<b>2022</b>		
<b>Session</b>	<b>Session Begins</b>	<b>Session Ends</b>
August	August 22	September 29
October	October 3	November 10
November	November 14	December 22
<b>2023</b>		
<b>Session</b>	<b>Session Begins</b>	<b>Session Ends</b>
January	January 3	February 9
February	February 13	March 21
Break	March 23-28	
March	March 29	May 4
May	May 8	June 15
Break	June 19-23	
June	June 26	August 3
Break	August 7-18	
August	August 21	September 28
October	October 2	November 9
November	November 13	December 21

<b>COLLEGE OF BUSINESS</b>	
<b>Fall Quarter 2022: September 12, 2022 – November 23, 2022</b>	
Last Day to Drop Classes w/WP	October 9
Last Day of Classes*	November 18
Final Exams	November 21, 22, & 23
<b>Winter Quarter 2023: January 3, 2023 – March 15, 2023</b>	
Last Day to Drop Classes w/WP	January 29
Last Day of Classes*	March 10
Final Exams	March 13, 14, & 15
<b>Spring Quarter 2023: April 3, 2023 – June 14, 2023</b>	
Last Day to Drop Classes w/WP	April 30
Last Day of Classes*	June 9
Final Exams	June 12, 13, & 14
<b>Summer Quarter 2023: June 30, 2023 – August 25, 2023</b>	
Last Day to Drop Classes w/WP	July 30
Last Day of Classes*	August 23
Final Exams	August 24 & 25
<b>Fall Quarter 2023: September 11, 2023 – November 22, 2023</b>	
Last Day to Drop Classes w/WP	October 8
Last Day of Classes*	November 17
Final Exams	November 20, 21, & 22

\*All work for online classes due.



**SPECIAL DATES TO REMEMBER**  
**(All offices closed unless noted otherwise.)**

<b>2022</b>	
Labor Day	September 5
Columbus Day	October 10
Veterans' Day	November 11 (Fri)
Faculty In-Service	November 23
Thanksgiving	November 24 & 25
Holiday Closings	December 23, 26, & 30
<b>2023</b>	
Holiday Closing	January 2
Martin Luther King Day	January 16
Presidents' Day	February 20
Good Friday	April 7
Faculty/Staff Work Day Students Excused	April 10
Memorial Day	May 29
Graduation	June 11
Juneteenth	June 19
Independence Day	July 3 & 4
Labor Day	September 4
Columbus Day	October 9
Veterans' Day	November 10 (Fri)
Faculty In-Service	November 22
Thanksgiving	November 23 & 24
Holiday Closings	December 25 & 26





# Student Identification

All students are required to have a student identification card, which includes a picture and student number. Students will be asked to show their ID cards when using the Indoor Athletic Complex, borrowing equipment, getting discounts at participating businesses in the area, and when borrowing materials from the Library. Students are required to present their Student ID card for identification at any time upon request from any University personnel. If the student fails to comply with this policy, he/she will be subject to disciplinary action.



# Student Assistance & Grievance Procedure

The University of Northwestern Ohio attempts to resolve all student grievance and has both informal and formal processes for students to follow.

## Academic

Students are advised to talk with their instructors if they are having concerns with a class or with a grade. If the concern is with the instructor, students should contact the Dean of their college. Students who are taking online programs should contact Online Support for support and guidance. Students may appeal (in writing) the decision made by the Dean to the Vice President for Academic Affairs/Provost.

The formal Grade Appeal Process is located in the University Catalog.

## Non-Academic

Students who have concerns that are not classroom or grade related are encouraged to discuss their concerns with the appropriate department head. If students are unsure of the appropriate department head, they may contact any office manager for guidance.

Once all possible avenues for resolution are exhausted, University of Northwestern Ohio students who wish to file a formal complaint should follow the appropriate process for their state of residence below.

State of Residence	Link to State Processes
Ohio	<a href="https://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx">https://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx</a>
California	<a href="https://www.dca.ca.gov/consumers/complaints/oos_students.shtml">https://www.dca.ca.gov/consumers/complaints/oos_students.shtml</a>
All Other States	<a href="https://www.nc-sara.org/student-complaints">https://www.nc-sara.org/student-complaints</a>



## Change of Address

Students need to keep their local or permanent addresses and phone numbers current by contacting the Registrar's Office when any changes occur.



## Smoking

Smoking is permitted outside the buildings in designated areas only.



## Campus Quiet Hours

The University of Northwestern Ohio strives to offer a quiet and peaceful campus atmosphere at all times. The campus has a 12 a.m. quiet hour, which means *all outside activity must be moved inside* the dorm, and all noise must be held to a minimum. However, a University official and/or Safety Services Officer can ask any source of noise to be stopped or lowered in volume at any time of day or night. Possible sources of noise would include music, verbal, car sounds, etc.



## Check Cashing

Although the University does accept personal checks for payment of fees and books, the University cannot keep funds on hand to cash personal checks. For this reason, students should obtain an account at one of the local banks for the purpose of cashing checks and keeping money for personal expenses. An ATM machine is available outside the Student Services (200) Building for student use.



# Health Service

**The University of Northwestern Ohio does not carry medical insurance on students and does not require health insurance for admittance.** Medical expenses are the responsibility of the student. Many family policies include student coverage. It is important to check your policy to make sure that you have adequate coverage. If proof of student status is needed to be covered, please contact the Registrar's Office for the proper forms.

If minor medical attention is required, you may contact the Safety Services Office or a local physician. The Safety Services Officers are certified in First Aid and CPR and will contact emergency personnel if needed.



## • Student Medical Needs

The University recommends that each student and his/her parents discuss benefits of any vaccinations and immunizations with a personal healthcare provider.

Students should have the following information with them when going to a medical facility:

- Date of birth
- Social security number
- Any medical history (allergies, medications, etc.)
- Insurance card or copy of insurance card (if applicable)
- Money
  - For co-pay, if required by insurance carrier
  - If no co-pay, a point-of-service collection may be requested upon registration.

Students who are in need of medical attention can seek care nearby at the following locations:

<p><b>Mercy Health UNOH Family Medicine</b> 3224 Jarvis Drive</p> <p>Appointments are required. Phone: 419-996-5757</p>	<p><b>Location:</b> Within walking distance on the west end of the UNOH campus</p> <p>General physician's office where two doctors are on staff who can treat students with common ailments, administer flu shots, and become their medical home while enrolled at UNOH.</p>
<p><b>Mercy Health Westside Urgent Care</b> 2195 Allentown Road</p> <p>No appointment is needed. Phone: 419-227-2245</p>	<p><b>Location:</b> Less than a mile from campus</p> <p><b>Hours:</b> Monday – Saturday, 8 a.m. to 8 p.m. Sunday, 10 a.m. to 6 p.m.</p>

<p><b>Mercy Health St. Rita's Medical Center</b>  730 West Market Street</p> <p>Phone: 419-227-3361  Call-a-Nurse: 419-226-9000</p>	<p><b>Location:</b>  2.5 miles from campus</p> <p>Full-service hospital and emergency room if medical needs are serious.</p> <p>It also offers students a "Call-a-Nurse" service. At no charge, nurses will provide students with timely, accurate information on thousands of medical concerns, direct students to educational programs, make referrals to community services, and help students find a doctor that best fits their needs.</p> <p>St. Rita's Medical Center is a not-for-profit institution. They have many charity or discount programs due to this status. On the back of the billing statement from St. Rita's is an application for these programs. All patients are encouraged to apply regardless of whether they have insurance or not. Eligibility is based on income. Students need to complete the back of the statement and mail it in with their proof of income, if applicable. The application will be processed by St. Rita's financial counseling team. You will be notified by mail if you qualify for a charity program or not.</p>
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# UNOH<sup>®</sup>

UNIVERSITY OF NORTHWESTERN OHIO

## CAMPUS MAP



1. 100 Building
  - Admissions, Classrooms, Faculty Offices, New Student Services, Military Relations
2. 200 Building
  - Student Services, Cashier's Office, Career Services, Registrar's, Financial Aid, & Gymnasium
3. 300 Building
  - Automotive & Welding Classrooms/Shops, Auto Shop (Crown Lift Trucks)
4. 400 Building (Crown Lift Trucks Technology Center)
  - Agricultural and Diesel Classrooms/Shops
5. 500 Building
  - Classrooms, HVAC/R Transportation, & Air Conditioning and Refrigeration Classrooms/Shop
6. 600 Building
  - A. High Performance Motorsports Complex Classrooms/Shops
  - B. Dyno Building - DATE Program, Classrooms/Shops, 464-Hill, Skid Track, & Launch Pad
7. 700 Building
  - Ag Tractors Classroom/Shop
8. 800 Building (COPH Event Center)
9. 900 Building (Administration)
10. 1000 Building (Administration)
  - A. Safety Services & Housing
  - B. Student Mallroom
  - C. Administration Offices & Northwestern Travel
11. 1100 Building (Hunter Engineering Regional Training & Development Center)
  - Alternate Fuels & Steering and Suspension Classrooms/Shops
12. 1200 Building
  - Baseball & Tennis Athletic Building
13. 13000 Building (Student Commons)
  - Food, Science, and IT Classrooms, Food Court, Library, Counseling, Student Success Center, Advising Resource Center, and Testing Center
14. 1400 Building
  - Softball & Soccer Athletic Building & Locker Rooms
15. 1500 Building
  - Robotics Classrooms/Shops
16. Indoor Athletic Complex
17. Racers Station
  - Racers Cafe
18. Racers Cafe
19. Future Site: Racers Realm
  - UNOH Esports Center
20. 5k, 10k, 15k, 20k, 25k, 30k, 35k, 40k, 45k, 50k, 55k, 60k, 65k, 70k, 75k, 80k, 85k, 90k, 95k, 100k, 105k, 110k, 115k, 120k, 125k, 130k, 135k, 140k, 145k, 150k, 155k, 160k, 165k, 170k, 175k, 180k, 185k, 190k, 195k, 200k, 205k, 210k, 215k, 220k, 225k, 230k, 235k, 240k, 245k, 250k, 255k, 260k, 265k, 270k, 275k, 280k, 285k, 290k, 295k, 300k, 305k, 310k, 315k, 320k, 325k, 330k, 335k, 340k, 345k, 350k, 355k, 360k, 365k, 370k, 375k, 380k, 385k, 390k, 395k, 400k, 405k, 410k, 415k, 420k, 425k, 430k, 435k, 440k, 445k, 450k, 455k, 460k, 465k, 470k, 475k, 480k, 485k, 490k, 495k, 500k, 505k, 510k, 515k, 520k, 525k, 530k, 535k, 540k, 545k, 550k, 555k, 560k, 565k, 570k, 575k, 580k, 585k, 590k, 595k, 600k, 605k, 610k, 615k, 620k, 625k, 630k, 635k, 640k, 645k, 650k, 655k, 660k, 665k, 670k, 675k, 680k, 685k, 690k, 695k, 700k, 705k, 710k, 715k, 720k, 725k, 730k, 735k, 740k, 745k, 750k, 755k, 760k, 765k, 770k, 775k, 780k, 785k, 790k, 795k, 800k, 805k, 810k, 815k, 820k, 825k, 830k, 835k, 840k, 845k, 850k, 855k, 860k, 865k, 870k, 875k, 880k, 885k, 890k, 895k, 900k, 905k, 910k, 915k, 920k, 925k, 930k, 935k, 940k, 945k, 950k, 955k, 960k, 965k, 970k, 975k, 980k, 985k, 990k, 995k, 1000k
21. Callishonics Park
22. Northwestern Park Dorms
23. Volleyball Courts
24. Callishonics Park
25. Barnes & Noble @ UNOH
  - Barnes & Noble Cafe - Featuring Coffé-Amor products
26. CDL Practice Lot
27. Racers Village Suites
28. Basketball Court
29. Tennis Courts
30. Varsity Baseball Field
31. Field of Dreams
32. Varsity Soccer Field
33. Varsity Softball Field
34. UNOH Maintenance/Plant Department
35. 565 Volvo Motorsports Racing Complex
  - Athletic Motorsports Team Building with meeting rooms and shop
36. Mercy Health - UNOH Family Medicine
37. Ohio State Beauty Academy


**WI-FI AVAILABLE IN ALL ACADEMIC BUILDINGS AND DESIGNATED PARKING LOTS**  
**INTERACTIVE MAP AVAILABLE AT MAP.UNOH.EDU**

The logo features a central white shield with a grey border, set against a dark background with grey swirling patterns. A red vertical bar is positioned behind the shield, extending to the top and bottom edges of the frame.

**University  
Support  
Services**

# Financial Aid

## Location

200 Building

## Hours of Operation

- Monday through Friday - 7:30 a.m. to 5:00 p.m.
- The first week of each term, Monday and Wednesday - 7:30 a.m. to 7:00 p.m.

## Contact Information

Phone: 419-998-8890

Website: [www.unoh.edu/academics/financialaid/index](http://www.unoh.edu/academics/financialaid/index)

The Financial Aid Office can provide you with assistance in:

- Completing and filing the Free Application for Federal Student Aid form (FAFSA)
- Applying for federal and private loans
- Researching and applying for scholarships
- Applying for VA benefits
- Any financial aid concerns and questions you may have



# Career Services

## Location

200 Building

## Hours of Operation

- Monday through Friday - 7:30 a.m. to 4:30 p.m.
- The first week of each term, Monday and Wednesday - 10:00 a.m. to 7:00 p.m.

## Contact Information

Jacob Hixenbaugh, Director of Career Services

Phone: 419-998-3266

Career Services can assist with the following:

- Employment Opportunities (Full-Time and Part-Time)
- Resume/Cover Letter Writing
- Career Fairs
- Career Success Seminars





- Career Planning
- Interviewing Techniques
- Job Search Strategies
- Mock Interview Service

## Racer Careers

To get started searching through possible opportunities, upload your resume, and apply for positions, log onto <http://RacerCareers.unoh.edu> to register for 24/7 assistance.

## Ohio Means Jobs

UNOH Career Services has partnered with Ohio Means Jobs – Allen County to enhance the employment and training resources for UNOH students and alumni. The collaboration is designed to connect college students with their ideal internship, work experience, or future career upon graduation by utilizing Ohio Means Jobs’ connections in the business community. For more information about this partnership and to see current employment postings, visit <https://ohiomeansjobs-allen-county.com/unoh-career-services/>.

# Advising Resource Center

## Location

Student Commons (13000 Building) – Room 13111

## Hours of Operation

- Monday, Tuesday, Thursday, & Friday - 8:00 a.m. to 5:00 p.m.
- Wednesday - Closed

## Contact Information

Phone: 419-998-3146

Email: [advisor@unoh.edu](mailto:advisor@unoh.edu)



The Advising Resource Center is available to help students in the Colleges of Business, Health Professions, and Occupational Professions in the following areas:

- Assistance in using Student Planning and long-term plans
- Computers to use for Student Planning
- Answers about program’s requirements and elective courses
- A meeting place for faculty advisors with their advisees
- Advising for program changes or adding a program
- Assistance with academic appeal letters
- Registration assistance for students on academic hold
- Assistance with Request for Graduation Forms
- Assistance for students being reinstated to UNOH after a period of non-attendance (after completing the reinstatement process with the Registrar's Office)

# Registrar's Office

## Location

200 Building



## Hours of Operation

- Monday through Friday - 7:30 a.m. to 5:00 p.m.
- The first week of each term, Monday and Wednesday - 7:30 a.m. to 7:00 p.m.

## Contact Information

Email: [advisor@unoh.edu](mailto:advisor@unoh.edu)

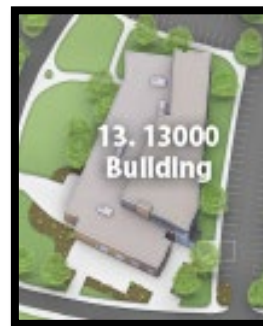
The Registrar's Office is available to help students in the Colleges of Business, Health Professions, and Occupational Professions in the following areas:

- Dropping courses for a quarter in progress
- High school transcripts or GED certificates
- Incoming transfer credits or transcript status
- Proficiency tests, Placement testing, credit from ACT/SAT scores, or AP Test credit
- College Credit Plus (CCP) registration for high school students
- Articulation credit from high school or vocational school courses
- Taking a quarter off or withdrawing from the University
- Address changes or phone number changes
- Enrollment verification for insurance or other purposes
- Questions about GPA and academic standing

# Testing Center

## Location:

Student Commons - 13000 Building, Room 13110



## Hours of Operation:

- Monday & Wednesday – 10 a.m. to 7 p.m.
- Tuesday & Thursday – 8 a.m. to 5 p.m.
- Friday – 10 a.m. to 2 p.m.
- Saturday – For ASE Tests – By Appointment Only
- Finals Week – Hours may be added based on student need.

## Contact Information:

Phone: 419-998-8879

All University students whose circumstances require a proctored test in the Testing Center should arrive prepared to take their test.

- Reservations are required for any test requiring the use of a computer.
- A reservation is not needed for paper-based tests that do not require a computer.
- Students may check testing hours, or reserve a computer online via the myUNOH portal.
- A photo ID is required to take a test.

## Rules of Etiquette for the Testing Center:

- Use pleasant and respectful verbal language and body language. Use of derogatory language and/or threatening body language will not be tolerated and could jeopardize your ability to test on campus.
- Be on time. When you have a scheduled test time, it is important to be on time since there are other appointments after you. Failure to show up on time could lead to your appointment being cancelled to accommodate other students who have the right to start their tests at the times they are scheduled.
- You are not the only one. Typically there are a number of students in the Testing Center at one time. It is important to remember that you must be patient with staff as we work to get everyone situated. Likewise, it is important to follow the cell phone and electronic device policies in place. This help to ensure an appropriate testing environment for all learners.

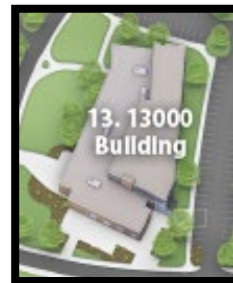
# Counseling Center

## Location:

Student Commons (13000) Building

## Contact Information:

Dr. Jaclyn Jarvis, Director of the Counseling Center  
419-998-8456 / [jjarvis2@unoh.edu](mailto:jjarvis2@unoh.edu)



The Counseling Center is dedicated to the personal, social, and academic development of all UNOH students. The Center provides counseling services within a safe, supportive, and confidential environment and strives to empower students to develop the awareness, values, and skills they will need to meet future challenges and lead meaningful lives.

The primary focus of the Counseling Center is to provide the highest quality individual and group counseling to students struggling with problems common to a college population. It serves as an assessment and referral source for students with more serious and chronic psychological difficulties.

The Counseling Center provides the following services:

- Individual, couples, and group counseling
- Crisis assistance
- Consultation services
- Outreach development and programming
- Community-based counseling and/or psychiatric referrals

### Student Assistance Program (SAP)

The UNOH Counseling Center has a partnership with ProMedica that offers short-term counseling to all UNOH students, both on campus (13000 Student Commons Building) and by telephone or virtually. SAP is a confidential counseling service that provides additional mental health resources to all UNOH students. These services are provided at no charge by licensed, master-level clinicians and chemical dependency counselors. To schedule an appointment or for further information, students can either contact SAP directly by calling 1-866-327-3759, or students can contact the UNOH Counseling Center by phone 419-998-8456 or email [jjarvis2@unoh.edu](mailto:jjarvis2@unoh.edu).

# Student Success Department

### Location:

Student Commons (13000) Building

### Hours of Operation:

- Monday through Friday - 7:30 a.m. to 5:00 p.m.
- The first week of each term, Monday and Wednesday - 7:30 a.m. to 7:00 p.m.

### Computer Lab Hours:

- Monday – Thursday, 7:30 a.m. to 10:00 p.m.
- Friday, 7:30 a.m. to 4:30 p.m.
- Saturday, 10:00 a.m. to 2:00 p.m.
- Sunday, 5:00 p.m. to 9:00 p.m.



### Contact Information:

Director of Student Success & Accessibility	Jason Wagner: 419-998-8823 or <a href="mailto:jwagner1@unoh.edu">jwagner1@unoh.edu</a>
Student Success Coach	Sophia Depalma: 419-998-8404 or <a href="mailto:sdepalma@unoh.edu">sdepalma@unoh.edu</a> Bob Elsass: 419-998-8830 or <a href="mailto:relsass@unoh.edu">relsass@unoh.edu</a>
Tutoring Specialist	Angela Osmon: 419-998-8439 or <a href="mailto:tutoring@unoh.edu">tutoring@unoh.edu</a>
International Student Advisor	Natalie Ginter: 419-998-8497 or <a href="mailto:npginter@unoh.edu">npginter@unoh.edu</a>

The Student Success Department strives to increase and enhance academic and social services designed to support current and prospective students by providing assistance through:

- Academic probation and attendance counseling
- Individual study skills, time management, and test anxiety services
- Disability accommodations and services
- Tutoring services
- General information and referral services

The Student Success Center provides individualized assistance for students in math, college reading skills, writing, English, and study skills. Students who have accommodations should see the Student Success Department staff. To receive extra assistance, students should provide current documentation to the Director of Student Success and make contact upon arrival at UNOH. It is the student’s responsibility to contact the Director to ensure the extra help is in place. This service is provided at no charge.

The Center has tutors on site to assist with courses offered in specific programs. The schedule for these tutors can be found around campus and in student email. There is no charge for drop-in tutoring. The lab can also arrange for peer tutoring for basic and advanced courses at a minimal fee. The University pays half of the peer tutoring cost. Contact the Student Success Department staff if a tutor is needed or if you are interested in becoming a peer tutor. To qualify as a tutor, students must have previously taken the class, earned a B or higher, and be in good academic standing.

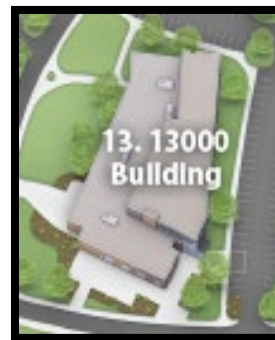
## Library

### Location:

Student Commons (13000) Building, 2<sup>nd</sup> floor

### Hours of Operation:

- Monday – Thursday, 7:30 a.m. to 10:00 p.m.
- Friday, 7:30 a.m. to 4:30 p.m.
- Sunday, 5:00 p.m. to 10:00 p.m.



With ample computers, quiet and group study rooms, 43,000+ materials, and issuable laptops, the Mueller Library can easily accommodate all study habits. Hand-selected materials focus on UNOH’s curriculum and research needs. The collection of databases offers unparalleled access to over 98,000 journals and magazines. The Library provides access to more than 350,000 e-books and thousands of streaming videos. As a member of the OhioLINK consortium, students also have access to over 50 million materials found in academic libraries across the State of Ohio.

Library staff provide individualized research assistance for students’ projects and papers. Appointments for research assistance may be made with the Library Director.

The Library collection includes materials for leisure pursuits in addition to research. Board and yard games may be checked out, as well as movies and movie projectors. Graphic novels and fiction materials are available for recreational reading. The Library also circulates digital cameras, VR goggles, a telescope, and sports equipment, such as basketballs and baseballs. The Library also houses a Tool Shed collection, where students can check out diagnostic scan tools, impact and torque wrenches, tap and die sets, and much more.

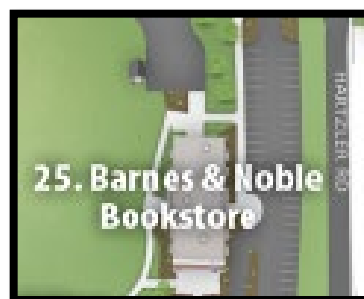
## Barnes & Noble

### **Location:**

Beside the Student Commons Building

### **Hours of Operation:**

- Monday – Thursday, from 7:00 a.m. to 7:00 p.m.
- Friday, from 7:00 a.m. to 5:00 p.m.
- Saturday, from 11:00 a.m. to 4:00 p.m.



### **Contact Information**

Website: [unoh.bncollege.com](http://unoh.bncollege.com)

419-998-3130 / [bookstore@unoh.edu](mailto:bookstore@unoh.edu)

Follow Barnes & Noble at [Facebook.com/UNOHBookstore](https://www.facebook.com/UNOHBookstore) and [Twitter.com/bncnews](https://twitter.com/bncnews)

All of your campus needs can be found at Barnes & Noble at UNOH:

- Textbooks – Rentals, Used, and New
- School supplies
- Backpacks
- Apparel
- Gifts
- General Reading – Books & Magazines

Purchases can be made using the following:

- Cash
- Check
- Visa/Mastercard/Discover/American Express
- Barnes & Noble Gift Cards
- Student Financial Aid

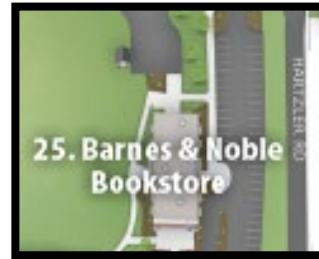
## Coffé Amor

### Location:

Inside Barnes & Noble Bookstore

### Drive-Thru Hours of Operation:

- Monday – Friday, from 7:00 a.m. to 1:00 p.m.



Coffé Amor, a locally owned and operated roastery and coffee shop, serves coffee, tea, and frozen drinks as well as house-made goods.

## Restaurants & Meal Plans

### • UNOH Meal Plans

### Contact Information to Purchase Meal Plans:

Cashier's Office – 419-998-3156

The University offers three types of meal plans for all enrolled students. Meal plans can be used at the UNOH Food Court, Pit Stop, Racers Café, or Lock Sixteen Steakhouse. There are one-, two-, and three-meal per day options. Each meal swipe must be used by the end of the session or quarter, depending on the student's college and program. Once enrolled in a Meal Plan Program, the student's account will be billed each term until the University receives written notification to cancel or change the plan or the student stops attending.

For snacks or extra meals, Racer Bucks can be added to any student ID card or meal plan. One Racer Buck is equivalent to \$1. Racer Bucks can be added with cash, check, or credit card at any of the food service locations or by calling the Food Court at 419-998-3129. For information on how to purchase UNOH Meal Plans, please contact the Cashier's Office at 419-998-3156.

## • Student Commons Food Court

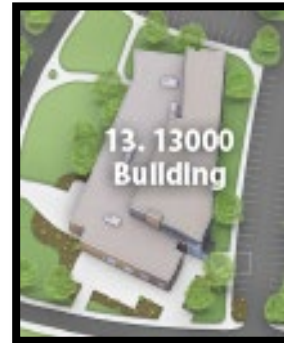
### Location:

Main floor of the Student Commons Building, which is located at the west end of campus

### Hours of Operation:

Open 7 days per week\*

- Monday – Thursday, from 6:00 a.m. to 10:00 p.m.
- Friday, from 6:00 a.m. to 8:00 p.m.
- Saturday and Sunday, from 11:00 a.m. to 8:00 p.m.



\*Hours subject to change.

The Food Court features full-service and made-to-order meals at a variety of stations. It offers pizza, paninis, soups, a salad bar, sub-station, hot and cold sandwiches, grill station, and home-cooked meals, along with orders to go.

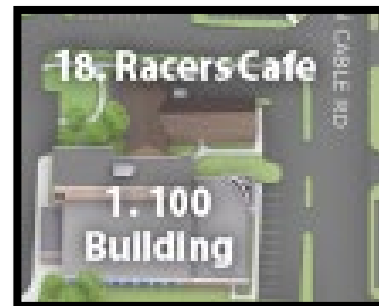
## • Racers Cafe

### Location

North of the 100 Building

### Hours of Operation\*

- Monday – Thursday, from 7:00 a.m. to 2:00 p.m.
- Friday, from 7:00 a.m. to 1:00 p.m.
- May be closed during quarter breaks



\*Hours subject to change during Spring and Summer.

### Contact Information for Carry-Out Orders

Phone: 419-998-3129

The Racers Café features express service dining perfect for between-class snacks and lunches. Items served at the Café include sandwiches, pizza, fries, and delivery to on-campus housing. The Racers Café serves breakfast and lunch. Carry-out orders are also available.



## • The Pit Stop

### Location

300 Building Student Lounge

### Hours of Operation\*

- Monday – Thursday, from 7:00 a.m. to 10:00 p.m.
- Closed during session breaks



\*Hours subject to change during Spring and Summer.

The Pit Stop features a limited menu of pizza, garlic bakes, and sandwiches. It serves breakfast, lunch, and dinner.

## • Lock Sixteen Steak House

### Location

2530 North Eastown Road, northwest of campus

### Hours of Operation

- Monday, closed
- Tuesday – Thursday, from 11:00 a.m. to 10:00 p.m.
- Friday and Saturday, from 11:00 a.m. to 11:00 p.m.
- Sunday, from 11:00 a.m. to 9:00 p.m.

Students on the UNOH Meal Plan can also use meal swipes at Lock Sixteen Steakhouse, a full-service restaurant open to the public. Before ordering, students must indicate they are using their UNOH Meal Plan to the server.

# Plant Department

## Location

West of Campus at 1600 Eastown Road



The Plant Department, also known as Maintenance, has an employee on call for emergencies 24 hours a day, 7 days a week. For non-emergency dorm repairs, students can submit an online repair request by going to the portal ([my.unoh.edu](http://my.unoh.edu)). Under the menu, select Student Resources and click on Dorm Maintenance. Students should only contact the Safety Services Department to activate an emergency call.

*The University of Northwestern Ohio cannot provide insurance for personal belongings.* Insurance for these items in case they are damaged by acts of nature, such as floods, tornadoes, fire, or theft, is the student's responsibility. Students should purchase renter's insurance to cover damage to personal belongings.


Residents are responsible to pay for any damage to the dorm. Please report any damage to the Housing Office. Do not attempt to repair any damages and/or maintenance problems yourself. Any damage found shall be charged equally to all students residing in that dorm/suite. Residents are responsible for any damage caused by their visitors. For the dorm damage charge amounts, see the Schedule of Fines section.

## Electrical Outlets for Diesel Trucks

The University has a designated parking area with electrical outlets for diesel trucks at the end of College Park 28 along the fence and at the northeast end of the Racers Village north parking lot, and at the southwest corner of F-Lot. These spaces are provided on a first-come, first-serve basis. Extension cords from the dormitories are NOT permitted.

## Snow Removal of Dorm Parking Lots

During the winter season, all vehicles in these areas must be parked away from the curbs and sidewalks for ease of snow removal. The Maintenance Department may need to evacuate all vehicles from the dorms to clear the parking lots of snow to designated locations on campus. When possible, students will be notified in advance by memos in the mailboxes, email, in-class memos, and vehicle postings. Any vehicle not moved will be subject to being towed at the owner's expense. All vehicles will be allowed to return to the dorms after all plowing equipment has left the area.



# **Student Activities**



# Student Activities

Everyone at UNOH wants students to succeed both in and out of the classroom. We want students to be social, make friends, and have a blast!

A huge annual event for students is Welcome Week. Welcome Week is a week in September full of events, games, concerts, car shows, outdoor movies, free food, and cash prizes. Everything is designed to help students meet new friends on campus and have a good time while doing it. The highlight of Welcome Week is concert night where students rock out to popular local and regional bands.

Campus events occur all year, such as:

- Mud volleyball tournaments
- Oktoberfest
- Dorm block parties
- Student truck pulls
- And so much more!

UNOH also has intramural sports leagues, including co-ed sand volleyball, basketball, soccer, dodgeball, and kickball.

## Activity Information Locations:

- Campus Event Boards – Located all around campus—one is located either in or on most campus buildings
- UNOH Email – Check your email daily. Campus Events will always email students when there are activities going on.
- MyUNOH Portal—Campus Events Calendar
  - **Student and Intramural Events – Orange**
  - **Athletic Events – Red**
  - **Club Meetings – Blue**
  - **Academic Events – Grey**
- Like UNOH on Facebook and follow UNOH on Twitter, Instagram, and YouTube

## • Racers Station

### Location:

1365 North Cable Road, south of the Robotics (1500) Building

### Hours of Operation:

- Monday – Thursday: 1 p.m. to 11 p.m.
- Friday – Sunday: 4 p.m. to 11 p.m.



Racers Station is a great place to hang out if you need a break from studying or just want to get out of the dorm. Racers Station has free wireless internet, laptop computers, and a printer for students to use during their visit. This facility features multiple large-screen TVs, a study station, three pool tables, a ping pong table, and shuffleboard table. It also has an indoor/outdoor patio with outdoor seating, fire pits, and a large outdoor drive-in movie screen. The Station has a concession style bar where hot dogs, hot pockets, candy, popcorn, energy drinks, and other items are sold.

## • Indoor Athletic Complex

### Location:

Cable Road, across from Racers Station



### Hours of Operation:

All hours of operation are posted in their respective areas. **A valid student ID card is required to use the facility.**

This 55,000 square foot facility is open to all current UNOH students and includes a running track; full line of over 40 strength conditioning stations; 1 to 125 lb. free weight dumbbell sets; over 40 pieces of cardio equipment; a virtual fitness room; rock climbing wall; and student locker and shower rooms. For the collegiate athletic teams, there is an indoor practice soccer field, virtual golf range, and infield with pitching area for the University's baseball and softball teams. There is also the opportunity to be involved in intramural activities in the various turfed fields.

## • Student Organizations

Below is a list of the student organizations on campus. For more details about each organization as well as contact information, please see the Student Affairs section in the UNOH Catalog.

- Adventure Club
- AGCO Advantage Internship Program
- American Marketing Association (AMA)
- Autocross Club

- Business Professionals of America (BPA)
- Diesel Club
- Drag Club
- Health Careers Club
- Motorsports Team
- National Truck Equipment Association (NTEA) Intern Program
- Off-Road Club
- Race Club: Automobile Racing Club of America (ARCA) and Over-the-Wall Club
- SEMA Intern Program
- Student Veterans of America
- Technical Support Team (Limaland Motorsports Park)
- UNOH FFA Chapter
- UNOH Rotaract

## • Local Activities

<b>Racing</b>	<p>Limaland Motorsports Park</p> <ul style="list-style-type: none"> <li>• Current UNOH students will be granted admission into the spectator side grandstand area <b>FREE</b> of charge for race events. <b><i>Students must show their valid student identification for free admission.</i></b></li> </ul>
<b>Movies</b>	<p>Regal Cinemas—Stadium 12          2830 West Elm Street          419-999-9122  <a href="https://www.fandango.com">https://www.fandango.com</a></p>
<b>Billiards, Bowling</b>	<p>Westgate Lanes          721 North Cable Road          419-227-7231</p>
<b>Roller Skating</b>	<p>Edgewood Skate Arena          2170 Edgewood Drive          419-331-3326</p>
<b>Fishing</b> **Ohio Fishing License Required	<p>Bresler Reservoir          Ferguson Lake          Lima Lake/Ottawa Metro Park          Lost Creek Reservoir          Metzger Lake          Williams Reservoir</p>



## • UNOH Alumni

### Contact Information:

419-998-3266


Email – [alumni@unoh.edu](mailto:alumni@unoh.edu)

One of the greatest assets of any university is loyal and informed alumni. Therefore, the Alumni Association exists as a bridge to connect alumni, faculty, staff, and students together and keep alumni informed about the University. Alumni support important programs and scholarships while having the opportunity to enjoy a number of special benefits and discounts. Graduates are encouraged to network with the Alumni Association by registering with the UNOH Alumni Association online at [www.unoh.edu/Alumni](http://www.unoh.edu/Alumni). UNOH alumni are entitled to a variety of discounts and benefits, such as special mortgage and loan rates from Rocket Mortgage®.

With today's technology, it is easy for alumni to be informed. One way is with the quarterly digital Alumni Newsletter that is emailed to alumni or can be downloaded from the website. The newsletter contains various articles, all with UNOH alumni in mind, from spotlighting successful alumni to covering new campus additions. Find us on Facebook at <http://www.facebook.com/UNOHAlumni> or follow us on our blog to know what is going on around campus. Find out more information about the UNOH Alumni Association by visiting [www.unoh.edu/Alumni](http://www.unoh.edu/Alumni).

The Alumni Association can be reached by email at [alumni@unoh.edu](mailto:alumni@unoh.edu), by phone at 419-998-3266 or by mail at the University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. Please contact us with any questions or to arrange a tour or speaker for you and any organization that would benefit from hearing about the University.

Whether you are across the street, across the country, or across the world, there are many ways to remain involved as alumni with the University of Northwestern Ohio.



**Communication  
&  
Technology**





## Important University Phone Numbers

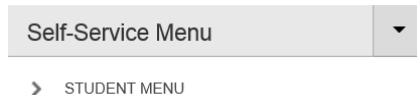
Area Code for All Numbers: 419

998-3140	University Services
998-3120	Admissions – Front Desk
998-3160	College of Applied Technologies – Front Desk
998-3100	Colleges of Business, Health Professions, & Occupational Professions – Front Desk
998-3150	Cashier's Office
998-8890	Financial Aid
998-8456	Counseling Center
998-8439	Tutoring Services
998-3146	Academic Advisor
	<u>Registrar's Office</u>
998-8884	College of Applied Technologies
998-3148	Colleges of Business, Health Professions, & Occupational Professions
998-8440	Student Success Coaches (13000 Building Front Desk)
998-3167	Safety Services
998-3170	Housing
998-3236	Maintenance
998-3266	Career Services
998-3130	Bookstore (Barnes & Noble)
998-3131	Library
998-3129	Food Court
998-3299	Racers Café
998-3117	Student Activities
998-6328	Administration Building – Front Desk
998-9689	Weather Hotline

# MyUNOH Portal

The MyUNOH Portal provides students with anywhere, anytime access to their online student records. Students can view schedules, access grades and unofficial transcripts, schedule for classes, pay tuition and fees, set up bank information for direct deposit of refunds, and a variety of other services. To access MyUNOH, go to <https://my.unoh.edu> and follow the instructions below.

- When prompted, enter UNOH username and password. If you have trouble logging into MyUNOH, please go to <http://support.unoh.edu> to reset your password.
- The Quick Links section provides a list of many of the University's most popular online services.
- The Self-Service Menu section lists additional online services to help students manage their accounts.



- If additional help is needed, click on the "Help & Guidance" link located in the Menu button in the upper left for support resources.



# Racer Alerts

Racer Alerts is an emergency notification system that uses text messaging and email services to notify students quickly in the event of an emergency on campus. It is also used to notify students of campus closings due to severe weather conditions as well as NOAA-issued tornado warnings for Allen County, Ohio (optional).

## How do I register?

Students are automatically registered with their UNOH email address and cell phone on file with the Registrar's Office. To register additional email addresses or phone numbers, log into the UNOH portal at <http://my.unoh.edu>. Under Quick Links, click on *Racer Alerts* under **Communications**.

In the event of an emergency, a text message will be sent to your mobile number and/or email address registered with the system. When this message is received, save the number in your phone as "UNOH Racer Alerts" so you will know when the University is contacting you.

## What type of alerts will I receive?

You will only receive emergency notifications and campus closings issued by UNOH. If you choose, you may also receive weather advisories (such as tornado warnings).

**Does Racer Alerts cost anything to use?**

There is no cost for an individual who has registered for the alerts; however, your cell phone carrier might charge you to receive text messages, so please check your plan.

**Will all cell phone carriers deliver UNOH alert messages?**

Yes.

**Will I receive ads or SPAM on my phone?**

No.

**Can I register my parents or other family members to receive alerts?**

Yes. You can register up to two cell phone numbers.

**I don't use text messages. Can I receive alerts by e-mail?**

Yes. Alerts can be sent to your UNOH e-mail account and to another account of your choosing.

**Who do I contact if I have any further questions?**

Safety Services, 419-998-3167.

A dark red horizontal banner with a white circle on the left side, containing the text "University Delays & Cancellations" in white. The banner has a slight 3D effect with a shadow on the right side.

## University Delays & Cancellations

When conditions warrant, the University of Northwestern Ohio may delay or cancel classes. The University attempts to publish any delay or cancellation announcements by 6:30 a.m. for day classes, by 4 p.m. for evening classes, and by 9 p.m. for College of Applied Technologies' early morning classes. For announcements, register for Racer Alerts, check Campus Status on the UNOH website, or call the voice mailbox, 419-998-9689.

The following class schedule will be used in the event of a two-hour delay:

College of Applied Technologies

Morning session classes will begin at 10 a.m. For general education classes, students report to their first scheduled class at 10 a.m.; classes will then run half of the scheduled time.

Colleges of Business, Health Professions, and Occupational Professions

Section 1 (normal 8:00 a.m. class) starts at 10:00 a.m. and ends at 11:00 a.m.

Section 2 (normal 9:45 a.m. class) starts at 11:15 a.m. and ends at 12:15 p.m.

Section 3 (normal 11:30 a.m. class) starts at 12:30 p.m. and ends at 1:30 p.m.

Section 4 (normal 1:15 p.m. class) starts at 1:45 p.m. and ends at 2:45 p.m.

Please do not call the University directly. If classes are in session but you cannot make it in, students should email their instructors.



## Computer Labs

To aid students in course work, computer labs are available for student use on the UNOH campus. These labs are equipped with personal computers and printers along with selected software that are installed for student use. The computers also give the students access to the Internet and its resources. All UNOH campus computer usage is subject to the Technology Usage & Ethics Policy, which is available for review on the UNOH website. Computer Lab Assistants may request students to present their student ID upon arrival to the lab.

<b>Cyber Center</b> Location: 100 Building	<ul style="list-style-type: none"> <li>• Lab has 12 computers</li> <li>• Homework assignments only</li> </ul> <b>Hours:</b> Monday – Friday, 7:30 a.m. to 5:00 p.m.
<b>Student Success Center</b> Location: Student Commons Building (13000 Building)	<ul style="list-style-type: none"> <li>• Lab has 30 computers</li> </ul> <b>Hours:</b> Monday – Thursday, 7:30 a.m. to 10:00 p.m. Friday, 7:30 a.m. to 4:30 p.m. Saturday, 10:00 a.m. to 2:00 p.m. Sunday, 5:00 p.m. to 9:00 p.m.
<b>Library</b> Location: Student Commons Building (13000 Building)	<ul style="list-style-type: none"> <li>• Has 34 computers and 10 laptops</li> <li>• See Library for hours of operation, which includes weekends</li> </ul>
<b>Racers Station</b>	<ul style="list-style-type: none"> <li>• Has 4 laptops with wireless access</li> <li>• See Racers Station for hours of operation</li> </ul>



## Wireless Internet Access

The University provides wireless Internet access (Wi-Fi) in many areas for enrolled students. Wireless access is available throughout the academic buildings, including Buildings 100-600, Dyno Building, 1000 Building, 1100 Building, 1400 Building, 13000 Building (Student Commons), Indoor Athletic Complex, and Racers Station. Instructions for its use are posted on the portal (<http://my.unoh.edu>) under the “Support” link within the Menu button. Click on the “How to Connect to UNOH’s Wireless Network” link.



## Media Consent

Each student consents to being digitally recorded or photographed on campus for the promotion and/or advertisement of UNOH or any of its activities. Each student grants the University of Northwestern Ohio the right to use, reproduce, display, perform, adapt, modify, distribute, have distributed, and promote the content in any form, anywhere, and for any purpose.

All digital and written material shall be deemed, and shall remain, UNOH property. No material shall be subject to any obligation of confidence on its part, and the University shall not be liable for any use or disclosure of any material. Without limitation of the foregoing, UNOH shall exclusively own all now-known or hereafter existing rights to the materials of every kind and nature throughout the universe and shall be entitled to unrestricted use of the materials for any purpose whatsoever, commercial or otherwise, without compensation to the provider of the materials.



## User Account Information

All UNOH user accounts, including your UNOH Office 365 email account, will expire and be removed from UNOH systems 365 days from the last day of the final term you attended the University. This extended access period grants students continued communication with the Registrar's Office, Career Services, Alumni Services, and other UNOH events. After leaving UNOH, alumni and students not planning on returning to UNOH should begin transitioning back to their personal email accounts prior to the deletion of their UNOH accounts.



# **Conduct Compliance Policies**



## Title IX

UNOH maintains a policy of zero tolerance for sexual misconduct regardless of the gender, sex, sexual orientation, gender identity, results of genetic testing, race, color, marital status, ethnicity, religion, creed, ancestry, national origin, disability, age, veteran status, service in the military, or other characteristic protected by applicable federal, state, or local laws, of the individuals engaging in sexual activity or other conduct addressed in this Policy. Zero tolerance means the University will respond to all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this Policy. The University's response is intended to end harassing or discriminatory conduct, prevent its recurrence, and remedy the effects on the complainant and the community to the extent possible.

Individuals who feel that there has been a Title IX violation and wish to file a report or claim can do so by emailing [titleix@unoh.edu](mailto:titleix@unoh.edu).

The UNOH Harassment, Discrimination, and Sexual Misconduct Policy can be found by visiting <https://www.unoh.edu/title-ix/sexual-harassment-policy.html>.

### **Title IX Coordinator for Students:**

Danielle McClure, MRC, LPC

Director of Assessment & Institutional Effectiveness

(419) 998-3157

[titleix@unoh.edu](mailto:titleix@unoh.edu)

Office is located on the first floor of the 13000 building.

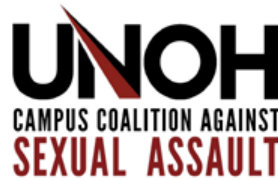


## • Amnesty Policy

The health and safety of every student at the University of Northwestern Ohio (the University or UNOH) is of utmost importance and encourages the reporting of *Student Code of Conduct* and Title IX violations and crimes. UNOH recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to, domestic violence, dating violence, stalking, or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The University strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institutional officials even if the conduct occurs off campus.

A bystander or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to UNOH officials or law enforcement will not be subject to the University's *Student Code of Conduct* action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of said domestic violence, dating violence, stalking, or sexual assault. Please note that amnesty applies only to the personal use of alcohol or drugs and does not extend to other potential violations of the *Student Code of Conduct* that may have been committed, even if the

student may have been under the influence of drugs or alcohol at the time the alleged violations were committed.



**A SEXUAL ASSAULT HAS BEEN REPORTED TO A UNOH FACULTY MEMBER, STAFF MEMBER OR STUDENT. OPTIONS FOR SURVIVOR RESOURCES:**



All UNOH contacts, indicated by grey shading, can assist in exploring the judicial and criminal processes as well as campus-based support services.

**ADDITIONAL RESOURCES**

**ST. RITA'S MEDICAL CENTER EMERGENCY DEPARTMENT**  
 Within 72 hours of the assault a Physical Evidence Recovery Kit (PERK) can be performed.  
 The following people will be called: Sexual Assault Nurse Examiner (SANE Nurse), Lima Police Department Investigator, Advocate from the Crime Victim Services.

If you are a university employee, also check with these resources:

**OFFICE OF TITLE IX**  
 Geri Morris • (419) 998-3106 • [www.unoh.edu/title-ix](http://www.unoh.edu/title-ix)

**Equal Education Opportunity & Anti-Harassment Policy**

The University provides equal educational opportunities (EEO) to all applicants for admissions and students without regard to race, color, religion, sex, national origin, age, gender, disability, or status as a Vietnam-era or special disabled veteran, in accordance with applicable local, state, and federal laws.

The University is committed to providing an educational environment which offers all students the opportunity for a quality education. To achieve this goal, every individual or group must be respected. Students share responsibility for exhibiting appropriate, polite, civil behavior that will allow every student to learn in a positive environment, both in and out of the classroom. The University is committed to a diverse student body and encourages students to broaden their knowledge and experience by learning from each other.



The University expressly prohibits any acts of racial, sexual, disability-based, or religious harassment; bullying or discrimination; and will do everything necessary to maintain a safe, harmonious campus environment.

### **What is harassment?**

Harassing conduct can take many forms. It includes – but is not limited to – the following:

1. Physical contact: unwelcome or unwanted physical contact, including unwelcome sexual conduct, such as touching or other physical advances; and
2. Verbal conduct:
  - a. Threats of physical contact or violence, including unwelcome advances or propositions;
  - b. Demeaning, insulting and intimidating statements;
  - c. Lewd comments, jokes dealing with sexual, racial, religious or other topics touching on personal characteristics
  - d. The use of disparaging words that put down groups or classes of people; and
  - e. Offensive personal references;
3. Electronic communications
  - a. Email, text messages, instant messages, telephone calls, Facebook or other on-line postings which constitute prohibited verbal conduct.
  - b. Creating a fake on-line posting in someone else's name.
4. Any other conduct directed at another student, or at faculty or staff, because of their race, sex, national origin, religion, disability, pregnancy, age, or veteran/military status.

### **Harassment is prohibited.**

Students are prohibited from engaging in harassing conduct directed at other students or at University faculty, staff, or campus visitors. In turn, every member of UNOH's faculty and staff are prohibited from engaging in harassing conduct toward students.

### **How to report harassment?**

Any student who believes he or she is experiencing harassment has a responsibility to report the situation as soon as possible.

### **Complaint Procedure:**

- Complaints should be reported to the Safety Services Office. Any serious and substantiated complaints will be forwarded to the Executive Director of Human Resources or the Human Resources Officer. Their offices are located in the Administration (1000) Building. You may contact the HR office in person, by telephone, or through email.
- The Executive Director of Human Resources will investigate the harassment report as quickly as possible. The Executive Director will keep complaints confidential, informing only those members of the faculty and staff with a need to know.
- The Executive Director will prepare a written summary of her investigation with a recommendation for disciplinary action, if any. She will share this information with the complaining party, as well as the accused, and with Safety Services.
- If a complaint against a student is found to be true, the student will be disciplined as provided in the Disciplinary Procedure Policy in this Handbook.

- If a complaint against a faculty or staff member is found to be true, that individual will be disciplined as provided in the Employee Handbook.
- Students should not be afraid to make complaints. However, false complaints made for vindictive or personal reasons will also be subject to discipline as provided in this Handbook.

### **Positive Conduct**

The harassment policy is designed not only to prohibit inappropriate conduct but to encourage positive conduct. Harassing conduct is often based on fear of someone who is different or on misguided or outdated stereotypes. Part of the purpose of college is to expand each student's understanding of other cultures and other ways to live. Take the opportunity you have here to learn about people who are different from you. You might be surprised at how much fun you have expanding your horizons.



## **Student Anti-Hazing Policy**

### **Policy Statement**

The University of Northwestern Ohio is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff, and visitors. In addition, the University of Northwestern Ohio is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. The University will not tolerate hazing activities by any individuals, groups, teams, or recognized student organizations. The University of Northwestern Ohio may enforce this policy through internal disciplinary procedures, external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy and the *Student Code of Conduct*.

### **Definition**

“Hazing” means committing any act of initiation, or pressuring or coercing another, including the victim, to do any act of initiation, that causes or substantially risks causing mental or physical harm to any person.

“Hazing” includes, but is not limited to:

- forced consumption of food, alcohol or other substances;
- threats of harm;
- actual physical harm (e.g., paddling, whipping, beating, branding), or other forced physical activities that would adversely affect the health or safety of the student;
- or any activity that would subject the student to extreme mental stress, such as sleep deprivation, exclusion from social contact, or any other forced conduct that would be demeaning or result in extreme embarrassment.

It is not a defense that the consent of the victim to participate was obtained, that the conduct or activity was not part of an official University organizational event or was not otherwise sanctioned or approved by the University organization, or that the conduct or activity was not done as a condition of membership to a University organization. Hazing is a violation of this Policy regardless whether the conduct occurs on-campus or off-campus.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

### **Sanctions**

Hazing poses substantial risks to the safety and well-being of individual students and the University community. Any act of hazing constitutes a violation of the *Student Code of Conduct* regardless whether the conduct occurs on-campus or off-campus. Every violation of the *Student Code of Conduct* will be evaluated on a case-by-case basis. See the Disciplinary Procedure section of this Handbook for more information, including a list of sanctions which may be imposed for a violation of this Policy. Sanctions imposed under this Policy do not diminish or replace the penalties available under generally applicable federal, state, and local laws.

### **Reporting**

To make a report of hazing, or to determine whether a proposed activity constitutes or will constitute hazing, contact the Safety Services Office at 419-998-3167. It is the policy of the University of Northwestern Ohio that any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests, and volunteers, having knowledge of or receiving information regarding any activity which may constitute hazing or a violation of this regulation **must contact** the UNOH Safety Services Office at 419-998-3167. Serious or substantiated complaints may be forwarded directly to Geri Morris, Executive Director of Human Resources, at 419-998-3106, or Chandra Braun, Human Resources Officer, at 419-998-8827. Both offices are located in the Administration (1000) Building. You may contact the HR office in person, by telephone, or through email.

### **Retaliation**

It shall be expressly prohibited for any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests, and volunteers, to retaliate against a person because that person has been a victim of hazing, reported hazing, refused to participate in hazing, assisted in the investigation of hazing, or participated in the prosecution of any alleged hazing.

Any person who has experienced retaliation for reporting any activity which may constitute hazing or a violation of this Policy shall have the right to file a retaliation complaint with the Safety Services Office, which can be reached by telephone at 419-998-3167, or with the Human Resources Office, which can be reached by telephone at 419-998-3106 or 419-998-8827.



# **Emergency Action Plan**

## **Policies & Procedures**



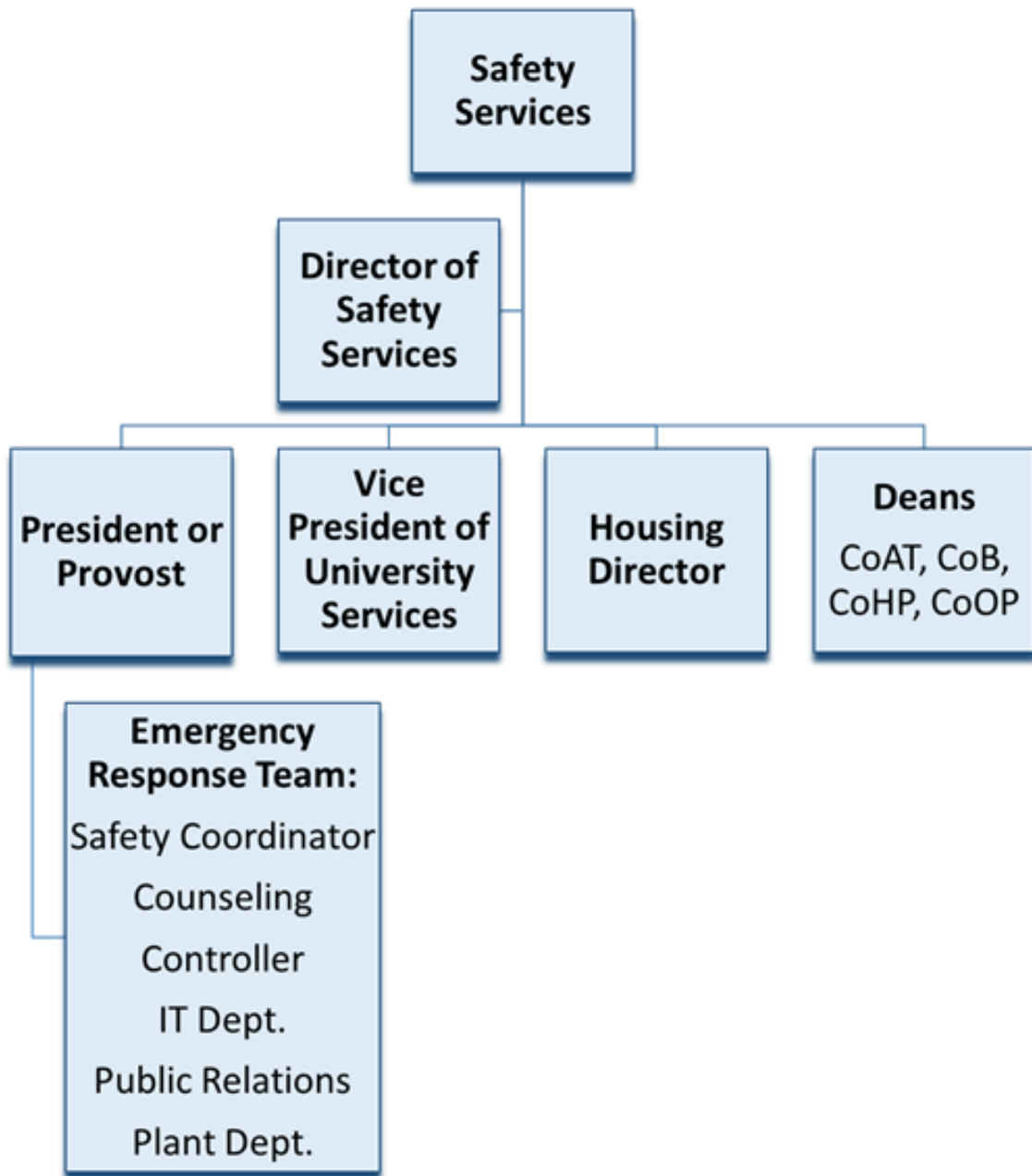
# Emergency Phone Numbers

911	Unconscious person or a life-threatening situation	9-1-1
Police	Lima Police Department Allen County Sheriff's Office American Township Ohio State Patrol	419-227-4444 419-227-3535 419-331-6788 419-228-2421
Rescue Squad	Lima Allen County Paramedics	419-224-4075
Fire Departments	Lima Fire Department American Township Fire Department	419-221-5151 419-339-2511
Hospitals	Mercy Health - St. Rita's Medical Center Lima Memorial Health System Mercy Health Westside Urgent Care	419-227-3361 419-228-3335 419-227-2245
American Red Cross		419-227-5121
E.M.A.		419-993-1404
Safety Services	Main Office Cell phone (Text Messaging Available)	419-998-3167 567-204-4418
Road Condition Report	Ohio State Patrol Ohio Lake Side Turn Pike West Virginia State Police Kentucky State Police Indiana State Police Michigan	419-228-2421 888-264-7623 216-286-6621 216-234-2030 304-746-2100 502-564-4890 219-728-9418 (Ft. Wayne) 800-337-1334

Recommended websites to view areas of concern in Lima:

- <http://lima.areaconnect.com/crime1.htm>
- <http://www.neighborhoodscout.com/oh/lima/crime/>
- [http://www.ocjs.ohio.gov/crime\\_stats\\_reports.stm](http://www.ocjs.ohio.gov/crime_stats_reports.stm)

# Emergency Activation Chart





# Emergency Evacuation Plan

## Why have an Emergency Evacuation Plan?

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include:

- Fire and Explosion
- Medical Emergency
- Hazardous Material Spill/Leak
- Bomb Threat
- Act of Violence
- Power Outage
- Weather

Pre-planning and drills are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. The procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies. Practicing an evacuation during a non-emergency situation provides training that will be valuable in an actual emergency.



## • Evacuation Procedures

### Academic Buildings

Based on the emergency, all buildings will be notified of what is going on throughout campus by the public announcement (PA) system in each building. If all buildings or just certain buildings need evacuated, instructions will be given over the PA system. Instructions will include, but are not limited, to the following: 1) what way to evacuate the building, 2) once outside the building, either to leave campus on foot or if vehicle traffic is permitted, or 3) which direction to exit campus, depending if the emergency has blocked one of our exits. A rally point location number will be given over the PA system for you to go to by foot. The rally point locations and their assigned numbers are the following:

- |     |                            |
|-----|----------------------------|
| #1  | Motorsports Racing Complex |
| #2  | CDL Training Center        |
| #3  | 13000 Building             |
| #4  | 200 Building - Gymnasium   |
| #5  | Indoor Athletic Complex    |
| #6  | UNOH Event Center          |
| #7  | Ohio State Beauty Academy  |
| #8  | Lima Mall Parking Lot      |
| #9  | Old Home Depot Parking Lot |
| #10 | Clock Tower Plaza          |

Additional locations may be designated based upon need. A Campus Rally Point Map is included at the end of this section as well as the Campus Evacuation Map.

## Dorm Buildings

Safety Services will make announcements over loud speakers from the Safety Services units and will be on foot knocking door to door to inform students of the situation, what they need to do in order to be safe, or where they need to go to get more information or help.

### • Command Posts

#### Primary

All members of the Emergency Response Team will be contacted and meet in the Safety Services Office. They will then be informed of the situation and will be able to make any decisions they deem necessary at that time. If the situation arises that the Safety Services Office cannot be used as the Primary Command Post, instructions will be given when notified as to where they need to go and a command post will be set up there.

#### Mobile

Unit #40 will be set up in a safe but close proximity to where the situation is taking place. All personnel (Safety Services Officers, Maintenance, etc.) will meet there and receive orders from the Primary Command Post on what to do.

### • Evacuation Drills

- Evacuation drills shall be conducted at least once every year at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed (having various means of exiting made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation or unobstructed.
- Evacuation drills will be scheduled by the Safety Coordinator.
- Evacuation drills shall involve **all** occupants, no exceptions. Everyone shall leave the building when the fire alarm sounds. It may be advisable to notify anyone needing special assistance prior to the planned evacuation drills.
- In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Coordinator is expected to perform his/her assigned duties as if in an actual emergency situation.
- Provisions should be made for timing and evaluating the orderliness of each drill. The Safety Coordinator will provide Evacuation Drill Report Forms.





## • Public Address System

The University of Northwestern Ohio has a campus-wide public address (PA) system. The PA system will enable the University to notify everyone on campus of an emergency and instruct them on what to do. The University will periodically test the system so students will be familiar with the announcements.

### Announcements

- This is a test of the Emergency Alerting System. This is only a test. This is only a test.
- The National Weather Service has issued a tornado warning for Allen County. You are advised to proceed immediately to your designated tornado shelter. Remain in the shelter until the tornado warning has expired.
- The tornado warning has expired. You can return to normal activity.
- All clear (pause) All clear (pause). You can return to normal activity.
- The University is closing. All students, faculty, and staff are instructed to leave campus immediately.
  - The University is closing. All students, faculty, and staff are instructed to leave campus immediately. Cable Road is closed. Exit west to Hartzler Road.
  - The University is closing. All students, faculty, and staff are instructed to leave campus immediately. Please exit east to Cable Road.
  - The University is closing. All students, faculty, and staff are instructed to leave campus immediately. Please exit west to Eastown Road.
  - The University is closing. All students, faculty, and staff are instructed to leave campus immediately. Please exit west to either Hartzler or Eastown Roads.
- There is an emergency situation in this building. Evacuate immediately.
- There is an emergency situation on campus. Remain in your area away from doors and windows. Remain sheltered until “all clear” has been announced.



## Emergency Call Boxes

Emergency call boxes are in various locations throughout the campus. They are easily identifiable by a blue light above them. When an emergency call box is activated, a message is transmitted directly to the radios of all Safety Services Officers on duty to quickly respond to the location. Maps of the emergency call box locations are available at the Safety Services Office.

**The emergency call boxes are to be used for emergency purposes only. Any tampering or misuse may result in disciplinary action.**

# Campus Violence Procedures

To effectively respond to, investigate, and appropriately handle actual or threatened incidents of campus violence, the following procedure will be used:

The officer receiving the report of the incident will investigate or arrange to investigate the complaint. The officer will then interview witnesses, gather the facts, and assess the situation. The officer will then determine if the immediate supervisor and/or the Lima Police or emergency personnel should be called.

Examples of campus violence include, but are not limited to:

- Threats of harm to a person or his/her property
- Intimidating, threatening, or directing abusive language toward another person
- Physical attacks on another person, such as slapping, punching, or pushing
- Brandishing a weapon or an object that appears to be a weapon

Disciplinary procedure will be followed.

# Active Shooter Policy

An active shooter emergency involves one or more persons, using a firearm, engaging in a random or systematic shooting spree. The vast majority of shootings in this country are over in a matter of minutes, involve persons known to one another, and are confined to a particular area. An active shooting incident does not follow this template. It may last for minutes or hours, range over a large and constantly changing area, and threaten everyone within close proximity of the shooter(s).

Persons may or may not receive advance warning of an active shooter. A witness, personal observation, or the sound of gunshots may be the only alert you receive, leaving little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a “pop, pop, pop” noise. It is reasonable to assume that a series of such noises are gunshots, and everyone should begin to take necessary precautions.

Traditional response to this type of incident has been to shelter in place and wait for the police to arrive. While this type of response is not completely wrong, case studies of several active shooter incidents have shown that using only this response has resulted in an increase in casualties. The University has adopted the “ALICE” response plan to assist in responding should this type of incident occur.

## • ALICE

“ALICE” is an acronym for five steps that can be utilized in order to increase chances of surviving a surprise attack by an active shooter. It is important to remember that the “ALICE” response does not follow a set of actions that “shall, must, will” be done when confronted with an active shooter. Survival is paramount in this situation. Deal with known information, and don’t worry about unknowns. Only one or two parts of the response plan may be used or all five may have to be utilized. In this type of incident, perception is the reality, and you will be deciding what the appropriate action for you to take is.

**A**lert – Can be anything.

- Gunfire
- Witness
- PA Announcement
- Phone alert

**L**ockdown – This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.

- Lock the door.
- Cover any windows in the door if possible
- Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
- Barricade the door with anything available (desks, chairs, etc.)
- Look for alternate escape routes (windows, other doors)
- Call 911
- Move out of the doorway in case gunfire comes through it
- Silence or place cell phones on vibrate
- Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- Put yourself in position to surprise the active shooter should they enter the room.

**I**nform – Using any means necessary to pass on real time information.

- Given in plain language
- Can be derived from 911 calls, video surveillance, etc.
- Who, what, where, when, and how information
- Can be used by people in the area or who may come into it to make common sense decisions
- Can be given by “flash alerts”, PA announcements, or police radio speakers

**C**ounter – This is the use of simple, proactive techniques should you be confronted by the active shooter.

- Anything can be a weapon
- Throw things at the shooter’s head to disrupt their aim
- Create as much noise as possible

- Attack in a group (swarm)
- Grab the shooter's limbs and head and take them to the ground and hold them there
- Fight dirty: bite, kick, scratch, gouge eyes, etc.
- Run around the room and create chaos
- If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

**Evacuate** – Remove yourself from the danger zone as quickly as possible.

- Decide if you can safely evacuate
- Run in a zigzag pattern as fast as you can
- Do not stop running until you are far away from the area
- Bring something to throw with you in case you would encounter the active shooter
- Consider if the fall from a window will kill you
- Break out windows and attempt to quickly clear glass from the frame
- Consider using belts, clothing, or other items as an improvised rope to shorten the distance you would fall
- Hang by your hands from the window ledge to shorten your drop
- Attempt to drop into shrubs, mulch, or grass to lessen the chance of injury
- Do not attempt to drive from the area

### **Secondary Issues**

- Responding police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
- Responding police are there to stop the active shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the active shooter. If possible, put it in a trashcan and carry it with you. If you come across police, calmly tell them what you are carrying and why. Follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoe laces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until you can safely move an injured person. The actions you take immediately to treat them may save lives.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your students and co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.
- Consider setting up classrooms and offices to make it harder for an active shooter to enter and acquire targets.



# Bomb Threat Procedures

**ATTENTION:**  
**Turn off radios and cell phones**  
**before reaching the suspected area!**

## Priority Search Areas

- If the bomb threat specifies a certain area of the building, then naturally this area will be searched first.
- If no location is mentioned, then all public access areas will be checked first. These will include the following and in this order:
  - Restrooms
  - Lounges
  - Hallways
  - The garage area on the way out
  - Exterior of building, including window wells, shrubbery, and fire escapes
- In order to expedite the above procedure, instructors on duty will do the following:
  - Thorough search of their own classroom
  - Extra instructors will search the exterior
  - Students are NOT to be involved in these searches or announce that there has been a bomb threat.
  - Instructors will report their findings to the person who notified them of the bomb threat.
  - That person will then contact the Provost and the Director of Safety Services.

## What to Look For

- Anything that looks out of place or as if it doesn't belong. Bombs can take the shape of many things and can be concealed in many ways.
- Look for:
  - Foreign objects
  - Boxes, bags, packages
  - Any container which looks out of place with its surroundings

## What to Do if You Find Something

- **Do not touch it!**
- Notify Safety Services immediately.

# Campus Power Loss

The following buildings have generators for immediate access for power and heat: the 200 Building, the 13000 Building, and the Event Center. For long-term power loss, the 13000 Building will remain open and available to the dorm students for heat, electricity, restrooms, and first aid services, if needed.

# Hazardous Materials Emergencies

## • Shelter-in-Place

Shelter-in-place is the most effective course of action when time does not permit evacuation from the dangers of an external hazardous materials release.

<b>Objective</b>	Enter and remain in building exclude outside air and remain sheltered until the airborne hazardous material danger has passed.
<b>Warning Methods</b>	Sirens (stationary and mobile) Emergency Alert System Local Radio and TV
<b>Preparedness</b>	Know how to turn off all air and heat ventilation systems in building quickly

## Shelter-in-Place Emergency Procedures

- Bring students inside the building.
- Close all doors to the outside.
- Close and lock all windows.
- Quickly turn off any heat, air, and ventilation systems which could possibly draw outside air into the building.
- Seal obvious gaps around outside doors, windows, and vents with tape, wet towels, or other available material.
- If there is danger of external explosion, close drapes or blinds and move students to internal hallways.

- Remain tuned to local radio and TV stations for emergency information, instructions, and “ALL CLEAR” message.

## Fuel Spills

Spill kits are located by the 400 fuel tanks and the 600 fuel tanks. Socks and Floor Dry are located in a trash can and are to be used to stop the fuel from entering the catch basin. If over 50 gallons are leaked out, the fire department should be called.

## Fire Evacuation Plan

It is the purpose of this section to insure the safety of all students, faculty, and staff of the University of Northwestern Ohio. Students and employees should familiarize themselves with this plan for a safe evacuation. You must be at approximately 100 feet from each building. **Do not be concerned with lights and doors. Exit the building quickly.**

### • 0 Building - Racers Cafe/IT Department/VC Support

Exit the nearest and easiest access door and then proceed to the Testing Center parking lot or grass area north of College Park West Street or to the west parking lot.

<b>Restaurant Kitchen</b>	Exit northwest rear door or north side door
<b>Restaurant Eating Area</b>	Exit north side door or main double glass doors to southwest
<b>VC Support</b>	Exit by main double glass doors to southwest
<b>IT Department</b>	Exit east front door or south side door

## • 100 Building - Admissions / Business / Occupational Prof.

<b>Business Building</b>	<p>Exit west side door down north hallway in Admissions:            Rooms: 116, 120, 121, 122, 128            All front office areas            Cyber Center</p> <p>Rear entrance to building:            Rooms: 117, 118, 124, 126            Faculty and staff offices            Rear restrooms</p>
<b>Business Building – 3-Story Section</b>	<p><u>First floor</u></p> <ul style="list-style-type: none"> <li>All offices and Room 1129: Exit east stairwell to north side of building</li> <li>Room 1130: Exit west classroom door into parking lot</li> </ul> <p><u>Second Floor</u></p> <ul style="list-style-type: none"> <li>Room 2131: Exit east stairwell to first floor and out north side of building</li> <li>Room 2132 and Offices 2201-2208: Exit west stairwell to first floor and out north side of building</li> </ul> <p><u>Third Floor</u></p> <ul style="list-style-type: none"> <li>Conference room, kitchen, and Offices 3306-3312: Exit west stairwell to first floor and out north side of building</li> <li>Offices 3313-3320: Exit east stairwell to first floor and out north side of building</li> </ul>
<b>Admissions</b>	<p>Exit front north door</p> <p><u>Admissions Conference Room</u></p> <ul style="list-style-type: none"> <li>Exit south side exit doors in room.</li> <li>Alternate exit is main double glass doors to northwest or down hallway to west side exit door.</li> </ul>

## • 200 Building - Student Services / Recreation

<b>Student Services</b>	Exit front doors of building or rear emergency exit
<b>Financial Aid</b>	Exit through hallway north doors
<b>Cashier's Offices, Lounge</b>	Exit front door
<b>VIP Lounge</b>	Exit rear emergency exit door
<b>Gym</b>	Exit using both emergency exits at south and west sides of building
<b>All Athletic Offices in the 200 Wing</b>	Exit east exit door
<b>Locker Rooms</b>	Exit east or west door



## • 300 Building - Automotive

<b>Front Lobby Area &amp; Offices</b>	PRIMARY – Exit front double doors. SECONDARY – Exit down rear hallway and out south overhead door
<b>Rooms: 301, 302, 303</b>	PRIMARY - Exit classroom east door SECONDARY - Exit classroom door and out north overhead door
<b>Rooms: 304, 306</b>	PRIMARY - Exit classroom door and out south overhead door SECONDARY - Exit classroom door and out north overhead door
<b>Rooms: 305, 307</b>	PRIMARY - Exit classroom east door SECONDARY - Exit classroom door and out south overhead door
<b>Rooms: 308, 310</b>	PRIMARY - Exit classroom door and out south overhead door SECONDARY - Exit classroom door then down hallway to west door
<b>Room 309</b>	PRIMARY - Exit classroom door and out south overhead door SECONDARY – Exit rear classroom door through classroom 313 to hallway and out west door
<b>Rooms: 311, 312</b>	PRIMARY - Exit classroom door and out north overhead door SECONDARY - Exit classroom door then down hallway to west door
<b>Room 313</b>	PRIMARY - Exit front door, go west, and out student entrance door SECONDARY - Exit classroom rear door, go through classroom 314, and exit south door
<b>Room 314</b>	PRIMARY - Exit south door SECONDARY - Exit north classroom door, through classroom 313, down hallway, and out student entrance door
<b>Room 315</b>	PRIMARY - Exit south exit outside door SECONDARY - Exit west exit outside door
<b>Faculty Front Lounge</b>	PRIMARY - Exit north overhead door SECONDARY - Exit west door, through R/D room, and out west door
<b>Faculty Offices</b>	PRIMARY - Exit west door SECONDARY - Exit through hallway to student entrance door
<b>Northwest Faculty Offices</b>	Exit through front doors.
<b>Pit Stop</b>	PRIMARY - Exit north door next to Pit Stop Lounge SECONDARY - Exit double doors then out north overhead door

## • 400 Building - Ag/Diesel

<b>East and West Wings</b>	<p>PRIMARY - East &amp; West Wings Use individual emergency exit doors in each classroom</p> <p>SECONDARY – West Wing <u>Rooms 401, 402, 403</u>: Use south emergency exit door next to overhead door <u>Rooms 404, 405, Dyno</u>: Use north emergency exit door next to overhead door</p> <p>SECONDARY – East Wing <u>Rooms 408, 409, 410</u>: Use south emergency exit next to overhead door <u>Rooms 411, 412, 413</u>: Use north emergency exit next to overhead door</p>
<b>Rooms: 406, 407, Student &amp; Faculty Lounges, Restrooms</b>	<p>PRIMARY - Through museum area and out main front door</p> <p>SECONDARY – Room 406, Faculty Lounge, Restrooms Down hallway and out west wing north emergency exit to overhead door</p> <p>SECONDARY – Room 407, Student Lounge Down hallway and out east wing north emergency exit next to overhead door</p>

## • 500 Building - HVAC/R / Business / Occupational Prof.

<b>Rooms: 501, 502, 503</b>	<p>PRIMARY – Exit through east side doors into hallway, out north or south doors</p> <p>SECONDARY – Exit through shop area to north or south doors</p>
<b>Room 504</b>	<p>PRIMARY – Exit north classroom door</p> <p>SECONDARY – Exit through shop area to north or south doors</p>
<b>Room 505</b>	<p>PRIMARY – Exit south classroom door</p> <p>SECONDARY – Exit through shop area to north or south doors</p>
<b>First Floor – Classrooms 5101 and 5102, Print Shop, &amp; Offices</b>	<p>PRIMARY - Exit down hallway and out east doors</p> <p>SECONDARY – Exit down hallway to west and out south door</p>
<b>Second Floor</b>	<p>Walk to nearest stairway and exit building</p>

## • 600 Building A - High Performance

<b>Front Lobby</b> <b>All Offices</b> <b>Conference Room</b>	PRIMARY – Exit through front west door SECONDARY – Exit through file room out back south door
<b>Rooms: 601, 602, 603, 604</b>	PRIMARY – Exit through hallway to front west door SECONDARY – Exit through classroom door to shop area and back door (north or south)
<b>Rooms: 605, 606, 607, 608</b>	PRIMARY – Exit through east hallway door SECONDARY – Exit through classroom door to shop area and back door (north or south)

## • 600 Building B - High Performance / Dyno

<b>Museum</b>	PRIMARY – Exit front west door SECONDARY – Exit through hallway to lounge to east back door
<b>Engine Dyno 1 &amp; 2</b>	PRIMARY – Exit east doors SECONDARY – Exit through hallway to lobby west front door
<b>HP Fuels Classroom &amp; Lab</b>	PRIMARY – Exit west doors SECONDARY – Exit through hallway to south door
<b>Steering &amp; Suspension Classroom</b>	PRIMARY – Exit east door SECONDARY – Exit through west hallway to front west door

## • 700 Building - Ag/Tractors

PRIMARY – Exit through east front door  
 SECONDARY – Exit through south door

## • 800 Building - CDL

PRIMARY – Exit through north door  
 SECONDARY – Exit through south door

## • 900 Building - UNOH Event Center

All occupants shall proceed to nearest exit. Re-assemble in far northwest corner of property for head count.

• **1000 Building - Administration / Housing / Safety Services**

<b>Housing &amp; Safety Services</b>	Exit closest north or south door
<b>Administration Offices</b>	Exit closest north or south door
<b>Rooms: 1001, 1002, 1003</b>	Exit south door
<b>Rooms: 1004, 1005</b>	Exit north door

• **1100 Building - S&S / Alternate Fuels**

<b>Offices</b>	Exit front door
<b>Rooms: 1101, 1102</b>	PRIMARY – Exit south shop door SECONDARY – Exit front west door
<b>Room 1103</b>	PRIMARY – Exit north shop door SECONDARY – Exit front west door

• **1200 Building - Athletics: Baseball & Tennis**

All occupants – Use nearest exit

• **1400 Building - Athletics: Soccer & Softball**

PRIMARY – Go down west steps and exit into parking lot  
SECONDARY – Go down south steps and exit through east door toward soccer field

• **1500 Building - Robotics**

<b>Reception Area Conference Room Student Lounge Rooms: 1501, 1502, 1503, 1504</b>	PRIMARY – Exit front door toward east side of 100 Building SECONDARY – Exit west doors toward back parking lot
<b>Shop Areas</b>	PRIMARY – Exit west shop doors to back parking lot SECONDARY – Exit front doors toward east side of 100 Building

## • 13000 Building - Student Commons

<b>Rooms: 13105 – 13107, 13113 – 13119</b>	PRIMARY – Exit through northwest door SECONDARY – Exit through east main entrance
<b>Rooms: 13101 – 13104, 13108, 13019, 13112, 13120, 13121</b>	PRIMARY – Exit through east main entrance SECONDARY – Exit through northwest door
<b>Offices</b>	PRIMARY – Exit through northwest door SECONDARY – Exit through north door by stairs
<b>Student Success Offices</b>	PRIMARY – Exit through northwest door SECONDARY – Exit through east main entrance
<b>Mailroom</b>	PRIMARY – Exit through northwest door SECONDARY – Exit through east main entrance
<b>Conference Room</b>	PRIMARY – Exit through east main entrance SECONDARY – Exit through northwest door
<b>Lobby</b>	PRIMARY – Exit through east main entrance SECONDARY – Exit through northwest door
<b>Testing Center (13,110)</b>	PRIMARY – Exit through east main entrance SECONDARY – Exit through northwest door
<b>Advising Resource Center (13,111)</b>	PRIMARY – Exit through east main entrance SECONDARY – Exit through northwest door
<b>Food Court</b>	PRIMARY – Exit through south doors to patio SECONDARY – Exit through east doors to parking lot
<b>Library</b>	PRIMARY – Go down front stairs and exit through main entrance SECONDARY – Go down rear hallway, down stairs, and exit through north door

## • S&S Volvo Motorsports Racing Complex

<b>Front Section</b>	PRIMARY – Exit front glass doors SECONDARY – Exit through shop out north door
<b>Back Section</b>	PRIMARY – Exit front north door SECONDARY – Exit back north door

## • Barnes & Noble

PRIMARY – Exit east and west doors  
SECONDARY – Exit north and south doors

## • Indoor Athletic Complex

<b>Sports Fields &amp; Workout Area</b>	PRIMARY – Exit west main entrance SECONDARY – Exit south door
<b>North Sports Field</b>	PRIMARY – Exit east or north door SECONDARY – Exit west main entrance
<b>Workout Area</b>	PRIMARY – Exit east doors SECONDARY – Exit south door
<b>Spa Area</b>	PRIMARY – Exit east doors (Main Spa Entrance) SECONDARY – Exit through workout area and out south door
<b>Upstairs</b>	PRIMARY – Go down stairs, turn right, and exit through east doors SECONDARY – Go down stairs, turn right, and exit through south door

## • Racers Station

PRIMARY – Exit through west door by pool tables  
SECONDARY – Exit through south door by office

## • Dorms

<b>College Park</b>	Everyone will leave by main front door or by “B” bedroom rear door
<b>Northwestern Park</b>	<u>First floor</u> - Exit from either south end side doors or north end side doors to south front parking lot <u>Second floor</u> - Exit using outside stairway to south parking lot
<b>Racers Village</b>	<u>First floor</u> – Exit front door to parking lot <u>Second floor</u> – Exit using outside stairway to parking lot
<b>Sherwood Park</b>	Everyone will, if possible, close patio door prior to exiting main dorm door to a main parking lot

## • Plant Department

<b>North Building: Director &amp; Safety Coordinator</b>	PRIMARY – Exit through hallway to west door SECONDARY – Exit through shop to east door
<b>North Building: Offices (2)</b>	PRIMARY – Exit through west office door SECONDARY – Exist through shop to east door
<b>South Building: Wood Shop</b>	PRIMARY – Exit through hallway to west door SECONDARY – Exist through hallway to shop to east overhead door

# Tornado Procedures

When a tornado warning has been issued, a loud wailing siren sound will be heard. All students will remain in buildings during a tornado alert. No student shall be allowed to leave buildings during this emergency.

## Warning Methods

- Sirens (stationary and mobile)
- Racers! Alert
- Emergency Alert System
- Local Radio and TV

### • 0 Building - Racers Cafe/IT Department/VC Support

Racers Café VC Support	Exit into middle storage rooms or into restrooms located in entrance by Racers Café
IT Department	Exit into storage room located in west rear of area

### • 100 Building - Admissions / Business / Occupational Prof.

Admissions Offices & Desk Secretaries	Exit into offices across hall away from windows (front section)
Admissions Center	Exit into restrooms located on south side hallway
Room 128	Remain in room
All Other Classrooms	Proceed to Rooms 124 and 126 and to women's restroom at rear of building and get as low as possible in these areas. (Rear Section)
3-Story Section	<p><b>First Floor</b></p> <ul style="list-style-type: none"> <li>• <u>Room 1129</u>: Exit east classroom door and go to Room 128</li> <li>• <u>Room 1130</u>: Exit east classroom door and sit along south wall of first floor in new addition</li> </ul> <p><b>Second Floor</b></p> <ul style="list-style-type: none"> <li>• <u>Room 2131</u>: Exit classroom and go to east stairwell; proceed to first floor and sit in corridor under stairs and along wall</li> <li>• <u>Room 2132 and Offices 2201-2208</u>: Exit rooms and go to west stairwell; proceed to first floor into hallway and sit along wall</li> </ul> <p><b>Third Floor</b></p> <ul style="list-style-type: none"> <li>• <u>Offices 3306-3312, Conference Room, and Kitchen</u>: Proceed to west stairs and to first floor. Sit in corridor under stairs and along wall.</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Offices 3313-3320</i>: Exit to east stairs and go to first floor. Sit in corridor under stairs and along wall.</li> </ul>
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## • 200 Building - Student Services / Recreation

Proceed to cashier's office, hallway between lounge and Student Services area, restroom facilities off lounge, and handicapped restroom in hallway. No students shall remain in gym area of complex.

## • 300 Building - Automotive

<b>Classrooms</b>	Proceed to southwest side of classroom areas and get as low as possible, under tables.
<b>Welding Shop</b>	Remain in room and get as close to southwest wall as possible and under tables.
<b>Front Offices</b>	Exit into office restroom and go to southwest corner.
<b>Northwest Faculty Offices</b>	Proceed to southeast office.
<b>Pit Stop</b>	All Pit Stop personnel will exit into faculty lounge and go to southwest wall.

## • 400 Building - Ag/Diesel

Proceed to classrooms 406 and 407, student lounge, restrooms and faculty lounge areas

## • 500 Building - HVAC/R / Business

<b>HVAC</b>	Go to Room 502, restrooms in their areas, or under tables in shop
<b>First Floor</b>	Go to restrooms. In event that either of these two rooms is full or locked, sit along hallway walls by classrooms 5101 and 5102
<b>Second Floor</b>	Go downstairs to Room 502. If room is full, sit along hallway wall.

## • 600 Building A - High Performance

<b>Rooms: 602, 604, 606, 608</b>	Proceed to south classroom wall and kneel down
<b>Rooms: 601, 603, 605, 607</b>	Remain in classroom under desks
<b>Offices and Conference Room</b>	Move to back restrooms



**• 600 Building B - High Performance / Dyno**

Proceed to Engine Dyno 1 & 2 Rooms or Chassis Dyno 1 & 2 hallway

**• 700 Building - Ag/Tractors**

Remain in classroom under desks; students in shop should move to hallway between 1 & 2 shops.

**• 800 Building - CDL**

Proceed to either restroom or office

**• 900 Building - UNOH Event Center**

All occupants shall practice shelter-in-place and proceed to nearest restroom or to hallways in middle of building.

**• 1000 Building - Administration / Housing / Safety Services**

<b>Housing &amp; Safety Services</b>	Proceed to restrooms
<b>Administration Offices</b>	Proceed to restrooms
<b>Rooms: 1001, 1005</b>	Proceed to Room 1003
<b>Room 1002</b>	Proceed to Room 1004
<b>Rooms: 1003, 1004</b>	Remain in classroom

**• 1100 Building - S&S/Alternate Fuels**

<b>Offices</b>	Go to restrooms
<b>Classrooms</b>	Go to Room 1102

**• 1200 Building - Athletics: Baseball & Tennis**

Proceed to the locker rooms or restrooms

## • 1400 Building - Athletics: Soccer & Softball

Sit on the floor in the back hall

## • 1500 Building - Robotics

Proceed to restrooms or student lounge

## • 13000 Building - Student Commons

<b>Rooms: 13101, 13102</b>	Exit room to right and go to Room 13109
<b>Room 13103</b>	Go directly across hallway to Room 13109
<b>Room 13104</b>	Go directly across hallway to Room 13108
<b>Room 13105</b>	Go directly across hallway to Room 13107
<b>Room 13106</b>	Exit room to left and go to Room 13107
<b>Rooms: 13107, 13108, 13109</b>	Remain in classroom
<b>Rooms: 13112 - 13116</b>	Remain in classroom
<b>Rooms: 13117, 13118</b>	Go to Room 13116
<b>Room 13119</b>	Go directly across hallway to Room 13115
<b>Room 13120</b>	Go directly across hallway to Room 13113
<b>Room 13121</b>	Go to restrooms
<b>Advising Resource Center (13,111)</b>	Exit rooms to right and go to restrooms
<b>Testing Center (13,110)</b>	Exit rooms to right and go to restrooms
<b>Conference Room</b>	Go to restrooms
<b>Student Success</b>	Go to Room 13114
<b>Library</b>	Go to north stairwell or downstairs to mailroom behind reception desk
<b>Food Court</b>	Exit out northwest door and take cover along west hallway between classrooms
<b>Kitchen/Food Court Employees</b>	Take cover in back storage room and/or office
<b>Mailroom/Faculty Lounge</b>	Remain in room
<b>North Offices</b>	Go to mailroom behind reception desk

## • S&S Volvo Motorsports Racing Complex

Proceed to restrooms

**• Barnes & Noble**

Proceed to storage room and office on north side or restrooms on south side.

**• Storage Building (was Testing Center)**

Proceed to back hallway by men’s and women’s restrooms, putting as many people in restroom as possible; everyone else should line up in a tucked position along north and east walls.

**• Indoor Athletic Complex**

Proceed to Spa area and restrooms

**• Racers Station**

Proceed to the restrooms or take cover behind the bar

**• Dorms**

<b>College Park</b>	Go to restrooms in dorm
<b>Sherwood Park</b>	Go to basement areas of A, B, or C buildings
<b>Northwestern Park</b>	Go to restrooms in dorm
<b>Racers Village</b>	Go to bathroom areas in dorm

**• Plant Department**

<b>North Building</b>	Proceed to center office
<b>South Building (Wood Shop)</b>	Proceed to two front closets



# Outdoor Athletic Fields

## • Severe Weather Policy

### Lightning

In accordance with the NATA Position Statement of Lightning Safety for Athletics and Recreation and the NCAA Guideline 1E, the University of Northwestern Ohio's athletic training staff will reference the National Weather Service, the National Lightning Safety Institute, and WeatherBug Spark when considering lightning safety. The following steps should be followed in attempt to mitigate the lightning hazard:

- Be aware of how close the lightning is to the practice or event area.
- Use the "Flash to Bang" method. Count the number of seconds between the flash and noise and divide by five, which will tell you how close the lightning is to the area. It is recommended that if the "Flash to Bang" is 30 seconds, all personnel should go to a safe structure or site.
- Using WeatherBug Spark can also report how close the lightning is to the area. Instructions should be given as follows:
  - Heads Up – Lightning is within 30 miles.
  - Begin Safety Procedure – Lightning is within 20 miles.
  - Danger – (Safety Procedure should be complete) Lightning is within 10 miles.
  - All Clear – Lightning has not been detected at 20 miles or less for 30 minutes.
- If a severe weather watch or warning is issued, no student-athletes should be practicing outside.
- If a warning is issued, immediately evacuate all personnel to a safe structure.
- A safe structure is considered any fully enclosed building that involves plumbing and/or electrical wires that act to electrically ground the structure.
- If such a structure cannot be found, take shelter in any vehicle with a hard metal roof and closed windows.
- While indoors, stay away from the walls, windows, plumbing, and electronic devices attached to the walls (including landline telephones). If in a vehicle, avoid contact with the metal frame and radio use.
- Designate a weather watcher to monitor the weather from a safe location.
- Remain in the safe structure until the authorities have issued a statement that it is safe to resume outdoor activities.
- No outdoor activities are to be resumed until 30 minutes after the last sign of lightning/thunder. For every sign observed, the 30 minute timer is reset.
- If during an athletic event, have planned instructions/announcements for participants and spectators, designation of warning and all-clear signals, and designation of safe structures.

### Recommended Lightning-Safe and AED Locations

Venue	Safe Locations	AED Location
Softball Field	UNOH – Locker room Visiting Team – Locker room or school bus	Training room at complex
Baseball Field	UNOH – Locker room Visiting Team – school bus	Training room baseball complex
Soccer Field	UNOH – Locker room Visiting Team – Locker room or school bus	Training room complex
Tennis Courts	UNOH – Baseball complex locker room Visiting Team – Baseball complex locker room or school bus/van	Training room baseball complex
Soccer Practice Fields	13000 Building (Student Commons) or Barnes and Noble	N/A

### PA Announcement during Inclement Weather

May I have your attention? We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek shelter in the following areas: (Please reference the list above.)

### Script for Conversation with Official

Hello, my name is \_\_\_\_\_. I am a member of the University of Northwestern Ohio Athletic Training Staff. I would like to speak with you regarding our lightning safety procedures. On site we use WeatherBug Spark, a lightning detector application, to monitor lightning. In accordance to NCAA recommendations, lightning detected within 8-20 miles is considered to pose an imminent threat. Per UNOH's lightning safety policy, when the lightning detector reveals lightning strikes within the 8-20 mile range or the flash/bang method reveals lightning less than 30 miles, we strongly recommend suspending activity until the danger of a lightning strike has passed. We have a communication system to inform all participants and fans.

### Tornado/ High Wind

- If a watch is issued, the media will issue instructions from the National Weather Service Center.
- Be aware that there can be a sudden change without advance warning.
- Outside activity must be canceled during a tornado watch.
- If a warning is issued, immediately evacuate all personnel to a safe structure. Go to an inside room away from doors and windows. If off campus, identify a safe structure to move the team/ athletes to.
- Remain in the safe structures until the authorities have issued a statement that it is safe to resume outdoor activities.

### Heat Stress/Heat Exposure

In accordance with the NATA's Position Statement of Exertional Heat Illness and the NCAA's Guideline 2c, the University of Northwestern Ohio's athletic training staff will use the following recommended practices:

- A pre-participation physical, and subsequent annual medical update, will be completed prior to the start of conditioning sessions or any practice sessions.
  - A history of any heat-related illnesses or the presence of the sickle cell trait will be noted and considered during any training session or competition.
- Student-athletes should be exposed to a gradual acclimation period at the start of conditioning, practice, or other training session.
- Frequent rest periods will be scheduled during periods of high heat/humidity intensity.
- The use of a sling psychrometer or WeatherBug will be utilized to identify the air temperature and the humidity to properly obtain the wet-bulb globe temperature (WBGT), to help identify any modifications that may need to be made.
  - Condition in which the WBGT is <65 degrees Fahrenheit
    - The risk is low but still exists on the basis of risk factors
  - Condition in which the WBGT is 65-73 degrees Fahrenheit
    - The risk level increases as event progresses through the day. Increase the number of water breaks, and monitor the athletes carefully.
  - Condition in which the WBGT is 73-82 degrees Fahrenheit
    - Everyone should be aware of injury potential; individuals at risk should not compete. Ten minute water break is mandatory every 30 minutes, consider moving activity to before 10 a.m. or after 5 p.m., and monitor athletes carefully.
  - Conditions in which the WBGT is >82 degrees Fahrenheit
    - Outdoor activity must be delayed or rescheduled. Temperature and humidity are to be monitored every 30 minutes to assess for increased heat index.
- Access to hydration and shade will be made readily available. With the exception of baseball, all athletes are given a water bottle at the beginning of each year.
- Pre- and post-practice student-athletes weights may be recorded during periods of high environmental stress to help identify progressive dehydration and loss of body fluids.
  - Those who lose  $\geq$  five percent of their body weight will be evaluated and may undergo activity modification until rehydration has occurred.

### **Coaches' and Athletes' Roles**

- Coaches and athletes should be educated about the signs and symptoms of heat illnesses.
- Coaches should be aware of factors that may increase the likelihood of heat illness.
- Coaches should allow ample rest and rehydration breaks.
- Check to make sure proper amounts of fluids are available and accessible.
- Modifications are made to reduce risk in the heat (i.e., decrease intensity, change practice times, allow more frequent breaks, eliminate double sessions, reduce or change equipment or clothing requirements, etc.).

### **Treatment Preparations**

- Be familiar with the most common early signs and symptoms of heat illnesses.
- Have proper field equipment and skills to assess a heat illness.
- Have an emergency plan in place in case an immediate evacuation is needed.
- Have a kiddie pool available in situations of high risk to initiate immediate cold-water immersion of heat-stroke patients.
- Have ice bags available for immediate cooling when cold-water immersion is not possible.

- Identify shaded, air-conditioned, and cool areas to use when athletes need to cool down, recover, or receive treatment.
- Have fans available to assist evaporation when cooling.
- Be properly equipped to assess high core temperature (i.e., thermometer).

## **Cold Stress/Cold Exposure**

In accordance with the NATA Position Statement on Environmental Cold Injuries and the NCAA Guideline 2b, the University of Northwestern Ohio's athletic training staff will reference the National Weather Service's wind chill chart when considering cold stress/cold exposure. The following steps will be followed in attempt to decrease cold exposure and the consequences of cold stress/cold exposure:

- Student-athletes will be educated in prevention measures.
  - Dress in layers: wicking fabrics close to skin, wool layers for warmth, and finally a wind-blocking material to prevent wind chill.
- The athletic training staff will use either the sling psychrometer or WeatherBug to determine appropriate air temperatures at each venue.
- When identifying cold stress conditions, regular measurements of environmental conditions are recommended in which the Wind-Chill Equivalent Index (WCEI) will be referred to. Available at [www.weather.gov](http://www.weather.gov).

### **Policy and Procedure for Softball and Baseball**

- A temperature of 36 degrees Fahrenheit and/or wind chill ("feels like" temperature) of 32 degrees Fahrenheit or below, games and practices will be rescheduled or moved indoors.
- Prior to the start of practice or competition, the athletic trainer and/or athletic director will assess the temperature conditions to determine if activity may begin.
- The athletic training staff/AD will continue to monitor the conditions every 20 to 30 minutes to determine if the conditions have become too dangerous for play.

### **Policy and Procedure for Soccer**

- A temperature of 30 degrees Fahrenheit and/or wind chill ("feels like" temperature) below 25 degrees Fahrenheit: allow players to cover as much exposed skin as possible (relax uniform rules – allowed to wear tights, clothing under uniform, hats, and gloves); also provide facilities and opportunities for rewarming during practice and competition.
- "Feels like" temperature below 15 degrees Fahrenheit, all games and practices will be rescheduled or moved indoors.
- Prior to the start of practice or competition the athletic trainer and/or athletic director will assess the temperature conditions to determine if activity may begin.
- The athletic training staff/AD will continue to monitor the conditions every 20 to 30 minutes to determine if the conditions have become too dangerous for play.

### **Coaches' and Athletes' Roles**

- Coordinate a schedule of hydration and/or feeding.
- Coordinate a schedule of rewarming or clothing changes as needed.
- Identify possible activity modifications as conditions change (i.e., change activity times, allow more frequent chances to rewarm, allow changes to clothing or equipment).
- Become educated about the prevention and recognition of cold injuries.
- Develop a schedule for monitoring athletes to allow early recognition of potential injury.

### **Treatment Preparations**

- Be prepared to identify the signs and symptoms of cold injury.
- Have proper equipment and skills to assess cold injury, including assessment of low core temperatures which would include an oral thermometer with a temperature reading below 95 degrees Fahrenheit.
- Prepare an emergency action plan in the event that rapid transport is necessary.
- Prepare active rewarming equipment (i.e., whirlpool, hot packs, towels, blankets, dry clothing).
- Identify warm, dry areas for athletes to passively rewarm, recover, or receive treatment.
- Provide direct on-site (i.e., sideline) means of passive rewarming (i.e., additional clothing, space heaters).



## **• Emergency Action Plans**

The emergency action plans for each sport are included on the following pages.



## Baseball Emergency Action Plan

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Aron - 419-998-8448, and Campus Security/Administration - 419-998-3167 <b>Non-Life Threatening:</b> Call Athletic Trainer, Aron - 419-998-8448
<b>Emergency Equipment</b>	AED, splints, crutches, first aid supplies (found in baseball equipment room)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 2963 Racers Way</li> <li>b. Gate entrance is located in right field</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines outlined in the UNOH policy and procedure manual. Proceed to the following location(s) in the event of tornado/lightning: athletic personnel proceed to locker rooms in the Racer’s Athletic Building (RAB). Fans should return to their vehicles or go to bathrooms and/or locker rooms of the same building.
<b>Venue Directions</b>	Off of Eastown Road. Turn onto Racers Way (labeled here as Hartzler Rd). Follow past softball and then baseball field. Turn right on to sidewalk between tennis courts and 1200 Building. Gate entrance is in right field.



## Basketball/Volleyball/Cheerleading Emergency Action Plan

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Jen (Basketball), Erica (Volleyball), or Aron (Cheer) - 419-998-8448 and Campus Security/Administration - 419-998-3167 <b>Non-Life Threatening:</b> Call Athletic Trainer, Jen (Basketball), Erica (Volleyball), or Aron (Cheer) - 419-998-8448
<b>Emergency Equipment</b>	AED, splints, crutches, first aid supplies (found in 200 Building training room)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 1441 North Cable Road</li> <li>b. Enter in main doors to the left of the ATM machine</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines outlined in the UNOH policy and procedure manual. Proceed to the following location in the event of tornado/lightning: athletic personnel proceed to locker rooms. Fans should go to bathrooms and/or locker rooms of the same building.
<b>Venue Directions</b>	Off of Cable Road, go west onto College Park West. Turn left into big parking lot on the left. The gym is in the 200 Building which is located in the middle.



## Bowling Emergency Action Plan – Westgate Lanes

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Jen - 419-998-8448 <b>Non-Life Threatening:</b> Call Athletic Trainer, Jen - 419-998-8448
<b>Emergency Equipment</b>	First aid kit (Check with Westgate Lanes Front Desk)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 721 North Cable Road</li> <li>b. EMS would enter front door off of Cable Road</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines of Westgate Lanes. Proceed to the following location in the event of tornado: bathrooms/locker rooms.
<b>Venue Directions</b>	The bowling alley is on Cable Road, across the street from Chase Bank.



## Golf Emergency Action Plan – Hidden Creek Golf Course

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Erica Anderson - 419-998-8448 <b>Non-Life Threatening:</b> Call Athletic Trainer, Erica Anderson - 419-998-8448
<b>Emergency Equipment</b>	First aid supplies (Check with Hidden Creek’s Front Desk)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 6245 Sugar Creek Road</li> <li>b. EMS would enter main gate off of Sugar Creek Road</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines set by Hidden Creek Golf Course and return to clubhouse immediately.
<b>Venue Directions</b>	Located at 6245 Sugar Creek Road, Lima, OH 45801.



## Soccer Emergency Action Plan

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Jen or Aron - 419-998-8448 and Campus Security/Administration - 419-998-3167 <b>Non-Life Threatening:</b> Call Athletic Trainer, Jen or Aron - 419-998-8448
<b>Emergency Equipment</b>	AED, splints, crutches, first aid supplies (found in soccer training room)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene               <ol style="list-style-type: none"> <li>a. <b>Address:</b> 3225 Racers Way</li> <li>b. Gate to field is on southeast side of press box</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines outlined in the UNOH policy and procedure manual. Proceed to the following location in the event of tornado/lightning: Athletic personnel proceed to locker rooms. Fans should return to their vehicles or go to bathrooms and/or locker rooms of the same building.
<b>Venue Directions</b>	Coming off of Easttown Rd, go east onto Racer’s Way (labeled here as Hartzler Rd). Turn right into first parking lot on right. Continue to end of parking lot. Entrance to the field is southeast of the small press box building.



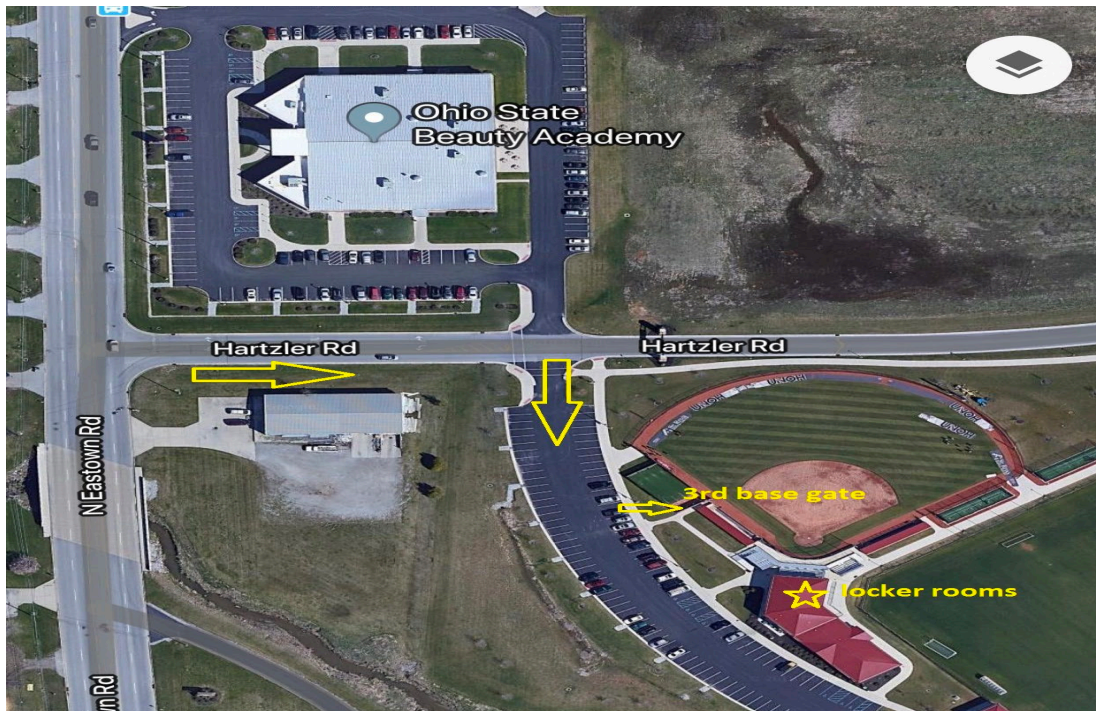
## Soccer Emergency Action Plan (Practice Field)

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Jen or Aron - 419-998-8448 and Campus Security/Administration - 419-998-3167 <b>Non-Life Threatening:</b> Call Athletic Trainer, Jen or Aron - 419-998-8448
<b>Emergency Equipment</b>	First aid supplies (found with team medical kit)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 1755 Hartzler Road</li> <li>b. Enter parking lot just southwest of 700 Building</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines outlined in the UNOH policy and procedure manual. Proceed to the following location in the event of tornado/lightning: please take shelter in closest buildings/dorms.
<b>Venue Directions</b>	On Hartzler Road, turn west on to drive just beside 700 Building. Follow curve to the left and then make a right turn into main parking lot. Follow all the way down to the 10 <sup>th</sup> quad (Stolly dorm).



## Softball Emergency Action Plan

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Erica - 419-998-8448, and Campus Safety - 419-998-3167 <b>Non-Life Threatening:</b> Call Athletic Trainer, Erica - 419-998-8448
<b>Emergency Equipment</b>	AED, crutches, splint bag, first aid supplies (found in softball training room)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 3225 Racers Way</li> <li>b. Use 3<sup>rd</sup> base dugout gate</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines outlined in the UNOH policy and procedure manual. The visiting and home teams will proceed to their prospective locker rooms located under the press box at the softball complex. All patrons will need to seek shelter in their vehicles.
<b>Venue Directions</b>	Enter campus from west entrance off of Eastown Rd and travel east. Turn right at the first parking lot. The softball complex will be on the left side.



## Tennis Emergency Action Plan (UNOH)

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Erica - 419-998-8448, and Campus Safety - 419-998-3167 <b>Non-Life Threatening:</b> Call Athletic Trainer, Erica - 419-998-8448
<b>Emergency Equipment</b>	AED, crutches, first aid supplies, and ice (found in baseball equipment room)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene               <ol style="list-style-type: none"> <li>a. <b>Address:</b> 2963 Racers Way</li> <li>b. Enter tennis courts from east entrances</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines outlined in the UNOH policy and procedure manual. The home team will proceed to the locker rooms located in the baseball complex. Visiting team and patrons will return to their vehicles.
<b>Venue Directions</b>	Enter campus from the west entrance off of Eastown Rd and travel east. The tennis complex will be located on the right-hand side of the road just past the baseball field. Turn right into the parking lot just past the tennis courts for EMS parking and access to the east tennis gates.





## Tennis Emergency Action Plan – Westwood Tennis & Fitness Center

<b>Emergency Personnel</b>	Team Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Athletic Trainer, Erica - 419-998-8448, and Campus Safety - 419-998-3167 <b>Non-Life Threatening:</b> Call Athletic Trainer, Erica - 419-998-8448
<b>Emergency Equipment</b>	AED, crutches, first aid supplies, and ice (check with Westwood Front Desk)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 3101 West Elm Street</li> <li>b. Enter through main entrance into Westwood and turn left, double doors located on north side of building</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines of Westwood Tennis & Fitness Center.
<b>Venue Directions</b>	If coming from west campus, travel south on Eastown Road. Turn left on Elm and right at West Elm Plaza. Westwood is located in the back at 3100 West Elm Street, Lima, OH 45805. If coming from east campus, travel south on Cable Road, turn right on Elm Street, turn left at West Elm Plaza.



## Indoor Athletic Complex Emergency Action Plan

<b>Emergency Personnel</b>	Adam Spiers, Physician, Certified Athletic Trainer(s), Coach/Staff
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911; Adam - 419-998-8433, Front Desk - 419-998-8431, Athletic Trainer(s): Jen, Aron, or Erica - 419-998-8448, and Campus Security/Administration - 419-998-3167 <b>Non-Life Threatening:</b> Call Adam - 419-998-8433, Front Desk - 419-998-8431, Athletic Trainer(s): Jen, Aron, or Erica - 419-998-8448
<b>Emergency Equipment</b>	AED, crutches, first aid supplies, and ice (check with the Front Desk and found in the training room or outside the training room door)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 1390 North Cable Road</li> <li>b. Main entrance into Indoor Athletic Complex in front parking lot. There is a rear entrance on back side of building, if needed.</li> <li>c. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>d. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, follow the weather guidelines of the UNOH Indoor Athletic Complex. Tornado: Seek shelter in bathrooms/locker rooms.
<b>Venue Directions</b>	Turn into parking lot off of North Cable Road. Main entrance is in front and middle of building on west side. There is a rear entrance on the east side of the building if needed.



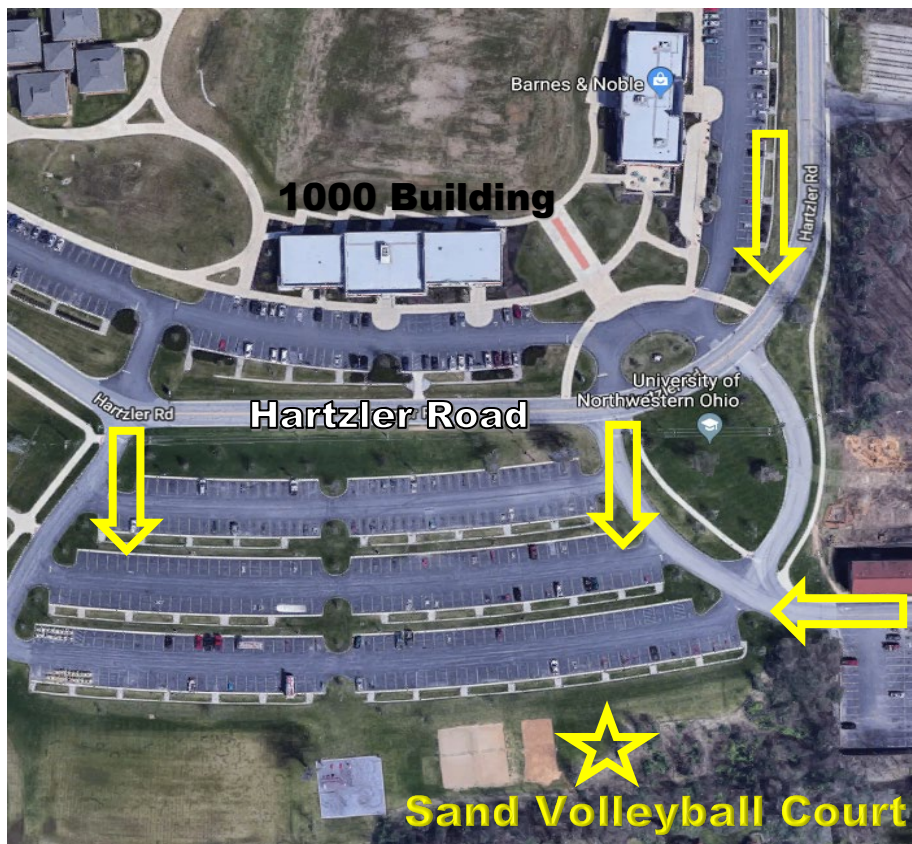
## Calisthenics Park Emergency Action Plan

<b>Emergency Personnel</b>	Coach/Staff, Event Manager, Campus Security
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911 and Campus Security/Administration - 419-998-3167 <b>Non-Life Threatening:</b> Call Campus Security/Administration - 419-998-3167
<b>Emergency Equipment</b>	None at site (contact campus Security)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene             <ol style="list-style-type: none"> <li>a. <b>Address:</b> 2450 College Park West</li> <li>b. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>c. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, seek shelter at campus Security, 1000 Building, or in College Park dorms.
<b>Venue Directions</b>	Hartzler Road to either driveway into main parking lot. Park is in middle of the back side of parking lot.



## Sand Volleyball Courts Emergency Action Plan

<b>Emergency Personnel</b>	Coach/Staff, Event Manager, Campus Security
<b>Emergency Communication</b>	<b>Life Threatening:</b> Call 911 and Campus Security/Administration - 419-998-3167 <b>Non-Life Threatening:</b> Call Campus Security/Administration - 419-998-3167
<b>Emergency Equipment</b>	None at site (contact campus Security)
<b>First Responder Roles</b>	<ol style="list-style-type: none"> <li>1. Immediate care of the injured or ill student-athlete</li> <li>2. Emergency equipment retrieval</li> <li>3. Activation of EMS and notify campus security/administration</li> <li>4. Direction of EMS to scene               <ol style="list-style-type: none"> <li>a. <b>Address:</b> 2450 College Park West</li> <li>b. Designate individual to “flag down” EMS and direct to scene (if person is available)</li> <li>c. Attempt crowd control/scene control - move bystanders away from area</li> </ol> </li> </ol>
<b>Inclement Weather</b>	In the event of inclement weather, seek shelter at campus Security, 1000 Building, or in College Park dorms.
<b>Venue Directions</b>	Hartzler Road to either driveway into main parking lot. Park is in middle of the back side of parking lot.





# Building Coordinators

Updated February 7, 2022

<b>BUILDING</b>	<b>COORDINATOR</b>
<b>000 Building</b>	Racers Café – 3129, Lynn Long Virtual College Department & IT Department – 3107, Jeff Le Blanc
<b>100 Building</b>	Admissions – 8490, Tony Azzarello Business – 8416, Tim Fitzpatrick
<b>200 Building</b>	3140, Shannon Schneider
<b>300 Building</b>	3160, Lori Schimmoeller 3162, Dennis Christen – Evening
<b>400 Building</b>	3134, Krista Telljohann
<b>500 Building</b>	8817, Randy Waller (No office assistant)
<b>600 Building</b>	8800, Candace Houseworth
<b>700 Building</b>	419-303-1495, Fred Newhouse (No office assistant)
<b>800 Building</b>	419-303-1495, Fred Newhouse (No office assistant)
<b>1000 Building</b>	Housing & Safety Services – 3170, Julie Bowsher Administrative Offices & Classrooms – 6328, Karen Kleman
<b>1100 Building</b>	3177, Jeremy Garretson
<b>1200 Building</b>	8864, Aaron Lee
<b>13000 Building</b>	8440, Kim Kantner Library – 3131, Paul Higdon Food Court – 3129, Michelle Tenwalde
<b>1400 Building</b>	8438, Tracey Coffman
<b>1500 Building</b>	2776, Ben Frail
<b>Plant Department</b>	3166, Steve Brown
<b>High Performance Motorsports Building</b>	8898, Paul Higgins
<b>All Dorms</b>	3173, Pat Finnerty
<b>Barnes &amp; Noble</b>	3130, Jackie Wenning
<b>Racers Station</b>	3317, Kasey Carrico
<b>UNOH Event Center</b>	8807, Donald Johnston
<b>Indoor Athletic Complex</b>	8431, Adam Spiers
<b>OSBA</b>	419-229-7896, Jillian Jarvis



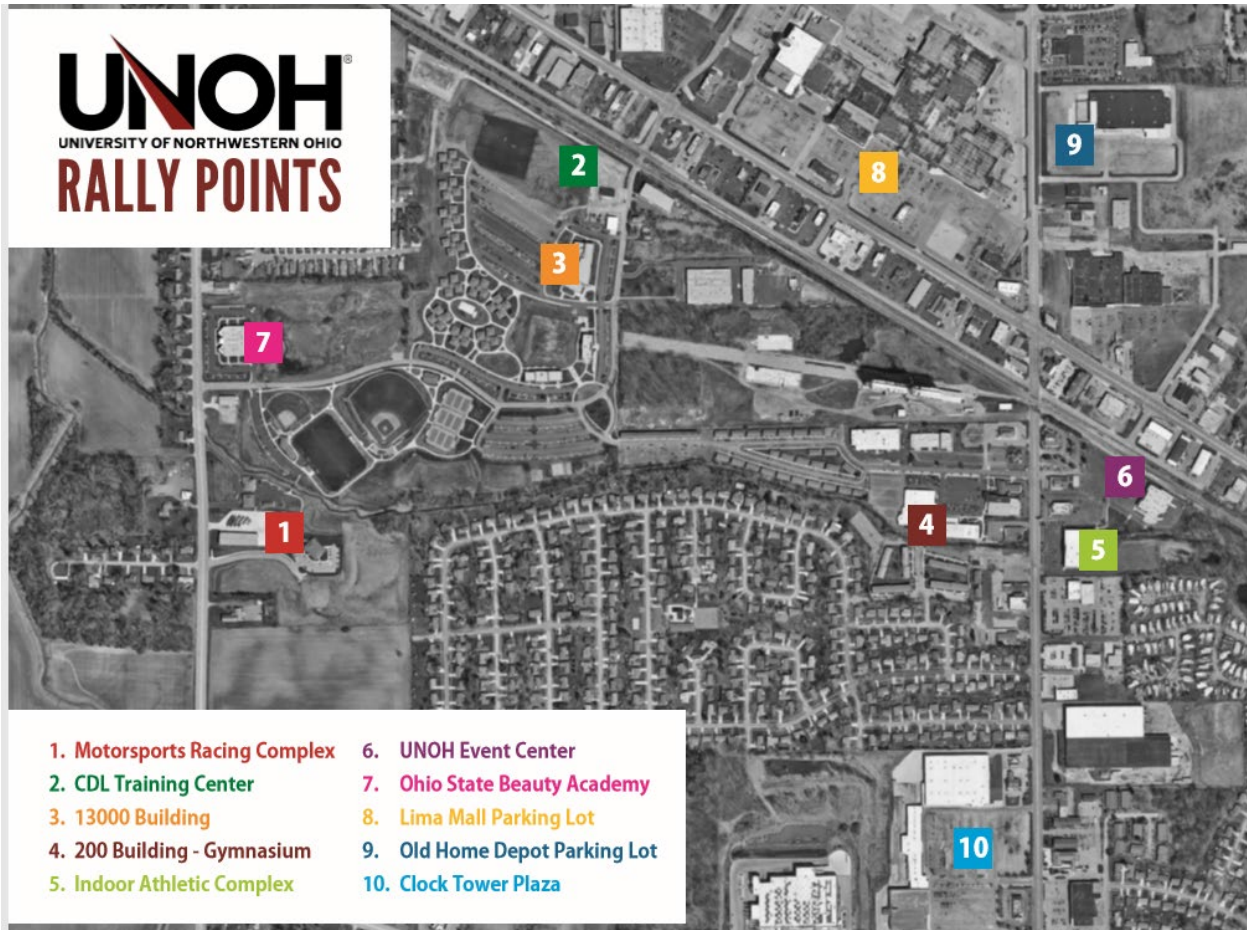
## Building Addresses for 9-1-1

BUILDING	ADDRESS
600 (A-B)	1744 Hartzler Road
700/800 - CASE/CDL	1755 Hartzler Road
900 Event Center	1450 North Cable Road
1000 Administration	2800 Racers Way
1100 S&S/Alternate Fuels	1766 Hartzler Road
1200 Athletic	2963 Racers Way
13000 Student Commons	1739 Hartzler Road
1400 Soccer	3225 Racers Way
1500 Robotics	1391 North Cable Road
Barnes & Noble	1721 Hartzler Road
Plant Department/Woodshop	1600 Eastown Road
Motorsports Racing Complex	1530 Eastown Road
Racers Station	1365 North Cable Road
Indoor Athletic Complex	1390 North Cable Road
Sherwood Park Dorms	1441 North Cable Road - <i>Entrance to Sherwood Park Dorms</i>
College Park Dorms	2450 College Park West
Northwestern Park Dorms	2600 Northwestern Drive
Racers Village Suites	2800 Racers Way

**\*Safety Services Officers will help direct emergency personnel where needed.\***

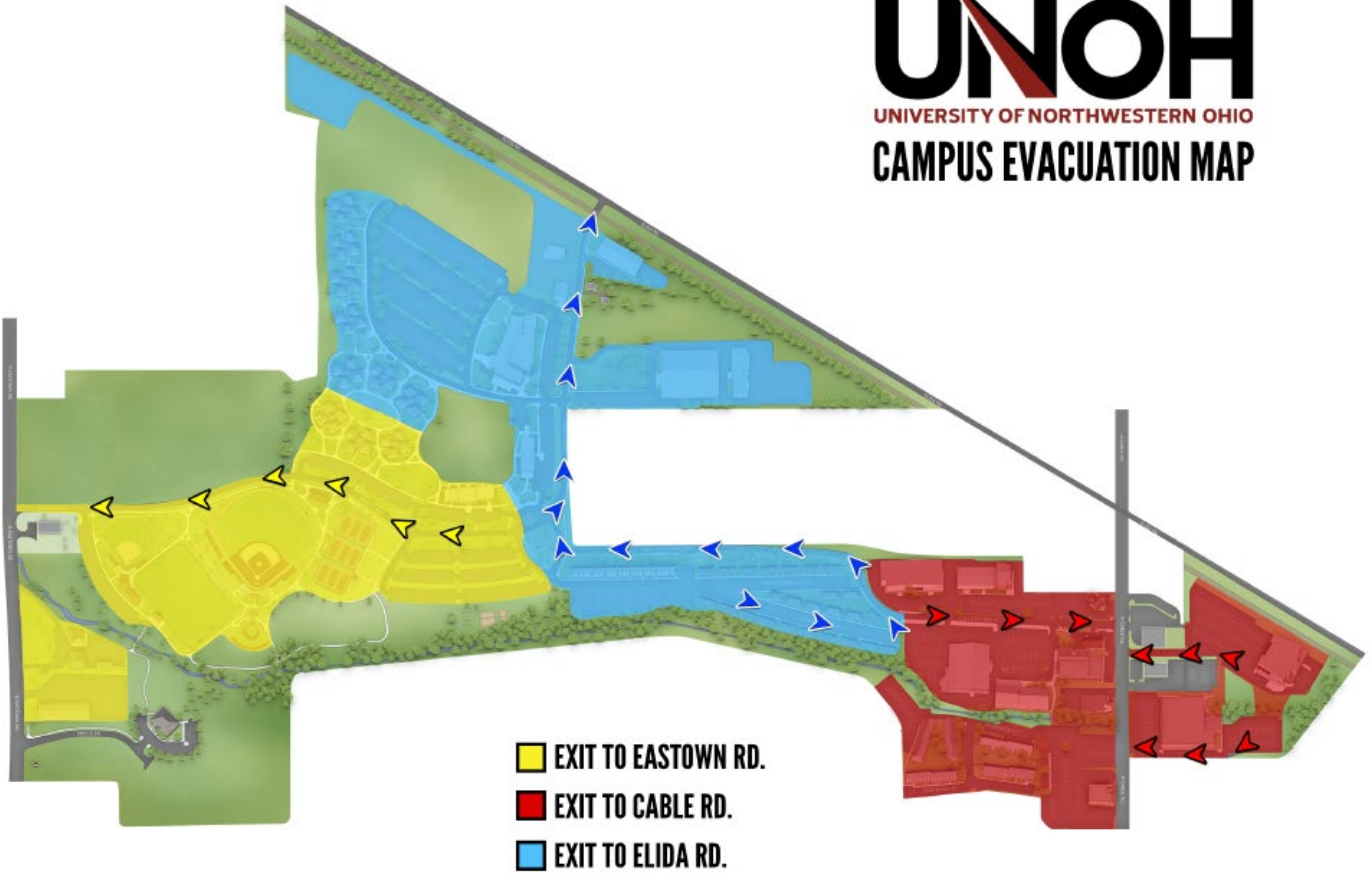
# Emergency Maps

## • Rally Point Map



• Evacuation Map

**UNOH**  
UNIVERSITY OF NORTHWESTERN OHIO  
**CAMPUS EVACUATION MAP**





# Emergency Call Box - Blue Light Locations





# **Housing Policies**

# Housing

## Location

Administration (1000) Building



## Contact Information

Phone: 419-998-3170

Email: [housing@unoh.edu](mailto:housing@unoh.edu)

## Hours of Operation

- Monday – Thursday, 8 a.m. to 5 p.m.
- Friday, 8 a.m. to 4 p.m.
- If assistance is needed after hours, the Safety Services Office should be contacted at 419-998-3167.

## • Housing Requirements

All students must abide by the following regulations:

- Students must submit a completed Housing Questionnaire and a non-refundable \$100 Housing application fee prior to the term they are to live on campus.
- Students must have at least \$1,300 of their charges either paid or covered by financial aid.
- Students must have an active class schedule to live on campus.
- Students must be under the age of 25.

## • Official Contact

The Housing Office uses UNOH email as their means of contact with the resident population regarding any notices, changes, or updates. Residents should check their UNOH email address daily to stay up to date on any communication from the Housing Office. Failure to comply with a notice, change, or update because the residents did not check their email is not an acceptable excuse for the Housing Office.

## • Dorm Rules & Regulations

### Dorm Prohibitions

- Alcohol; empty alcohol beverage bottles, cans, boxes, or kegs; alcohol-related signs, stickers, empty containers, or banners (regardless of age) – See Alcohol Policy
- BB guns; pellet, air soft, or paintball guns; slingshots; knives – See Weapons Policy
- Marijuana, other drugs, and drug paraphernalia (medical or otherwise) – See Drugs Policy
- Household appliances not provided by the University (washers, dryers, deep freezers, etc.) – See Approved Appliances List
- Window air conditioning units
- Beds not provided by the University
- Dart boards
- Car parts
- Pets
- Space heaters
- Trash outside the dorm
- Confederate flags of any type or size
- Large table-type games, such as pool tables, foosball, arcade games, etc.
- Musical instruments, such as drums, guitars, etc.
- Nails, tacks, or staples on paneling or on drywall
- Decorative lights on walls/ceilings
- Live trees (Christmas or otherwise)
- Grills of any kind, smokers, and lighter fluid/other accelerants
- Candles/incense/wax melters (including plug-in devices)
- Extension cords without surge protection or multiple-cubed adapters
- Furniture outside the dorm (University and student-owned property)
- Dismantling of any University property, such as beds, tables, chairs, etc.
- Key locks on bedroom/closet/bathroom doors
- Obscene or offensive material and other prohibited items that may not be listed

### Approved Appliance List

- Mini-fridges 3.3 cubic feet or smaller
- 1100-watt microwaves (1/dorm)
- Electric skillet (with no exposed heating element)
- Electric hot plate (with no exposed heating element)
- Waffle iron
- Air fryer
- Smoothie maker/blender
- Toaster oven
- Coffee machine
- Crock Pot/InstantPot

## **Poster & Picture Policy**

- No posters are to be attached to the walls or doors. Any damage caused by attached items will be charged to the dorm.
- No framed pictures are to be hung on the walls.
- Students will not be allowed to have offensive items displayed in the dorms, such as confederate flags, black panther flags, etc. If these items are found in the dorms, residents will be asked to remove them. If they are not removed, Safety Services will confiscate the items, and students will be fined.
- No political signs, flags, or political iconography visible to the public. If these items are found, residents will be asked to remove them. If they are not removed, Safety Services will confiscate the items, and the students will be fined.
- Obscene materials, such as pornography, are not to be displayed.
- Pictures on doors or windows are not permitted. Obstructing windows with aluminum foil, plastic bags, and any other foreign material is also not permitted.
- Stickers in any form are prohibited.
- Foreign materials on dorm walls or ceilings are not allowed (stars prohibited).
- If students are involved in a violation of resident life policy, they may face disciplinary action. A verbal and/or written notice of any such infraction will be given. Depending on the nature of the violation, the University's Disciplinary Review Board will make the determination on the proper disciplinary action to be taken. See Student Disciplinary Action in the Student Code of Conduct section.

## **Pets Policy**

Pets are not allowed in on-campus housing at any time. "Pet" means any animal that is not registered with the Office of Student Success as an emotional support animal or service animal. All pets registered as an emotional support or service animal must comply with policies set forth by the Office of Student Success. Furthermore, pets are not permitted to visit on-campus housing at any time. Any violation of this policy may result in a \$50 fine, the resident may be required to remove the pet from the dormitory, and may be subject to disciplinary action. In addition, students found in violation of this policy may be held responsible for any additional cleaning or maintenance that may need to be done to the physical property and may be charged accordingly.

## **Transgender Housing Policy**

The University of Northwestern Ohio strives to maintain a safe and inclusive community where individuals are respected and differences are celebrated.

Students who identify as transgender are asked to discuss their housing options, room assignments, and/or their living environment at UNOH with the Director of Housing or Student Success Office. UNOH offers apartment-style housing with 2-4 bedrooms each at double occupancy typically assigned by same sex units. We will assist transgender students with their residential placements on a case by case basis, including access to housing consistent with their gender identity. We encourage students to discuss housing options as soon as possible while the widest range of options is still available.

## Visitor Policy

Visiting hours are from 10:00 a.m. to 1:00 a.m., Sunday through Thursday, and 10:00 a.m. to 2:30 a.m., Friday and Saturday. All visitors must be 18 years of age.

The following people must register with Safety Services when visiting the University dorms:

- All commuting students
- Non-students

The following people do not need to register with Safety Services when visiting the University dorms:

- UNOH dorm students visiting other dorms on campus
- Parents and grandparents

Visitors who need to register are required to leave a valid ID (such as a driver's license) and sign a visitor agreement form. The ID will be returned upon checking out of the dorm area. **Students are responsible for having their guests register with the Safety Services Office. No overnight guests are permitted in the dorms.** Disciplinary actions for visitors found in the dormitories who are not registered with the Safety Services Office are as follows: First – 30-day ban, Second – 60-day ban, Third – Permanent.

The Safety Services Department has discretion on the length of visitor bans. Non-registered visitors are subject to criminal trespassing charges.

## Cleaning Inspections

University Representatives will conduct dorm inspections every week and may enter the dorm when unoccupied. The inspector will leave a weekly Dorm Inspection Sheet. Major inspection areas are the kitchen, living room, bathrooms, and bedrooms. Please have these areas neat, clean, and orderly. Failed inspection results are listed on the Dorm Inspection Sheet. Any questions regarding an inspection should be directed to the Housing Office.

## Move-In Inspections and Cleaning

The Housing Office increases its time in dormitories that have been selected to house incoming students mid-year and work with current students in preparing the space for new students. Before a move-in, a dorm will be notified by campus email that their dorm will be receiving a new student. In the coming weeks before the designated start, the Housing Office will inspect the dorm more often, up to daily, to ensure the space is clean and prepared for an incoming student. If the dorm is not ready, the dorm will go through the Dorm Cleaning and Billing process, which is a standard three-tier model. Based on the amount of cleaning that is needed in a dorm, the students in that dorm will each be charged the tier amount. Definitions of each of the tiers are as follows:

Light (\$25) – One room needs cleaning. Some examples of this would be a large bedroom in Sherwood Park needs to be cleaned, a bathroom in College Park needs to be cleaned and mopped, or a living room in Racers Village needs to be mopped, dusted, etc.

Medium (\$50) – Two or three rooms need to be cleaned. Some examples of this would be a kitchen, living room, and bathroom in Sherwood Park needs to be cleaned; two bedrooms need to be cleaned in Racers Village; or all three bedrooms need to be picked up in Northwestern Park, etc.

Heavy (\$100) – Four or more rooms need to be cleaned. This is used if more than half of the dorm needs cleaning. In the case of Racers Village, this would be used if four areas or more need to be cleaned, for example, two bedrooms and two bathrooms; two bedrooms, the kitchen, and the living room, or all four bathrooms, etc.

Students will be alerted to which tier, if any, that will be charged to the student account by the Housing Office Inspection Sheet that will be left in the dorm on the last inspection before a move-in.

### **Inspections & Searches**

The University of Northwestern Ohio respects a student's right to privacy in his or her living unit. The University regards room entry and inspections for purposes of maintenance, inspection (fire and safety), identification of damage, preservation of the existing structure, and identification of University rule violations as necessary for the health and welfare of all residents. Such entries or searches are agreed to and authorized by the Resident as part of this Agreement.

Additional room searches to identify and enforce University rule violations may be conducted when there is reasonable belief that a rule violation has been committed and that the evidence for it may be found in a particular room or suite. Reasonable belief for a room search entails some minimal level of objective justification for making a search that is something more than an inchoate and a particularized suspicion or hunch. Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The University reserves the right to remove illegal items or unauthorized University property that is found during authorized searches.

The University regards room entry and/or room searches as necessary for the health and welfare of all residents. Evidence found in the search of a room may be confiscated and used in disciplinary proceedings. Failure to comply with UNOH policy regarding room entry and/or room searches will result in disciplinary action, including, but not limited to, immediate removal from the residence unit and/or an interim suspension. Law officials may enter, search, and seize evidence in accordance with applicable law. Any questions regarding the University's policy for room entry and room searches should be directed to the Housing/Safety Services Office.

### **Thermostat Operation**

Thermostats are not to be tampered with. If the thermostat has been damaged, the dorm will be charged for materials and labor to repair it. Tampering includes, but is not limited to, non-maintenance employed personnel changing the temperature of the dorm, any damage to the outer case, or excessive or overuse of the exposed air conditioning unit available in some housing options. See Schedule of Fines in the Student Code of Conduct section of this Handbook.

### **Smoke Alarms**

Smoke alarms have been installed in all University dorms for the protection of students and guests. Please check your smoke alarm weekly to make sure that it is working properly. The Plant Department provides replacement batteries for all smoke alarms when needed. If the smoke alarm is not working properly, please contact the Safety Services Office (3167) immediately.

Smoke alarms are not to be tampered with. Smoke alarms will be checked on a monthly basis during inspections to see if it has been disconnected. If the smoke alarm has been disconnected, the entire dorm will get fined. See Schedule of Fines in Student Code of Conduct section of this Handbook.

### **Fire Extinguishers**

Every dorm has a single use fire extinguisher. Fire extinguishers are for EMERGENCY USE! They are intended for small fires only. If you must use the fire extinguisher, notify Safety Services immediately. In case of a large fire, evacuate the building and call 911. Then call Safety Services at (419) 998-3167 to notify them of the situation. Any misuse of fire extinguishers will result in fines.

### **Fire Safety Checklist**

- Use only grills provided by the University.
- Identify two ways out of every room.
- Maintain a three-foot heat clearance from all electric heaters and combustible materials.
- Do not use extension cords or multi-cube adapters.
- When cooking, have a fitted lid for each pan or skillet and a fire extinguisher which can be reached or a box of baking soda available. Know how to use them in the event of a fire.
- Check all wires to appliances and report old, worn, or broken wires and plugs to the Plant Department.
- Never store flammable liquids in the dorm.

### **Dorm Moves**

If students are interested in moving to another dorm or bedroom, they are required to contact the Housing Office so written approval can be given. Any unauthorized move may result in a fine or additional disciplinary action. See Schedule of Fines in the Student Code of Conduct section of this Handbook. The University must have accurate records of dorm assignments in case of an emergency.

When students move to a new location on campus, a Room Condition Report will be made available to the students upon request so they may document any existing damage the new space may have. It is the students' responsibility to complete the form and return it to the Housing Office within 72 hours so it may be reviewed by the Housing Inspector. If the students elect to not complete the Room Condition Report and turn it in to the Housing Office, the students may be held liable for any damage that is found in the space.

### Occupancy Policy

- Whenever a dorm drops to half occupancy or below, the University reserves the right to relocate students to other available space on campus.
- For reasons other than half occupancy, the Housing Office reserves the right to assign students to any available space.

### Dorm Remodeling/Maintenance

During the year, dorm students may be required to relocate to a different dorm to allow the Plant Department (Maintenance) to make necessary repairs and updates to the dorms. The Housing Office will do its best to place the students where they prefer but reserves the right to assign students to any available space.



## Bedroom Swap Policy

When students move in to on-campus housing, they will be assigned to a specific bedroom in a dorm. If space in a different bedroom becomes available that students would like to move to, please go to the Housing Office and complete the necessary paperwork BEFORE moving into the new bedroom. Once approval is given from the Housing Office, students will have 24 hours to move their belongings from their current bedroom into their new bedroom. When moving to another bedroom, students may fill out a new Room Condition Report (RCR) for the space. If students do not fill out a new RCR, they accept the room in its current condition and could be held liable for any existing damage present in the space.



## • Dorm Maintenance & Damage

### Dorm Maintenance Requests

If a dorm has an issue requiring maintenance, students should submit an online repair request by going to the portal ([my.unoh.edu](http://my.unoh.edu)). Under the menu, select Student Resources and click on Dorm Maintenance. Once submitted, the request is directly sent to the Maintenance Department. All maintenance issues, except emergencies, need to be submitted online. Do NOT call Safety Services with maintenance requests unless it is an emergency case.

The Housing office has a small stock of light bulbs, shower curtains, and 9V batteries (for smoke detectors) if needed.

### Dorm Damage

It is the responsibility of residents to alert the Housing Inspector to any damage that happens in the dorm. Residents who report damage will be able to work with the Housing Inspector or the Housing Director on determining responsibility for the damage. Any damage found that is not marked on a Room Condition Report or reported to the Inspector will be assessed evenly to all residents in the dorm, or specific room, depending on where the damage was found. Residents are also responsible for damage that is caused by their visitor or guest.



## • Housing Exit Process

Upon moving off-campus due to personal reasons, graduation, or withdrawal from the University, students are required to remove all belongings including trash, complete a Housing Exit Form, and return the issued dorm key before leaving. Due to limited contact, keys are to be returned by use of mailboxes outside the 1000 Building by the Housing and Safety Services Office. The lower mailbox contains envelopes. Fill out the Housing Exit Form that is printed on the envelope and seal the key inside. Then place the envelope into the top mailbox. A fee is charged for non-returned keys and/or failure to sign the Housing Exit Form. This charge is *non-refundable* and *non-disputable*. University officials will inspect the dorm. Any items left behind in the dorm will be discarded, and a cleaning fee will be assessed if needed.

If at any time students decide to leave the University for one or more sessions or quarters, the University cannot guarantee space in on-campus housing upon returning. If students want to return to school and live in the dorms, they must contact Housing at (419) 998-3170 or email [housing@unoh.edu](mailto:housing@unoh.edu) two weeks

prior to returning to request a dorm and check availability. Students must have pre-approval from the Housing Director prior to returning to the dormitories.

## • Dorm Fines

See Schedule of Fines in Student Code of Conduct section of this Handbook.

## • Mailroom

### Location

North side of the Housing & Safety Services area

### Hours of Operation

- Monday – Thursday, 1:00 p.m. to 8:00 p.m.
- Friday, 1:00 p.m. to 4:00 p.m.

Students must show identification and sign for packages.

### Dorm Address

Student Name  
2800 Racers Way  
Dorm #  
Lima, OH 45805

## • Laundry Facilities

A laundry facility is located in the basement of B Building in the Sherwood Park Dormitories. The facility is available to all dorm students. The laundry machines now accept payment through the CSCGO app, Apple Pay, Google Pay, or coins. More information regarding the CSCGO app is listed on the laundry machines.

## • Off-Campus Housing

A list of off-campus apartments is available at the Housing Office to interested students.

## • Missing Student Policy

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing. For purposes of this policy, a student may be considered to be a "Missing Student" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

### **Procedures for Designation of Confidential Emergency Contact Information**

Students will be given the opportunity to designate an individual(s) to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

In the event a student who is under the age of 18 and is not emancipated is determined to be missing pursuant to the procedures set forth below, the University will attempt to notify a custodial parent/guardian, in addition to the student's designated contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### **Official Notification Procedures for Missing Students**

- Any individual on campus who has information that a residential student may be a missing student must notify the Safety Services Office as soon as possible and, in no event, later than 24 hours after determining that the student is missing.
- The Safety Services Office will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.).

If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (witnessed abduction), no later than 24 hours after the Safety Services Office determines that the residential student is missing:

- The Safety Services Office will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation; and
- The Housing/Safety Services Office will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for the student under the age of 18) that the student is believed to be missing.

### **Campus Communication about Missing Students**

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all

communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the office of the President or Vice President for Academic Affairs/Provost. All inquiries to the University regarding missing students, or information provided to any individual at the University about the missing student, shall be referred to the Safety Services Office, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Lima community with any information about a missing student, the President or Vice President for Academic Affairs/Provost will consult with the Safety Services Office and with local law enforcement authorities to ensure that communications do not hinder the investigations.

For your information, the following are recommended websites to view areas of concern in the Lima area:

<http://lima.areaconnect.com/crime1.htm>

<http://www.neighborhoodscout.com/oh/lima/crime/>

[http://www.ocjs.ohio.gov/crime\\_stats\\_reports.stm](http://www.ocjs.ohio.gov/crime_stats_reports.stm)



**Safety  
Services  
Policies**



# Safety Services

## Location

Administration (1000) Building



## Contact Information

Phone:

Primary - 419-998-3167

Secondary – 567-204-4418 (text messaging available)

## Hours of Operation:

Officers are on duty **24 hours a day, 7 days a week, including holidays**

The University of Northwestern Ohio employs Safety Services Officers for the safety and protection of all students and their property. The Officers perform their duties in the best interest of all students. It is the responsibility of all students to follow University rules and regulations regarding proper conduct.

All Safety Services personnel wear a uniform for proper identification and also a body camera which records audio and video. They respect student privacy but do have the authority to enter a dorm/suite for the following reasons:

- Life or death situations
- Weapons violation
- Sickness and/or personal injury
- Fire
- Unruly conduct or general disorder

All personal injury accidents, traffic accidents, criminal action, or any other emergencies should be reported to the Safety Services immediately. All incidents will have a detailed report completed and a police report filed if necessary.

Safety Services officers, staff, and faculty personnel have the right to disperse a crowd, party, or any life-threatening situation that the officers, staff, or faculty personnel feel is necessary at the time. Disperse meaning to return to the dorm, classroom, or designated area.

Students may be asked periodically to complete a disclosure form indicating whether or not they have been arrested for or convicted of a crime. The purpose of the disclosure form is to identify potential threats to the UNOH community. Every disclosure of an arrest or conviction will be evaluated on an individual basis. However, students may be subject to discipline for arrests and convictions up to and including expulsion from UNOH. In addition, *failure to disclose* an arrest or conviction constitutes grounds for discipline up to and including expulsion from UNOH. Questions regarding this policy should be directed to the Director of Safety Services.

### **First Aid Services**

The University provides first aid services for all students. In the event services are needed, contact the Safety Services Office immediately.

### **Lost and Found**

Any item which is lost and then subsequently found on campus is forwarded to Safety Services. If students have lost anything on campus, they should check with Safety Services first. Be prepared to describe the lost item in detail so that rightful ownership can be established.

### **Vehicle Assistance**

The Safety Services Office is able to assist students with vehicular lock-outs and jump starts. A waiver must be signed prior to service.

Other services provided include:

- Escort
- Engraving of personal items



## **• Student Motor Vehicle Regulations**

Student motor vehicle regulations have been prepared for the guidance of all students who operate motor vehicles on the campus or in parking areas of the University of Northwestern Ohio. The regulations are necessary for traffic order and protection; students are required to abide by them when operating a vehicle on campus. Courtesy, caution, and good sense must characterize all campus driving. The University reserves the right to withdraw operating privileges from anyone, at any time, while on campus.

The term “motor vehicle” includes automobiles, trucks, motorcycles, motor scooters, motor bikes, and any other motor-powered vehicle operating on land. All non-licensed, off-road vehicles are not permitted, including three-wheelers, four-wheelers, dirt bikes, snowmobiles, etc.

The following regulations, which may be amended from time to time, govern the driving and parking of motor vehicles on the campus of the University of Northwestern Ohio:

- The speed limit for motor vehicles on University property shall be 10 miles per hour at all times unless otherwise posted.
- Motor vehicles must be operated only on streets designed for normal automobile use.
- Any accident involving a motor vehicle on University property must be reported to the Safety Services Office at 998-3167 immediately.
- Parking of motor vehicles on University property is confined to areas designated for parking. Parking is prohibited on grass plots, construction areas, or any other place that will mar the landscaping of the campus, inconvenience or endanger anyone, create a hazard, or interfere with the use of University facilities by others.
- Parking is prohibited at all loading zones, entrances to all buildings, and in all areas marked with red lines. On blacktop lots, all cars must be parked within the yellow or white lines. Straddling one or more lines is a violation.

- The responsibility for finding a legal parking place rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations.
- The person in whose name a vehicle is registered at the University of Northwestern Ohio is responsible for any violation involving that vehicle.
- No automobile repairs or maintenance is to be performed in any parking lot. Students will be subject to a citation or disciplinary action for this violation. See the Schedule of Fines in the Student Code of Conduct section of this handbook.
- Parking areas designated for visitor parking are not to be used by students, faculty, or staff.
- Any vehicle in violation of parking regulations—apparently abandoned, not able to be driven, or left in such a position as to constitute a hazard to others—may be towed away without notice and stored at the owner’s expense.
- See Safety Services if you have a vehicle that is temporarily disabled. A temporary disabled lot with limited spaces is available for current on-campus students. The vehicle is only permitted to stay for a maximum of 45 days. No vehicle repairs are allowed in this lot. Safety Services will issue a temporary pass for the vehicle, which is to remain visible through the windshield and tells the students where to park. When the vehicle is removed from the lot, students must return the pass to Safety Services.
- The University of Northwestern Ohio assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on the campus. It is the owner’s responsibility to carry insurance.

Community-reported student motor vehicle violations off campus can also be subject to disciplinary action.

### **Parking & Parking Permits**

*No student vehicle may be parked anywhere on campus unless the vehicle has been properly registered and a valid parking permit has been obtained. Parking permits are free. Vehicles not registered with Safety Services could be towed.*

- All eligible students who possess or operate a motor vehicle on campus must register such vehicle with the Safety Services Office if they wish to use University parking facilities.
- Students may not have a parking permit for a motor vehicle which is not titled to them or a member of their family or legal guardian without permission from the Director of Safety Services, nor will a parking permit be issued for a student vehicle bearing dealer’s plates without permission from the Director of Safety Services.
- Students living on campus may obtain parking permits, which entitles the student to a limit of one vehicle on campus at such time.
- Commuting students may obtain additional parking permits if circumstances warrant their doing so.
- Falsification of information to obtain a parking permit shall subject the offender to a fine and automatic revocation of parking and driving privileges. See Schedule of Fines in Student Code of Conduct section of this Handbook.

### **Application Form**

Application forms for parking decals for a motor vehicle may be obtained by an eligible student at the Safety Services Office. An application will be honored by the Safety Services Office upon the receipt of the application with:



- Verification of eligibility for registration;
- Correct information concerning ownership and license number by showing certificate of registration;
- Applicant’s agreement to abide by regulations governing parking and driving of a motor vehicle on the campus.

**Decal Display**

Display of the parking decal must be in the lower corner of the front window on the passenger side. Two-wheeled vehicles must have decals displayed on rear fender, if possible, or in a conspicuous place on the vehicle. The color of the sticker has to be seen along with sticker number. The white covering does not substantiate display; the white covering has to be peeled off. No decal issued by the Safety Services Department shall be displayed on anything other than the windshield of the vehicle.

**Defective Decals**

Defective decals must be exchanged for replacement immediately. No charge will be made if substantial fragments are presented. This will also apply if you purchase or obtain another vehicle. Non-current decals must be removed from window before installing current decal.

**Parking**

***Students will receive citations if their vehicle is not in the permitted parking area.***

- **Red lined spaces.** Employee parking only. Do not park here.
- A color-coded parking map is available at the Safety Services Office in the 1000 Building. *Parking lot assignments may be changed by the University at any time.*
- Temporary parking permits must be obtained by any eligible student who desires to bring a vehicle on campus for a limited time.

<b>Authorized User</b>	<b>Parking Area</b>
Anyone who has a valid parking permit for a lot.	
Dorm Students	<ul style="list-style-type: none"> <li>• Designated dorm areas ONLY</li> </ul>
College of Applied Technologies Commuters (Morning Classes)	<ul style="list-style-type: none"> <li>• C Lot, west of the 300 Building</li> <li>• D Lot, 500 Building</li> <li>• 600 Building</li> </ul>
College of Applied Technologies Commuters (Afternoon/Evening Classes)	<ul style="list-style-type: none"> <li>• C &amp; D Lots</li> <li>• A &amp; B Lots <b>after 3 p.m.</b></li> <li>• 600 Building</li> </ul>
Colleges of Business, Health Professions, & Occupational Professions Commuters	<ul style="list-style-type: none"> <li>• A &amp; B Lots, north of the 200 Building</li> <li>• D Lot, 500 Building</li> </ul>
Classes in the Administration (1000) Building	<ul style="list-style-type: none"> <li>• Across the street in the Hartzler Road Lot</li> </ul>
Classes in the 1100 Building	<ul style="list-style-type: none"> <li>• Across the street in the stone lot</li> </ul>
Overflow Parking	<ul style="list-style-type: none"> <li>• Hartzler Road Lot</li> <li>• Event Center (across Cable Road) – DO NOT park at Harry’s Hideaway</li> <li>• G Lot – DO NOT park in front of doctor offices</li> </ul>
Admissions	<ul style="list-style-type: none"> <li>• Students should <b>NOT</b> park in front of this building.</li> </ul>

Faculty & Staff	<ul style="list-style-type: none"> <li>F Lot – Students should <b>NOT</b> park in this lot.</li> <li>Red-lined spaces are for employee parking only. Students should <b>NOT</b> park in these spaces.</li> </ul>
Customers - Bookstore	<ul style="list-style-type: none"> <li>Barnes &amp; Noble Bookstore Parking Lot</li> </ul>

### Parking & Moving Violation Definitions

Parking & Moving Violation	Definition
Parked in a Handicapped Zone	No student shall stop, stand, or park any motor vehicle at special parking locations designated for the handicapped, unless a valid removable windshield placard or special license plate is displayed.
Parked/Driving on Grass	No student shall stop, stand, park, or operate any motor vehicle upon any grass plot, construction area, or any other place that will mar the landscaping, inconvenience or endanger anyone, create a hazard, or interfere with the use of college facilities by another.
Parked Adjacent to a Fire Hydrant	No student shall stop, stand, or park any motor vehicle within ten feet of a fire hydrant.
Blocking a Dumpster	No student shall stop, stand, or park any motor vehicle next to a dumpster as to interfere with the loading or unloading of that dumpster.
No Sticker or Wrong Sticker	No student shall stop, stand, park, or operate any motor vehicle on property owned or leased by the University of Northwestern Ohio without the proper permit or while displaying an invalid permit.
Parked in the Wrong Lot	No student shall stop, stand, or park any motor vehicle in a designated parking lot without the proper permit.
No Parking Zone	No student shall stop, stand, or park any motor vehicle in any area designated or posted as no parking or in any area that does not have lined spaces for parking.
Bumper over Sidewalk	No student shall park a vehicle on campus with the bumper over the sidewalk.
Parked on a Sidewalk	No student shall stop, stand, or park any motor vehicle on any area designed or used as a sidewalk.
Double Parked	No student shall park any vehicle across any line or marking painted or placed upon the street or parking lot or park such vehicle in such a position that the vehicle is not entirely within the area designated by such lines or markings.
Parked in an Assigned Space	No student shall stop, stand, or park any motor vehicle in any space marked or posted for a specific person or group.
Backed into a Parking Space, <b>College Park ONLY</b>	No student shall stop, stand, or park any motor vehicle within the College Park Dorms with the back or rear of the vehicle next to the curb.

Reckless Operation of a Motor Vehicle	<p>No student shall operate any motor vehicle in willful or wanton disregard of the safety of persons or property.</p> <ul style="list-style-type: none"> <li>• Light violation – From sunrise to sunset or at any other time when there are unfavorable atmospheric conditions, headlights are required. This does not include fog lamps or driving lights.</li> <li>• Use of flashing lights, wigwags, oscillating, and rotating lights are prohibited on motor vehicles while driving on campus.</li> </ul>
Excessive Acceleration (Burnout)	No student shall spin the wheels on a motor vehicle causing the tires to heat up and smoke due to friction and leaving black marks or rubber on the roadway. *An additional fine for Destruction of Property could also be applied in addition to this citation.
Nuisance Operation of a Motor Vehicle	No student shall operate any motor vehicle in such a manner that the vehicle or its motor emits a loud, cracking or chattering or other unreasonably loud noise or that the tires of such vehicle squeal. No student shall own, operate, or have in their possession any motor vehicle or motorcycle equipped with a device for producing excessive smoke or gas, or so equipped as to permit oil or any other chemical to flow into or upon the exhaust pipe or muffler of such vehicle, or equipped in any other way to produce or emit smoke or dangerous or annoying gases from any portion of such vehicle, other than the ordinary gases emitted by the exhaust of an internal combustion engine under normal operation.
Wrong Way on a One-Way Street	Upon a roadway designated and posted with signs for one-way traffic, a vehicle shall be driven only in the direction designated.
Riding/Hanging Outside a Motor Vehicle	No student shall hang onto or ride on the outside of any motor vehicle while it is moving. No student shall knowingly permit any person to hang onto, or ride on the outside of, any motor vehicle while it is moving. Note: students riding in the bed area of a pickup truck must at all times remain seated on the floor—not on the sides, wheel well, or truck box—and keep their appendages inside at all times. Failure to do so constitutes a violation.
Disobeying a Traffic Control Device, to Wit a Stop Sign	No student shall, as the operator or driver of any motor vehicle, disobey the instructions of any traffic control device.
Operation of an Off-Road Vehicle	No student shall operate any snowmobile or all-purpose off-road vehicle on any property owned or leased by the University of Northwestern Ohio.
Shortcutting Across Private Property	No operator of a motor vehicle shall enter upon private property for the sole purpose of driving across such

	property, between abutting streets or other public ways thereof.
More than One Vehicle on Campus	No student is permitted to have more than one vehicle on campus.
Vehicle Repairs	No student shall perform any vehicle repairs or maintenance in any parking lot.

### Student Motor Vehicle Fines

See Schedule of Fines in Student Code of Conduct section of this Handbook.



## • Drug & Alcohol Policy

UNOH's policy on student use of alcohol and drugs is clear: unlawful use, possession, manufacture, sale, distribution, or dispensation of drugs, or other drugs listed on the schedules in Ohio Revised Code § 3719.41 are absolutely prohibited in or on UNOH owned or controlled property or while enrolled at UNOH. This prohibition includes driving under the influence of alcohol or a controlled substance while enrolled at UNOH (including during breaks). Personal items, including vehicles, on University-owned property are subject to search and seizure.

Sanctions for violation of this Policy are set forth in this handbook and may include probation, restrictions and loss of privileges, restitution, residence hall expulsion, interim suspension, university suspension, summary suspension, and expulsion. See Disciplinary Procedure and Student Disciplinary Action.

UNOH retains absolute discretion to discipline students for violations of this Policy and may move directly to expulsion without applying any other form of discipline. In addition, students may be subject to criminal prosecution by local, state, and/or federal law enforcement.

The recent development of synthetic marijuana and bath salts has resulted in difficulty determining whether a student is violating the University's longstanding policy against drug possession and use. In order to address this issue and preserve a drug-free campus environment, the University has added the following language to the Student Code of Conduct: the use, possession, manufacture, sale, distribution, or dispensation of synthetic drugs that mimic marijuana, cocaine, methamphetamines, or other drugs listed on the schedules in Ohio Revised Code § 3719.41 are absolutely prohibited and briefly described as:

- narcotics and opiates
- narcotics – opium derivatives
- hallucinogens
- depressants
- stimulants
- anabolic steroids

A complete list of the controlled substances listed in Section 3719.41 is on file in the Safety Services Office. The list includes Ecstasy (MDMA), bath salts, and all synthetic forms or derivatives of marijuana (Cannabis) regardless of the product name given to those substances. The presence of the odor of marijuana shall be considered prima facie evidence that a drug violation has occurred.

Marijuana use, possession, or paraphernalia are NOT permitted on campus regardless of medicinal use. Having an approved status to carry a medical marijuana card from any state, including Ohio, is no exception to this rule. Any product found will be confiscated and released to the proper authorities. Any student found in violation of this policy will be disciplined.

Finally, students shall not possess drug paraphernalia for use or with the intent or purpose to use it. Ohio Revised Code § 1758 contains a definition of the term “drug paraphernalia.”

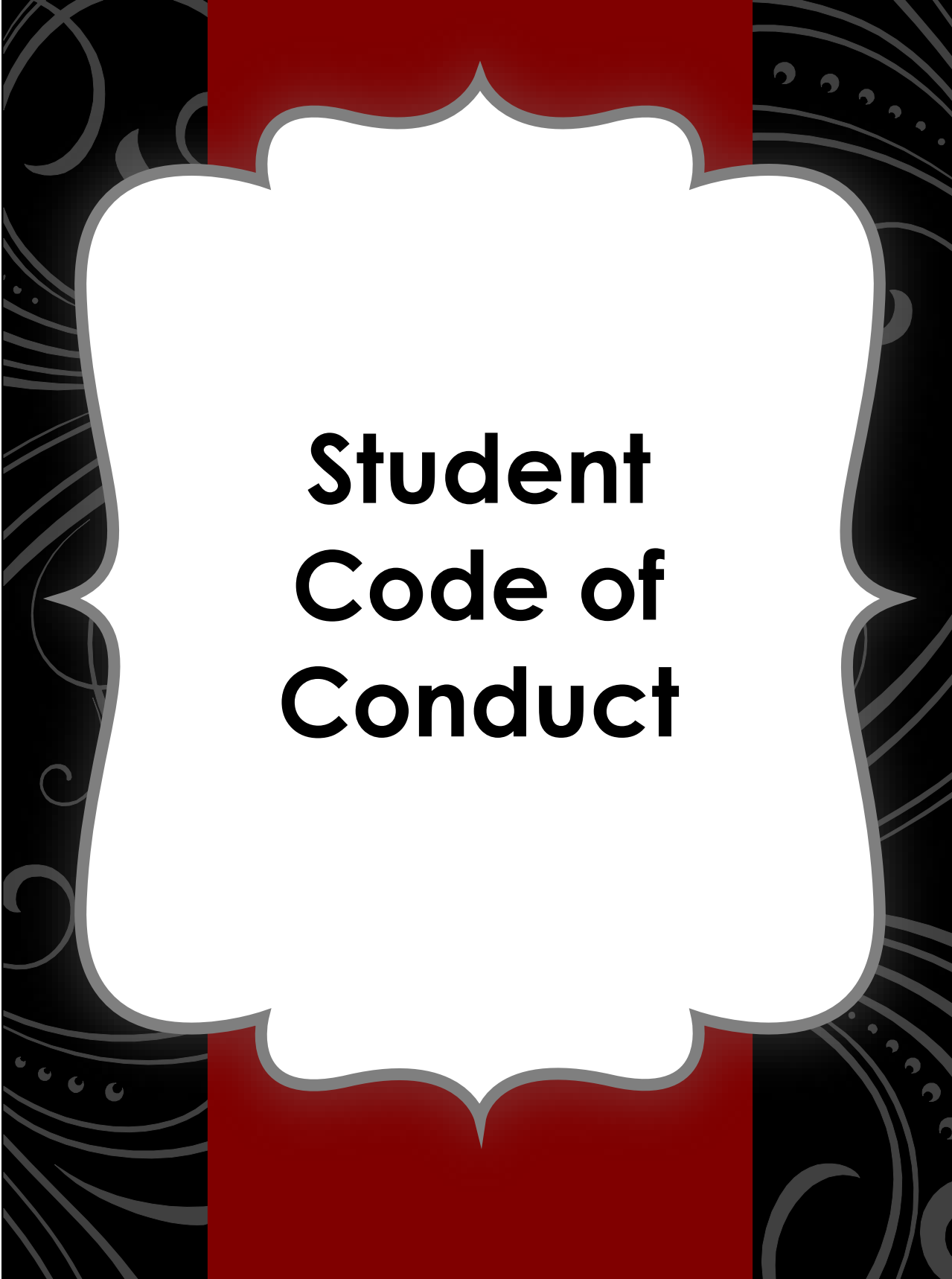
The University of Northwestern Ohio does not permit drinking by students of any age on its campus and any student found in violation of this policy will be disciplined.



## • **Weapon Policy**

No weapons will be permitted on campus. This includes, but is not limited to, anything that can create serious physical harm. Some items include guns, knives (pocket knives under 4” are acceptable), martial arts weapons, bows and arrows, blowguns, paintball guns, airsoft guns, dart guns or rubber pellet guns, BB guns, hunting and targeting weapons, ammunition, gun parts or unassembled weapon pieces, or any other item that is an instrument of attack. These items are NOT PERMITTED on campus or University-owned property and will be immediately confiscated. Students **will** be subject to disciplinary action for the possession of any weapon. CONFISCATED WEAPONS WILL NOT BE RETURNED.

Personal items, including vehicles, on University-owned property are subject to search and seizure of any weapons or such items.



**Student  
Code of  
Conduct**



# Student Code of Conduct

The University of Northwestern Ohio aspires to create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. This *Student Code of Conduct* is intended to ensure students, as members of our community and their organizations, conduct themselves in accordance with these values, including the expectation that all students participate in an environment that respects differences of sex, sexual orientation, race or color, marital status, ethnicity, religion or creed, ancestry, national origin, disability, age, and veteran's status.

This *Student Code of Conduct* thus creates a set of expectations for student conduct, ensures a fair process for determining when student behavior may have deviated from those expectations, and provides appropriate sanctions when a student or student organization has violated the *Student Code of Conduct*. All University of Northwestern Ohio students are expected to follow the rules and procedures which have been established to ensure a good campus environment for everyone.

This *Student Code of Conduct* is supplemental to all academic, motor vehicle, and residence life regulations stated elsewhere in this Handbook.

The following is a list of actions which constitute a violation of the *Student Code of Conduct*, without regard to whether the action occurs on campus or off campus.<sup>1</sup>

## Actions and Definitions

<b>Disorderly Conduct</b>	Unruly, disruptive behavior or behavior that presents a risk of physical harm to another person. Disorderly conduct includes, but is not limited to: <ul style="list-style-type: none"><li>a. Fighting;</li><li>b. Making unreasonable or offensive remarks or gestures to another person;</li><li>c. Provoking another into violence;</li><li>d. Unnecessarily hindering anyone's movement along sidewalks or roadways;</li><li>e. Making excessive noise or playing loud music which unreasonably disrupts others;</li><li>f. Engaging in conduct that presents a risk of physical harm to another person.</li></ul>
<b>Persistent Disorderly Conduct</b>	No student shall persist in disorderly conduct after reasonable warning or request to desist by a Safety Services Officer.
<b>Failure to Disperse</b>	Where five or more persons are participating in a course of disorderly conduct in violation of section 24 of the Student Code of Conduct, and there are other persons in the vicinity whose presence creates the likelihood of physical harm

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<sup>1</sup> The following acts and definitions have been adapted from the Ohio Revised Code and are intended to keep with the spirit and reporting requirements of the Jeanne Clery Act.

	<p>to persons or property or of serious public inconvenience, annoyance, or alarm, a Safety Services Officer or other college official may order the participants and such other persons to disperse. No student shall knowingly fail to obey such order.</p>
<p><b>Sexual Misconduct</b></p>	<p>Sexual misconduct includes sexual offenses that are both physical and non-physical.</p> <p><b>Physical sexual offense</b> means touching another person in a sexual manner when the other person does not consent to the touching because:</p> <ul style="list-style-type: none"> <li>a. it is unwelcome;</li> <li>b. that person lacks the ability to consent because they are under the age of consent (under the age of 18 years old), they are intoxicated (under the influence of alcohol or drugs), they are asleep, or they otherwise are unable to express their consent.</li> </ul> <p>Physical sexual offenses include the following non-consensual acts:</p> <ul style="list-style-type: none"> <li>a. Sex (vaginal or oral)</li> <li>b. Sodomy</li> <li>c. Rape with a foreign object</li> <li>d. Sexual battery - touching another’s intimate parts [sexual organ, anus, groin, or buttocks of any person, or the breast of a female] for the purpose of sexual gratification.</li> </ul> <p>Certain sexual acts, although consented to, are still considered physical sexual offenses which violate the University policy:</p> <ul style="list-style-type: none"> <li>a. Incest - sex between certain family members within one degree of separation.</li> <li>b. Statutory rape - sex with a person who is under the age of 18.</li> </ul> <p>An attempted physical sexual offense, even if it is unsuccessful, is still a violation of this policy just as if the act had been completed.</p> <p><b>Non-physical sexual offense</b> means any act which takes advantage of another person for the purpose of sexual gratification, or which sexually exploits another person. A non-physical sexual offense includes verbal harassment of a sexual nature such as unwelcome requests for sexual favors or unwelcome advances of a sexual nature.</p> <p>Non-physical sexual offenses include the following categories of actions:</p> <ul style="list-style-type: none"> <li>a. <u>Sexual Exploitation</u>: examples include, but are not limited to, prostituting another student, non-consensual video or audio-recording of sexual activity, engaging in non-consensual voyeurism.</li> <li>b. <u>Sexual Harassment</u>: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: <ul style="list-style-type: none"> <li>1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or academic pursuits;</li> </ul> </li> </ul>



	<p>2. Submission to or rejection of such conduct by a person is used as the basis for employment or academic decisions affecting such person;</p> <p>3. Conduct that has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.</p> <p>c. <u>Indecent Exposure</u>: exposing the private or intimate parts of the body [sexual organ or buttocks of any person, or the breast of a female] in public or where the public can easily see the person.</p>
<b>Assault</b>	Touching another person without their consent for the purpose of inflicting bodily injury.
<b>Aggravated Assault</b>	Touching another person for the purpose of inflicting severe bodily injury, regardless whether an injury resulted.
<b>Domestic Violence</b>	<ul style="list-style-type: none"> <li>• No person shall knowingly cause or attempt to cause physical harm to a family member.</li> <li>• No person shall knowingly cause serious physical harm to a family or household member.</li> <li>• No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.</li> </ul>
<b>Dating Violence</b>	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:</p> <ul style="list-style-type: none"> <li>• The length of the relationship</li> <li>• The type of relationship</li> <li>• The frequency of interaction between the persons involved in the relationship</li> </ul>
<b>Stalking</b>	A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.
<b>Burglary</b>	Entering a building without permission with the purpose of committing a theft or felony inside.
<b>Trespassing</b>	Entering into a building or location without permission or authority to do so. Such locations may include dorms, academic buildings, administrative offices, or any other location in which a student lacks permission, express or implied, to enter.
<b>Motor Vehicle Theft</b>	Taking another person’s motor vehicle without permission.
<b>Robbery<sup>2</sup></b>	Stealing another person’s property by force or threat of force.
<b>Theft</b>	Stealing another person(s) property. Theft includes, but is not limited to, the crimes of pocket picking, purse snatching, shoplifting, theft from a building, theft from any coin operated machine or device, theft from a motor vehicle (including theft of motor vehicle parts or accessories).

<sup>2</sup> Includes attempts to complete the act, even if unsuccessful

<b>Arson</b>	Intentionally burning a place of residence, public building, motor vehicle, or personal property of another.
<b>Intimidation</b>	Causing another person to be afraid through the use of threatening words or other threatening conduct.
<b>Hate Crimes</b>	Committing any crime on this list when the crime was motivated by dislike or bias against any person(s) or their property because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person(s).
<b>Murder</b>	Intentionally killing another person.
<b>Manslaughter</b>	Unintentionally killing another person.
<b>Drug/Narcotic Violations</b>	The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.
<b>Alcohol Violations</b>	No alcohol of any kind is permitted on campus for any student or visitor, regardless of age. Any student found in violation of this policy will be subject to citation, disciplinary action, and/or parental notification.
<b>Weapons Violation</b>	Possessing any firearm, deadly weapon (including nunchakus or billy club), knife, or explosive device while on the property of the University of Northwestern Ohio except as required in the lawful course of business or as authorized by the University of Northwestern Ohio.
<b>Vandalism</b>	Intentionally destroying or damaging property of another.
<b>Fireworks</b>	Possessing or discharging fireworks without permission from the University is prohibited.
<b>Inciteful Materials</b>	No person is permitted to display on the UNOH campus any materials which serve the purpose of inciting any prejudice or dislike against another person or group of people, i.e. Confederate flags, Black Panther flags, and Nazi emblems.
<b>Public Indecency</b>	No student shall recklessly do any of the following, under circumstances in which his or her conduct is likely to be viewed by and affront others: Expose his or her private parts; Engage in sexual conduct.
<b>Life Endangerment</b>	No student shall engage in activities that could cause themselves or others serious physical harm.
<b>Excessive Noise (Music, Verbal)</b>	No student shall operate or permit the operation or playing of any radio, television, phonograph, musical instrument, loudspeaker, music or voice reproduction device, or similar device which produces, reproduces or amplifies sound: <ul style="list-style-type: none"> <li>• In such a manner as to create a disturbance across a real property boundary of property owned by another;</li> <li>• In such a manner as to create a noise disturbance when operated in or about a motor vehicle on property owned or leased by the University of Northwestern Ohio;</li> <li>• In such a manner as to create a disturbance in or at a public place;</li> <li>• No student shall in a verbal manner create a disturbance by making unreasonable noise.</li> </ul>
<b>Littering</b>	No student shall regardless of intent, throw, drop, discard, or deposit litter upon any property owned or leased by the University of Northwestern Ohio

	except into a litter receptacle in a manner that prevents its being carried away or deposited by the elements.
<b>Trash &amp; Other Items Outside Dorm</b>	No student shall have offal, filth, dirt, debris, rubbish, garbage, or other nauseating or offensive materials or similar matter likely to cause injury to the health, comfort, or property of the University.



## • No Contact Order (NCO)

UNOH administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact. A NCO may be imposed in addition to or in place of any sanction set forth in the *Student Code of Conduct* as deemed appropriate by the administrator. As outlined in the *Student Code of Conduct*, anyone wishing to appeal a decision should follow the appeals process.

UNOH will consider all facts and circumstances that may be relevant to whether a NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one student against another;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one student against another;
- When there is a substantial risk of emotional harm from continued contact between students;
- When continued contact between students may have a material impact on campus disciplinary proceedings;
- When requested or agreed to in good faith by both students involved; and
- When there are allegations of serious University policy violations.

All NCOs shall provide that neither student may have contact with the other. “Contact” includes, but is not necessarily limited to, in-person contact; telephone calls; email, texts, and other forms of electronic communication; social media-based messages or postings; and third-party communications, including through proxies. Social media includes, but is not limited to, Facebook, Snap Chat, and Instagram.

NCOs may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by UNOH. Any additional terms shall be expressly stated in the NCO. Additional protective measures or other terms need not be reciprocal. They may include, but are not limited to, the following:

- Restricting a student from being in close proximity to the other student
- Restricting a student’s access to certain campus locations, including the other student’s residence hall
- Restricting the times a student may be present in on-campus dining facilities and learning facilities
- Requiring that the students not be enrolled in the same academic course(s)
- Requiring that the students not participate in the same co-curricular or extra-curricular activities
- Requiring the offending student to move residence locations if both parties live in the same dorm location

NCOs may be issued by the following administrators:

- Director of Safety Services
- Title IX Coordinator for Students
- Title IX Coordinator for Employees

UNOH will review all NCOs annually. Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by UNOH. A student seeking the modification or rescission of a NCO shall submit the request in writing to the administrator who issued the NCO. The written request should set forth the reason(s) the NCO should be modified or rescinded. The issuing administrator shall consult with both parties before determining whether or not to modify or rescind the NCO.

Violations of No Contact Orders are considered violations of the *Student Code of Conduct* and the violator is subject to discipline and sanctions under the *Student Code of Conduct*.

Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted NCOs. These individuals may seek assistance through the Student Assistance Program or the Counseling Center.

## • Disciplinary Procedure

The following sanctions may be imposed upon any student found to have violated the *Student Code of Conduct*. Every violation of the *Student Code of Conduct* will be evaluated on a case-by-case basis. Based upon the facts and circumstances of each violation, the Disciplinary Review Board may impose one or more of the following sanctions as it deems proper and necessary. **The Disciplinary Review Board may begin action at any of the sanctions listed below and may repeat any sanction listed below if necessary.**

### Sanctions

<p><b>Probation</b> (disciplinary)</p>	<p>A written reprimand for violation of the <i>Student Code of Conduct</i> – When on probation, such student is deemed not to be in good standing with the University. Probation is for a designated period of time and includes the probability of suspension or expulsion if the student is found to be violating any University regulation(s) during the probationary period. Probation may include certain mandatory terms or loss of privileges that may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Mandatory personal counseling at the Counseling Center or from other designated University faculty, staff, or administrative officials.</li> <li>• Denial of the right to park or operate a motor vehicle on campus.</li> <li>• Denial of, for a specified period of time, the privilege of participating in student activities.</li> </ul>
<p><b>Restitution</b></p>	<p>Assessment of a fine for the student’s conduct violation, particularly in cases of theft, property damage, or injury to others, and in cases where the University’s academic environment has been disrupted.</p>
<p><b>Residence Unit Expulsion</b></p>	<p>Permanent separation of the student from a residence unit. This includes all visitation privileges.</p>

<b>Interim Suspension</b>	Temporary suspension of a student from the University pending completion of disciplinary procedures. This occurs when, in the judgment of the Director of Safety Services, the physical or emotional well-being of the student, other students, or members of the faculty and staff could be endangered or when the presence of the student would seriously disrupt the University.
<b>University Suspension</b>	Suspension from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
<b>Summary Suspension</b>	Ohio law provides that a student shall be dismissed if convicted of certain offenses and requires that disciplinary procedures be external to the University. Those students may be summarily suspended from the University prior to conviction if a hearing referee determines that the student committed the offense. This suspension procedure is set forth in Ohio Revised Code Sections 3345.22-3345.26 and is explained further in this Handbook. Students are encouraged to be familiar with the Student Handbook.
<b>Expulsion</b>	Permanent separation from the University.

### **Disposition Procedure**

Students have the right to choose whether the charge(s) brought against them should be resolved informally or formally. If the students do not dispute the charge(s) made against them and wish to sign a statement admitting guilt to the offense, no formal hearing or further proceeding will be required. Alternatively, if the students dispute the investigative finding that an offense has been committed or the Director of Safety Services or his designee decides that suspension or expulsion is a possible sanction, the case shall be resolved through the formal procedures described below.

### **Informal Disposition**

- In cases in which a student does not dispute the facts leading to the charge made by the Office of Safety Services, a formal hearing or further proceeding may not be required.
- If the Director of Safety Services or his designee, after conferring with the student and reviewing facts pertaining to the case, decides that suspension or expulsion is a possible sanction, he or she shall refer the case directly to the Disciplinary Review Board for formal disposition.
- If neither suspension nor expulsion is a possible sanction and the student wishes to resolve the case informally, the Director of Safety Services or his designee may complete the proceedings with the student present or notify the student in writing of the sanction(s), condition(s), and/or restriction(s) to be imposed.
- If after the Director of Safety Services or his designee notifies the student in writing of the sanction(s), condition(s), and/or restriction(s) to be imposed, the student may appeal the sanction, condition, and/or restriction (but not the admission of guilt) to the Disciplinary Review Board by requesting an appeal hearing in writing within three (3) University working days from the receipt of notification of the sanction, condition, and/or restriction to be imposed.

### **Hearing Procedure for Informal Disposition Appeal**

- a. At the student's request, the Director of Safety Services will provide to the student copies of the documents relevant to the case, excluding any marked "Confidential."
- b. The complainant and the student have the right to be assisted by any advisor they choose, at their own expense. The complainant and the student are responsible for presenting their own cases.
- c. The Director of Safety Services or his designee will present the case for the University.

- d. Prospective witnesses, other than the complainant and student, may be excluded from the hearing during the testimony of other witnesses. All participants shall be excluded during Disciplinary Review Board deliberations.
- e. The hearing will only consist of a review of the determination of sanction.
- f. The chairperson will exercise control over the proceedings. Any person disrupting a hearing or who fails to adhere to the rulings of the chairperson may be excluded from the proceedings.
- g. Any party may challenge in writing a Disciplinary Review Board member on the grounds of bias or a personal relationship that might affect impartial consideration of the case.
- h. The standard of proof for the Disciplinary Review Board shall be by a preponderance of the evidence (more likely than not).
- i. The Disciplinary Review Board shall determine what evidence is admissible. Formal rules of evidence shall not apply.
- j. The student and witnesses may speak on their own behalf; however, they will not be forced to testify against themselves and their silence shall not be used to their detriment.
- k. At the conclusion of the presentations, the Disciplinary Review Board shall deliberate in closed session.
- l. The Disciplinary Review Board may consider the student's prior disciplinary record when determining the appropriate sanction.
- m. Decisions by the Disciplinary Review Board shall be by majority vote. The chairperson will vote only in case of a tie.
- n. After the hearing, the Disciplinary Review Board will give the final decision to the Director of Safety Services or his designee to issue to the student. A copy will be retained by the Director of Safety Services.
- o. The decision of the Disciplinary Review Board of the appeal of an informal disposition shall be final and binding on all parties and may not be further appealed.

### **Formal Disposition**

If the student disputes the investigative findings that a violation has been committed or rejects an informal disposition or if the Director of Safety Services or his designee determines that suspension or expulsion is a possible sanction, the case shall be resolved through the formal disposition procedures set forth below.

- A written "Notification of Alleged Violation(s) and Pending Disciplinary Hearing" shall be delivered in person or sent to the student's local address of record by certified mail return receipt requested.
- The student shall have three (3) University working days from the receipt of notification of the alleged violation(s) to request a hearing.

### **Hearing Procedures for Formal Disposition**

- a. At the student's request, the Director of Safety Services will provide to the student copies of documents relevant to the case, excluding any marked "Confidential."
- b. The complainant and the student have the right to be assisted by any advisor they choose, at their own expense. The complainant and the student are responsible for presenting their own cases.
- c. The Director of Safety Services or his designee will present the case for the University.
- d. Prospective witnesses, other than the complainant and student, may be excluded from the hearing during the testimony of other witnesses. All participants shall be excluded during Disciplinary Review Board deliberations.
- e. The hearing will be held in two parts: (1) Determination of violation; (2) Determination of sanction.

- f. The chairperson will exercise control over the proceedings. Any person disrupting a hearing or who fails to adhere to the rulings of the chairperson may be excluded from the proceedings.
- g. Any party may challenge in writing a Disciplinary Review Board member on the grounds of bias or a personal relationship that might affect impartial consideration of the case.
- h. The standard of proof for the Disciplinary Review Board shall be by a preponderance of the evidence (more likely than not).
- i. The Disciplinary Review Board shall determine what evidence is admissible. Evidence will be admissible if it relates to the guilt or innocence or severity of sanction. Formal rules of evidence shall not apply.
- j. The student and witnesses may speak on their own behalf; however, they will not be forced to testify against themselves and their silence shall not be used to their detriment.
- k. At the conclusion of the presentations, the Disciplinary Review Board shall deliberate in closed session.
- l. The Disciplinary Review Board may hear evidence concerning the appropriate sanction if the student is found to have violated the *Student Code of Conduct*. The student's prior disciplinary record may be considered only in order to recommend an appropriate sanction.
- m. Decisions by the Disciplinary Review Board shall be by majority vote. The chairperson will vote only in case of a tie.
- n. After the hearing, the Disciplinary Review Board will give the final decision to the Director of Safety Services or his designee to issue to the student. A copy will be retained by the Director of Safety Services.

#### Formal Disposition Appeals Process

Within three (3) days of the Disciplinary Review Board's decision, a student may submit a written appeal to the Director of Safety Services. The appeal must be submitted by the student (not a parent or guardian). The student's written statement must indicate the grounds for appeal. In his or her written statement, the student may also request a meeting with the Disciplinary Appeals Board.

The Disciplinary Appeals Board will **only** consider appeals on the following grounds:

- There is new information that was not considered by the Disciplinary Review Board.
- There is evidence that the Disciplinary Review Board was influenced by undue bias in making its decision.
- There is evidence that University procedures were not followed by the Safety Services Department or other University authority in the enforcement of the *Student Code of Conduct*.
- There is evidence that the Disciplinary Review Board did not follow University policy.
- There is reason to believe the sanction is excessive relative to the violation.

At the time of filing his or her appeal, the student will be given a Statement of Understanding of Appeal Guidelines that state what will be considered new information.

Upon receipt of the written appeal, the Director of Safety Services or his/her designee will immediately forward the written appeal to the Disciplinary Appeals Board. The Disciplinary Appeals Board will review the written appeal and all relevant documents and decide if the appeal should be considered and/or a hearing granted based on the preceding criteria for appeal.

**Appeal Criteria Not Met**

If the appeal does not identify any evidence that falls into one of the five categories above, the Board may reject the appeal without further proceedings. It will inform the student that the grounds for appeal were inadequate and that the decision of the Disciplinary Review Board is final.

**Appeal Criteria Are Met**

If the appeal criteria are met, the Disciplinary Appeals Board will consider the appeal and/or meet with the student, if so requested. It will do so within seven (7) University working days of receipt of the appeal.

- Before reaching its decision, the Disciplinary Appeals Board shall advise the Disciplinary Review Board that it has accepted the appeal and ask the Disciplinary Review Board for a response to the evidence identified by the appealing student.
- The Disciplinary Review Board will have three (3) business days to provide its response to the Disciplinary Appeals Board.
- In reaching its decision, the Disciplinary Appeals Board shall consider the evidence submitted by the student and by the Disciplinary Review Board.
- The Disciplinary Appeals Board will submit its decision in writing to the Director of Safety Services or his/her designee, who will forward the written decision to the student and the Disciplinary Review Board.
- A copy of the decision will be given to the Disciplinary Review Board secretary within five (5) days of the Disciplinary Appeals Board’s decision.

All decisions of the Disciplinary Appeals Board shall be final.



**• Student Disciplinary Action**

Any of these steps may be skipped or other intervention may be imposed at the discretion of the Disciplinary Review Board. Violations occurring in the classroom may include additional academic sanctions imposed by academic administration.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<p><b>1</b> <b>Alcohol/Drug related to Instructional Area</b></p>	<ul style="list-style-type: none"> <li>• Immediate removal from class on day of occurrence</li> <li>• Permanent Probation</li> <li>• Parental Notification</li> <li>• \$300 fine</li> <li>• Residence Expulsion</li> </ul>	Expulsion	
<p><b>2a</b> <b>Alcohol Use/ Possession/Supply/ Use in Motor Vehicle</b></p>	<ul style="list-style-type: none"> <li>• Permanent probation</li> <li>• Parental notification</li> <li>• \$100 fine</li> <li>• Residence Expulsion</li> <li>• Citation</li> </ul>	<ul style="list-style-type: none"> <li>• One-term Suspension</li> <li>• \$250 fine</li> <li>• One-on-One Intervention (\$100 credit given upon completion of intervention)</li> </ul>	Expulsion
<p><b>2b</b> <b>Public Intoxication</b></p>	<ul style="list-style-type: none"> <li>• Permanent probation</li> <li>• Parental notification</li> <li>• \$100 fine</li> <li>• Residence Expulsion</li> <li>• Citation</li> </ul>	<ul style="list-style-type: none"> <li>• \$150 fine</li> <li>• Parental notification</li> <li>• One-on-One Intervention (\$100 credit given upon completion of intervention) (continued on next page)</li> </ul>	<ul style="list-style-type: none"> <li>• \$200 fine</li> <li>• Two-term suspension</li> </ul>



		A one-term suspension will result if intervention is not completed.	
<b>3 Arson</b>	Expulsion		
<b>4a Assaults</b>	Expulsion		
<b>4b Aggravated Assault</b>	Expulsion		
<b>4c Fighting</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> <li>• \$50 fine</li> </ul>	Suspension	Expulsion
<b>5 Assaults or Disturbances Relative to Schools</b>	Expulsion		
<b>6 Breaking &amp; Entering</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Residence Expulsion</li> </ul>		
<b>7 Burglary</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Residence Expulsion</li> </ul>		
<b>8 Destruction of Property</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> <li>• Pay Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Pay Restitution</li> </ul>	
<b>9 Disorderly Conduct</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• \$100 Fine</li> <li>• Residence Expulsion</li> <li>• Citation</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Residence Expulsion</li> </ul>	Expulsion
<b>10 Disorderly Dorm</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• \$100 Fine</li> <li>• Residence Expulsion</li> </ul>	Suspension	Expulsion
<b>11 Drugs; Scheduled Possession/Use: Sale or Intent: Cultivation Of</b>	Expulsion		
<b>12 Drug Use/Possession/ Paraphernalia/Supply or Use in Motor Vehicle/ Synthetic Drug (K2, G14, Spice, Genie, etc.)</b>	<ul style="list-style-type: none"> <li>• Permanent probation</li> <li>• Parental notification</li> <li>• \$100 fine</li> <li>• Residence Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• One-term Suspension</li> <li>• \$250 fine</li> <li>• One-on-One Intervention (\$100 credit given upon completion of intervention)</li> </ul>	Expulsion
<b>13a Explosives</b>	Expulsion		
<b>13b Bottle Bombs</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> <li>• Pay Restitution, if any damage</li> <li>• \$150 fine</li> </ul>	Expulsion	
<b>13c Fireworks Possession/ Discharging</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> <li>• Pay Restitution, if any damage</li> <li>• \$50 fine</li> </ul>	Expulsion	

<b>14 Falsification</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> </ul>	Suspension	Expulsion
<b>15 Harassment</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• \$300 Fine</li> <li>• One-term Suspension</li> <li>• Residence Expulsion</li> </ul>	Suspension	Expulsion
<b>16 Hazing</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> </ul>	Suspension	Expulsion
<b>17 Inciting Materials</b>	<ul style="list-style-type: none"> <li>• Confiscate</li> <li>• \$50 fine</li> <li>• Permanent Probation</li> </ul>	<ul style="list-style-type: none"> <li>• Residence Expulsion</li> <li>• \$100 fine</li> </ul>	
<b>18 Indecent or Obscene Language Relative to Schools</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Fine</li> <li>• Residence Expulsion</li> </ul>	Expulsion	
<b>19 Infraction of Lab/ Internet Guidelines</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• \$300 Fine</li> <li>• One-term Suspension</li> <li>• Residence Expulsion</li> </ul>	Suspension	Expulsion
<b>22 Racial Offenses</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Residence Expulsion</li> </ul>		
<b>23 Receiving Stolen Property</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Residence Expulsion</li> </ul>		
<b>24 Robbery</b>	Expulsion		
<b>25 Sex Offenses</b>	Expulsion		
<b>26 Stalking</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>		
<b>27 Theft</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Residence Expulsion</li> </ul>	Expulsion	
<b>28 Unregistered Guest</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• \$100 Fine</li> <li>• Citation</li> </ul>	<ul style="list-style-type: none"> <li>• Residence Expulsion</li> <li>• \$150 fine</li> </ul>	Expulsion
<b>29 Weapons</b>	Expulsion		
<b>30 Homicide</b>	Expulsion		
<b>31 Motor Vehicle Theft</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>		
<b>32 Unauthorized Use</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>		
<b>33 Dating Violence</b>	Expulsion		

<b>34</b> <b>Domestic Violence</b>	Expulsion		
<b>37</b> <b>Failure to Comply with UNOH Policy Regarding Room Entry/Room Searches and Student Identification</b>	<ul style="list-style-type: none"> <li>• \$100 fine</li> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> </ul>	Suspension	Expulsion
<b>38</b> <b>Hate Crimes</b>	Expulsion		
<b>39</b> <b>Unauthorized Animal in Dorm</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• Residence Expulsion</li> </ul>		
<b>40</b> <b>Trespassing</b>	<ul style="list-style-type: none"> <li>• Permanent Probation</li> <li>• \$50 Fine</li> <li>• Residence Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion</li> </ul>	



## • Schedule of Fines

### Housing Fines

All fines will be assigned on a per student basis. Should a dorm be fined an amount, that amount will be assigned to each student's account in that dorm.

<b>Dorm Fines that Increase after Each Offense</b> (\$25, \$50, \$75, Dorm Expulsion)	<ul style="list-style-type: none"> <li>• Housing Policy Violations</li> <li>• Dorm Inspection Violations</li> </ul>
<b>Dorm Fines that are a Set Price</b>	<ul style="list-style-type: none"> <li>• Unauthorized Move - \$25</li> <li>• Trash Outside Dorm - \$10</li> <li>• Unreturned Dorm Key - \$250</li> <li>• Lost Key - \$50</li> </ul>
<b>Dorm Damage Charges</b> <i>Updated 7/5/2022</i>  <i>Prices subject to change at any time.</i>  <i>Any other damage will be charged time and material.</i>	Dorm Cleaning Fee – \$50 to \$250 Furniture Removal – \$75 per piece Tire Disposal – \$25 per tire  <u>Doors &amp; Windows</u> <ul style="list-style-type: none"> <li>• CP Entrance Door Damage – \$325</li> <li>• NP Entrance Door Damage – \$325</li> <li>• SP Entrance Door Damage – \$350</li> <li>• RV Entrance Door Damage – Cost + \$50</li> <li>• Interior Wood Door Damage – \$175</li> <li>• Bi-Fold Doors (one set) – \$175</li> <li>• Interior Door &amp; Frame Damage – \$345</li> <li>• Interior Door Frame Damage – \$345</li> <li>• Interior Door Trim per piece – \$20</li> <li>• Entrance Door Locks – \$125</li> <li>• Interior Door Lock – \$50</li> <li>• Lock Change – \$50</li> </ul>

- Any Broken Window Screens – Cost + \$50
- SP Total Window Replace – Cost + \$50
- CP NP Total Window Replace – Cost + \$50
- RV Total Window Replace – Cost + \$50
- SP Patio Door Replace – Cost + \$50
- SP Quad Glass Door – Cost + \$50
- Window Glass Replacement – \$200
- Slat Turn Handle Damage – Cost + \$25
- CP NP SP Blind Damage – Cost + \$25
- SP Patio Blind Damage – Cost + \$25
- SP Patio Blind Slats Damage – Cost + \$25
- RV Blind Damage (Small) – Cost + \$25
- RV Living Room Blind Damage – Cost + \$25
- RV Living Room Blind Slats – Cost + \$25
- RV Living Room Blind Clip – Cost + \$25
- RV Living Room Blind Valance – Cost + \$25

#### Walls and Floors

- Drywall Damage from Tape – \$30 per spot
- Drywall Holes – \$100 - \$200
- Any Damage to Cement Block – \$100 per spot
- Gutter/Downspout Damage – Cost + \$50
- SP RV Carpet Damage – Cost + \$50
- Tile Floor Damage – \$20 per tile
- SP RV Carpet Cleaning – \$175
- Carpet Floor Damage – Cost + \$50

#### Kitchen

- Kitchen Cabinet Damage – Cost + \$50
- Kitchen Appliance Damage – Cost + \$50
- RV Fridge Door Replacement – Cost + \$50
- RV Freezer Door Replacement – Cost + \$50
- Range Replacement – Cost + \$50
- NP SP Complete Fridge Replacement – Cost + \$50
- RV Complete Fridge Replacement – Cost + \$50
- Stove Exhaust Fan Damage – \$150
- Countertop Damage – Cost + \$50
- Sink Damage – Cost + \$50
- Faucet Damage – Cost + \$50
- Garbage Disposal Replacement – Cost
- Kitchen Table Damage or Lost – Cost
- Kitchen Chair Damage or Lost – Cost
- Wood Stool Damage or Lost – Cost

#### Washer and Dryer


- RV Washer/Dryer Damage – Cost + \$50
- RV Washer Front Replacement – Cost + \$50
- RV Dryer Door Replacement – Cost + \$50
- RV Dryer Skin Replacement – Cost + \$50

	<p><u>Bedroom</u></p> <ul style="list-style-type: none"> <li>• Mattress Replacement – Cost</li> <li>• Mattress Damage – Cost</li> <li>• Bed Frame Damage – \$400</li> <li>• Plywood Bed Board Damage – \$50</li> <li>• Light Fixture Damage – \$50</li> <li>• Closet Bar Damage/Replace – \$25</li> <li>• RV Wire Closet Shelves – \$50 each</li> </ul> <p><u>Bathroom</u></p> <ul style="list-style-type: none"> <li>• Bathroom Cabinet Damage – Cost + \$50</li> <li>• Any Broken Mirror – \$30 each</li> <li>• Towel Bars/Towel Rings – \$30 each</li> <li>• Light Covers/Globes/Shades – \$30</li> <li>• Toilet Damage – Cost + \$50</li> <li>• Toilet Seat Damage – \$25</li> <li>• Bathtub Damage – Cost + \$50</li> <li>• Shower Curtain Damage – \$25</li> <li>• Shower Rod Damage – \$25</li> </ul> <p><u>Other Items</u></p> <ul style="list-style-type: none"> <li>• Hot Water Tank Damage – Cost + \$50</li> <li>• Fire Extinguisher Damage – \$50</li> <li>• Smoke Alarm Damage – \$120</li> <li>• Smoke Alarm Disconnect – \$100</li> <li>• Thermostat Tampering – \$50</li> <li>• Thermostat Damage – \$200</li> <li>• Thermostat Cover Damage – \$75</li> </ul>
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**Safety Services Fines**

<p><b>Vehicle Fines that Increase after Each Offense</b> (\$25, \$50, \$75, Vehicle Immobilized)</p>	<ul style="list-style-type: none"> <li>• Parked in a Handicapped Zone</li> <li>• Parked/Driving on Grass</li> <li>• Parked Adjacent to a Fire Hydrant</li> <li>• Blocking a Dumpster</li> <li>• No Sticker/Wrong Sticker</li> <li>• Parked in the Wrong Lot</li> <li>• No Parking Zone</li> <li>• Parked on Sidewalk</li> <li>• Double Parked</li> <li>• Parked in Assigned Space</li> <li>• Backed into Space (CP only)</li> <li>• Nuisance Operation</li> <li>• Wrong Way on a One Way</li> <li>• Short Cutting</li> <li>• Bumper over sidewalk</li> </ul>
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<p><b>Vehicle Fines that are a Set Price</b></p> <p>Four or more moving or non-moving violations will result in your vehicle being immobilized. Your vehicle will be given an orange immobilization sticker to notify you. A \$25 additional fine will be assessed for the removal of the Immobilization Boot.</p> <p><i>*An additional fine for Destruction of Property could also be applied.</i></p>	<ul style="list-style-type: none"> <li>• Excessive Acceleration* (Burnout) - \$150</li> <li>• Reckless Operation - \$100</li> <li>• More than One Vehicle on Campus - \$75</li> <li>• Riding/Hanging Outside of Vehicle - \$50 (Driver and rider will be cited.)</li> <li>• Stop Sign Violation - \$25</li> <li>• Vehicle Repairs - \$75 or disciplinary action</li> <li>• Operation of Off-Road Vehicle - \$50</li> <li>• Falsification of Information to Obtain Parking Permit - \$25</li> </ul>
<p><b>Other Fines that Increase after Each Offense</b></p>	<ul style="list-style-type: none"> <li>• Excessive Noise—Music, Verbal, etc. (\$25, \$50, \$75)</li> <li>• Unregistered Guest (\$25, \$75, \$100, Disciplinary Action)</li> <li>• Inciting Materials (\$50, \$100)</li> <li>• Indecent Exposure (\$75, \$100, \$150)</li> </ul>
<p><b>Other Fines that are a Set Price</b></p>	<ul style="list-style-type: none"> <li>• Disorderly Conduct - \$100</li> <li>• Failure to Disperse - \$75</li> <li>• Life Endangerment - \$125</li> <li>• Littering (personal) - \$25</li> <li>• Persistent Disorderly Conduct - \$125</li> </ul>
<p><b>Alcohol Offenses</b></p>	<ul style="list-style-type: none"> <li>• \$50 or Disciplinary Action</li> </ul>



## • Payment of Fines

Fines are to be paid in the Cashier's Office. Fines must be paid within two weeks. Unpaid fines may result in any or all of the following:

- Student may not be scheduled for subsequent quarters/sessions
- Next quarter/session schedule may be removed
- Transcripts may not be released



# **Academic Procedures**



# Notification of Rights under FERPA

For the purpose of FERPA, a student at the University of Northwestern Ohio is defined as someone currently or previously enrolled in any academic offering of the University. This does not include prospective students or applicants to any academic program of the University.

Educational records become subject to FERPA protection when students—regardless of age—have been in attendance, in person or remotely via enrollment in and access of a course via the University’s Learning Management System. This protection begins with the first day of the first term for which they have attended.

The University follows the guidelines as stated by Rooker and Falkner, 2013, which says that “Institutions are free to define through institutional policy what the date of ‘in attendance’ will be so long as it is after the student has been admitted but no later than the first day of classes.” *Rooker & Falkner, 2013 AACRAO, 2013 FERPA Quick Guide*

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.** Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Office of the Registrar does not maintain the records, the Registrar shall advise the student of the correct official to whom the request shall be addressed.
2. **The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University as an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the University has contracted (such as an attorney, auditor, or agent); a person serving on the Board of Trustees; or a person assisting



another school official in performing his or her tasks, including student workers. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The University may forward education records to other institutions that have requested records and in which students seek to enroll or are already enrolled so long as the disclosure is for purposes related to the students' enrollments.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Students can also submit a FERPA Authorization Release Form granting specific individuals access to educational records, including information related to the following offices: Business Office, Admissions, Financial Aid, Registrar, Counseling, and Student Conduct.

FERPA designates certain information related to students as Directory Information and gives the University the right to disclose such information to anyone inquiring without having to ask students for permission unless the student specifically requests in writing that ALL such information not be made public without their written consent. A student's written request to withhold Directory Information must be directed to the UNOH Registrar's Office. The request will remain in effect until it is revoked in writing.

Please consider very carefully the consequences of your decision to withhold Directory Information. Should you decide NOT to release Directory Information, any requests for information from non-institutional persons or organizations will be refused. For example, the decision to withhold Directory Information will prevent the release of enrollment verification for lenders and the release of graduation status to prospective employers if they call.

The University will honor your request to withhold Directory Information, but cannot assume responsibility to contact you for permission to release requested information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that information be withheld. The request to withhold Directory Information must be made while the student is actively enrolled. The restriction can be revoked in writing (signature required) at any time by the student. Contact the Registrar's Office to change your status. Contact Loren Korzan, Director of Advising, if you have a question related to FERPA.

**DIRECTORY INFORMATION** – The following information is specified as Directory Information:

Name	Enrollment Status	Grade Level (Jr./Sr.)
Address (local and home)	Dates of Enrollment	Weight & Height of Athletic
Telephone Number (local and home)	Major	Team Members
Email Address	Degrees Earned	Most Recent Previously Attended
Participation in Officially Recognized Activities	Honors & Awards Received	Educational Institution



# Scheduling

## • Colleges of Business, Health Professions, & Occupational Professions

Term	Procedure
1 <sup>st</sup> Quarter	Students who attend Orientation will receive instructions about scheduling or may be registered by the Registrar's Office/Advising Office for their first quarter. The Registrar schedules all other full-time students for approximately 15-18 credit hours for their first quarter. Students wanting fewer hours should contact the Registrar's Office.
2 <sup>nd</sup> Quarter	During the student's first quarter, instructions on how to schedule using Student Planning is available from the Advising Office and assistance in self-registering will be provided to students in the First-Year Experience or Foundations of Online Learning class. New students will receive assistance to register successfully. Students who transfer in credit for First-Year Experience or Foundations of Online Learning will be responsible for registering themselves with the assistance of the Advising Office. Contact the Advising Office by visiting the Advising Resource Center (ARC) in Room 13,111 (13,000 Student Commons/Library Building), emailing <a href="mailto:advisor@unoh.edu">advisor@unoh.edu</a> , or calling 419-998-3146. Registration periods will close at certain points, so it is important to take prompt action to register courses soon after the period opens. Before deciding to take a quarter off, it is best to contact the ARC to learn the impact and then email your intention to <a href="mailto:advisor@unoh.edu">advisor@unoh.edu</a> to update your academic record.
3 <sup>rd</sup> Quarter+	Registration for winter, spring, and summer quarters will open at the beginning of the fourth week of the quarter before it. Registration for fall quarter will open in the third week of summer quarter. Students will be notified that registration is open and will receive scheduling information from the Advising Office via UNOH email ( <a href="mailto:advisor@unoh.edu">advisor@unoh.edu</a> ). Students are responsible for preparing their own schedule using Student Planning from this point forward with assistance from the Advising Resource Center as needed. (See above for contact options and information.) Registration periods will close at certain points, so it is important to take prompt action to register courses soon after the period opens. Before deciding to take a quarter off, it is best to contact the ARC to learn the impact and then email your intention to <a href="mailto:advisor@unoh.edu">advisor@unoh.edu</a> to update your academic record.

### Contact Information – Questions or Difficulties in Scheduling:

Advising Resource Center (13,000 Building)

Email: [advisor@unoh.edu](mailto:advisor@unoh.edu)

Phone: 419-998-3146



## • College of Applied Technologies

Term	Procedure
All Sessions	The Registrar schedules based on graduation date, course availability, and upon tuition payment. Schedules are then posted online. Schedules are also mailed to new students. Students may request schedule changes at the Registrar’s Office in the 200 Building, but changes are not guaranteed and are based on course availability.

To alleviate scheduling conflicts at the end of their training, students should attend general education courses when they are scheduled. The general education course offering schedule varies each session.

### Double Classes in a Session

If class openings permit, students are allowed to attend two sections of classes daily after their second session is completed. Students should maintain a 3.0 GPA to schedule double sessions. Any exceptions must be approved through the Deans’ offices. Students wishing to be scheduled for an extra course or courses must email [advisor@unoh.edu](mailto:advisor@unoh.edu) from their account and include their student ID number and specific request information, i.e. time frame, the type of class, classes needed, etc. Doubles will be scheduled starting with the fifth week of the prior session; after all other scheduling is completed. Students must continue to check online for any schedule changes until classes start. They should also check with Financial Aid or the Business Office regarding the financial impact of doubles.



## Class Meeting Times

Colleges of Business, Health Professions, & Occupational Professions	College of Applied Technologies
Traditional – Monday through Friday Day: 8:00 a.m. to 2:45 p.m. Flexible Learning Tuesday Evening: 6:00 p.m. to 10:00 p.m.	Monday – Thursday Morning: 7:30 a.m. to 12:30 p.m. Afternoon: 1:00 p.m. to 6:00 p.m. Evening: 6:30 p.m. to 11:30 p.m. Tuesday – Thursday Early Morning: 12:00 a.m. to 6:30 a.m.



## Grading Scale

The following are computed in the accumulative average.

<b>A</b>	4.00	94-100	Excellent
<b>A-</b>	3.67	90-93	
<b>B+</b>	3.33	87-89	
<b>B</b>	3.00	82-86	Good
<b>B-</b>	2.67	80-81	
<b>C+</b>	2.33	77-79	
<b>C</b>	2.00	72-76	Average
<b>C-</b>	1.67	70-71	
<b>D+</b>	1.33	67-69	
<b>D</b>	1.00	62-66	Poor but Passing
<b>D-</b>	0.67	60-61	
<b>F</b>	0.00	59 and below	Failing
<b>WF</b>	Withdrawal/Failing		

The following are not computed in the accumulative average.

<b>S</b>	Satisfactory
<b>U</b>	Unsatisfactory
<b>WS</b>	Withdrawn Satisfactory
<b>WU</b>	Withdrawn Unsatisfactory
<b>WP</b>	Withdrawal/Passing
<b>I</b>	Incomplete
<b>NR</b>	Not Reported



## Academic Integrity Policy

**Academic integrity or honesty** is the foundation for all the coursework at the University of Northwestern Ohio. Cheating and plagiarism are considered dishonest. **Cheating** includes, but is not limited to, copying another person's answers on homework, quizzes, or tests, whether in paper or electronic format. **Plagiarism** includes using another's work as one's own, either paraphrasing or directly quoting without proper citation, or self-plagiarism, which is using one's own paper for other courses. An incident of cheating or plagiarism will be considered an offense; subsequent offenses will be met with increasingly severe penalties. Therefore, the following revised policy has been adopted:

**1st Offense:** The instructor, with administration approval, has the discretion to fail the student for the assignment and/or require another assignment or to fail the student for the course depending upon the weight of the plagiarized assignment. The instructor may recommend failure after consulting with the Dean. A notice of the offense will be filed in the Dean's office.

**2nd Offense:** If the student has a second offense in any class, the student will be immediately dismissed from the class and receive a failing grade or an F for that course, depending upon the weight of the plagiarized assignment. The instructor may recommend failure after consulting with the Dean. A notice of the offense will be filed in the Dean's Office.

3rd Offense: If a student is found to have committed a third offense in any class, the student will be immediately expelled from the University and receive failing grades or Fs for all courses for that quarter. If a student is dismissed from the University of Northwestern Ohio for cheating or plagiarism, he/she may not return to the University. A notice of the offense will be filed in the Dean's Office.

Any of the above steps may be skipped depending upon the severity of the offense.

Students who have been accused of cheating or plagiarism may appeal the decision in writing to the Academic Dean. The Vice President for Academic Affairs/Provost will be consulted. The Dean's and the Vice President for Academic Affairs/Provost's decision will be final.

## Assessment

Students are required to keep graded assignments, quizzes, papers, projects, and other coursework for all courses which will be used in an assessment course required of all students before graduating.

## Early/Late Exams

Students should request an early or late exam time only when absolutely necessary.

Students wishing to take an early exam must first contact the instructor/professor of the course. Upon approval by the instructor/professor, a signed written permission form will be given to the student. Students with documented evidence of the following may be exempt from the early/late exam fee. The instructor will consult with the Dean of their college to determine if the student is eligible for the fee waiver.

- Military Duty
- Jury Duty
- UNOH Sanctioned Event
- Extreme Medical Circumstance

Students must take the permission form to the Cashier for payment of fee prior to taking the exam. The Cashier will give the students a receipt and sign the permission form verifying payment. The students must then return the form to the instructor/professor of the course.



# **Tuition Policies**



## Complete Withdrawal Policy

Tuition and fees are charged on a quarterly or session basis depending on the college and program. Students who are enrolled in classes and then completely withdraw will be subject to the following policy.

- Students who do not attend and properly withdraw prior to the first day of the term are credited 100% tuition and fees. Prior to the first day of the term, meal plans may be cancelled and 100% credit given if not used for the term.
- Students who completely withdraw on or before the fifth (5th) calendar day of the term are entitled to 75% credit of tuition and fees billed for that term. Meal plans will not be prorated or refunded.
- Students who completely withdraw on or before the twelfth (12th) calendar day of the term are entitled to 25% credit of tuition and fees billed for that term. Meal plans will not be prorated or refunded.
- Students who withdraw after the twelfth (12th) calendar day of the term will not receive credit of tuition or fees billed for that term. Meals plans will not be prorated or refunded.



### • Return of Title IV Policy

The University of Northwestern Ohio adheres to the federal policy for the return of Title IV funding. The Higher Education Amendments of 1998 (HEA98) represent the requirements in the Return of Title IV Federal Financial Aid when a student withdraws from the University. This policy governs all federal grant and loan programs (as listed below), but does not include the Federal Work-Study Program.

Federal law requires that a student earn his/her federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. The portion of the federal grants and loans to which the student is entitled to receive or has earned is calculated on a percentage basis by comparing the total number of days in the term to the number of days that the student completed before he/she withdrew. For example, if a student completes 40% of the term, he/she earns 40% of the approved federal aid that he/she was originally scheduled to receive for the term. This means that 60% of the student's scheduled or disbursed federal aid remains unearned and must be returned to the federal program(s). Once the student completes 60% of the term, he/she has earned 100% of his/her financial aid. Thus, no financial aid will be returned.

The refund percentage is determined by dividing the number of days the student attended in the quarter/session by the number of days in the quarter/session.

This calculation may result in the student's overpayment in one or more of the Title IV programs. Students in an overpayment situation will be responsible to the school to make restitution for the overpayment. In accordance with the federal policy, unearned aid will be returned in the following order.

1. Unsubsidized Federal Family Educational Loan
2. Subsidized Federal Family Educational Loan
3. Parent Loan for Undergraduate Student
4. PELL Grant
5. ACG Grant
6. FSEOG
7. Other Title IV Programs (except for Federal Work-Study)

This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and/or room and board charges. The student is responsible for paying any outstanding charges to the University.

The University will document the official withdrawal date as the date the Registrar's Office receives either verbal or written notification from the student.

For students who do not contact the Registrar's Office to withdraw, an unofficial withdrawal date will be the date the Registrar is notified by the instructor that the student is no longer attending classes.

Unofficial withdrawals may have a greater adverse effect on financial aid and/or tuition costs than the official withdrawal.

Students who withdraw from classes during the refund period are subject to repaying a percentage of their grants and student loans in accordance with Federal Law and the University of Northwestern Ohio's refund procedures.

The University and the student are both responsible for returning unearned Federal financial aid to the Federal government. The institution must return the amount of the refund allocated to the appropriate Federal Title IV program accounts within 45 days of the date the institution records the student as officially withdrawing, or unofficially withdrawing, suspended or failing to return after a leave of absence.

If a student does not pay funds due to the College to cover a balance that resulted after the College returned their unearned portion of the federal funds, the student's records will be placed on financial hold. This means the student will not be permitted to register for classes (or, in some cases, remain enrolled) or receive transcripts until the balance is paid in full.

In some cases after a student withdraws, additional federal funds can be disbursed. This is called a "post-withdrawal disbursement." Federal grants will automatically be applied towards the student's account within 45 days of determining that the student withdrew. Federal Direct Loans must be accepted within 14 days of the notice; otherwise, the loan funds will be cancelled. If the Federal Direct Loan post-withdrawal disbursement offer is accepted by the deadline, the financial aid office will make the disbursement within 180 days of determining that the student withdrew.

*All information is subject to change based on changes to Federal law, regulation, or College policy and procedures. If changes are made in these areas, students must abide by the new policy.*





**Success  
Strategies &  
Techniques**



## Success Strategies & Techniques

The information below for helping students transition from high school to college is from Jennifer S. Bramer's (PhD, LPC) book, *Succeeding in College with Attention Deficit Disorders*. Even though the book references Attention Deficit Hyperactivity Disorders, the tips that are included are applicable to **ALL** students.



### • TIPS for Transitioning to College

The transition from high school to college can be difficult for students with Attention Deficit Hyperactivity Disorders (AD/HD). However, with appropriate foresight and planning, it can be managed successfully. In my book, *Succeeding in College with Attention Deficit Disorders* (Specialty Press, 1996), I use the acronym **TIPS** to list some components of success for students. This acronym stands for **T**ime management, **I**nterventions, **P**ositive attitudes, and **S**upports. Some of these **TIPS** are especially important for students making the transition.

**Time management** is crucial in making a successful transition to college. This is an area that presents a big change for most students. College students have more discretionary time, more independence, and more distractions than high school students do. Colleges expect more out-of-class studying and homework than high schools do. These changes may blindside a student who does not carefully plan and implement time management techniques. I usually recommend that students with AD/HD not register for more than 10 credit hours the first term or semester of college, and that they be careful about when they schedule their classes – taking into consideration such things as breaks and intensity. It is essential that students maintain a calendar of all events – assignments, appointments, social events. They also should plan two hours of study time per credit hour and consider it a serious commitment.

However, before students can effectively utilize these time management techniques, they must have some **Interventions** in place. They have to select a college that has services and support that they need and have a complete treatment plan in place, including counseling or coaching. It is critical that students with AD/HD submit documentation of their diagnosis with the appropriate office at the college or university. Upon entry into the postsecondary institution, students may feel they won't need special accommodations; however, the documentation should be in place in case they decide differently later. The best approach is to submit the documentation and to request accommodations – priority registration, course substitutions, audio-taped textbooks, tutoring, note-takers, and proctored tests. It is also valuable, sometimes vital, to sit in the front of the classroom, and to experiment with various study environments to find out what is best for the individual.

Whether students optimally utilize time management and interventions or not, having a **Positive attitude** is critical to success. It is important that individuals remember that AD/HD is not a character disorder; it is a neurological disorder. They should advocate for themselves appropriately, remembering to use

AD/HD as a *reason, not an excuse*. They should participate in extracurricular activities they enjoy and listen to or read success stories of other students with AD/HD.

**Supports** do so much to enhance the experience of students in college and to ensure their success. It is important to seek out accommodating and understanding instructors and to develop support, usually, perhaps, through long-distance phone calls. It is of utmost importance that students be affirmed for their successes and encouraged to try new study strategies when others are not working. Students need to seek support from people who truly understand and empathize with disabilities that interfere with executive functioning.

Although obtaining a postsecondary education is not easy for most students with AD/HD, there is evidence that the process can be made easier by using appropriate coping mechanisms. **Time management, Interventions, Positive attitudes, and Supports** are **TIPS** that can add up to success.



## • Dealing with College Stress

College is stressful. No doubt. You're working your butt *off*, doing a thousand things outside of class, trying to figure out your major and your career, keep in touch with your friends, stay in shape, and probably a hundred other things. Sometimes it can seem like there's no way that you can handle all of this and keep your sanity. We've all been there.

There's no special sauce formula for handling stress at college, but here are a few suggestions based on our own experiences and, more importantly, our mistakes.

### **Expect to be Stressed Out**

You might be an ever-competent over-achiever, but you will get stressed out and overwhelmed at least a few times during college. Expect it.

### **Figure Out Why You're Stressed Out**

The worst is having this ambiguous heavy weight on your shoulders and not knowing what's causing it. Something is causing you to stress out. It might be a class where you haven't done as well as you wanted or expected, a professor who you think is being unfair, a paper that you have to write and just can't seem to start. Or it might be something more general than that, like not knowing what the heck you should choose as your major, doubting whether you belong in college in the first place, worrying about how you will pay for this expensive education. Or perhaps your stress is more personal – you're having trouble communicating with a friend, you've gained weight and you don't feel like you can control it, your parents are bugging you.

Force yourself to figure out what's causing you to stress out – it will make it easier for you to deal with it.

### **Make One Small Change Right Away**

Once you have a better handle on the cause or causes of your stress, do something about it right away. This will be a small step, a tiny change, but it will help you feel in control. If you're stressing about a paper you can't write, go to the academic skills lab and talk to a tutor. If you're stressed about your major, write

down five fields in which you're interested and look through the course catalogue for which classes are offered in each field. If you don't like what you look like in the mirror, go for a run or go to the gym.

Do something right away, no matter how small.

### **Distract Your Mind**

While it's important to do something about what's stressing you out, in most cases, you won't be able to change the situation entirely in a short period of time. After you take the initial step and make one small change, find a way to distract yourself. It's too easy to get caught up, to get more and more stressed out, and then to stress about being stressed out.

Get your mind off the stress. Do something you love, something that makes you really, really happy. Go to lunch with a friend, read a chapter out of your favorite book, buy that CD you've been eyeing for months, take a walk off campus. Giving your mind a chance to chill out will give you more energy to deal with your stress, and you'll be able to see solutions more clearly.

### **Stress Levels High for College Students**

- A study by UCLA cited that 30.2 percent of freshman students surveyed reported feeling stressed. (UCLA)
- A study taken at the University of Maryland found that 45 percent of their freshman class in 2002 were feeling enough stress to go in to see a counselor. (UM)
- A very high percentage of college students across the country work (sometimes up to two jobs) while taking classes which adds another dimension of responsibility and stress.

<b>Students Prefer to Process Information in Different Ways</b>	<b>Similarly, Teaching Methods Vary</b>	<b>When Teaching Methods and Learning Methods Clash, Students are at Risk of:</b>
<ul style="list-style-type: none"> <li>• Seeing or Hearing</li> <li>• Reflecting or Acting</li> <li>• Reasoning Logically or Using Intuition</li> <li>• Analyzing or Visualizing</li> <li>• Working Steadily or In Fits or Starts</li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Demonstration</li> <li>• Leading students to discovery</li> <li>• Focusing on principles</li> <li>• Focusing on application</li> <li>• Focusing on memory</li> <li>• Focusing on understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Boredom and inattention</li> <li>• Doing poorly on tests</li> <li>• Discouragement</li> <li>• Changing majors</li> <li>• Dropping out of school</li> </ul>



## **• Tips for College Freshmen**

**I wish someone had told me . . . .**

- Class attendance really does correlate with your grade. **GO TO CLASS.**
- **COMMUNICATION IS KEY**—especially when dealing with roommates and professors.
- **BE ON TIME TO CLASS.** Walking in late distracts both the professor and other students.
- **DON'T BE AFRAID TO ASK FOR HELP.**

- COLLEGE IS NOT A CONTEST. You don't have to compete with anyone else for your grade. Learn at your own pace and don't feel inferior if you don't understand something the first time around.
- The bureaucracy of higher education is overwhelming. Stay calm, ask questions, and be sure you know the name of the person you are talking to.
- SUPPORT SYSTEMS ARE ESSENTIAL FOR SURVIVAL. Make friends. Talk to everyone.
- EXPECT TO FEEL LONELY, FRIGHTENED, AND ISOLATED. But also remember, you are not the only person experiencing these emotions, and it all gets better with time.
- READ WHAT YOU ARE GIVEN! Read your mail!
- Don't take policy advice from other students; check with offices on campus.
- JOIN IN ALL THE ACTIVITIES YOU CAN.
- DON'T BE INTIMIDATED BY THE FACULTY AND STAFF. Your tuition dollars pay the salaries of university and college personnel. You are the customer; they work for you so ask questions.
- YOUR COLLEGE CATALOG IS YOUR BIBLE. You have to open it in order to reap the benefits of what is inside.
- Get a copy of your school's code of ethics (honor code). A simple mistake could cost your degree.
- MAINTAIN A POSITIVE ATTITUDE, be a good listener, stick to your own convictions, and strive past your dreams.

### **Registration and Advisement**

- ACADEMIC ADVISEMENT IS CRITICAL! See your advisor on a regular basis to make sure you are on track with your academic program, courses, etc.
- PAY ATTENTION TO DEADLINES! If you miss one, it could cost you not just money, but grades as well (ex. drop/add, fee payment, course withdrawal).
- If your school offers phone registration, use it. In-person registration usually means long lines and high frustration levels.
- Be sure to have university or college representatives sign every form dealing with course selection, dropping classes, etc. You may need to defend a course selection when you apply for graduation or you may need to prove you dropped a class.
- SAVE EVERY GRADE REPORT. Computers have been known to lose grades, courses, credits, etc.
- Periodically ask for an unofficial copy of your transcript.
- BE SURE YOUR RECORDS MATCH THE REGISTRAR'S.
- Select classes based on your own academic capabilities. For example, if science is not your forte, don't take biology and chemistry in the same semester.
- Be very careful registering for writing classes during shorter summer quarters. The same holds true for classes requiring large amounts of reading.
- READ THE COURSE CATALOG CAREFULLY. As a rule, freshmen should not register for a senior or graduate level class (usually 400 + level).

### **Dealing with Diversity**

- Realize that every college and university has its own culture, which includes language, traditions, and taboos.
- THERE ARE FIVE STEPS TO CULTURE SHOCK. As a freshman, you may experience some or all of the following phases. You may experience these phases in any order, and some phases may repeat or overlap.
  - Phase One -- Fascination with the new environment.
  - Phase Two -- Severe homesickness.

- Phase Three -- Find fault with new surroundings; build stereotypes.
- Phase Four -- Find humor in your adjustment.
- Phase Five -- Embrace the new culture; you will miss it when you go.
- IN ORDER TO BECOME MORE COMFORTABLE with the college or university environment:
  - Learn the jargon of higher education.
  - Realize your own preconceptions and perceptions.
  - Actively try to make friends.
  - Look for common ground.
  - Look for individuals, not stereotypes.

### Staying Healthy

- BEWARE OF FAST FOOD AND CANDY BARS. Most freshmen gain weight in the first quarter/session.
- Gallons of coffee and Jolt cola are not the way to survive finals.
- SLEEP AND STUDY IN SMALL SHIFTS.
- EXERCISE OFTEN DURING EXAM WEEKS.
- Pasta, peanut butter, non-sugar cereals, yogurt, and fresh fruit will provide natural and sustained energy.
- APPRECIATE MUSIC – it helps everyone to relax.



## • Time-Management Tips for College Students

You have to start somewhere, and these tips can help you learn the basics of time management.

- **Write things down.** With so much going on it's hard to remember every little thing you have to do – unless you write it down of course. Get a student planner or a notebook to take down all your important engagements, assignments, and more.
- **Stay organized.** You'll save yourself loads of time later by staying organized from the get-go. Instead of having to hunt around for notes, assignments, and misplaced papers, keeping them all in one place makes studying and doing homework easier and less stressful.
- **Focus on one thing at a time.** Multitasking may seem like a good idea, but really you'll get more done by focusing your energy on one task at a time. Once you've finished one thing you can check it off your list and move onto the next.
- **Take charge of your time.** At the end of the day, only one person has control over how you spend your time, and that's you. Take charge of your day, get important things done, and learn to say no if you have to.
- **Resist the urge to procrastinate.** Everyone knows how hard it is to want to stay in and study for finals when it's perfect outside or you've just gotten a new video game. The world is full of distractions and to really be effective at managing your time you have to find a way to ignore them when it counts. Give yourself little breaks as rewards for not putting off tasks.
- **Get an early start to your day.** College students aren't usually known as early bird types, but you can be doing yourself a huge favor by getting up early. You'll have more time during the day to work on homework and study, which will leave your evenings free to do things you enjoy.

- **Learn material the first time around.** If you don't understand something in your classes, don't just gloss over it and assume you'll learn it later. Take the time to ensure you learn it the first time. It can help you to more easily understand concepts that follow and will save you the time of revisiting the topic later.
- **Control your surroundings.** While you can't always make your study environment distraction free, you can do your best to create an environment that is most conducive to getting work done. Go to the library, put on headphones, or whatever it takes to keep you from straying off task.
- **Have confidence in your abilities.** Sometimes your schedule will seem almost impossible. Have confidence that you can do things, and you may surprise yourself when you truly step up to the challenge. You'll never know how much you can do unless you test yourself, so give yourself opportunities to shine, even under pressure.
- **Get the most out of class.** If you're just going to class to sleep or talk to your friends, you're wasting time you could be using to do other things. Read over class materials ahead of time so you have a rough idea of what class will be about. This will allow you to concentrate on the elements of the lessons that are truly important and make it easier for you to study in the future.
- **Know what's important to you.** Everyone has a different idea of what they want to take out of college. Some people want to get perfect grades and others are more concerned with making friends and building relationships. Figure out what things are most important to you and concentrate the bulk of your energies on those.

## Studying

While you may not have that many hours of classes each week, you still have to account for the time you'll need to spend studying for them. Here are some tips on how you can fit your study time into your schedule.

- **Take advantage of downtime.** If you take a long bus ride each day or have some spare time while you do your laundry, why not use it to get a little studying in? The less time you waste during downtime the more time you'll have later.
- **Set Goals.** It can be hard to get motivated to study when you don't have a clear goal in mind. Set a goal of how much you want to get done and try your best to meet it.
- **Use the syllabus.** Your syllabus will let you know when and how fast you'll be covering topics in your class. You can use it to get ahead when you have extra time or to know when and what you'll need to work on each day to keep up.
- **Work to boost your memory.** You'll spend much less time studying if you can remember what you study the first time around. Easier said than done, however, but you can play games, read books, and eat foods that will help keep you at your maximum memory potential.
- **Learn what works for you.** Different methods work better for different people. If you're struggling with a certain way you've been studying, try something else. You may find it takes you less time and that you get a lot more out of it by making a simple change.
- **Study difficult subjects first.** There's no sense in putting off the worst for last – it will only encourage you to procrastinate and get less done in the long run. Get the hard stuff out of the way, and you'll have a much happier rest of the day.
- **Work in short blocks with breaks.** You won't be doing yourself any favors by pulling marathon study sessions with no breaks. Studies have shown that the most effective way to get through material is to go through it in smaller sessions and to give your mind and eyes time to rest in between with short breaks.

- **Team up with classmates.** There's no need to study alone if you can get more out of working with your classmates. Sometimes collaboration can be a much faster way to get through material, and it can be a great help if you're struggling with certain concepts. Just make sure your study sessions don't get off track.
- **Create a strategy.** You'll get the most out of your study time if you go into it with a strategy in mind. Focus on certain subjects first or spend a little extra time on topics that you struggle with. Whatever you do, make sure it works for you and makes the most of your time.

## Homework

Homework is rarely fun, but you still need to get it done, and the sooner the better. Here are some tips on making homework as painless and time-friendly as possible.

- **Prioritize.** If you've got a number of homework assignments, focus on the ones that are due the soonest or that will take you the most time first. Once you get those out of the way, you'll feel better about concentrating on the others.
- **Don't wait until the last minute.** While for most people this is easier said than done, waiting until the last minute to complete homework is not only stressful, but it can mean that you get a lot less out of the work that you put in. Give yourself enough leeway with time to ensure you won't have to rush around to get things done.
- **Get ahead if you can.** If you find that you have some extra time in your day, use it to get ahead in the classes that you can. You'll thank yourself later on a day when you have loads of extra work to do, and you'll have one less thing to worry about.
- **Assign a specific amount of time the project should take.** One way to keep yourself moving forward and not to waste time is to assign a specific amount of time that you think a project should take and try to fit it into that time frame. Sometimes this isn't always possible, but if you know about how long it takes you to complete a certain kind of assignment, it can help keep you on task.



## • Reading Skills - The SQ3R+ Reading Method

### Survey

- Preview the assignment or material to be studied by scanning the text quickly to discover the author's central concept.
- From your preview, formulate an overall picture and the purpose of what you're going to study.

### Question

- What you need to learn in terms of: what, why, how, when, who and/or where to support the central concept.
- Write these questions in the margins of your textbook or at the top of your lecture or study notes.



## Read

- Read specifically to answer the questions.
- Most paragraphs contain one or more main ideas in support of that concept.
- Locate and highlight them with a marker. Make notes in the margins summarizing key points. Pay special attention to bold or italicized type and to tables, graphs, and illustrations which may explain an idea more powerfully than the text.

## Recall

- Pause periodically (every 15 minutes or so) to recall in your own words a summary of what you have read: what the important ideas or concepts are and how the text, examples, graphs, charts, or illustrations support them.
- Write on note paper as much as you can; recall about what you have read and learned! Each mini review is a knowledge builder and memory reinforcer.

## Review

- Did you answer your questions, understand the new material, and accomplish your goal?
- Reread difficult parts; work a few more problems.
- Recalling and reviewing the same material several times over a period of several days is the best way to fully absorb and remember it.



## • Listening Skills

### Bad Listening Skills

- Dismissing the subject matter prematurely as uninteresting or unrelated.
- Criticizing the speaker's appearance, mannerisms, and delivery.
- Becoming distracted by a remark and preparing your response before the speaker has finished talking.
- Listening only for facts or minor points rather than for the main idea.
- Trying to outline everything you hear.
- Pretending to pay attention to the speaker.
- Noticing distractions or not working to ignore them.
- Avoiding difficult material.
- Permitting emotional words to affect your response.
- Wasting the time between the rate the speaker talks and the rate you can think.

### Good Listening Habits

- Looking for areas of common interest or concern between yourself and the speaker.
- Listen to content and nonverbal cues but avoid nonverbal distractions.
- Hear the entire comment before responding.
- Listen for new ideas and supporting facts and opinions.
- Listen for a while before taking notes or considering a response.
- Work at being predisposed to listen.
- Avoid or eliminate distractions.

- Work at listening to difficult material.
- Avoid being distracted by emotional words or phrases.
- Use thought speed to think with and ahead of the speaker, considering the purpose, evidence, and logic.

## • Successful Note Taking

### The Six Steps of the Cornell Method

A system for recording and learning notes taken from lectures

What are the six steps? (All begin with R)	When does each step occur?	What happens at each step?
<b>Record</b>	During the lecture	<ul style="list-style-type: none"> <li>• Record in the right-hand column</li> <li>• Get as many meaningful facts and ideas as you can</li> <li>• Goal – complete, accurate record of the class</li> <li>• Listen for topics</li> <li>• Indent supporting ideas</li> <li>• Space well on the page for easy study</li> <li>• Abbreviate using your own words</li> </ul>
<b>Remind</b>	Right after class	<ul style="list-style-type: none"> <li>• Read through notes you just took</li> <li>• Go back with a red pen or highlighter and mark ideas that were stressed</li> <li>• Add material where notes are unclear (before you forget)</li> </ul>
<b>Reduce</b>	Next day	<ul style="list-style-type: none"> <li>• Note in left column</li> <li>• Ask yourself, “If I were a teacher, what would I ask?”</li> <li>• Predict likely questions for tests and jot them across from the answer</li> </ul>
<b>Recite</b>	Next day	<ul style="list-style-type: none"> <li>• After you think of the questions, cover up your notes with a piece of paper</li> <li>• Try to answer each question in the left column</li> <li>• If you forget, look at notes and try again later</li> <li>• Think of mnemonic devices for very difficult material</li> </ul>
<b>Review</b>	Week later	<ul style="list-style-type: none"> <li>• Cover your notes and try to answer your questions again</li> <li>• Can you still answer them?</li> <li>• If not, practice until you can</li> </ul>
<b>Reflect</b>	Week later	<ul style="list-style-type: none"> <li>• At the end of each day’s notes, draw a double line</li> <li>• Predict associative-level questions that tie together different parts of the course</li> <li>• Look for relationships between ideas</li> </ul>

- Divide your paper
- Record details, examples, and other information on right side of page as you normally would
- Record key words/phrases on left side of the page
- Use bottom section for any questions, thoughts, opinions, or a brief summary of information on that page

## • The Power of Memory

Memory is an integral part of all you know; nearly everything you know or do in life is a part of your memory. Of course, memory plays an important part in taking tests, studying, and reading. There are two basic types of memory: short-term memory and long-term memory.

*Short-term memory* is the ability to recall bits of information for a very brief time, usually from 20 to 30 seconds unless you make a special effort to remember the information longer. Short-term memory can store between 5 and 9 items at a time. Therefore, you can easily learn a phone number (7 digits) or a social security number (9 digits divided into three, two, and four numbers). But to get items into the long-term memory, you must use them or repeat them until they are firmly in place.

*Long-term memory* is the ability to recall information days, months, or even years after you have learned it. Long-term memory is unlimited in its capacity to store information. Examples of information that you store in your long-term memory include names, dates, addresses, numbers, important events, etc.

### Ten Keys to Memorizing

- Key #1: Try to understand it first.
- Key #2: Create a hook – a picture, pattern, rhyme, or a story.
- Key #3: Link it.
- Key #4: Don't bite off more than you can chew.
- Key #5: Get emotionally involved.
- Key #6: Engage as many senses as possible.
- Key #7: Smell the roses.
- Key #8: Sleep on it.
- Key #9: Use it or lose it.
- Key #10: Quiz yourself periodically.

### Memory Techniques

Many people complain that they have terrible memories. However, such statements are usually untrue. Most people's memories are not bad; they are just not as well trained as they could be. Here are some memory devices which may help you improve your memory power.

<b>Observation</b>	Much of your ability to remember depends upon how carefully you observe. <i>Observation</i> involves a <i>conscious</i> effort to pay attention, be alert, listen attentively, and notice details. For example, when taking notes, besides recording the obvious—the notes on the chalkboard and overheads—you should be noticing the teacher's body language, tone of voice, and other cues. These observations will help you to determine what information is of major and minor importance.
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<b>Association</b>	Learning by <i>association</i> is based upon a simple principle—learning something new is easier if you can associate or connect it with something you already know.
<b>Clustering</b>	<i>Clustering</i> means grouping a large number of ideas into sub-groups. It is easier to learn a group of 20 items by grouping them into sets of 4 or 5.
<b>Imaging</b>	<i>Imaging</i> , or using a picture in your mind, can be an excellent way to remember a fact, process, definition, or concept. Drawing a diagram or picture will help your mind remember better than words alone. A visual cue is easier to remember than words alone.
<b>Mnemonics</b>	<p><i>Mnemonics</i> is a general category of memory devices. These devices include acronyms, made-up sentences, jingles or songs, and physical manipulations.</p> <ul style="list-style-type: none"> <li>• <b>Acronyms</b> are a kind of mnemonic device formed from the first letters of items you are trying to learn. For example, many people learn the names of the Great Lakes using the acronym, HOMES (Huron, Ontario, Michigan, Erie, Superior).</li> <li>• <b>Sentences</b> are another effective way of learning and remembering material. For example, to remember whether attendance ends with <i>–ence</i> or <i>–ance</i>, just think of attending a dance. Likewise, February is a very cold month—brrrr! To remember the order of operations for math, just remember the sentence, “Please Excuse My Dear Aunt Sally”. It will help you to remember Parenthesis, Exponents, Multiply, Divide, Add, Subtract.</li> <li>• <b>Jingles or Rhymes</b> are popular mnemonics because they help you learn through rhythm and sound. A popular jingle shows how to remember which months have 30 days and which ones have 31 days. Although experts know that all standard threads turn clockwise to tighten, it’s easy to remember the jingle, “right/tighty and lefty/loosey”.</li> <li>• <b>Mnemonics Exercise:</b> Reduce each line to a key word. Create a word, phrase, or sentence to help you recall the list.</li> </ul>



## • Test Taking

### As You Begin

- Arrive prepared and on time.
- Listen carefully to instructions given by the instructor.
- Scan the test.
- Notice how many points each part of the test is worth.
- Jot down memory aids, formulas, equations, facts, or other material you will need and may forget in the margin.

### Test Strategies

- Budget your time.
- Answer the easiest, shortest questions first.
- Pace yourself. Watch the time; if you are stuck, move on. Follow your time plan.
- If you still can’t figure out an answer, try to use the process of eliminating the wrong answers. It is usually easier to say why an answer is wrong than why is it right.

- Avoid changing your answers unless you are sure the second choice is correct. Your first instinct is usually best.
- Look for **absolutes** and **qualifiers**.
  - Choices containing **absolutes** can usually be eliminated; they tend to be **false**. Absolutes do not allow for exceptions. Some examples of absolutes are always, never, all, none.
  - Choices containing **qualifiers** are usually **true**. Qualifiers allow for exceptions. Some examples of qualifiers are some, most, might, often, usually.
- If you don't understand a question, ask the instructor to explain.
- When finished with a test, always re-check your answers. Do not let other students who are leaving early influence you—take whatever time is allotted for the test.

### True/False Questions

- Read carefully! Sometimes one word can make a statement inaccurate.
- Look for absolutes and qualifiers.

### Multiple Choice Questions

- Answer each question in your head before you look at the possible answers. This eliminates the possibility of being confused by other choices.
- Mark questions you cannot answer immediately and come back to them.
- Read all answers before selecting one.
- Use the following guidelines if you must guess:
  - If two answers are similar except for one or two words, choose one of these.
  - If two answers have similar sounding or looking words, choose one of these.
  - If the answer calls for sentence completion, eliminate the answers that would not form grammatically correct sentences.
  - If two quantities are almost the same, choose one.
  - If the choices are numbers, eliminate the highest and lowest numbers, and choose one in between.
  - If one choice is considerably longer than the others, it may well be the correct answer.
  - Above all, use common sense!

***Note: None of these suggestions for guessing are meant to take the place of studying for the test!!!***

### Machine-Graded Tests

- Make sure the answer you mark corresponds to the question you are answering.
- Check the test booklet against the answer sheet whenever you switch sections and again at the top of each column.

**Remember success is what you make of your life—  
good or bad, happy or sad, quiet or loud.  
College life is a journey to your future!**