



# Welcome to Owens Community College!

*"We believe in serving our students and our communities.  
Your success is our mission."*

Mike Bower, Ph.D.

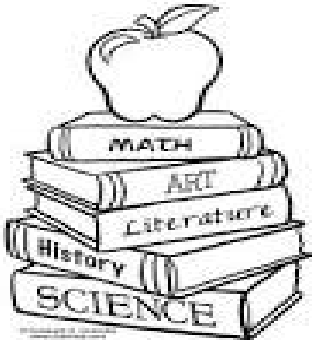
President



**OWENS**  
COMMUNITY COLLEGE

# High School vs. College

- Class length
- Learning environment
- Homework
- Student responsibilities



# Academic Advising



- Advising website – [www.owens.edu/advising](http://www.owens.edu/advising)
- Course planning & Support Services
- Advising syllabus
- Selective Admissions
- Contact by email, phone, or online Chat

# Transfer



- Transfer Module & Transfer Assurance Guides:  
(<https://www.ohiohighered.org/transfer>)
- Transferology ([www.transferology.com](http://www.transferology.com))
- Meet with University Transfer Representative

# Transfer Help – partner Advisors on campus



# Adding and Dropping Classes

- PSO students have a hold on their account and cannot add or drop classes on their own without permission from their PSO Advisor
- Ways to register:
  - Meet with your Academic Advisor
  - Submit Registration Add/Drop Form
  - E-mail advisor from Omail+ account
- Consult with high school counselor before adding/dropping classes
- Refer to Owens class schedule to see the add/drop & refund dates for each course
- A failed class or a dropped class after the 100% refund date may create financial obligation to the high school



# Requirements to Continue in the Program

- Must maintain a 2.0 GPA at Owens
- Each academic year, submit updated:
  - High School Information Form
  - Official High School Transcript

# Credit Hours

- A high school student doing PSO option B cannot earn more credits via high school and college than he/she could earn if taking the maximum number of credits at the high school
- It takes 5 semester college credit hours to equal 1 high school Carnegie Unit
- For example, if a student attends a high school with 7 periods (excluding lunch) and the student is taking 6 credits through the high school, the student only has 1 Carnegie Unit available for PSO. This student would be eligible for 5 college semester hours via PSO option B
- If a student wishes to take more credits than allowed, he/she will be billed for the additional credits





# Academic Calendar & Semesters

- Classes are offered in academic semesters, Fall and Spring semesters
- PSO students can take Summer courses at their own expense
- Academic calendar: <https://www.owens.edu/schedules/>
- Register early for the best selection of classes
- You can begin registering for Spring 2015 in late October
- Deadlines to Register:
  - Fall 2014: August 22, 2014
  - Spring 2015: January 16, 2015

# Online College Catalog

## Academics

Jul 02, 2014

### Catalog Search

Entire Catalog ▾

Enter Keyword

GO

Whole Word/Phrase

Advanced Search

[Catalog Home](#)

[What's New!](#)

[Glossary of Academic Terms](#)

[Accreditation](#)

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[Admissions](#)

[Academic Advising](#)

[College Policy and Procedure](#)

[Financial Aid and Scholarships](#)

[Registration and Records](#)

[Tuition and Fees](#)

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[Toledo-area Campus Programs](#)

Register Now!



Search the website



2014-15 Undergraduate Catalog ▾

GO

HELP

## 2014-15 Undergraduate Catalog

### Owens Community College

#### Toledo-area Campus

**Visiting Address**  
30335 Oregon Road  
Perrysburg, OH 43551

**Mailing Address**  
P.O. Box 10,000  
Toledo, Ohio 43699-1947

**Phone**  
(567) 661-7000 or  
1-800-GO-OWENS, Ext. 7000 (1-800-466-9367, Ext. 7000)

Learning Centers	Phone
Learning Center Maumee	(567) 661-7357
Workforce and Community Services	(567) 661-7357
Learning Center Downtown Toledo	(567) 661-2732

#### Findlay-area Campus

**Visiting and Mailing Address**  
3200 Bright Road  
Findlay, OH 45840

**Phone**  
(567) 429-3500 or  
1-800-GO-OWENS, Ext. 3500 (1-800-466-9367, Ext. 3500)

#### Contact Us

[Explore Owens](#)  
[Apply for Admission](#)  
[New Student Orientation](#)  
[Online Registration](#)  
[Request Information](#)  
[Frequently Asked Questions](#)  
[Visit Campus](#)  
[Maps and Directions](#)  
[Online Campus Directory](#)  
[Online Comment or Question Form](#)  
[www.owens.edu](http://www.owens.edu)

Send Me Info!

### Core Values

Owens Community College's Core Values frame the way in which the College works

## Catalog Search

Entire Catalog ▾

Enter Keyword

GO

Whole Word/Phrase

Advanced Search

Catalog Home

What's New!

Glossary of Academic Terms

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Accreditation

Advisory Committees

---

Admissions

Academic Advising

College Policy and Procedure

Financial Aid and Scholarships

Registration and Records

Tuition and Fees

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Programs A to Z

Toledo-area Campus Programs

Findlay-area Campus Programs

Learning Center Maumee

On-line Programs

Hybrid Programs

# Online Catalog Links

- Glossary of Academic Terms
- College Policy & Procedures
- Academic Assistance & Support
- Student Life and Services
- Student Code of Conduct
- Online and Hybrid programs
- Toledo Campus Programs
- Findlay Campus Programs



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# Campus Parking & Transportation



Do I need a parking pass?

- No, students are able to park in the **Yellow** parking spaces. The **Green** parking spaces are reserved for faculty and staff and require a special parking permit.



# Department of Public Safety



- Open 24/7, 365 days including holidays-Sworn Police Officers
  - Student ID station & Background checks/fingerprint station
  - Parking issues/car troubles
  - Lost & Found
  - Annual Security Report Online
  - Police Officers are trained to assist with medical emergencies on campus
  - Emergency/Non-emergency on Campus – use any red/grey wall phones

# Express Card

- Student ID
- Need state issued photo ID or completed PSO ID Form
- Use to gain access and conduct business on campus
  - Computer labs, Advising, SHAC, Oserve, etc.
- Money can be placed on card through Ozone
- Visit Dept. of Public Safety to get your ID after you register for at least 1 class



# Textbooks

- If doing option B, textbooks are free to student
- Must have Owens ID & class schedule to obtain textbooks
- Indicate at Bookstore that you are a PSO student
- PSO students **cannot** rent books
- Save receipt in case of return
- Do not open textbook shrink wrap until **after 1<sup>st</sup> day of class** in case return is needed
- Books can be shipped to your home at your expense
- Return books to Advising Office at end of each semester
- Must sign textbook return agreement form



# Ozone

- Ozone is a comprehensive portal allowing students to access their records
  - Students access their grades and class schedule via Ozone
  - Sign up for Owens Alert
  - Refer to Ozone handout for more details
- Omail, Owens provided email account
  - Check Omail several times a week
  - Must use Omail account when communicating with Owens' instructors and staff



# Overview

Welcome Andrea Pritt

Wednesday, July 2, 2014  
Toledo: 80.0°F / Findlay: 80.0°F [\[Details\]](#)



- My Ozone
- Blackboard
- Admin. Services
- Intranet
- ONet
- MailStore
- OMail+
- Groupwise Email

[Change Password](#) | [Logout](#)

- ### Zones
- My Ozone
  - Blackboard
  - Admin. Services
  - Intranet
  - ONet
  - Change Password
  - Change PW Questions

- ### Prior Student Links
- My Transcript
  - Request Transcript
  - Status of Transcript Request

- Financial Aid
- Account Summary
- Acc. Sum. by Term

- Apply Online

- ### Employee Quick Links
- Pay Stub
  - Leave Balances
  - Parking Permit Request
  - Course Evaluations

## My Announcements

### Personal Announcements

- [Student Account Payment Reminder, Monday, June 30](#)
- [Health Information Sessions](#)
- [Registration Ready Days - June 27 and July 11, 18, 25](#)
- [Department of Public Safety - Trespass Warning](#)
- [Are You Interested in Electric and Alternative Fuel Vehicles?](#)
- [Attention Volunteer Note Takers](#)
- [The College Hall Student Lounge is Now Open!](#)
- [Owens learning center locations renamed](#)
- [Classified Ads in Student Newspaper](#)
- [Office of Advising FAQs](#)
- [Check Your Email for Survey](#)
- [Owens Social Media Directory](#)
- [SHAC Activity Calendar Now Available](#)
- [Pregnant Volunteer Ultrasound Patients Needed](#)
- [Be an Admissions Ambassador!](#)
- [Student Mental Health Services Available](#)
- [New Student Orientation](#)

### Campus Announcements

*There are currently no campus announcements*

## Express Card



To review your balance or to add funds to your card, [click here](#).

## Owens Outlook

The Owens Outlook is produced by Owens Community College students from a variety of program areas.

Click the logo to check it out.



## What is my OCID?

An OCID is the Owens College ID number which is used across campus. Be sure to keep this number in a safe place. To reveal your OCID, move your mouse over the image below.



## Records Office

### Office Information

- [Location/Office Hours/Fax numbers](#)

### Important Dates

- [Academic Calendar](#)
- [Registration - Withdrawal/Refund Deadlines](#)
  - Summer 2014
  - Fall 2014

### Registration

- [Add/Drop Class Instructions](#)
- [Class Schedule \(search query\)](#)
- [Course Descriptions](#)
- [Explanation of Class Schedule & Parts of Term](#)
- [Registration Instructions & Information](#)
- [Registration Dates](#)

## Employment

- [College Central](#) - A web-based employment portal
- [On-Campus Employment](#) - Student worker positions
- [Federal Work Study](#)
- [Internships](#)

## Academic Advising

# FERPA – Student Rights

- Family Educational Rights and Privacy Act
- Owens can share information with high school & parents
- Owens grades are sent to high school if option B
- Best for student to contact Owens directly if have questions
- Owens now offers online proxy access if students elect to share information with parents – for more information: [https://www.owens.edu/records\\_reg/](https://www.owens.edu/records_reg/)



# Proxy Access & FERPA

My Portal - ozone.owens.edu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

My Portal - ozone.owens.edu

http://ozone.owens.edu/ozonePortal/portal.pl?is=https://express.owens.edu/prod&h=1200&t=as

Google

Welcome Jennifer Irelan

Monday, July 15, 2013  
Toledo: 84.0°F / Findlay: 86.0°F (Detail)

# ozone

Owens Community College

My Ozone | Blackboard | Admin. Services | Intranet | ONet | MailStore | OMail+ | Groupwise Email

Change Password | Logout

## Zones

- My Ozone
- Blackboard
- Admin. Services
- Intranet
- ONet
- Change Password
- Change PW Questions

## Student Quick Links

- Financial Aid
- Account Summary
- Acc. Sum. by Term
- Pay Online
- Deferred Payment Plan


- Web Registration
- My Courses
- Current Semester Grades
- My Transcript
- Request Transcript
- Status of Transcript Request

- My Advisors
- Course Substitutions
- My Required Documents
- My Test Scores

- Graduation Petition
- Certificate Petition
- Degree Evaluation

- Address Change
- Change Major, Intent and/or Catalog

- Request for Health Eval
- Maps/Directions
- Bus Service (CATS)



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Personal Information | Student Services & Financial Aid | Faculty Services | Employee Services | **Proxy Access**

Print


## Proxy Management

To provide an individual electronic access to your academic information, you must first create a proxy account. Review the [student proxy user guide](#) and [frequently asked questions](#) for additional information about setting up proxy access.

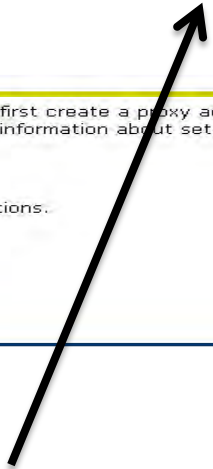
### Proxy List

Expand a proxy to define relationship type, start and stop dates, and authorizations.

Your proxy list is empty.

 [Add Proxy](#)

RELEASE: 8.5.1



# Online Classes

- Tips for success in online classes:
  - Log in the first day of class
  - Read the syllabus completely, carefully & often
  - Turn your work in on time or early
  - Problem-solve ahead of time. E-mail communication is not instantaneous
  - Have back-up technology available





# Web Course Preparation Requirement

The screenshot displays the Blackboard user interface for Owens Community College. At the top, the college logo and name are visible on the left, and the user's name, Andrea Pritt, is on the right. A navigation bar includes links for My Campus, My Courses, Community, Blackboard Info, Library Resources, and Student Preparation. Below this, a secondary navigation bar shows My Campus, Notifications Dashboard, and Personalize Page. The main content area is divided into several sections:

- Tools:** A sidebar on the left containing links for Personal Information, My Grades, Calendar, Send E-mail, Announcements, Address Book, eTutoring, Goals, Blackboard Sync, Browse NBC Learn, and NBC Learn Playlist.
- Web Course Registration Requirement:** A central section with a heading and a paragraph explaining that users need a unique access code to register for online or hybrid courses. It provides a link to self-enroll and a link to a FAQ. An arrow points to this section.
- My Announcements:** A section showing a notice that no institution announcements have been posted in the last 7 days, followed by an announcement for the 201400.ORG-HealthInformationSession.
- My Courses:** A section listing courses where the user is a student, including the 2014 Web Course Preparation Requirement and the 201400.ORG-HealthInformationSession. It also lists announcements for Selective Health Programs - General Information, COMPASS Online Review, and Owens Online Safety Initiative.
- My Organizations:** A section listing organizations where the user is a leader, including 201400.ORG-OfficeofAdvising, Academic Advising, Advisor Development, New Student Advising, Owens Student Advising (not currently available), and Student Success Mentors--Mentors' Communication Bb Shell (not currently available).
- COMPASS Online Review:** A section at the bottom left with a heading and a paragraph explaining that the COMPASS Online Review is a resource to help prepare for the COMPASS placement exam. It notes that individuals who want to retake the exam must complete this review prior to retesting. Further information is available in the Testing Services Office. A link is provided to click here. An arrow points to this section.
- Blackboard Technical Support:** A section at the bottom center with a heading and a paragraph explaining that if users are experiencing issues, they should contact the help desk. Support resources are available at a specific URL.
- IMPORTANT BROWSER INFORMATION:** A section at the bottom right with a heading and a paragraph explaining that Blackboard does not support many of the most recent browser releases. A link is provided to click here for supported browsers.

Large text "Compass Online Review" is overlaid on the bottom center of the page, with an arrow pointing to the COMPASS Online Review section.

# IT Help Desk

- Can Assist with the following:
  - Password Resets, Login Issues
  - ID card
  - Blackboard Login & Navigation
  - Omail+
  - College Supported Software
  - Computer Labs
  - Ozone & Website
  - Student Printing
  - OWIFI – Wireless

**Contact Us:**

**(567) 661-7120**

**Helpdesk@owens.edu**

**Owens.edu/helpdesk**



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# OWIFI

Owens wireless network is OWIFI. OWIFI is available on Owens campuses.



## Owens Community College Wireless Access

Owens Username

Owens Password



# Disability Services

Provides support services, information and guidance to students with disabilities

(567) 661-7007





# Campus Resources

- Childcare Center
- Computer Labs
- Fitness Center
- Library
- Student Mental Health Services
- Testing Services
- Tutoring



# Honors Program

The Owens Community College Honors Program encourages students to initiate create, and think critically in a wide variety of challenging course across departments and programs in the College.

<https://www.owens.edu/honors/>



# Questions? Contact:

Angie McGinnis

Manager of Advising, Findlay Campus &  
PSO Advisor

(567) 429-3515

[angela\\_mcginnis@owens.edu](mailto:angela_mcginnis@owens.edu)



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# Thanks for Attending PSO Orientation!

