



TABLE OF CONTENTS

Student Responsibilities..... 2

Add/Drop Classes, Attendance, Blackboard, Bookstore,
Communication, Credits, Express Card, Parking, Textbooks/Supplies

Student Activities 5

Owens Express Athletics, The Owens Outlook, Student Activities,
Student Health and Activities Center (SHAC), Findlay Fitness Center

Student Services 6

Advising, Career Services, Computer Labs, Disability Resource Center,
Library, Oserve, Ozone, Safe Campus, Counseling Services

Student Assistance..... 7

Math Tutoring Center, Natural Sciences Center,
Study Skills Center, Writing Center

Toledo-area Campus Map 8

Findlay-area Campus Map..... 9

PERSONAL INFO

Your Name _____

Your Owens E-mail _____ @student.owens.edu

Your Advisor _____

Your Advisor's Phone Number _____

Your Advisor's E-mail _____

STUDENT RESPONSIBILITIES

Owens Community College is committed to helping you achieve your academic and career goals. Students participating in the College Credit Plus (CCP) Program will have the opportunity to realistically experience a college learning environment. This experience brings with it many responsibilities. You will be responsible for meeting coursework requirements and attending class sessions. You or your parents/guardians are responsible for transportation to and from campus. You also are responsible for following the policies and procedures listed in the Owens Community College Catalog.

Add/Drop Classes

CCP students may drop or add a class with the written permission of the high school counselor and an Owens advisor within the time specified by the Owens Community College registration withdrawal/refund deadlines. Students may be responsible for full or partial payment of a class if it is past the refund dates. Please refer to the Owens website for refund dates and more information. **Please note that CCP students cannot add or drop classes via Ozone.**

Attendance

Class attendance is mandatory. If unsatisfactory progress is reported, you may be recommended to the Advising Office for consultation.

Blackboard

Blackboard is the course management system used by Owens to deliver online courses. Some land-based classes also use Blackboard for submission of assignments and other activities. To log into Blackboard, go to www.owens.edu and click on the Blackboard link on the left hand side of the screen. You log into Blackboard using the same user name and password that is used for Ozone. Be sure to check Blackboard anytime your class is canceled as your instructor may post instructions or assignments there that you need to know about prior to your next class session.

Bookstore

Textbooks can be obtained from the Owens Community College Bookstore, but please check with your high school first. You **must** communicate your CCP status to the cashier at the time of checkout and present your Owens Express Card. You **must** have your schedule with you for proper textbook selection. Assistance is available. Please keep your textbook receipt and do not open shrink wrapped books before the first class in case a book must be returned. CCP students cannot rent books.

Communication

Communicating with instructors is important and can sometimes make a difference in the grade you receive. You should inform instructors, either by phone or e-mail, when you will miss a class due to another commitment. As an Owens student, you have your own Ozone e-mail address to help with the communication process. You must use your Owens email when communicating with college faculty and staff.



Credits

CCP option B students are limited on the number of credits they can take. You will be held to the same attendance policies as all other students in your courses. Students should talk with their high school counselor about their eligible hours. Students cannot earn more than 30 college credits during the academic year under CCP option B.

Express Card

Owens Community College students must obtain a photo ID card. The Owens Express Card is required at the bookstore, common computer lab, library, fitness center and other campus services. You will want to keep your ID with you at all times. To obtain your Owens Express Card, visit the Department of Public Safety Office. For more information on the Express Card, visit www.owens.edu/expresscard.

Parking

Owens has instituted a Transportation and Parking Fee. However, CCP students are exempt from this fee. Students parking on campus are not required to have a parking permit. However, students should park in yellow-lined spots that are not specifically designated for another purpose (ex. handicap parking, service vehicles, reserved). The green-lined spots are for Owens faculty and staff.

STUDENT RESPONSIBILITIES

Textbooks/Supplies

Certain textbooks/supplies are required for each class. Depending on your CCP Option, payment will be calculated as follows:

OPTION A -

You elect at the time of enrollment whether to receive college credit only or high school and college credit. You are responsible for tuition, fees and books. You also are responsible for all course expenses beyond your text and workbooks. This includes software, art and photography supplies, calculators, health and fitness expenses, and general school supplies.

OPTION B -

You enroll for high school and college credit. The State of Ohio and your home school pay for the tuition, fees and book expenses. **If the instructor has included additional course materials/supplies (beyond the textbook) on the class syllabus please contact your Owens Advisor.** Your Owens Advisor will assist in obtaining these items. School supplies not required on the syllabus will be at the expense of the student. All required additional materials/supplies **MUST** be returned at the end of the semester the course is taken to your Owens Advisor.



STUDENT ACTIVITIES

TOLEDO CAMPUS

Student Health and Activities Center (SHAC)

Open to students and features:

- aerobic studios
- weightlifting areas
- student gym and indoor running/walking track
- volleyball, tennis and basketball courts

To view the SHAC Activities Calendar and other information, visit www.owens.edu/campus_life/shac.

FINDLAY CAMPUS

Findlay Fitness Center & Gym

Open to students and features:

- ellipticals
- multi-station gym
- cycles
- and more

For more information, visit www.owens.edu/facilities/ffc.



Owens Express Athletics

Owens Community College is a proud member of the Ohio Community College Athletic Conference (OCCAC) and the National Junior College Athletic Association (NJCAA), Region XII.

For more information on Owens Express Athletics, visit www.owensexpress.com.

Student Activities & Clubs

Owens Toledo Campus offers a number of student activity events throughout the year. For more information, visit www.owens.edu/student-activities.

"The Owens Outlook"

As a CCP student, you are welcomed and encouraged to explore the student newspaper. The online publication serves the campus community by providing student-written news, opinions, sports, lifestyles, arts sections and photographs. For more information, visit www.owensoutlook.com or e-mail news@owens.edu.



STUDENT SERVICES

Advising

Advising staff can provide academic planning assistance to help you schedule your classes. An advisor can provide information on ACT and transferring credits to a four-year college or university. Every student at Owens is assigned his/her own advisor. To see your advisor's name and contact information, click on the "Find My Advisors" link in Ozone. For more information, visit www.owens.edu/advising.

Career Services

Career advisors can provide resume assistance and other career tools such as Career Coach and Virtual Job Shadow.

Computer Labs

Open computer labs are available on campus for student use. For more information including hours and locations, please visit www.owens.edu/computerlabs.

Counseling Services

It is the mission of Counseling Services to foster personal and academic success through offering individualized and comprehensive support for the personal growth and wellness of students. Counseling Services offers consultation, mental health assessment, counseling, crisis support, education, prevention, outreach, and linkage to community resources at no additional charge to Owens Community College students. Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. For more information, visit www.owens.edu/counseling, or call the Office of Counseling Services.

Toledo: (567) 661-7168 | **Findlay:** (567) 661-2107

Disability Resource Center

Disability Resource Center representatives will help to provide accommodations for students with disabilities in relation to their academic, personal and professional success. A variety of services are available: alternative test-taking arrangements, assistance with taped texts, writer or reader services, adaptive equipment and software and more. For more information, call the Disability Resource Center at (567) 661-7007 or visit www.owens.edu/disability_services.

Library

The Library is designed to support your curricular needs. In addition to books and journals, the Library also has a collection of audio-visual resources and provides the appropriate equipment for viewing these items. The Library is a member of OhioLINK, a consortium of colleges and universities in Ohio that are connected via a common computer network. The network facilitates direct user borrowing of library resources among the member institutions. The network maintains a computerized catalog of the members' library holdings and provides online access to periodical indexes. The library also features art exhibits, quiet places to study and library staff to assist with research. For more information, visit www.owens.edu/library.

Oserve

Oserve can help with questions about financial aid, registration, transcripts and payment options. To contact Oserve, call (567) 661-7378 or email oserve@owens.edu. For more information, visit www.owens.edu/oserve.

Ozone

The comprehensive Intranet portal for students, faculty and staff provides users access to e-mail services and enables users to access their own class schedules, academic standing, financial information and online class registration. Check out <http://ozone.owens.edu> or call the Help Desk at (567) 661-7120. However, CCP students cannot register online via Ozone. CCP students must work with their advisor.

Safe Campus

Owens Community College is proud to commit to the safety and security of all students, employees and visitors. Our security officers patrol campus and also are available to help you with car trouble or to escort you to your car. For more information, visit www.owens.edu/dps, or call the Department of Public Safety.

Toledo: (567) 661-7575 | **Findlay:** (567) 429-3586

STUDENT ASSISTANCE



For more information on Tutoring Services, including locations, hours, and contact information, please visit: www.owens.edu/learning

Math Tutoring Center

Our math assistants will help you work through your homework problems in all math classes.

Natural Sciences Center

Bring your lab project or research paper and you'll get help with biology, life science, physics, or chemistry classes.

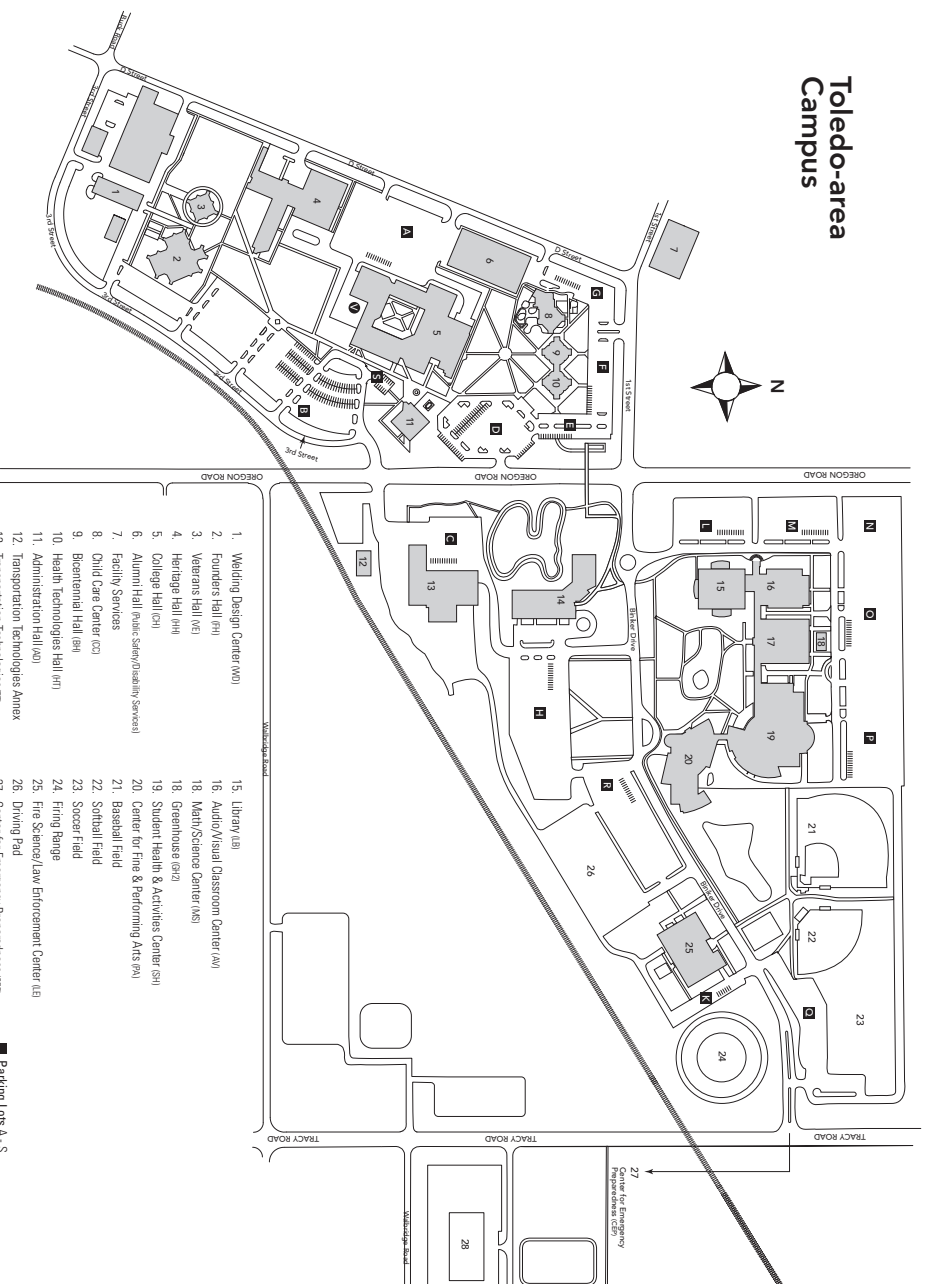
Study Skills Center

Work with a tutor to help find the root of an issue with a class, or create a plan of study that will increase your productivity.

Writing Center

Our writing consultants help you through the writing process: planning, drafting, revising and editing.

Toledo-area Campus

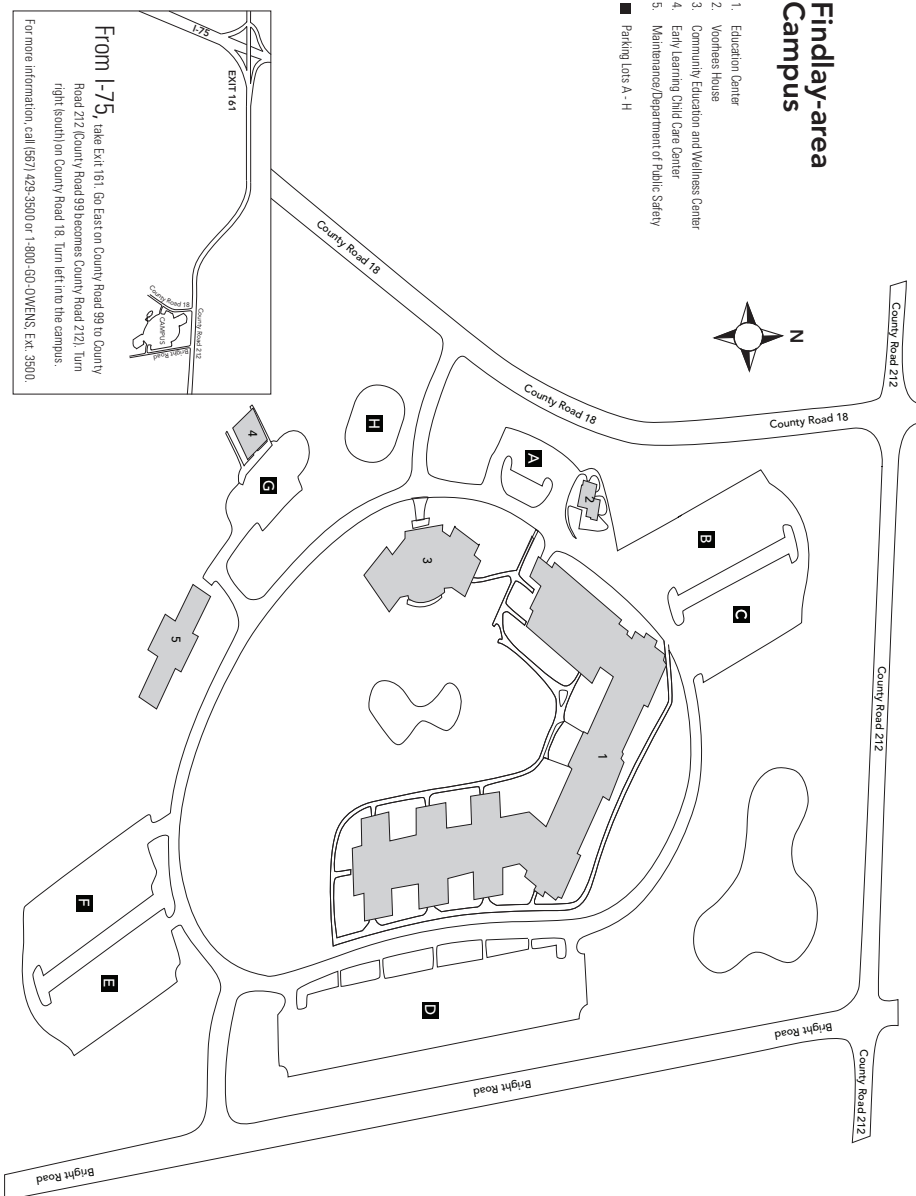


1. Welding Design Center (WDC)
2. Founders Hall (FH)
3. Veterans Hall (VH)
4. Heritage Hall (HH)
5. College Hall (CH)
6. Alumni Hall (Public Safety/Security Services)
7. Facility Services
8. Child Care Center (CCC)
9. Bicentennial Hall (BH)
10. Health Technologies Hall (HTH)
11. Administration Hall (AH)
12. Transportation Technologies Annex
13. Transportation Technologies (TT)
14. Industrial & Engineering Technologies (ETI)
15. Library (LB)
16. Audio/Visual Classroom Center (AVC)
18. Math/Science Center (MSC)
18. Greenhouse (GH)
19. Student Health & Activities Center (SHAC)
20. Center for Fine & Performing Arts (CFPA)
21. Baseball Field
22. Softball Field
23. Soccer Field
24. Firing Range
25. Fire Sciences/Law Enforcement Center (FLEC)
26. Driving Pad
27. Center for Emergency Preparedness (CEP)
28. Training and Operations Center (TFC)

- Parking Lots A-S
- ▼ Visitor Parking

Findlay-area Campus

1. Education Center
 2. Voohees House
 3. Community Education and Wellness Center
 4. Early Learning Child Care Center
 5. Maintenance/Department of Public Safety
- Parking Lots A - H



From I-75,

take Exit 161. Go East on County Road 99 to County Road 212 (County Road 99 becomes County Road 212). Turn right (south) on County Road 18. Turn left into the campus.

For more information, call (587) 429-3500 or 1-800-50-OWENS, Ext. 3500.

Visit us at
[www.owens.edu/
collegecreditplus](http://www.owens.edu/collegecreditplus)



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www.owens.edu/collegecreditplus



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