Owens Past and Present
Penta Technical Institute opened its doors in 1965 to a few hundred students in pursuit of high quality training for their future careers. Nearly 45 years later, as Owens State Community College, that same tradition of excellence in education remains with its mission of student success.

The College has grown, with two campuses, one in the Toledo area and one in the Findlay area, and a Learning Center in downtown Toledo at the Source. More than 130 programs are offered in the Arts and Sciences, Business and Information Systems, Health Science, Public Safety and Emergency Preparedness, Skilled Trades and Technology.

To date, hundreds of thousands of students have taken advantage of an affordable high quality education at Owens, a premier higher education institution in Northwest Ohio!

We are so glad you have chosen Owens for your higher education! It is our mission to help you achieve your goals. At Owens, there are many opportunities for professional and personal growth, learning and student involvement with the College and our surrounding communities.

This booklet will help you learn about the exciting resources we have available for you! We want you to make the most of your educational experience by becoming a successful college student.

Finally, we wish you the best as you begin your first year of college and want you to know that we are here to help in any way that we can!
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Campus Resources

**Bookstore**
(T) College Hall 171, (567) 661-7306  
(F) Commons, (567) 429-3546  
www.owens.edu/bookstore/index.html

**Career Services**
(T) College Hall 150, (567) 661-7501  
(F) Enrollment Services, (567) 429-3029  
www.owens.edu/jobs/hours.html

**Computer Labs**
(T) Audio Visual Classroom Center 152, (567) 661-2654 or College Hall 211/213, (567) 661-7358  
(F) Education Center, 146/152, (567) 429-3104  
www.owens.edu/computerlabs/index.html

**Department of Public Safety**
(T) Alumni Hall, (567) 661-7575  
(F) Campus Support, (567) 429-3586  
www.owens.edu/security/index.html

**Disability Services**
(T) Alumni Hall, (567) 661-7007  
(F) Enrollment Services, (567) 661-7007  
www.owens.edu/disability_services/index.html

**Student Development**
(T) College Hall 130, (567) 661-7777  
(F) Commons, (567) 429-3509  
www.owens.edu/enroll_future/index.html

**Library**
(T) Audio Visual Classroom Center, (567) 661-7015  
(F) Education Center 176, (567) 429-3088  
www.owens.edu/library/index.html

**Learning Center**
(T) College Hall 156 & Math/Science 105, (567) 661-2008  
(T) The Source in downtown Toledo, (567) 661-2732  
(F) Education Center 149, (567) 429-3628  
(M) Arrowhead Park, (567) 661-7357  
www.owens.edu/learning/index.html

**OSERVE (Bursar, Financial aid, Records counter)**
(T) College Hall 152, (567) 661-7378  
(F) Commons, (567) 661-7378  
www.owens.edu/oserv

**Testing Center**
(T) College Hall 128-B, (567) 661-7547  
(F) Education Center 124, (567) 429-3508  
www.owens.edu/testing/index.html

(T) Toledo-area Campus  
(F) Findlay-area Campus  
(M) Maumee-Arrowhead Park
Advising Services

Advisors are available to ensure your success at Owens! If you have questions about your classes, changing your major, transfer information, or campus resources just make an appointment in the Enrollment Services office!

There are different forms of advising depending on your needs:

**Academic Advisors** will help you with information on how to get started at Owens, or choose your classes, understand the requirements of your major, interpret test scores, transfer and career information.

**Success Mentors** are a part of an intensive advising research project through the Title III Grant. The advising is targeted to assist first-year, first-time, degree-seeking, low-income students enrolled in developmental courses. In addition, Mentors help students who have not made successful academic progress in their courses to get back on track. If you are repeating courses, on probation or have been dismissed from college contact the office to develop an academic success plan or attend a readmission seminar.

**E-Advisors** are available to assist in the same services provided by the Academic Advisor mentioned above to students taking web courses.

Office hours for Advising Services vary at Owens’ campuses and learning centers. Contact each location separately for details.

Toledo-area Campus, (567) 661-7777  
Findlay-area Campus, (567) 429-3509  
The Source Learning Center,  
(567) 661-2732  
Arrowhead Park Learning Center,  
(567) 661-7357
Since we have over 130 programs to choose from, it may be difficult deciding on one. That’s where the Career Services Office can help.

It’s also a good place to go if you need on-campus employment while you attend college.

• Earn money to meet your educational and living expenses
• Develop your self-confidence and self-sufficiency
• Acquire work experience to enhance your educational process
• Establish your work record
• Write a resume and cover letter
• Provide realistic job development, choice and exploration
• Enhance your opportunities for valuable professional interaction, which may provide role models, advice and future references.
Career Help

How to Choose a Career

Making a career decision can be an overwhelming task and is not something that should be made overnight.

Researching should be a key factor in a career decision and will ultimately save you time and money.

Researching: Yourself
Your interests, skills, and values are important as they make up who you are, what you can do, and will make decision making easier.

Environment/Trends
Knowing what is happening with the economy, jobs, housing, etc, in the place you plan to reside is important and should be continuously evaluated.

Materials
What’s available to provide you with the most accurate and up-to-date information to explore a career? Books, Internet sites, professional magazines, assessments, other professionals and more.

The Decision/Goal Setting
Decision making helps you to pull everything together and gives you a goal to pursue.

Check out the many ways Owens can help you in your career planning.

Career and Life Decisions (SSC 110)
This thorough, 2-credit-hour course is designed to aid students who are in the process of making a career decision. Students will be given the opportunity to evaluate and appraise their own values, skills, and interests in relation to an occupational choice. Decision-making steps and goal setting/motivation are an integral part of this class. A variety of resources will be used both in class and online. Offered in the fall, spring and summer semesters. Individual Career Services - Explore your personality and interests and how they relate to a career choice.

The Career Center
Learn about your career before you start! Stop by and discover all the books and websites that are available for career exploration. Check out our “Career Pick of the Week” on the display board outside the Career Center.

Workshops/Planned Series
These give you an opportunity to meet with others and learn about the career planning process. Get acquainted with the many tools available for researching your career.

Online Assistance
Take the Career Journey - valuable information is waiting and just a website away. Go to www.owens.edu/career.

For more information call the Career Services office at (567) 661-7501.

Check out the Career Connections website for an online resource: www.owens.edu/careerconnections/gallery.php
Owens prides itself on its safe and secure campuses. The Department of Public Safety is accessible to you every day, at all times including holidays for assistance with the following services:

**Safety Services include:**
- Campus Patrol
- Education and Crime Prevention
- Public Safety Alerts and Notifications
- Red phones for emergencies in every building
- Phone Intercom system
- Student Code of Conduct

**Additional Services include:**
- Express ID Photo and Card
- Escort Service to your car
- Parking Passes
- Lost and Found
- Smoking Law
- Vehicle Emergency Assistance

Citations may be issued for violations. Make sure you are aware of the laws and procedures regarding conduct and safety on the campus you attend. Whether you are a student on the Toledo-area or Findlay-area campus, the department is accessible to you. See the campus resource page in this booklet for details.

**Parking FAQs**

**How Do I get a parking or handicapped permit?**
By visiting the department in Alumni Hall or filling out an online parking permit at:www.owens.edu/security/parking_form.html.

**How much do permits cost?**
It costs $20.00 per permit.

**How long are permits valid?**
Permits are valid for one semester. You are responsible for renewing it every semester.

I drive more than one car. Can I get more than one parking permit?
Yes. Students may purchase additional permits for $20.00 each. However, permits can be transferred from one vehicle to another.

**Does my car have to be registered with the Department of Public Safety?**
Yes. If you use more than one car you must register all at the department.

**What if I forget my permit?**
One day permits are available in the department. You may use metered parking for a maximum of two hours where indicated.
Owens recognizes “the importance of educating students to live and work successfully” in a global economy and increasingly diverse society. As such, “the College has committed to creating and maintaining a campus community that reflects the citizens in our service areas” and its stance on diversity is based on the following concepts:

• Diversity enriches the educational experience by providing students with the opportunity to learn from individuals who differ from themselves.

• Diversity promotes personal growth and a healthy society by challenging stereotyped preconceptions, encouraging critical thinking and helping students learn to communicate effectively with people of varied backgrounds.

• Diversity strengthens communities and the workplace by preparing students for citizenship in an increasingly complex, multicultural society, and fostering mutual respect and teamwork.

• Diversity enhances the country’s economic competitiveness by effectively developing and using the talents of all citizens.

Adapted from: Owens Community College NCA-HLC Progress Report: Diversity Action Plan 2005

What opportunities are available for me to experience other cultures on campus?

• The Faculty has developed courses that reflect differing world views designed to enhance your education by challenging your thinking and to promote awareness and understanding of others: Workplace Diversity, the History of Women, Beginning French, American Sign Language, Spanish Culture, and World Religions, are just a few options.

• Culinary Arts students learn to prepare a menu of international cuisine using diverse cooking techniques and ingredients. Lunches are served several times throughout the semester for a fee.

• Programming that celebrates the cultural diversity of the U.S. and highlights the contributions of many to U.S. culture occur, such as heritage celebrations, artist exhibits, visiting lecturers, musical theatre performances and film series.

Here you will meet students from the local area, and from countries all over the world! Take advantage of the opportunity to get to know others and make new friends.
Express Card

Who needs to get an Express ID card?
All credit students are expected to get a new Owens Express Card to protect the privacy of their records and carry it with them when on campus.

How do I get an Owens Express Card?
First you’ll need to find your OCID number by logging in to Ozone. The main menu of Ozone will display your OCID number in red. Please make note of your number and keep it in a secure location. If possible, print this page and bring it with you to any Owens Express Card Office location.

What are the benefits of the Express Card?
You can use your card as a debit card in the Bookstore, copy machines, all food court areas, in the Department of Public Safety to pay fines and off campus at the designated merchants that you will find on the Express Card web site. Many of these places also offer a 10% discount if you pay with your card. You must put money on the card before using the debit functions.

How do I add money to the Express Card?
You can put money on your Express Card at any of the Value Transfer Stations on campus, at Student Accounts, the Bookstore and on the web at the Express Card Web site, click “Add money to your account”.

How do I transfer money?
The easiest way is through the Express Card Website. www.owens.edu/express-card/manage_card.html Or via the Value Transfer Stations on campus or transfer money either from a credit card or by writing a check for your Express Card ID in the Bookstore, the Department of Public Safety or Student Accounts.

What if I lose my card?
Immediately contact the Department of Public Safety(7575) and the Express Card Office to stop any further purchases.

Do we need to carry the card at all times?
Yes! Carry your Owens Express Card ID with you at all times.
Oserve

Oserve is the place for you to ask questions related to those activities that used to be handled in three separate offices – Office of Student Accounts (formerly Office of the Bursar), Records and Registration, and Financial Aid. Advocates in Oserve focus on all three areas of your account to provide you with better customer service.

Make Payments
Pay Online by:
• Check
• Cash
• Money Order
• Credit Card (Mastercard, Visa, Discover or American Express)

Call Student Accounts for more information:
Toledo-area Campus:
(567) 661-7378
Findlay-area Campus:
(567) 661-7378

Student Privacy
• The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, protects the privacy rights of student records.
• FERPA is enforced by the Family Policy Compliance Office of the U.S. Department of Education.

Students’ Rights under FERPA:
• To inspect and review their education records.
• To be informed about what the College has designated as directory information.
• To request that the institution not disclose directory information items about them.
• To have some control over the disclosure of information in their education records.
• To seek to amend their education records.
• To a hearing if the request for an amendment is unsatisfactory.
• To file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, if Owens Community College violates the FERPA.

Whose records are protected?
• Current students
• Former students
Financial Aid

Students wishing to apply for and receive financial aid should do so at their earliest convenience. An opportune time to do this would be as soon as your taxes have been completed/filed. Not applying in a timely manner could result in delays in the financial aid process.

You must submit new financial aid applications for each academic year. Forms are available online beginning January 1 and should be submitted as soon as possible.

File the Free Application for Federal Student Aid (FAFSA) electronically using your Department of Education PIN. The PIN can be obtained as part of the FAFSA application or by requesting one at www.pin.ed.gov.

After your FAFSA has been processed, you will receive a Student Aid Report (SAR).

For more information, contact Oserve at (567) 661-7378 in Toledo and in Findlay.

Types of Aid:

• **Grants** are need-based financial aid from the federal and state government. They do not require repayment. Available grant programs include the Federal Pell Grant, the Federal Academic Competitiveness Grant, the Federal SEOG grant, the Ohio College Opportunity Grant, and the Ohio Instructional Grant.

• **Loans** are financial aid that must be repaid. Available loan programs include the Federal Stafford Loan, the Federal Parent PLUS Loan and the Nurse Education Assistance Loan Program (NEALP) Loan. Private (or “alternative”) loans are also available.

• **Federal Work Study** is a form of financial aid paid to a student as wages from working.

• **Scholarships** are funds provided by the college or outside contributors to students based on criteria determined by the donor.
Higher One Card

Owens Community College has partnered with Higher One, a financial services company, to bring you a new method of refund disbursement. Financial aid and tuition refunds will be disbursed to you in the manner you choose:

1. Easy Refund to the OneCard debit card
   = Fastest way to get your money!
2. Electronic Funds Transfer to the student’s bank account
   = Faster way to get your money.
3. Paper check
   = Fast way to get your money.

Just go to www.owensdebitcard.com to activate the Higher One card!
Professional tutors are committed to help you learn about strategies to improve or maintain a strong academic performance in class! Don’t be afraid to stop by the center for a little extra help when you need it. After all, we understand the challenges you face in understanding your assignments, developing better study habits and time management. So whatever it takes for you to succeed we support you in the Learning Centers!

The following labs are housed in the Learning Centers:
- Math
- Reading and Study Skills
- Science
- Writing

Services include:
- Discovering your learning style
- Effective PowerPoint presentations
- Preventing plagiarism
- Reading strategies
- Study skills
- Technology literacy
- Test taking strategies
- Time management
...and more!

Contact the Learning Centers for more information on office hours and services. See the campus resource page in this booklet for details.

Academic Tutors are also available at the Source in downtown Toledo and Arrowhead Park in Maumee!
Ozone is the main portal for you to do a variety of things like:

- Check campus email
- Get updated on College happenings
- Register for classes
- Pay bills

Once you have been accepted to Owens an Ozone account will be set up for you. Go to www.owens.edu and click on the Ozone tab to login. The Ozone help desk is available for assistance at (567) 661-7120.

**FAQ**

**What is an OCID number?**
An OCID number is an acronym for Owens College Identification number. The number is for your student records on campus. It is not useful anywhere but campus and will not transfer with you to another college. Protect it as you would your social security number. The number is used when you conduct any College business.

**How do I obtain my OCID?**
Go to www.owens.edu and log into Ozone. The main menu will display your OCID number in red.

**How do I drop a class?**
Dropping a class is your responsibility. You will not be dropped from a class simply because you stop attending. You may have to complete and submit an official form to the Oserve Office during the published dates.
Take advantage of the opportunity to discover your personality and meet new friends! There are a variety of campus activities and athletics that will allow you to build your leadership skills. Get involved - this is your time to shine!

Student Activities and Athletics

Intercollegiate sports:
- Baseball (Men’s)
- Basketball (Men’s)
- Basketball (Women’s)
- Soccer (Men’s)
- Soccer (Women’s)
- Softball (Women’s)
- Volleyball (Women’s)
- Golf (Men and Women can participate)

Intramurals:
Dodgeball, flag football, disc golf, bowling, billiards, basketball, volleyball and more.

Owens has over 50 clubs and organizations for students to get involved with so there’s bound to be something that suits your interest. And if not, you can start your own!
Student Code of Conduct

Student Disciplinary Policy & Procedures

Owens Community College aspires to create a learning environment that provides quality technical and general education that meets the needs of its students and employers in its service area.

Students attending Owens Community College are expected to conduct themselves in a manner that supports the academic atmosphere of the College and respects the rights of other students and employees. To accomplish these goals, the Student Code of Conduct establishes a set of guidelines for students and student organizations to follow.

This code of conduct extends to behaviors both on and off campus, which negatively impacts the college or its students or staff. Students not able to meet these expectations may be subject to disciplinary action. All regulations, policies and procedures appear in the college catalog.

For more information, please visit https://www.owens.edu/student_services/code_conduct.html.
The “Art and Science” of Transfer

Transfer In
• Submit an Owens application
• Set up Ozone account
• Take a campus tour (optional)
• Request all official transcripts (including financial aid if applicable)*
• Meet with an Advisor
• Select courses and Register on Ozone using OCID number
• Make Payment
• Obtain Express card and parking pass
• Visit the Bookstore for books and supplies

*Transcripts are reviewed in Oserve in CH 152.

Transfer Out
• Discuss transfer options with an Advisor
• Visit future college official web site for current transfer information (TAG)
• Run a Transfer report (OTC) to select courses
• Apply for graduation
• Be aware of deadlines to apply and register at future college
• Request official Owens transcripts be forwarded to future college
• Visit this website for more information: https://oh.transfer.org/cas/login.htm

Transfer Advisors are available in the Office of Student Development in CH 130. Call (567) 661-7777 for an appointment.
Tips for Success

Academic Success Begins Here

Academic Participation
Have excellent attendance. Use your resources. Identify your learning style and what works for you.

Getting Involved
Participate in college activities. Know important dates. Meet new people!

Academic Responsibility
Ask questions. Have good time management and study skills. Meet with an advisor often.
Ask yourself these questions. The answers will facilitate your success in college classes.

Attendance
- How does the instructor view attendance?
- What do I hope to get out of this class?

Participation
- How would I describe the class atmosphere to someone not in the class?
- Is it an open environment for me to ask questions?
- Am I really “there” when I’m attending?

Reading and Assignments
- How much time am I spending outside of class?
- What part of the class do reading and assignments play?
- Am I prepared for class?
- If called upon, would I be able to respond?

Communication
- What is the best way to contact my instructor?
- How am I able to communicate outside of class?
- Do I have someone I can rely upon for notes, should I miss?
- Have I made any special problems or concerns known ahead of time?

Time Commitment
- To what extent can I devote myself to this class?
- When, specifically, can I devote time to this class?
- Am I allowing myself a reasonable amount of time to meet goals in and outside of class?
Whether you’ve been out of high school a few months or a few years, college is different. It can be a positive experience. Compare the differences of the two.

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<tr>
<th>STUDENT CONDUCT</th>
<th>HIGH SCHOOL VS. COLLEGE</th>
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<tbody>
<tr>
<td>High school personnel and parents set limits as to what is acceptable conduct and determine penalties for unacceptable behavior.</td>
<td>You are an adult. You are expected to be responsible and accountable for conducting yourself in a respectful manner while on campus and in the classroom. You alone will be held accountable for the consequences of your decisions.</td>
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<th>REGISTRATION</th>
<th>HIGH SCHOOL VS. COLLEGE</th>
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<td>School guidance counselors often set your schedules for you.</td>
<td>You are given a list of courses that are required for your major. You are expected to choose the days and times to attend courses based on a master schedule provided by the college. Assistance from College Advisors is available at your request.</td>
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<tr>
<th>CLASSES</th>
<th>HIGH SCHOOL VS. COLLEGE</th>
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<td>The school calendar is based on approximately 36 weeks. Classes last the entire year in most cases. Class size is generally no more than 35 students. Each day you may have 6 or 7 back-to-back classes to attend without a break. Reading assignments are usually short and re-taught in class.</td>
<td>Courses for the academic year are placed on the schedule based on two 16-week semesters. Summer sessions based on an 8-week schedule are also available but optional for most majors. The average class size at Owens is generally 16 students. You determine the number of classes and times according to your preference. You are assigned a significant amount of reading and writing that may not be addressed directly in class.</td>
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</table>
Testing occurs more frequently and covers small amounts of material.

Makeup tests are often available. Teachers are more likely to rearrange test dates to avoid conflict with the school calendar of events.

Tests cover a substantial amount of material and may occur only twice each semester. You are responsible for organizing notes into a format to study. Makeup tests are not always an option. You must request them from your instructor if they are available. Most professors schedule tests without consideration of campus events or the demands of other courses.

Grades are given for most assigned work. If your test grades are low, extra credit assignments or projects may be available.

Performance on homework assignments may raise your final grade.

Grades may not be given for all assigned work. Some assignments are never returned. Final grades are usually a result of test scores and quality of major papers. You are assigned a vast amount of reading and writing that may not be addressed directly in class.
Managing Your Personal Finances

Develop a Budget

- How much money do I have?
- How much do I spend each week? (food, clothes, bills, apartment, gas, childcare)
- How much do I have left?
- Think about ways to save money: Do I overspend?
- Use credit cards wisely: How much do I owe?

Typical College Expenses

- Tuition and general fees
- Books
- Lab fees
- Parking fees

You can access a summary of expenses on your Ozone account on the day you register for classes. Please be aware that failing to pay college expenses on time may result in a financial hold on your account which blocks your ability to register for classes.
Goal Setting

At Owens Community College, we want to give you a jump start on reaching your educational goal.

Be Specific and Realistic!
Know which direction you’re going.

Why are you at Owens Community College and where do you want to go from here? Most students will probably say, “I’m here to get a college degree so I can get the job of my dreams.” That’s a good response!

As you know, to get from one point to another, you must have a plan. If you’re driving to that perfect vacation spot, without a doubt, you want to get there quickly. You’ll first want to get a map, evaluate it, and you’re on your way.

Be prepared, there could be a traffic detour or you may even get lost. Your trip could be delayed by minutes or hours. It’s good to have a back-up plan – just in case.

The same applies to goal setting. You may already have in your mind to attend school each fall, spring and summer semesters, so you can graduate in two years. Realistically, your work schedule, family commitment or money for school may be obstacles which affect your plan.

Keep the following “how to set and achieve your goals” tips in mind.

1. Focus your goal setting by defining a written personal plan. Identifying short and long term goals. Once you meet the short ones, you’re motivated to reach more.

2. Identify your strengths and weaknesses. You can focus more on values and have a clear direction on achieving your goal.

3. List your educational goals. Be honest with yourself. Why do you value education? Don’t forget to consider what you want out of your time in school in terms of learning, relationships, and personal growth.

4. Know your career and personal goals. Goals are all interconnected. Your educational goal can affect your personal goal. For example, consider the type of job you may want after graduation. Will you have to relocate? Develop goals that will allow you to live the way you want to.

5. Don’t forget to factor in some “me” time. Reaching goals can be stressful. Try not to overload yourself.
Create a chart similar to this one at the beginning of each semester. By doing this, you can manage your time, do well in classes and increase your retention at Owens.

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<td>Meal prep/eating/cleaning up</td>
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<td>Transportation (school, work, etc.)</td>
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<td>Relaxing, TV, video games</td>
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<td>Socializing/entertainment</td>
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**Helpful Self-Management Skills**

- Get organized!
- Create a schedule (have a routine).
- Plan ahead (know when your assignments are due).
- Have a “to do” list (prioritize the list).
- Know and respect your priorities (urgent vs. less urgent).
- Don’t procrastinate or put things off (do it now!).
- Use your time wisely (go to the library during class breaks).
- Reduce frustration (ask for help and use tutoring).
- Find a role model.
- Have super attendance and be on time.
- Be persistent (don’t give up).
- Work hard. It pays off!
College terms

Academic Advisor
Someone who assists students with planning their curriculum, selecting courses and staying on track to reach their goals.

Alumni
Someone who has graduated from a college or university.

ACT – (American College Test)
A college entrance exam used to determine admission eligibility.

Audit
When a student enrolls in a course and wants to learn about a subject. Attendance is required, but no grade is recorded.

Associate Degree
A degree usually awarded by a community college upon completion of a program of study traditionally done in two years (full-time).

Catalog
A book that contains course requirements and descriptions for majors and areas of study.

Certificate
Designed for students who want to enter the job market following the completion of the academic course of study.

COMPASS test
The placement test used to evaluate your math, reading and writing levels.

Corequisite
A course you must take at the same time with another one.

Course schedule of classes
Provides a listing of all courses offered for any given semester listing the dates and times.

Credit hour
The number of hours each course is worth. Your major requires a certain number of hours for graduation.

CRN
Course Routing Number

Developmental Education Courses
Courses you take based on placement that prepare you for college level work.

Elective
Courses which are not required for the major or general education but which are acceptable for credit. An elective course may be in the student’s major area of study or any department or college.

FAFSA
(Free Application for Federal Student Aid)
The application you complete to apply for financial aid.

Fees
Additional charges not included in tuition. Some courses have lab fees.

Financial Aid transcript
Official record of all financial aid awards.

Major
The primary subject within a curriculum.

Non-credit course
College courses that don’t count toward graduation.
College terms

Grant
Federal money awarded to students in assistance for school purposes.

Ozone
The online portal for students to register for classes obtain information about the College including announcements, email, etc. You will receive a password for Ozone once you have been accepted to Owens.

Prerequisite
A course requirement that must be completed before enrolling in another course.

Probation
A warning system that lets students and advisors know if a student isn’t being successful with their coursework.

SAR (Student Aid Report)
A form that contains the results of your FAFSA.

SAP (Satisfactory Academic Process)
If you receive financial aid, you are required to maintain satisfactory academic status.

SAT (Scholastic Aptitude Test)
A multiple choice test administered by the College Board, designed to measure proficiency in math and verbal ability.

Semester
Approximately 16 weeks of instruction offered two times a year, during the fall and spring. Summer semester is approximately eight weeks.

Syllabus
A handout given to you by an instructor detailing course objectives, goals, contact information and areas of study for a semester.

Transcript
A list of all courses taken at the College showing your earned grade for each course. You can review your transcript on Ozone.

Transfer
Going from one college to another.

Withdrawal
Officially and formally not taking a class. If you stop attending class, this does not officially remove your name from the roster. An official form must be signed by a specific date. See the Records Office for dates.
Toledo-area Campus

1. Welding Annex (WA)
2. Founders Hall (FH)
3. Kingsley Hall (KNG)
4. Heritage Hall (HH)
5. Computer Technicians Center (Restricted)
6. College Hall (CH)
7. Alumni Hall (Public Safety/Disability Services/Procurement)
8. Facility Services
9. Child Care Center (CC)
10. Biomedical Hall (BI)
11. Health Technologies Hall (HT)
12. Administration Hall (AD)
13. Transportation Technologies Annex
13a. Transportation Technologies Modulars (TTMA, TTMB, TTMC)
14. Transportation Technologies (TT)
15. Industrial & Engineering Technologies (ET)
16. Library (LIB)
17. Audio/Visual Classroom Center (AVCC)
18. Math/Science Center (MS)
19. Student Health & Activities Center (SH)
20. Center for Fine & Performing Arts (PA)
21. Baseball Field
22. Softball Field
23. Soccer Field
24. Tennis/Basketball Courts
25. Driving Range
26. Law Enforcement Scenario House
27. Fire Training Simulator (FTS)
28. Law Enforcement/ Fire Science/Law Enforcement Center (LE)
29. Fire Science/Law Enforcement Center (LE)
30. Center for Development & Training (CD)
31. Center for Emergency Preparedness (CEP)

Parking Lots A – S
Visitor Parking
Faculty/Staff Parking Spaces
Findlay-area Campus

1. Education Center
2. Voorhees House Conference Center
3. Community Education and Wellness Center
4. Early Learning Child Care Center
5. Maintenance/Department of Public Safety

Parking Lots
A, B, C, D, E, F, G, 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 (567) 429-3509 or 1-800-GO-OWENS, Ext. 3509.
The Source

Nurse Assistant Lab

Entrance
Arrowhead Park