

# Trailblazer Academy

DUAL CREDIT PROGRAM AT OHIO CHRISTIAN UNIVERSITY

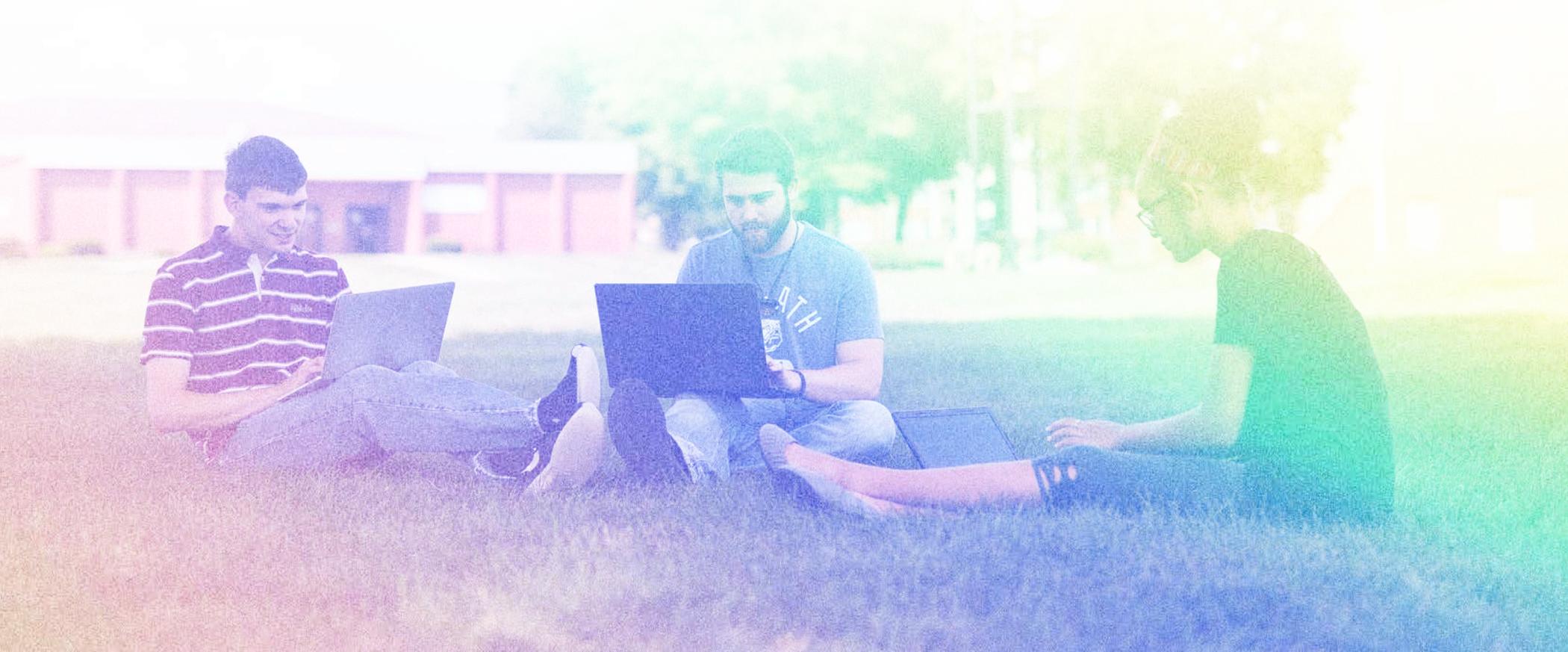
# 2022-2023

## STUDENT HANDBOOK



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# WELCOME

We are excited about your potential here at OCU! As you will come to discover, OCU provides you with the tools necessary to succeed as you advance and transition from high school into college. Trailblazer Academy can benefit you by providing you with the opportunity to take courses that may not be offered in your high school and experience university-level work that academically challenges you.

While participating in Trailblazer Academy, you are considered a student of Ohio Christian University and therefore subject to all the rules and regulations of this university. Each student is responsible for their behavioral expectations and all policies set forth by the university and this program. All students should be familiar with and abide by the content listed in the following pages.

This handbook provides general program information and policies for awareness and standards. The following pages are broken down into key areas for quick reference and communication. Students who have any questions regarding this handbook or university policies should contact the Trailblazer Academy Academic Director. We desire to see you succeed and accomplish your goals and request you contact us if you have questions or need assistance. Communication is very important as you begin this exciting journey into higher learning!

Again, welcome to our family. You have accepted a challenge to grow academically and think critically.

THE TRAILBLAZER  
ACADEMY TEAM

# DIRECTORY

## TECHNICAL SUPPORT

Any technical problems, contact our BlazerTech Helpdesk:

[blazertech@ohiochristian.edu](mailto:blazertech@ohiochristian.edu)

740-420-5907

## TRANSCRIPTS/GRADES

To request transcripts and grades, please contact the Registrar:

[ohiochristian.edu/University-Registrar/Transcript-Request](http://ohiochristian.edu/University-Registrar/Transcript-Request)

[registrar@ohiochristian.edu](mailto:registrar@ohiochristian.edu)

740-477-7780

## TEXTBOOKS/MATERIALS

The OCU bookstore, in conjunction with Slingshot (previously Tree of Life Books), provides all textbooks to our students. Questions regarding books or returns for courses taken at the main campus should be directed to the OCU bookstore:

[bookstore@ohiochristian.edu](mailto:bookstore@ohiochristian.edu)

740-420-5928

For online textbook questions contact Slingshot:

[support@slingshotedu.com](mailto:support@slingshotedu.com)

888-392-2930

## ACADEMIC ADVISING

Questions regarding scheduling of courses and course information should contact their Academic Advisor.

If you do not know who your advisor visit:

[ohiochristian.edu/dual-enrollmentcollege-credit-plus/Academic-Advising](http://ohiochristian.edu/dual-enrollmentcollege-credit-plus/Academic-Advising)

740-420-5932

## LIBRARY RESOURCES

The library is available to Trailblazer Academy students, with additional access to materials online, through [OHIODiscovery](#).

If you have any questions or need assistance:

[library@ohiochristian.edu](mailto:library@ohiochristian.edu)

740-477-7737

## GENERAL QUESTIONS

Any general question or concerns, contact the Trailblazer Academy Team:

[trailblazeracademy@ohiochristian.edu](mailto:trailblazeracademy@ohiochristian.edu)

740-420-5932



# IMPORTANT DATES

## FALL 2022

- Aug 9 Fall course testing deadline
- Aug 12 Fall registration deadline
- Aug 10, 15, 17 New student online orientation sessions begin
- Aug 15 Online Plus 8-week fall term "A" online courses begin
- Aug 17 Main campus and high school courses begin
- Aug 22 15-week online courses begin
- Aug 26 Last day to add online, main campus, and high school courses
- Sep 2 Last day to drop main campus and high school courses without penalty

## SPRING 2023

- Dec 6 Spring 2023 semester testing deadline
- Dec 9 Spring 2023 registration deadline
- Jan 4-6 New student online orientation
- Jan 9 Spring 2023 semester main campus courses begin
- Jan 11 Spring semester online courses begin
- Jan 13 Last day to add online courses
- Jan 20 Last day to add main campus and high school courses
- Jan 23 Last day to drop main campus courses without penalty
- Jan 27 Last day to drop online courses without penalty

# STUDENT CHECKLIST

## CAMPUS

- \_\_\_ OCU CCP Advising and Permission Forms
- \_\_\_ Submit Registration Form
- \_\_\_ Submit contact information for RAVE Alerts and vehicle registration (available online)
- \_\_\_ Check email, SONIS and Brightspace logins at least 2 weeks before classes begin to ensure working
- \_\_\_ Pick up physical textbooks/access codes at OCU Bookstore

## ONLINE

- \_\_\_ OCU CCP Advising and Permission Forms
- \_\_\_ Submit Registration Form
- \_\_\_ Check email, SONIS, and Brightspace logins at least 2 weeks before classes begin to ensure working
- \_\_\_ Make sure OCU has correct address for shipment of books

ALL FORMS  
ARE AVAILABLE  
ONLINE!



↑ MARK YOUR  
CALENDARS!

# EXPECTATIONS & ELIGIBILITY

## ELIGIBILITY

Students who are enrolled in a public, community, non-public school or are homeschooled are eligible for Trailblazer Academy. To qualify for acceptance without a test score, students must have at least a 3.0 GPA. Students without the 3.0 GPA must meet the following requirements:

- Minimum 2.0 – 2.99 GPA on a 4.0 scale
- ACT score of 19 or higher, SAT score of 990 or higher, or a Accuplacer Placement Test (information available on our website)

## LIMITATIONS

- Students may register for any class available as long as all prerequisites are met.
- Qualifying students may take up to 30 credits in a year or 15 credits maximum per semester as a full-time student. If a student is taking any courses at their own school, the number of college semester hours allowed are reduced based on how many courses they are taking at their own school.
- According to College Credit plus course eligibility guidelines, some courses may not be eligible for CCP students. Please speak with your Advisor for specific information regarding appropriate course options for your needs.

## EXPECTATIONS

While participating in the Trailblazer Academy program, you are considered a student of OCU and therefore subject to all the rules and regulations of the university. Although still a secondary student, there will be no exceptions to the university rules on campus or in the classroom. To access the Traditional Undergraduate Handbook for all rules and expectations, please visit MyOCU and select Student Development.

# FINANCIAL OPTIONS

Students who participate in the Trailblazer Academy program may choose from the following funding options:

## SELF-PAY \*

Self-pay allows public, private and homeschooled students to enroll for both college and high school credit with the cost of the program significantly reduced and funded entirely by the student's family.

## STATE FUNDING \* (OHIO RESIDENTS ONLY)

State Funding allows public, private and homeschooled students to receive both high school and college credit with tuition provided by the state of Ohio. If the student is enrolled in a non-public school or homeschooled, the cost is subsidized by funds set aside by the Ohio General Assembly and is awarded to those who apply based on grade level.

*\*Students may enroll under either option, however religion and independent study courses or private lessons are not funded by the state. Students may elect to pay for these out of pocket.*

# ACCREDITATION

Ohio Christian University is accredited by:

- The Higher Learning Commission and a member of the North Central Association: <http://ncahlc.org>
- The Council for the Accreditation of Educator Preparation (CAEP)

Authorized by the Ohio Department of Higher Education to offer associate, baccalaureate, and masters level education.

Chartered by the State of Ohio.





## CONDUCT CODES

### DRESS CODE

The reasonable standard Ohio Christian University desires to maintain for its developing leaders is a neat and modest appearance which projects self-confidence, maturity, and high academic expectations. We desire to present students as developing professionals to win the confidence of those we seek to serve. Since fashions and apparel fads change constantly, the standard of dress is intended to maintain modesty.

The standard of dress applies to all campus resident, commuter, and CCP students while on campus, during all academic sessions. Faculty, staff, and Student Life personnel are empowered by the University to mandate adjustments on the part of students whose apparel or grooming are considered inappropriate for activities of the University.

### MODESTY GUIDELINES

In keeping with standards of positive righteousness, students must be aware of the manner in which clothing may occasionally be too revealing. Please take care to wear clothing that does not reveal the upper or lower midriff, chest area, or undergarments at any time. Clothing should not reveal or expose the midriff or abdomen, back, or chest.

Students must be properly clothed at all times and maintain an appearance of professionalism. Additionally, ladies are asked to use cosmetics and jewelry conservatively.

### GENERAL GUIDELINES

Women are permitted to wear earrings; men are not permitted to wear earrings at any time. Jewelry involved with body and facial piercings are prohibited for both genders.

A man's hair and facial must be kept neat and trim and must not be in a ponytail. Extremes in hair styles and dye colors that do not occur naturally in humans are prohibited (blue, green, pink, etc.).

Clothing with writing not consistent with the Lifestyle Statements of Ohio Christian University, t-shirts with holes, and pants with holes are not to be worn by either gender to Chapel, or lunch. Dirty, ragged, patched, faded clothing, or clothes intended as undergarments are not to be worn

in campus areas. Hats, caps, hoods and other coverings are not allowed to be worn in University Chapel. It is appropriate to remove hats during any prayer at any time.

Some student organizations or ministry groups such as Chapel Ministry Teams, choir, travel groups, athletic teams, academic programs, etc. may require participants to adhere to a stricter standard of dress; students should comply with these requests.

### **CLASSROOM AND CHAPEL ATTIRE**

During these times men are to wear shirts, pants, and shoes. Additionally, men are permitted to wear the following items: athletic pants, t-shirts (consistent with the General and Modesty Guidelines), and jeans.

During these times women are to wear pants, shirts, blouses, and shoes. Additionally, women are permitted to wear the following items: Capri pants (mid-calf length), Skirts and dresses (hemlines including slits, are to be fingertip length with arms relaxed for measuring), Leggings (provided an appropriate skirt or modest covering is worn outside of the leggings), Athletic pants, Shorts (finger-tip length with arms relaxed for measuring are not permitted in University Chapel but can be worn in class. Finished sleeveless shirts must be four fingers wide and the opening must not expose the chest, abdomen, undergarments, or midriff.

*Any CCP student that is in violation of the dress code will be asked to leave campus (first offense) and will be dismissed from the program should they feel it not necessary to respect OCU's policies and guidelines.*

### **SOCIAL NETWORKING POLICY**

It is imperative that each student realizes the importance of using discretion when utilizing social network mediums such as Facebook, Twitter and Instagram. Students are strongly encouraged to use the strongest privacy settings to prevent people from accessing your personal information. Content put on the internet can have negative consequences regarding status as a student or professional opportunities and other goals. Please be mindful of all postings that may be called in to question.

### **USE OF ALCOHOL, TOBACCO & CONTROLLED SUBSTANCES**

Regardless of whether you take a course on the university campus, online or at your high school through the dual enrollment option, the possession, sale, or use of alcoholic beverages, tobacco products (including cigarettes, E-cigs, Vapor pens, chewing tobacco, etc.), non-medical narcotics or drugs are prohibited by any student of the university (includes CCP). Those in violation risk immediate dismissal and will be subject to civil penalty as well. Counseling and other assistance is available. The university reserves the right to enforce accountability guidelines when deemed necessary. Ohio Christian University is an alcohol, drug, and tobacco free environment.

### **FIREARMS & EXPLOSIVES**

There will be no discharging of firearms, weapons, or explosives of any kind on university property. Firearms/weapons include rifles, shotguns, air rifles, BB/pellet guns, airsoft guns, knives over 3.5 inches, slingshots, paintballs, and bow & arrows, or other items that cause harm to another, are not allowed. Additionally, personal defense items such as tasers and stun guns are not permitted on university grounds. The university may confiscate firearms, or weapons, to maintain the safety of the campus and its residents.

### **TRAILBLAZER STUDENT AFTER HOURS CAMPUS PRESENCE**

CCP students are a welcome presence on the OCU campus. You are encouraged to interact within the classroom setting, attend sporting events, concerts, and special events. However, there are certain limitations set by Campus Security for the benefit and safety of our CCP students.

Unless otherwise authorized, CCP students are not permitted in any of the campus housing units at any time.



Students should not be on the campus grounds after 6:00 pm unless attending an academic program, tutoring with the Bridge Tutoring services, sporting event, campus Bible Study, accessing Library services, concerts or special events, public events, etc. Class-related group projects should be conducted in public campus areas, and if after 6:00 pm, Campus Security should be made aware. You may contact them at [security@ohiochristian.edu](mailto:security@ohiochristian.edu).

## DATING RELATIONSHIPS WITH TRADITIONAL OCU CAMPUS STUDENTS

Adult students who are enrolled in the traditional campus program are not permitted to engage in dating relationships with Trailblazer Academy/CCP students who are taking courses on the OCU campus, online, or at their local high schools. Dating relationships that exist before the students' enrollment in the traditional program must be disclosed to the Trailblazer Academy/CCP Academic Director and Assistant Vice-President and Dean of Students.

## TITLE IX POLICY FOR SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, SEXUAL VIOLENCE, STALKING, AND DOMESTIC/DATING VIOLENCE COMPLAINTS

Ohio Christian University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs. In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the United States Congress, Ohio Christian University does not within the context of its religious principles, heritage, mission or goals discriminate on the basis of sex in the area of employment, admission, educational programs or other activities. Additional information and contact information for the Title IX Coordinator are available via the following URL: [www.ohiochristian.edu/about-ocu/general-institutional-information/title-ix](http://www.ohiochristian.edu/about-ocu/general-institutional-information/title-ix)

## ACADEMIC ADVISING

Students are assigned an academic advisor upon entrance to the Trailblazer Academy. The advisor assists students in selecting courses that fulfill their future collegiate goals. It is the responsibility of the student to see that all

high school requirements are met first. Meeting with an academic advisor prior to registration is mandatory for all students.

### WHEN YOU SPEAK WITH YOUR ADVISOR BE PREPARED:

- Have an idea of what courses you want to take
- Know whether you want to take the course to replace or supplement your high school classes.
- Complete your paperwork ahead if at all possible. Necessary changes can be made during the meeting.

### HERE ARE SOME COMMONLY ASKED QUESTIONS:

Q: *What courses should I take?*

A: We recommend taking general education courses that you will need regardless of where you go to school.

Q: *I want to take courses, but my GPA does not meet the 2.0 threshold. Can I still take Trailblazer Academy coursework?*

A: No. However, you may reapply at a later date.

Q: *Will this course transfer?*

A: Classes will transfer in almost every situation, especially if it is a general education course. Even in the rare instance where the course will not meet a university's requirement it will often transfer in as an elective which you will need anyway as a part of your degree.

## 504-COMPLIANCE

Ohio Christian University is committed to its entire student body. The 504 Compliance Officer is responsible for coordinating OCU's efforts in complying with applicable Federal and State laws and regulations, including the University's duty to address any inquiries or complaints regarding discrimination or denial of equal access. Information and forms can be located via the following: [www.ohiochristian.edu/about/nondiscriminatory-policy](http://www.ohiochristian.edu/about/nondiscriminatory-policy).

Questions or comments may be directed to:

Ohio Christian University  
Attn: 504 Compliance Officer  
1476 Lancaster Pike , Circleville, OH 43113  
Phone Number | 740-477-7803  
Fax Number | 866-510-2708  
Email | [complianceofficer@ohiochristian.edu](mailto:complianceofficer@ohiochristian.edu)

## ACADEMIC DISHONESTY

Students are expected to be honest in all their academic work and are responsible for their own work for course requirements. Scholastic dishonesty is a violation of academic standards and is an affront to other students and the faculty.

Violations of the Academic Integrity policy include, but are not limited to:

- Cheating on assignments and tests, such as
  - » obtaining quiz or exam questions in advance
  - » providing information to others about a quiz or exam
  - » looking at a cell phone during a quiz or exam
- Turning in assignments in which part or the entirety was done by someone else
- Providing work to another student to submit as his or her own
- Plagiarism: Using or copying someone else's words, ideas, opinions, theories, or work and passing them off as one's own (i.e., without crediting the source).
- The use of online software such as auto-paraphrasing tools or 'article spinners.'
- Uploading or downloading course materials or information on sites known to assist in cheating, such as Course Hero or Chegg.
- An act that violates the rights of other students by hindering their completion of academic assignments (e.g., deliberate withholding of necessary academic material, or willful harm to another student's work).
- Self-plagiarism: Reusing or resubmitting previously written work as though it were newly and specifically completed for the current assignment. Examples of self-plagiarism and additional information on this topic are available in the Student Toolkit in the learning management system. If a student has concerns about self-plagiarism or would like to use past work in a present course (i.e. continue a research study), it is the student's responsibility to discuss the plan with his/her professor beforehand.

## SANCTIONS

Academic Integrity violations are reported to the Academic Director's Office to be recorded in the student's permanent file.

- First offense: The student will earn a zero grade on the assignment. This could result in failure of the course, depending on the significance of the assignment.
- Second offense: The student will fail the course and be placed on academic probation.
- Third offense: The student will fail the course and may be suspended from Ohio Christian University.

## READMISSION

Students suspended under this policy may petition for readmission after a semester absence.

## SECOND OFFENCE

Returned students found to have committed another cheating offense will be permanently expelled.

## ATTENDANCE

Class attendance is necessary for the learning process to provide optimum benefits. Significant materials, insights, perspectives, and opinions will be gained from class room participations. If a student misses more than the allowed absences in a given course, the student automatically fails. **If for any reason the high school is cancelled or delayed, this does not mean the college classes are cancelled.** Additionally, high school vacation breaks may not align with the college breaks and the student will be responsible to attend classes regardless of high school breaks.

Online class attendance is determined by participation in weekly learning activities. A student is reported absent if there is no participation in course discussions or submissions of assignments during that week.

According to the Academic Catalog, students can only miss 20% of the course semester. For a 12-14 week course, students can miss 2, but not 3 weeks. For a 15 week course, students can miss 3, but not 4 weeks. Students would face withdrawal from the course at that time. Students can appeal the withdrawal with the Academic office.

*For additional information, please reference the Academic Catalog, which is available online through your MyOCU account.*

## GRADING

Students' grades that are below a "C" at midterm are sent a midterm alert. At the end of each semester, final grades are sent to the students' school.

The university operates on a 4.0 grading scale as defined below.

A	4.0	"I"	Incomplete Course
A-	3.70	"W"	Withdraw
B+	3.30	"WP"	Withdraw Passing
B	3.0	"WF"	Withdraw Failing
B-	2.70	"AU"	Audit
C+	2.30	"P"	Passing
C	2.0	"NC"	No Credit
C-	1.70		
D+	1.30		
D	1.0		
D-	0.7		
F	0.00		

## GRADE DEFINITIONS

A	Superior work	FA	Failure due to excessive absences
B	Above average	I	Incomplete course
C	Average	W	Withdrawal
D	Inferior, but passing	WP	Withdrawal passing
F	Failure	WF	Withdrawal failing

## REMOVAL OF "D" OR "F" GRADES

Students may repeat a course in which a "D" or "F" is received for the purpose of earning a higher grade point average. When a course is repeated, the higher grade will supersede the lower grade in computing the cumulative GPA. Courses carrying a "D" or "F" will remain on transcripts.

**However, the state will not fund a repeated course so the student will be responsible for payment of any repeated course.**

*For more information, please reference the Academic Catalog, which is available online through your MyOCU account.*

## GRADE APPEAL

A grade appeal involves a final course grade in which a student believes that the university has not followed reasonable practice or published policy.

### BEFORE THE APPEAL

Students who are not satisfied with a final course grade must first ask the professor for an explanation of the grade within 14 days after the grade is posted in SONIS. The student may expect a reply within 14 days of the request.

### APPEAL TIMELINE

Students not satisfied with the professor's explanation may submit a written request for review by the Academic Appeals Committee via the Trailblazer Academic Director. The Committee addresses final grades only, not individual assignment grades. Appeals submitted more than 6 weeks (42 days) after the last day of class noted in SONIS will not be considered.

### APPEAL LETTER

The e-mailed letter must contain:

- A specific request (i.e. the grade the student believes should have been awarded).
- Why the student believes the request should be granted.
- The student's request and the professor's explanation.
- Supporting documentation (i.e. the work in question.)

### COMMITTEE ACTION

- The appeal will be sent to the faculty member for response. The faculty member has 14 days to reply.
- The Committee has 30 days upon receipt of all materials to render a decision. Additional time may be required if follow-up materials are requested.
- Faculty members involved in the appeal will abstain from the session in which the case is heard.
- The decisions of the committee may not be appealed. However, students may submit a written appeal to the Provost if there is a concern about proper procedure or deadlines having been met.

## ACADEMIC GRIEVANCE

An academics policy grievance involves those situations in which a student believes that the university has not followed published policies (which are contained in the Academic Catalog) regarding an academic decision. A student who wishes to file an academic policy grievance must follow the procedures provided in the Academic Catalog (pg. 16).

## ADD, DROP & WITHDRAW

During the open registration period, students may make class schedule changes through their academic advisor.

### ADDING AND DROPPING A COURSE

A student may add or drop a class during the first week of each semester by completing a Change of Schedule Form. Students adding classes after the registration deadline will be responsible for obtaining books and required materials needed for class. Contact your advisor to obtain the Change of Schedule form.

### WITHDRAWAL FROM A CLASS

If using Ohio State Funding, The Ohio Department of Education will not cover the cost of any incomplete or failed courses. Courses dropped during the first two weeks of classes are not recorded on transcripts. Courses dropped between the third and sixth week of classes receive a "W". Courses dropped after the sixth week of classes receive either a "WP" or "WF" grade. Receiving a WF on your transcript will affect your college GPA and is equivalent of a 0.00.

Withdrawing from a college course after the course has begun may affect completion of high school graduation requirements and should be discussed with your high school guidance counselor and parents/guardians. If using Ohio funding, the state funds for a course are charged to your educating school distinct. Your local school board dictates how this is handled financially. The amount of financial liability is determined by the date you withdraw from the course.

## INCOMPLETE GRADES

### ELIGIBILITY

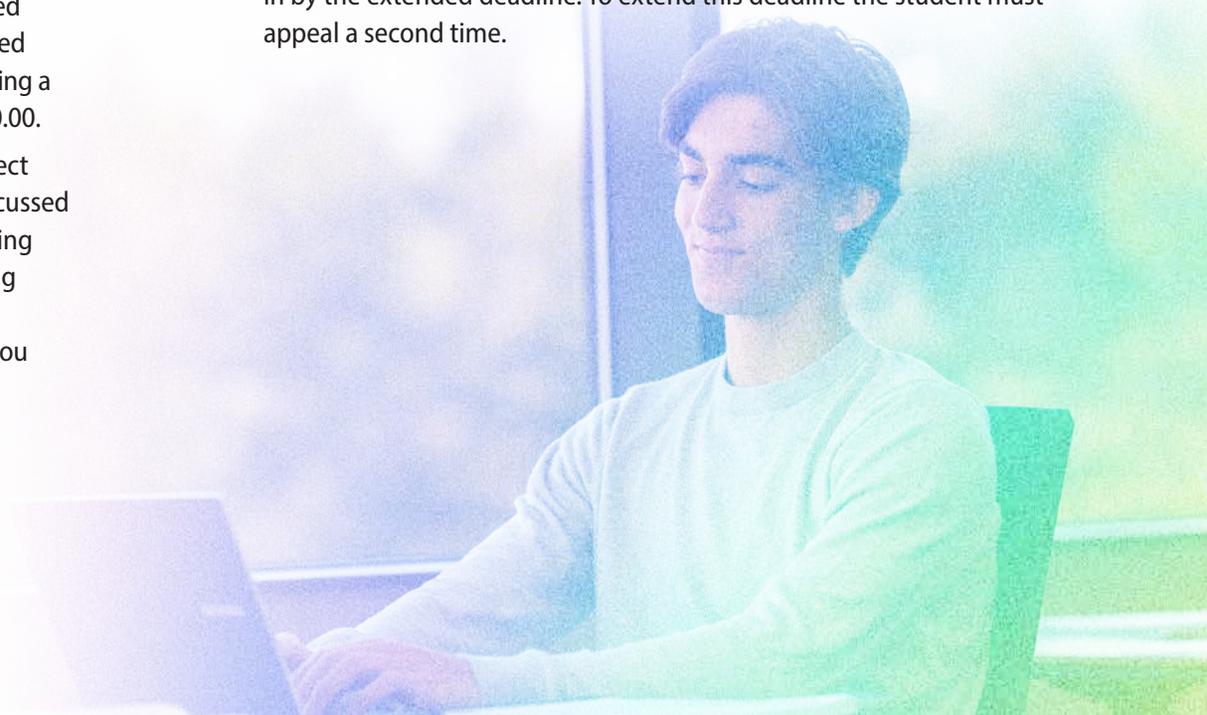
A student may request an incomplete grade when extenuating circumstances, such as severe illness, hospitalization, or death in the immediate family prevent them from finishing course work on time. To qualify for an incomplete, the student should demonstrate that over fifty percent of work has been completed.

### REQUESTING AN INCOMPLETE

Students may request an incomplete grade by emailing the Academic Director at bash@ohiochristian.edu. The request should include documentation of an extenuating circumstance that led to the need for an incomplete. The request should be submitted no later than the last week of the course, or if the emergency occurs in the last week of the course, no later than 14 days after the end of the course as noted in SONIS.

### COMPLETING THE COURSE >> TIME FOR COMPLETION

The deadline for submitting work is six weeks from the end date of the course as noted in SONIS. Work should be completed in accordance with an agreed upon plan between the instructor, Academic Director, and student. The instructor will submit a final grade based on all work turned in by the extended deadline. To extend this deadline the student must appeal a second time.



## COURSE FAILURE

Failure of a course could prevent high school graduation if the course is part of your high school requirement and not a supplemental course. The failed course also becomes a permanent part of your college record. You should seek counsel from your high school guidance counselor on this matter.

Additionally, receiving a cumulative GPA below a 2.0 may result in re-evaluation of program eligibility.

Students participating in Trailblazer Academy, together with their parents, must be aware of the social and academic consequences of participation. Students who fail a class will be required by their high school district, community school or non-public institution to pay for the failed class. You should contact your high school counselor about your district's policy. Students and parents must also understand that students take courses with adults over the age of 18. Parents/guardians should advise their students on the social and classroom ramifications of attending classes with adults.

To earn a degree from OCU, students must achieve a 2.0 grade point average. Students who do not earn a satisfactory grade point average are placed on Warning, Probation, or Suspension status. This policy is designed to help students keep on track toward successful completion of their chosen degree program.

### GPA REQUIREMENTS

Students are placed on Academic Warning, Probation or Suspension based on the following guidelines.

<b>Attempted Hours Including transfer credits</b>	<b>Academic Warning Cumulative GPA below</b>	<b>Academic Probation Cumulative GPA below</b>	<b>Academic Suspension Cumulative GPA below</b>
1-18	1.8	1.7	
19-32	1.9	1.8	1.7
33-48	2.0	1.9	1.8
49-59		2.0	1.9
60 and above	Semester GPA below 2.0	--	Cumulative GPA below 2.0

### ACADEMIC WARNING OR PROBATION

Students placed on academic warning or academic probation, or have withdrawn from two or more courses in the same term, are permitted to enroll in no more than one OCU course. The student may not enroll in the college course in the same subject in which the student previously earned the D or F or received no credit.

Students will remain on probation until the student has improved cumulative GPA to 2.0 or higher (maximum of two terms). See Ohio Department of Higher Education, College Credit Plus Underperforming Student Rule 3333-1-65.13.

### ACADEMIC SUSPENSION

Academic Suspension is recorded on the student's transcript, and the student is suspended when the student has met the definition of CCP Probation for two consecutive college terms. Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following Summer, Fall, or Spring term.

After one term of dismissal, students who wish to appeal for reconsideration of the academic suspension may request their secondary school to allow the student to participate. The secondary school shall determine whether the student may continue on dismissal, or will permit an appeal to the Trailblazer Academy Academic Director for participation under probation, or to participate without restrictions per the school's adopted policy (ODHE Rule 333-1-65.13). If the appeal is granted by the Academic Director the transcript will be marked Academic Probation with Granted Appeal.

A student returning by appeal will be permitted to enroll on Academic Probation until their GPA reaches the required level. The Academic Committee may impose additional restrictive and/or corrective measures it feels will help students overcome their grade point average deficiency.

### PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students on academic probation are encouraged to minimize extracurricular activities.

## SECURITY

Campus Security patrols campus 24/7 to ensure the safety of students and visitors. Additionally, security issues all student ID's and parking permits. Students taking a course on the university campus will need both an ID and parking permit. Campus security is located on the 2nd floor of the Dean and Diana Hickman Student Center.

## NEED ASSISTANCE?

Phone 740-412-5337  
Email [security@ohiochristian.edu](mailto:security@ohiochristian.edu)  
Office Hours Monday – Friday / 9:00 a.m. – 5:00 p.m.  
Patrol Hours 24 / 7

## PARKING

Every vehicle operated on campus by a student must be registered with Campus Security within 48 hours. Student vehicles are not registered until all appropriate forms are completed. When state registration plates change, or a vehicle is sold and/or the plates transferred to another vehicle, Campus Security must be notified within 48 hours. Vehicles are to operate within posted speed limits. The max campus speed is 15 mph. A fine will be issued to any vehicle speeding. Please keep safety a priority. To register your vehicle, go to go to MyOCU and select Campus Student Information from the left side menu > Campus Security > Parking and Vehicles

## RAVE ALERT

The RAVE mobile safety system generates a text message, email, and phone call to each person enrolled in the event of any emergency or to announce special events and changes to the normal schedule on campus. There is no charge to the participant. To enroll in the system, go to MyOCU and select Campus Student Information from the left side menu > Campus Security > RAVE Alert Signup

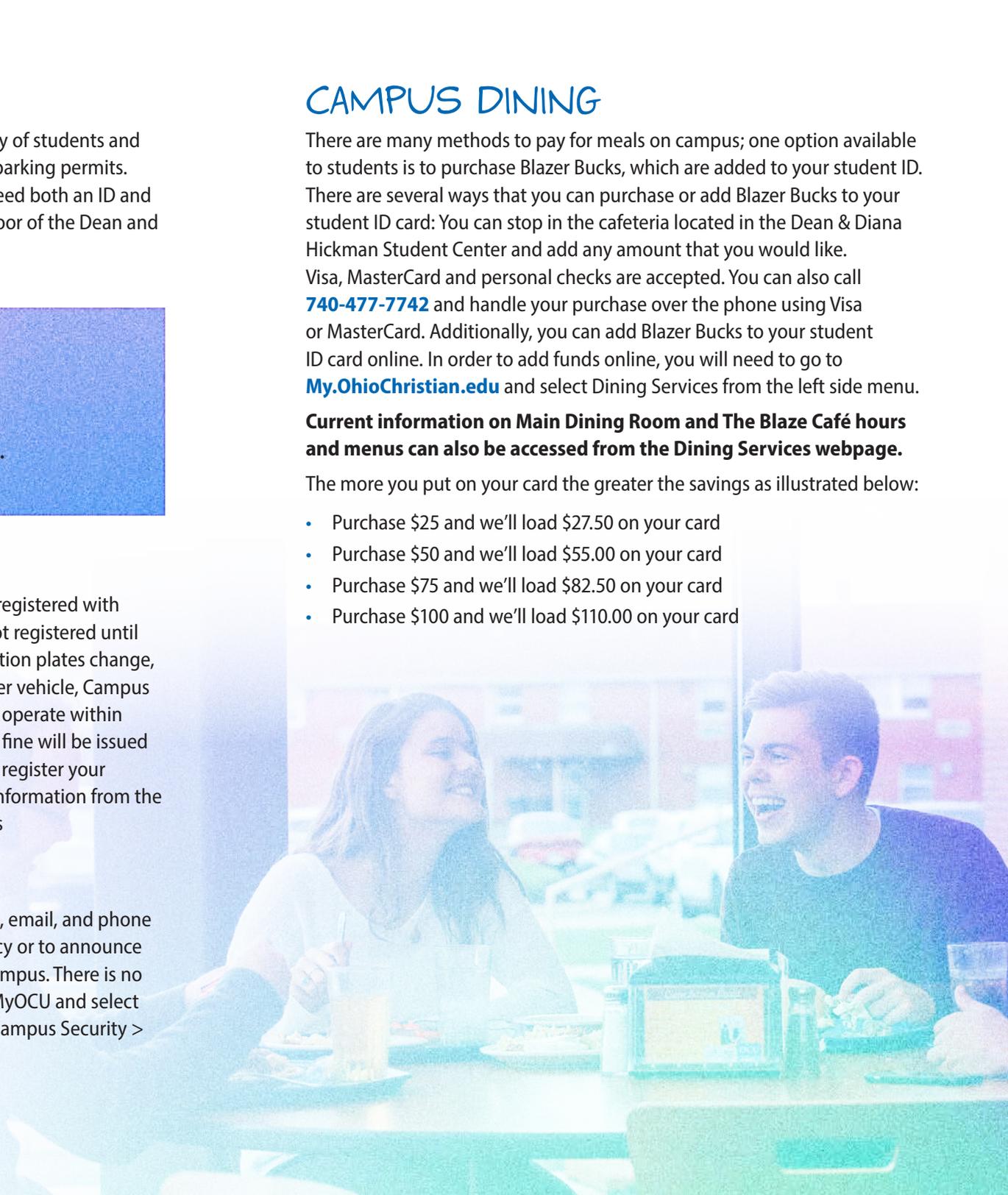
## CAMPUS DINING

There are many methods to pay for meals on campus; one option available to students is to purchase Blazer Bucks, which are added to your student ID. There are several ways that you can purchase or add Blazer Bucks to your student ID card: You can stop in the cafeteria located in the Dean & Diana Hickman Student Center and add any amount that you would like. Visa, MasterCard and personal checks are accepted. You can also call **740-477-7742** and handle your purchase over the phone using Visa or MasterCard. Additionally, you can add Blazer Bucks to your student ID card online. In order to add funds online, you will need to go to **[My.OhioChristian.edu](http://My.OhioChristian.edu)** and select Dining Services from the left side menu.

**Current information on Main Dining Room and The Blaze Café hours and menus can also be accessed from the Dining Services webpage.**

The more you put on your card the greater the savings as illustrated below:

- Purchase \$25 and we'll load \$27.50 on your card
- Purchase \$50 and we'll load \$55.00 on your card
- Purchase \$75 and we'll load \$82.50 on your card
- Purchase \$100 and we'll load \$110.00 on your card



## BOOKS

### THE CONNECTION BOOKSTORE

Textbooks will be available in the Connections Bookstore, located in the Dean and Diana Hickman Student Center, for any course taken on the university campus. To obtain your books, bring your schedule and student ID to the front desk in the bookstore and let them know you are a Trailblazer Academy student.

### SLINGSHOT

For those students taking a course online, the university bookstore, in connection with Slingshot, will deliver the textbooks students need to their doorstep prior to the class start date. Therefore, if students have an address change, a unique shipping address or need to withdraw from the course they must notify OCU at least 30 days before the class is scheduled to begin. Most books are rentals and return information is posted on the OCU bookstore website listed on the following page. Once there, click on the FAQ link and scroll down to the Trailblazer Academy FAQ section. Books must be returned within two weeks of course end date. Contact Slingshot to receive a new shipping label, if needed.

### BOOK RETURNS AND REFUNDS

If you withdraw from an online course, you will need to contact Slingshot books customer service for a return shipping label. The bookstore contact information is listed on the following page. **Students are financially responsible for the shipping cost of returned books.**

Refunds will only be made for textbooks on the following conditions:

- The student has officially withdrawn from the course within the first calendar week that uses the textbooks for which a refund/return is being requested
- The textbook is returned to the university within two weeks from the course start date
- The textbook has not been marked or damaged in any way.
- No opened software will be refunded



## STUDENTS, NEED HELP WITH YOUR BOOKS?

If you withdraw from a campus course,  
you can return your books to the Connections Bookstore.

### THE CONNECTIONS BOOKSTORE

Located in the Dean and Diana Hickman Student Center

Monday - Friday 10:00 AM to 4:00 PM

Closed Saturday and Sunday

Phone | 740-420-5928

Email | [Bookstore@ohiochristian.edu](mailto:Bookstore@ohiochristian.edu)

Website | [www.ocubookstore.com](http://www.ocubookstore.com)

Slingshot is for Online Students and Online Textbooks

### SLINGSHOT BOOKS

(Formerly Tree of Life)

Customer Care Hours:

Monday-Friday 9:00 AM to 11:00 PM

Closed Saturday-Sunday

Toll Free Phone | 888-392-2930

Email | [support@slingshotedu.com](mailto:support@slingshotedu.com)

Website | [www.slingshotedu.com/support](http://www.slingshotedu.com/support)

Need help finding out what books are needed for your course?

Visit [ohiochristian.textbookstop.com](http://ohiochristian.textbookstop.com)

**it.ohiochristian.edu**

Each student at Ohio Christian University is given access to their grades, course syllabus, schedules and e-mail through a school email account, SONIS and Brightspace. These can be accessed on the Ohio Christian University website at [my.ohiochristian.edu](http://my.ohiochristian.edu).

The university encourages students to use technological advances to enhance their personal educational experience. For students taking their courses on campus, several computer labs are available with access to the internet, as well as campus wide wireless connection for laptops.

The university reserves the right to restrict students from accessing Internet sites that are pornographic in nature or in any way not consistent with the standards of Ohio Christian University. The university further reserves the right to monitor randomly or systematically, individual or network use of the Internet. Violations of policy will be handled through the disciplinary process by the Provost's office.

**NEED TECH-HELP?**  
**THE BLAZERTECH HELPDESK IS AVAILABLE:**  
**Monday-Friday**  
**8:30 AM to 5:00 PM**  
*Located on the first floor of the Maxwell Library*

**Email** | [blazertech@ohiochristian.edu](mailto:blazertech@ohiochristian.edu)

**Website** | Go to MyOCU and click on the BlazerTech Helpdesk icon at the top right-hand side of the page.

**Phone** | 740-420-5907      **Text** | 740-601-9847

**WE CAN HELP YOU!**

Brightspace, Email, SONIS, Printers, Microsoft Office set-up and Wireless set-up

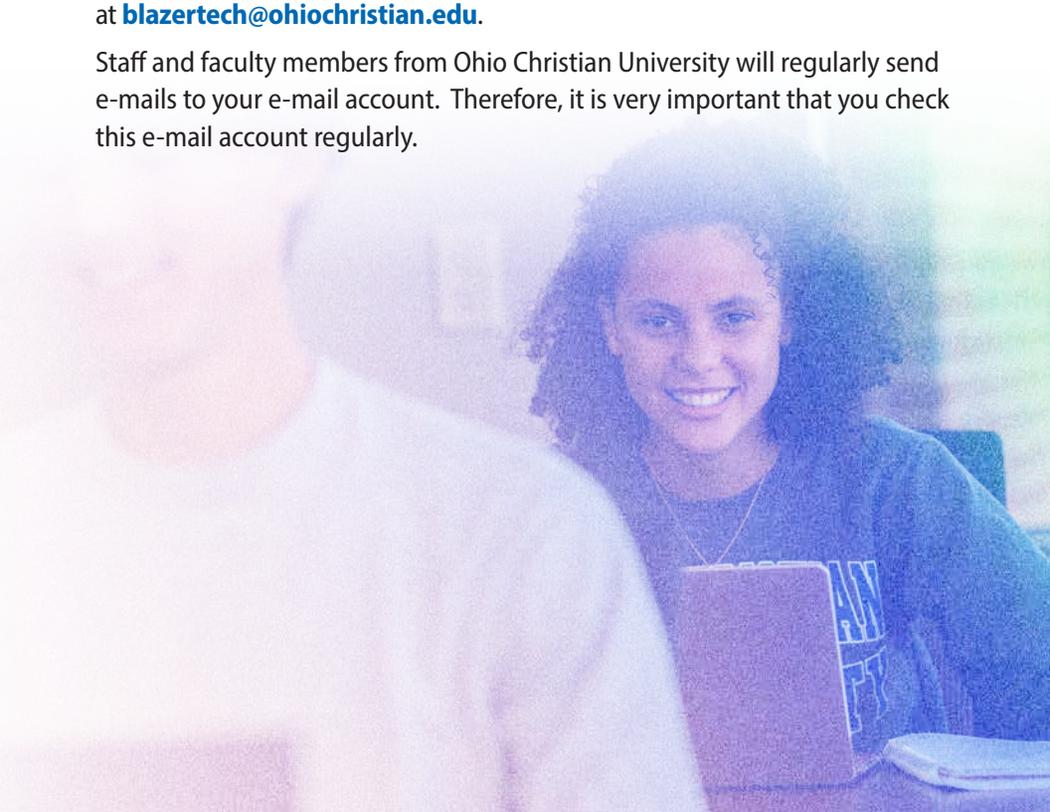
**my.ohiochristian.edu**

Ohio Christian University's MyOCU is a student dashboard that allows you to access all your accounts and additional resources in one location. When you visit MyOCU, you can quickly access your email, SONIS, Brightspace, OhioLink and the IT Helpdesk. University news, announcements, academic presentations and tutorials are made available through the dashboard, as well as links to all the different departments and services offered through OCU. To access your student dashboard, visit [ohiochristian.edu](http://ohiochristian.edu) and click on MyOCU in the footer (bottom of the page) or go to [my.ohiochristian.edu](http://my.ohiochristian.edu).

**OCU EMAIL**  Office 365

Ohio Christian University provides a free e-mail account to each student. Upon registration for courses, a Welcome email will be sent with instructions that cover how to log in to your accounts. Should you have any issues with your accounts, please contact the OCU helpdesk at [blazertech@ohiochristian.edu](mailto:blazertech@ohiochristian.edu).

Staff and faculty members from Ohio Christian University will regularly send e-mails to your e-mail account. Therefore, it is very important that you check this e-mail account regularly.





You will find as a student of Trailblazer Academy that SONIS Web is very useful. SONIS provides you with your billing (if applicable), grades, schedule and professor information. There are several reasons to look at your SONIS account. The first is to confirm personal information and shipping address if taking a course online. Please notify us if your information is incorrect or if there is something missing.

The second is to confirm your schedule. When your advisor schedules you for courses, you can see your schedule in SONIS. You can also see your unofficial grades by looking at your schedule. These grades will be in red.

The courses you are scheduled for are always available on SONIS. By clicking the course number on the far left hand side, you can view additional course information such as your professor's name, the dates of your course, and classroom location (if applicable).

## BRIGHTSPACE

For those students who plan to take their courses on the university campus, Brightspace is used by most professors for student guides (syllabus), additional course materials (downloadable documents, audio or video), references and social learning opportunities. If you take a hybrid course, Brightspace will be used regularly.

Students taking a course exclusively online will be using Brightspace continuously to complete their course assignments. Brightspace has been designed with many community features to create a social learning environment. Features include a homepage with alerts and professor information, course description and weekly assignments, lessons page with due dates and learning progress for each course, a courses page showing all courses for which you are registered.

Smart phone and iPad compatible version available for students on the go!

\*If you experience any technical difficulties, contact the BlazerTech helpdesk (contact information located on page 24)

***PLEASE, never wait more than a week to take care of the problems.***

## THE BRIDGE | OCU TUTORING & WRITING CENTER

A significant part of your university experience is centered on your academic enrichment. The Bridge Tutoring Center (located in room 201 of the Student Center) is committed to your academic success and offers a variety of support services to help you reach your academic goals.

### ACADEMIC COACHING

Adjusting to college life can be difficult. An academic coach will help you navigate your courses and develop good time management and study skills. Academic coaches meet with students on an individual basis to customize the sessions according to the student's specific needs.

### STUDENT TABLES

Drop-in tutoring is available without an appointment at our weekly study tables. Study tables are divided by subject area and staffed by student tutors who are familiar with the course content.

### ONE-ON-ONE TUTORING

If you find that we do not offer a study table for a particular course, or you desire more individualized consultation, you can investigate one-on-one tutoring (Main Campus students only, at this time). This service is only available by request. Request forms and additional information is available in The Bridge offices located on the ground floor of Maxwell Library.

For more information on the Academic Coaching, Student Tables, or Tutoring options, contact:

Jordan Messina

Director of Academic Support Services/Assistant Librarian

[jmessina1@ohiochristian.edu](mailto:jmessina1@ohiochristian.edu)

740-478-2307

### WRITING CENTER

Much of university course work involves writing, and the Writing Center assists students in becoming better writers. At any point in the writing process, students can connect with our friendly peer tutors at the Writing Center. These writing consultants can offer help understanding an assignment, working on an outline or thesis statement, writing a draft, revising a draft, or understanding APA format. This is a free service offered to OCU students.

# LIBRARY RESOURCES

## RESOURCES

Maxwell Library holds approximately 45,000 books, 60+ print magazine, journal, and newspaper titles, and over 3,000 sound and video recordings. OCU's membership in the OhioLINK consortium provides students with over 44 million more physical items, 200,000+ eBooks, 100 electronic research databases, and indexing of over 33 million full text articles. Students can read entire articles, sometimes even entire issues of over 10,000 electronic, scholarly journal titles, download articles instantly, or save them to an account for future access. Online resources also include access to over 45,000 theses and dissertations, images, videos, and newsfeeds. As a member of OhioLINK, students also have access to SearchOhio, a consortium of over 40+ public libraries, giving student access to an additional 16 million items.

## LIBRARY CATALOG

Searching the library's catalog has never been easier! OCU's state-of-the-art Discovery Service, allows users to search for everything in one convenient location. Students will be able to search OCU's catalog and all that OhioLINK has to offer, in both print and electronic. Limiters make it easy for the user to get exactly what they are looking for.

## DOCUMENT DELIVERY

If you can't find a resource in our Discovery Service, allow the library staff to help you! Using the convenient Ask-a-Librarian tool in the Discovery Service, let us know what you are looking for. Whether an item isn't available, or you simply can't find a relevant source, the library is here to ensure that you gain access to the resources you need. We will make every effort to obtain the source(s) you are looking for and deliver those items to you via email.

## INTERLIBRARY LOAN

Sometimes an item is simply not available to be produced in an electronic format. In these instances, OCU will seek to provide a print version of the item via their collection, Interlibrary Loan via OhioLINK, or Interlibrary Loan via WorldShare (\*additional mailing costs).

**Phone** | 740-477-7737

**Email** | [Library@ohiochristian.edu](mailto:Library@ohiochristian.edu)

**[www.ohiochristian.edu/myocu/melvin-and-laura-maxwell-library](http://www.ohiochristian.edu/myocu/melvin-and-laura-maxwell-library)**

Monday 7:30 AM – 11:00 PM

Tuesday – Thursday 7:30 AM – 10:00 PM

Friday 7:30 AM – 5:00 PM

*Closed Saturdays and Sundays*



## AFTER HIGH SCHOOL

The OCU Early Admit Program offers quick acceptance into an undergraduate program and a scholarship toward a degree program of choice. Trailblazer Academy students who successfully complete a minimum of 6 credit hours through Trailblazer Academy and maintain a 3.0 GPA or higher in those courses automatically qualifies for a \$2,000 renewable Early Admit Scholarship. Early Admit students who wish to continue their higher education with Ohio Christian after high school will need to apply to either OCU On-Campus or OCU Online Plus. Having already received their transcripts (and potentially test scores) through Trailblazer Academy, these students will receive acceptance decisions within a shorter time frame. More details and next steps will be communicated to eligible students from the OCU Early Admit Program. For information, please contact the Admissions Office at **877-246-6248**.

### FINANCIAL AID

At Ohio Christian University, we believe that the benefits of a college education far outweigh the costs, but we do understand that obtaining money to pay for college may be one of your biggest challenges. The Financial Aid Office is prepared to help you meet your financial needs in any way possible. Christian college financial aid is oriented toward students' needs and can include federal financial aid options and on campus jobs. For more information, visit **[OhioChristian.edu/Aid](http://OhioChristian.edu/Aid)**.

### SCHOLARSHIPS

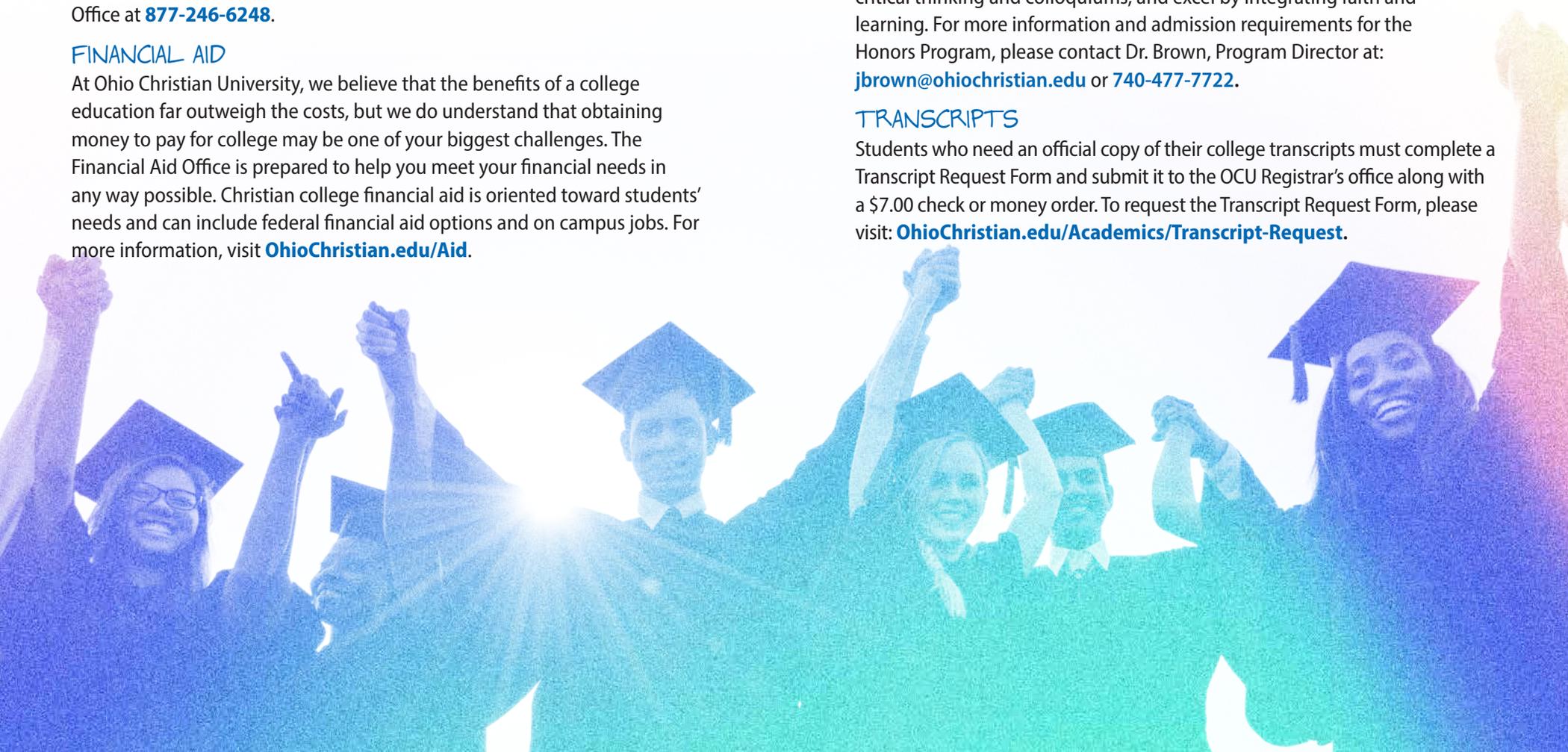
Ohio Christian University offers several renewable scholarships. Our scholarships are awarded upon acceptance and renewed each year as long as the student maintains the required GPA and full-time enrollment. Over the past few years, OCU has offered a special scholarship to Trailblazer Academy students. For more information on grants and scholarship opportunities or to download our Financial Aid Guide, visit: **[OhioChristian.edu/Undergrad/Tuition](http://OhioChristian.edu/Undergrad/Tuition)**.

### HONORS PROGRAM

Ohio Christian University offers an Honors Program that enables the inquiring student to explore new ideas and concepts. Expand through critical thinking and colloquiums, and excel by integrating faith and learning. For more information and admission requirements for the Honors Program, please contact Dr. Brown, Program Director at: **[jbrown@ohiochristian.edu](mailto:jbrown@ohiochristian.edu)** or **740-477-7722**.

### TRANSCRIPTS

Students who need an official copy of their college transcripts must complete a Transcript Request Form and submit it to the OCU Registrar's office along with a \$7.00 check or money order. To request the Transcript Request Form, please visit: **[OhioChristian.edu/Academics/Transcript-Request](http://OhioChristian.edu/Academics/Transcript-Request)**.





OHIO CHRISTIAN  
UNIVERSITY.™

1476 Lancaster Pike | Circleville, Oh 43113

[www.OhioChristian.edu](http://www.OhioChristian.edu)

1-877-762-8669