



**Trailblazer Academy**  
DUAL CREDIT PROGRAM AT OHIO CHRISTIAN UNIVERSITY

# Student Handbook

2019-2020

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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 at [blazertech@ohiochristian.edu](mailto:blazertech@ohiochristian.edu) or call 740-420-5907.

## Transcripts/Grades

To request transcripts and grades, please contact the Registrar at [registrar@ohiochristian.edu](mailto:registrar@ohiochristian.edu), call 740-477-7780 or go to [OhioChristian.edu/University-Registrar/Transcript-Request](http://OhioChristian.edu/University-Registrar/Transcript-Request)

## Textbooks/Materials

The OCU bookstore, in conjunction with 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 bookstore at [bookstore@ohiochristian.edu](mailto:bookstore@ohiochristian.edu) or 740-420-5928.

For online textbook questions contact Tree of Life Books at [support@tolbookstore.com](mailto:support@tolbookstore.com) or 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 is, call 740-420-5932 or visit <http://www.ohiochristian.edu/dual-enrollmentcollege-credit-plus/Academic-Advising>

## 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, please email the library at [library@ohiochristian.edu](mailto:library@ohiochristian.edu) or call 740-477-7737.

## General Questions

Any general question or concerns should contact the Trailblazer Academy Team at 740-420-5932 or email at [trailblazeracademy@ohiochristian.edu](mailto:trailblazeracademy@ohiochristian.edu).

## Student Checklist



**All forms are available online!**

### Campus:

- \_\_\_ Submit Health Form
- \_\_\_ College Environment Agreement Form
- \_\_\_ Submit Registration Form
- \_\_\_ Submit phone number(s) for RAVE Alerts (available online)
- \_\_\_ Complete parking permit registration (available online)
- \_\_\_ Check email, SONIS and e360 logins at least 2 weeks before classes begin to ensure working

### Online:

- \_\_\_ OCU CCP Advising Forms
- \_\_\_ Submit Registration Form
- \_\_\_ Check email, SONIS, and e360 logins the weekend before classes begin to ensure working
- \_\_\_ Make sure OCU has correct address for shipment of books

## Important Dates

**August 9**—Fall Semester “Free Book Registration Deadline”

**August 14-16**—Online Orientation

**August 19**—Online classes begin

**August 21**—Campus classes begin

**August 23**—Last day to add online classes

**August 30**—Last day to add campus classes

**September 4**—Last day to drop an online class with no penalty

**September 6**—Last day to drop a campus class with no penalty

**December 6**—Spring Semester “Free Book Registration Deadline”

**January 2-5**—Online Orientation

**January 6**—Online classes begin

**January 8**—Campus classes begin

**January 10**—Last day to add online classes

**January 17**—Last day to add campus classes

**January 22**—Last day to drop an online class with no penalty

**January 24**—Last day to drop a campus class with no penalty

## Expectations & Eligibility

### Eligibility

Students who are enrolled in a public, community, nonpublic school or are homeschooled are eligible for Trailblazer Academy. To participate, students must have a 2.0 GPA to take one course. Students must meet the following requirements:

- » Minimum 2.0 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 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.

*Mark your Calendars!*

## 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 homeschool students to receive both high school and college credit with tuition provided by the state of Ohio. If the student is enrolled in a nonpublic 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 Association of Biblical Higher Education
- » The Teacher Education Accreditation Council

Authorized by the Ohio Board of Regents to offer associate, baccalaureate, and masters level education.

Chartered by the State of Ohio.

## 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.

### Professional Dress Days

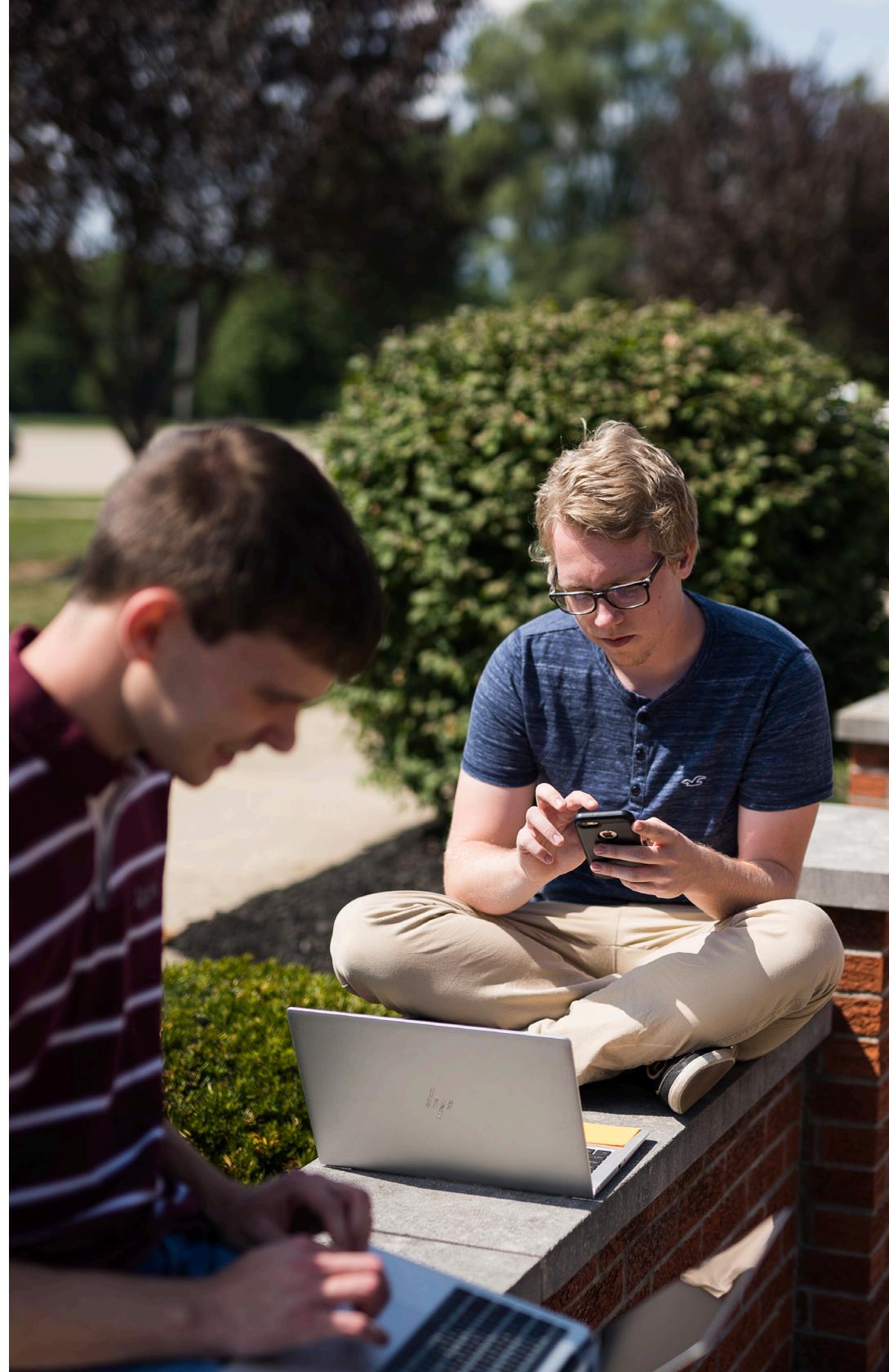
Professional Dress Days are predetermined days where students are notified through a variety of communications, including email, to dress professionally. On these days men are to wear collared shirts, dress pants, and dress shoes; women are to wear dresses or blouses with pants or skirts and shoes. Collarless shirts are not appropriate on these days.

### 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), 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 if you take a course on the university campus, online or at your high school through the dual enrollment option, the possession and 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, slingshots, paintballs and bow & arrows. Additionally, personal defense items such as tasers and stun guns are not permitted on university grounds. The university may confiscate firearms to maintain the safety of the campus and its residents. All weapons listed above are absolutely prohibited on university grounds at all times.

## 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 6:00pm, 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: <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 <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

### 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. Academic dishonesty includes the following:

- » Cheating on assignments and tests.
- » Plagiarism. When using secondary source material (both online and print) for written assignments and research papers, the student is responsible for knowing the fair and ethical treatment of these sources. Borrowed ideas, quotations, summaries, and paraphrases must be cited in accordance with APA documentation style, or another documentation style deemed appropriate by the instructor.
- » Submitting a paper or project in which part or the entire project was done by someone else (this does not include designated group assignments in which the student participates).
- » Submitting the same (or essentially the same) paper or project in more than one course without prior consent of the instructors involved.
- » Any act which violates the rights of other students from completing their academic assignments (e.g. deliberate withholding of necessary academic material, or willful harm to another student's work.)

Students found guilty of academic dishonesty will be penalized by the instructor for the first offense. The penalty may include reduced credit or no credit on the assignment or test. This may also result in resubmitting the assignment. A student who feels the charge is unjust or the penalty is unfair may appeal to the Academic Committee. The second offense of academic dishonesty will result in an automatic failure of the course. The third offense of academic dishonesty will result in dismissal from the university.

## Identity Fraud

Enrolled students must complete their own assignments and exams. Any enrolled student who retains a third party to complete assignments and/or exams on the enrolled student's behalf has committed identity fraud. Identity fraud will result in immediate expulsion.

## 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 those situations in which a student believes that an instructor (a.) has not followed fair grading practice or (b.) has not followed published grading policy. A student who wishes to appeal a final course grade based on one or both of these reasons must follow these procedures:

- » The student must first contact the instructor within four weeks of issuance of the grade for a full explanation of the grade given and the basis for assigning the grade. This should be a prearranged/scheduled meeting rather than an impromptu meeting. The instructor has two weeks to respond to the student.
- » If there is no satisfactory resolution, then the student should submit a grade appeal request form to the chair of the department (For all Trailblazer Academy students, the department chair is the Trailblazer Academy Program Director) in which the dispute occurred, within two weeks of the instructor's response to the student. The department chair has two weeks to render a written decision. If the faculty member involved in the grade appeal also is the department chair, then after step 1 the student should appeal to the Provost. If the faculty member involved in the grade appeal also is the Provost, then after step 1 the student should appeal directly to the Academic Committee.
- » The instructor may appeal the department chair's decision to the Provost.
- » If still unsatisfied, within two weeks of the department chair's decision the student may submit a grade appeal request form and any supporting documents to the Provost. The decision of the Provost (or Academic Committee if the faculty member involved in the grade appeal also is the Provost) will be final and binding upon all parties.

## 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 district. 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.

## 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 nonpublic 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</b> <i>Including transfer credits</i>	<b>Academic Warning</b> <i>Cumulative GPA below</i>	<b>Academic Probation</b> <i>Cumulative GPA below</i>	<b>Academic Suspension</b> <i>Cumulative GPA below</i>
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

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 are Monday-Friday, 9:00 a.m. to 5:00 p.m. with 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 and the campus vehicle decal is properly displayed. If the decal is not properly displayed, a fine will be issued. 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 MyOCU and select Security under Offices and Departments.

## 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 Student Development under Offices and Departments.

## 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.

**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.

### Tree of Life Books

For those students taking a course online, the university bookstore, in connection with Tree of Life Books, 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 15 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 Tree of Life to receive a new shipping label, if needed.

### Book Returns and Refunds

If you withdraw from an online course, you will need to contact Tree of Life 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  
Open Monday - Friday 10:00 a.m. to 4:00 p.m.  
Closed Saturday and Sunday

Phone: 740-420-5928  
Email: [Bookstore@ohiochristian.edu](mailto:Bookstore@ohiochristian.edu)  
Website: [ocubookstore.com](http://ocubookstore.com)

Tree of Life is for Online Students and Online Textbooks

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## OCU Technology



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 e360. These can be accessed on the Ohio Christian University website at <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.

## STUDENTS, Need help with technology?

The Blazertech Helpdesk is available:

Monday-Thursday	7:30 a.m. to 10:00 p.m.
Friday's	7:30 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 6:00 p.m.
Sunday	Closed

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!

E360, Email, SONIS, Printers, Microsoft Office set-up and Wireless set-up

## MyOCU



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, E360, Ohio-Link 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 or go to <http://my.ohiochristian.edu/>.

## OCU Email

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).

For those students who plan to take their courses on the university campus, e360 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, e360 will be used regularly.

Students taking a course exclusively online will be using e360 continuously to complete their course assignments. e360 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. e360 also includes contacts, help tab, personal blog page and communities page. e360 creates a social learning model with a strong sense of community.

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.**

## 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 come to the Writing Center where peer tutors offer students an audience for their ideas and written work. Whether students need help understanding an assignment, working on an outline or thesis statement, writing a draft, revising a draft, or understanding APA format, they can visit our friendly writing consultants in the Writing Center room in the Maxwell Library. This is a free service offered to OCU students. The Writing Center is available to all traditional, Trailblazer Academy/CCP, and AGS students.

Writing Center Hours are posted on the following website:

<http://my.ohiochristian.edu/academics-writing-center-bridge-tutoring-center/academic-services>

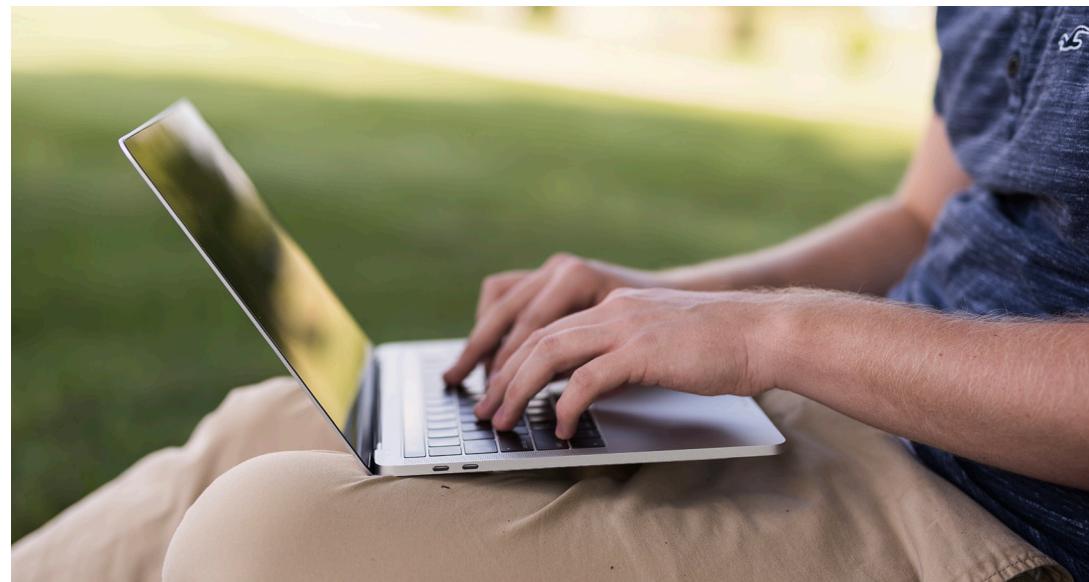
Students who live too far away to drive can send their papers as an attachment to [writingcenter@ohiochristian.edu](mailto:writingcenter@ohiochristian.edu). We are typically able to serve students who email papers within 48 hours (on our scheduled nights).

### Tips for Success

To make their visit the most effective, students should:

- » Visit the Writing Center at least 24-48 hours before their paper is due.
- » Bring a copy of their writing assignment with them to the consultation.
- » Bring any work that they have done on the assignment.

*Email [writingcenter@ohiochristian.edu](mailto:writingcenter@ohiochristian.edu) for more information.*



# The Bridge: OCU Tutoring 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 attention, you can take advantage of our one-on-one tutoring. This service is only available by request. Request forms and additional information are available in The Bridge and Student Development offices (2nd floor of the Student Center).

For more information, contact:

Sherry Taylor  
Director of Tutoring Services  
staylor6@ohiochristian.edu  
(740) 477-7778 Ext. 400

# Library Resources

## Resources

Maxwell Library holds approximately 65,000 books; 300 newspapers, magazines and journal titles in print format and more than 3,750 sound and video recordings. OCU's membership in the OhioDiscovery consortium provides students with access to an additional 50 million physical items, 81,000 e-books and 100 electronic research databases, indexing approximately 20 million electronic journal articles. Students can read entire issues

of more than 10,000 electronic scholarly journal titles, download articles instantly, or save them to an account for future access. Online resources also include thousands of videos, images, and photos, as well as 45,000 theses and dissertations from Ohio students.

## Library Cards

**On-campus students** are issued library cards during Orientation, and throughout the year as needed. Privileges begin upon issuance, providing access to both OCU/OhioDiscovery physical materials and electronic resources. Library cards are valuable assets warranting the same protection given other online accounts.

**Online and off-campus students** are no longer issued a physical library card. Library Barcodes will be issued in the Account Information packet that is sent prior to the online orientation (for online students), or beginning of classes for off-campus students taking courses at their local high school. Library barcodes can also be accessed in the student's SONIS accounts.

## Library Catalog

Searching the catalog has never been easier! OCU's state-of-the-art Discovery Search Service provides students access to both physical and electronic resources in a single search.

## Document Delivery

If you need an article that is not available online or a book from our library collection, contact the library. They will make every effort to deliver that material to you by mail, e-mail, or fax.

## Interlibrary Loan

If we do not have an article or a book in OCU's Library, the Library may still be able to get that item for you. They can check with other libraries that own that item and ask them to send it to them and forward on to you. Please be advised this system takes extra time and is not 100% successful.

Phone: (740) 477-7737

Fax: 740-477-7855

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

Hours: Mon-Thur 7:30 a.m. – Midnight

Fri 7:30 a.m. – 5:00 p.m.

Sat 1:00 p.m. – 5:00 p.m.

Sun 8:00 p.m. – Midnight

## After High School

The OCU Early Admit Program offers acceptance into an undergraduate program and a scholarship toward a degree program of choice. Trailblazer Academy students who successfully complete coursework may be eligible for the OCU Early Admit Program. Students admitted through this program do not need to reapply for OCU undergraduate programs and have the option, upon high school graduation, to enroll with OCU On-Campus or OCUOnline Plus. More details and next steps are included in the acceptance letter sent to eligible students from the OCU Early Admit Program. For information, please contact Jason Dennis in the Admissions Office at **740-477-7796**.

### 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**

### 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**

### 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** 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**





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