OARDC Graduate Student

GENERAL INFORMATION

Keys

New students receive an arrival form from the departmental human resources representative. This form must be signed by the appropriate departments prior to receiving building keys. Housing keys are issued by the OARDC Research Operations office. All building keys are issued by Facilities Services, with prior approval of the department head. New employees must report to Facilities Services, with the completed arrival form, to sign out keys. A $20.00 fee will be charged for lost keys.

Mental Health Counseling Services

The Director’s Office supports counseling for OARDC Graduate Students on the Wooster Campus through The SourceOne Group. Graduate students can receive up to 6 counseling sessions, free of charge. If additional counseling sessions are required, payment for those services is the responsibility of the student. Graduate students may also access care from a mental health provider covered under their health insurance network. The dedicated staff of the SourceOne Group has many years of specialized training. All conversations with SourceOne counselors are confidential. SourceOne files and communication are not part of your academic records at OSU or OARDC.

Call SourceOne Group at 330-345-0955 and identify yourself as an OARDC Graduate Student when scheduling an appointment. The office is located at 210 E. Milltown Rd., Suite B, Wooster, OH 44691.

Personal Computers

Students and visiting scientists are not permitted to use personal devices on the OARDC network. OSU Wireless is available to users with an OSU name.# account. Users with no OSU account can access the guest wireless network, available to the public. OSU name.# accounts are generated automatically upon hire. New employees should activate their accounts at http://my.osu.edu. Sponsoring faculty members may request guest accounts for students or visiting scientists who do not have an OSU account. Guest accounts provide access to email and wireless internet, and must be renewed annually by the sponsor. Personal computers will NOT be granted access to the OSU network. Information Technology support for personal devices is limited to wireless for laptops and email for cell phones/tablets.

Contact Information Technology at 330-263-3772 for more information.

Vehicles

OARDC has vehicles available to OSU employees for work related travel. Vehicles are maintained by the motor pool, which is located at Facilities Services. Authorized drivers must be at least 18 years old, have a valid U.S. Driver’s License and have a signed OSU Driver Registration form on file. Vehicles can be reserved by calling the garage at 330-263-3918. Cars, mini vans, 15 passenger vans and trucks available.

NOTE: Undergraduate and graduate students driving OARDC vehicles to out-of-state destinations or professional meetings MUST be accompanied by a faculty advisor. There are no exceptions to this rule. If students must travel out-of-state unaccompanied, please use a commercial car rental agency where appropriate insurance can be purchased.