

2021 OSU Math Quick Reference & Orientation Reminders

1. **Math Quick Reference Site.** Where can OSU Academic Advisors get quick links on key Math Advising information, policies, and procedures?

Math Quick Ref Website: go.osu.edu/mathquickref

- Math Advisors:
 - Athena Yiamouyiannis.1, Manager, Academic Advising (Act. Sci, Mgt., Orientation)
 - Rodica Barbu.4, Sr. Academic Advisor (Honors/Theor., Transfers, MPT)
 - Anita Simpson.837, Academic Advisor (Applied/Math-Bio, IMME, Recruiting, Web)
 - James Sutherland.152, Academic Advisor (Fin. Math, MPT, Transfer Credit)
 - Caitlin Burden.45, Academic Advisor (Fin. Math, Data Analysis, Pre-req Check)
- Math Placement & Proficiency Testing
 - Math Placement Test Codes
 - Math Placement Test Topics & Study Materials
 - Math Course Progression Charts
- Remediation Free Policy & Form
- Transfer Credit
 - Understanding Math Transfer Credit
 - Evaluate Math Transfer Credit
 - Taking Math Classes at Another Institution
 - Transferring Math Credit to OSU and Enrolling in Further Coursework
- Orientation Guidelines for New Students
 - AP/IB Chart
 - Math Course Progression
 - AU Proficiency Testing Info and Registration for incoming students
 - Math Placement Codes
 - NFYS Pre-Req Review Process
 - Calculus Sequences
 - Calculus Options
- Additional Links
 - Math Major Requirements and sample schedules
 - Math Requirements for Other Majors
 - Math Minors
 - Math Scheduling Resources
 - Waitlist, Closed and Changing Sections
 - Repeating Courses
 - Grade Forgiveness
 - Scheduling Time Conflicts
 - [OSU Math Department Website](http://math.osu.edu): math.osu.edu

2. **Need Math Advising Help?** For assistance with Math Advising questions, please

Email Math Advisors at: mathadvisors@math.osu.edu

3. **Math Placement Test (MPT):** Who must take the MPT for AU2021?
 - a. ALL incoming Engineering students.....both freshmen & transfers, even if they have AB/IP, A-Level, and transfer credit
 - b. All other incoming students (both freshmen and transfers) unless they have an equivalent OSU Math credit. (Students with only Math-SPL credit and/or Math-Gen must take the MPT).
 - c. [Math Orientation Placement Testing: https://orientation.osu.edu/placement/](https://orientation.osu.edu/placement/)

4. **Math Placement B-Test and D-Test.**
 - a. Students are automatically assigned the MPT B-Test or D-Test.
 - b. Students who did not submit an ACT/SAT score when applying to OSU are automatically assigned and must take the B-Test.
 - c. Students with placement score N35 – N40 on the B Test (lower level), must then take the D Test (higher level).
 - d. The Math Placement, Codes of L, M, N, R, S, T correspond to the classes the student is eligible to take. ([See Math Placement Test Codes](#))
 - e. If a student obtains a placement score 'U', the student will be prompted to retake the placement test electronically.
 - f. If a student has technical difficulties with the online test, have them email Math Advisors at mathadvisors@math.osu.edu
 - g. After the semester begins, students request an MPT test referral from mathadvisors@math.osu.edu

5. **Free Autumn Proficiency Exam on Campus.** Students not happy with their math placement can sign up for a free Proficiency Exam on campus in August. Plans are underway to continue these in-person testing opportunities at the OSU Testing Center.

6. **Remediation free policy and form.** Remediation free allows students to override institution prerequisites; it does not replace them.
 - a. Scores (ACT 22+ / SAT 530+) must be on record with OSU.
 - b. Only ACT/SAT scores from within the last two years (i.e. actual test date to start of course) may be used.
 - c. See Math QuickRef site (go.osu.edu/mathquickref) for copy of the form.
 - d. The Remediation-Free form must be completed by student and Primary Advisor based on ACT/SAT score and valid MPT (not "U"), and uploaded into OnCourse. Once uploaded, the Primary Advisor has Math Dept permission to override student into 1075/1116/1130/1148.

7. **Advanced Placement (AP) Math Scores, IB, and A-Levels.**
 - a. All freshmen will take the placement test regardless of what credit they might bring in.
 - b. Students are encouraged to take the MPT even after scores are available. MPT provides information on precalculus skills which is a stronger indicator of success in a math course than an AP/IB score.
 - c. AB/IB scores - <https://math.osu.edu/orientation/ap-credit>
 - d. A-Level credit - <https://registrar.osu.edu/priorlearning/a-and-as-level-exams.html>

8. OPTIONAL Calculus Advising – NEW Process.

- a. Optional Calculus Advising sessions will be offered “remotely”.
- b. Instructions will be provided as a component of the Orientation CARMEN tutorial.
- c. A Qualtrics sign-up will be available to students upon completion of the Carmen tutorial: https://osu.az1.qualtrics.com/jfe/form/SV_0027V7d3SRkmZFQ
- d. Math Faculty will contact these students (by phone or Zoom). The Calculus recommendation will be added to OnCourse notes and emailed to the student.
- e. Math 1140-1141 – Calculus I & II with Review. This sequence is primarily targeted for freshmen with MPT L (13-16) who took Calc in high school but have no college credit for it. ***This sequence is by Math Dept. permission only. If interested, students need to sign up for the Calculus Advising Session.*** Some seats will be set aside for students struggling in Math 1151 who want to drop down after their first midterm.
- f. **Math 1181H, Math 4181H**. Faculty will be very selective as to who will get permission for the Math 1181H and 4181H courses. Math, Actuarial and very strong Science majors have priority.

9. July AP Pre-Req Checks. The Math Department will be conducting pre-req checks for math courses. Students who don’t qualify for a course will be flagged (e.g., a student who performed less than anticipated on the AP test). Please work with your student in July to move these students into the proper math class. Instructions available on the Math Quick Ref site.

10. Math Transfer Credit.

- a. Taking Math Classes at Another Institution. For unevaluated math transfer credit, students must compile the requested information (e.g., course syllabus) and submit using the [Transfer Credit Evaluation Request Form](#).
- b. Transferring Math Credit to OSU and Enrolling in Further Coursework. Students must complete the Math Transfer Credit Prerequisite Verification Form to receive permission to enroll in a math course if their transfer credit has not been posted to Buckeye Link. Advisors may not verify final grades themselves. Students must complete the pre-req course and have proof of a final grade prior to submitting this form. Math Advising will review the info and post permission to enroll in OnCourse if request is approved.
- c. Questions?.....If Advisors have questions about students’ math transfer credit, send a list of students a few days before orientation to mathadvisors@math.osu.edu
- d. CSCC Math 1099 will transfer in as OSU Math 1040, 1050, 1060, or 1075 depending upon which modules the student completes. See: <https://math.osu.edu/undergrad/transfer-credit/csc-1099>
- e. ***Transfer credit requests are not processed the week before class and the first two weeks of the semester.***

11. Math Course Scheduling Resources: <https://math.osu.edu/undergrad/non-majors/scheduling>

- a. Math Course Progression
- b. Calculus Sequences
- c. Waitlist, Closed, and Changing Section Procedures
- d. Repeating Courses
- e. Grade Forgiveness
- f. Scheduling with Time Conflicts

12. Reminders on Scheduling Math Classes, Overrides at Orientation

- a. For incoming freshmen with AP/IB, permitted to override into courses based on predicted scores through mid-July. Incorrect placements will be caught during July Prereq Check.
- b. For incoming freshmen with AP/IB from Mid-July onward, no overrides permitted without written permission. Have student submit Math Prereq Verification Form (go.osu.edu/mathprereqverification) to provide proof of scores.
- c. Transfer Credit – No overrides permitted based on transfer credit without written permission. Students can submit [Prereq Verification Form](#). Remind students they must have college transcript, not HS records.

13. Permissions into Courses:

- a. Math Advising provides permission to enroll in courses (not instructors). We do not use OSU Enrollment Permission Form.
- b. If permission is needed during the beginning of a semester, the Math Advising Office will enroll the student into the course. If you receive an Enrollment Permission Form, please do not process the form; instead, please send the student to Math Advising.
- c. Time Conflicts – Students can request waiving into closed classes due to work conflicts.
- d. Permissions will be indicated in OnCourse as ***“The Department of Mathematics provides permission to enroll in Math 1151 for the Autumn 2020 semester by waiving requisites.”***

14. Math Course Schedule Changes:

- a. Week 1 – Open enrollment. Help freshmen make section changes if courses are open. Ensure both the lecture and recitation are open. DO NOT OVERRIDE CLASS LIMITS.
- b. Week 2 and beyond Section changes – Check scheduling website for instructions and deadlines by course.
 - i. Late Add Week 2 – Visit Math Advising to start process. Do not bother instructors for permission!
 - ii. Late add after Week 2 – Will not be approved, except for extenuating circumstances and only if they have been attending class.
 - iii. Dropping down a level – Send students to Math Advising. Different topics (calc - > precalc) preferably by week 2. Similar topics (calc -> calc) up to week 4 (before midterms). Of course, earlier is best.

15. Miscellaneous:

- a. Math 1116: Placement level R -> 1116. Cannot then go to 1148 from 1116. Must take 1075 first!
- b. Math Petition. If a student requests to move to a level of math different from the permitted course, he/she will be required to complete a written petition found at go.osu.edu/mathpetition. Each request is decided on a case-by-case basis with the student being notified of the result by email. A note will also be placed in OnCourse.
- c. Auditing a Course. If a student wants to audit a course, have the student contact Math Advising for the necessary paperwork.
- d. Non-Traditional Students. Be cautious when scheduling non-traditional students who have an old placement level since it may no longer be appropriate.

April 18, 2021