



**MASTER OF
CITY AND REGIONAL PLANNING**
KNOWLTON SCHOOL

2016 WELCOME GUIDE

WELCOME

Welcome to the Master of City and Regional Planning (MCRP) Program at the Ohio State University! The rest of the faculty and I look forward to getting to know you and your interests over the next several years.

This orientation packet contains most of the information you need to get started in the MCRP program. When you have questions about your academic work, your advisor is your first stop. Should you require any advice concerning registration or other administrative issues, please feel free to write or call Jacquelyn Monnin in the Knowlton School Student Services Office.

The City and Regional Planning Program's orientation will occur before the fall semester starts. I urge you to attend this one-day event, which is designed to answer many of your questions about OSU and the MCRP program and to allow you to meet our students and faculty informally. Additionally, the Graduate School will offer an orientation for incoming graduate students in the fall. We will send you the dates for these activities as the fall semester comes closer. You can also see the [Knowlton School graduate orientation page](#) for updates.

We share much of the information for this program digitally. Please regularly check the [Knowlton School website](#) for the latest information. **It is also vital that you activate your OSU e-mail account**, which is our main method of communicating with students. Information on how to activate your account is included in this welcome guide. Please set your OSU email to be automatically forwarded to another e-mail service if you will not be able to check your OSU e-mail regularly.

We hope you enjoy your time in the MCRP Program and that you take full advantage of the many opportunities for learning and professional growth—both in and outside of the classroom. I look forward to meeting and working with you.

Sincerely,

Rachel Garshick Kleit, PhD
Section Head, City and Regional Planning

RESOURCES

City and Regional Planning Administrative Faculty + Staff (2015-2016)

Name	Title	Office	Phone	Email
Rachel Kleit	City and Regional Planning Section Head	200F	614-292-5427	kleit.1@osu.edu
Maria Conroy	City and Regional Planning Graduate Studies Chair	225	614-292-8044	conroy.36@osu.edu
Jesus Lara	City and Regional Planning Masters Program Chair	291	614-292-7452	lara.13@osu.edu
Jacquelyn Monnin	Graduate Programs Coordinator	100A	614-292-1404	monnin.69@osu.edu

Contact information for other Knowlton School faculty and staff can be found on the [Knowlton website](#).

Section Head: The City and Regional Planning Section Head serves as the head of the CRP program at Knowlton and handles higher level administration of undergraduate and graduate programs.

Graduate Studies Chair: The Graduate Studies Chair (GSC) serves as the head of the graduate program at Knowlton. Any forms and petitions including course substitutions, course waivers, credit hour increases, etc. typically must be signed off by the GSC.

Master's Program Chair: The Master's Program Chair handles admissions and recruitment efforts for the MCRP program as well as other administrative functions for the program.

Faculty Advisors: Faculty advisors act as mentors to our students, assisting in the selection of electives and providing professional guidance. Faculty advisors are assigned at the time of admission and may be changed later according to faculty loads and student interests.

Graduate Programs Coordinator: The Graduate Programs Coordinator is a useful resource for students in navigating the administration of the programs and clarifying program requirements in addition to policies and procedures.

Additional Resources

Knowlton School: knowlton.osu.edu

Ohio State University: osu.edu

Graduate School: gradsch.osu.edu

Registration and Online Student Center: buckeyelink.osu.edu

Student Services Center (*Financial Aid, Bursar's Office, Registrar's Office*): ssc.osu.edu

Housing: offcampus.osu.edu/off-campus-living

Transportation: tm.osu.edu

Parking: campusparc.com/osu

Office of Disability Services: ods.osu.edu

Office of International Affairs: oia.osu.edu

Student Health Services: shc.osu.edu

NEXT STEPS

Admissions Provisions

If provisions were stated in your admission letter, make sure to complete them prior to the beginning of your first semester. A common provision is sending your official transcripts to OSU Graduate Admissions. You would be required to send an official transcript if you previously sent an unofficial copy for your application and/or if your transcripts were submitted prior to your degree completion. Questions regarding transcripts may be directed to the OSU Graduate Admissions Office and their contact information can be found on their [website](#).

New Student To-Do List

See the Graduate School's "[New Student To-Do List](#)" with information regarding activating your OSU email account, scheduling classes, obtaining your OSU ID and paying fees.

Important Dates

Refer to our [orientation page](#) for updates on important dates. See below for details on the university's academic calendar and registration/fee deadlines.

[OSU Welcome Week](#)

[OSU Academic Calendar](#)

[Registration and Fee Deadlines](#)

Financial Aid

The majority of financial aid awards including fellowships, internship tuition and fee waivers as well as school-level scholarships will be made in the spring. Awardees will typically be notified in March, though awards may continue to be made throughout the summer. Awards are usually dispersed starting in the fall for the 2016-2017 academic year. If you are awarded a scholarship or a tuition waiver, the award will usually be posted to your account towards the end of July and you must be enrolled full-time in order for the aid to post. If you are awarded a tuition waiver, you must secure an internship by August 15. Cases will be reviewed individually if the deadline is not met. For information regarding financial aid opportunities, refer to the school's [financial aid page](#).

Course Registration

[Buckeyelink](#) is the main website for students to access the schedule of classes, register for classes, and view their statement of account and financial aid, etc through their student center. For detailed instructions on how to use your student center, please refer to the following resources:

[Student Center Help](#) | [Knowlton School Course Scheduling](#) | [Graduate School Course Registration](#)

Course Registration: Registration for spring typically opens in late October; summer registration opens in late February; and fall registration opens in late March. After you have accepted your admission and gone through the matriculation process, it will take a few days for you to be assigned an enrollment appointment, which is the date and time when you are able to start enrolling in classes. When you have been assigned an appointment to begin enrolling, you'll be able to see it in your student center. Students

can continue to register for classes through the first couple of weeks of the semester. See the guides above and the [Registrar's website](#) for details on deadlines and processes. Prior to registering for classes each term, you must complete a financial responsibility statement, which you will see in your student center. Until you complete this, you will have a hold on your account.

Curriculum: The curriculum sheet can be accessed on our [website](#) and is also included at the end of this guide. Students pursuing full-time enrollment should register for the courses listed for the first fall or spring semester according to when you begin the program. If starting in the summer, you may enroll in electives. Though 8 credit hours and above is considered full time for OSU Graduate students, full time in the MCRP program is 14 credit hours per semester to stay on track to complete the 60 hours for the degree in 4 semesters. The maximum credit hour limit is 18 per fall and spring semester without petitioning. The maximum for summer is 12.

Electives: Students are not required to select a concentration area, but should choose their electives based on individual interest whether they lie in a particular area or across multiple concentrations. A complete list of CRP graduate level courses and a suggested course list by concentrations are available on the [website](#). A list of current and upcoming CRP electives can be found on the [website](#) and in the [schedule of classes](#) on [Buckeyelink](#). Your advisor can also be a source of guidance regarding electives. Note that a maximum of 14 hours towards your degree requirements may be coursework outside of CRP. The [schedule of classes](#) on [Buckeyelink](#) can be used to search for all courses offered at OSU in specific, upcoming terms. The [course catalog](#) on [Buckeyelink](#) provides a list of all courses at OSU, not necessarily offered each term. Note that 6000 level courses and above are graduate level. 5000 level courses are offered for both graduate and undergraduate credit, and graduate students should be sure to select the graduate section when enrolling. To search for only graduate level courses, select "graduate" as the course career in the search function. 4000 level courses outside of CRP can be used towards degree requirements if taught by a lecturer or faculty member. See OSU's [Find People](#) database for details.

Course Waivers/Transfer Credit: Students who have already covered core course material may request a waiver of that course on a case-by-case basis. The instructor teaching the class will determine if your previous coursework is sufficient to waive out of the course. If you are hoping to waive out of a course or transfer graduate coursework, you should gather your course syllabi from previous coursework as you may be asked to provide documentation. If you think you might waive out of a class, you might also begin looking for a class to replace it this fall. More information will be given at orientation.

International Students: Most international students are required to take a written English composition placement test. Based on the results, students may be required to complete 1-2 English as a Second Language courses within their first year. These courses are in addition to your degree requirements.

INTERNSHIP PROGRAM

Internships

Most MCRP students work in internships while they are studying in the program, usually 20 hours a week while taking classes. Typically, agencies hire interns to start in the fall term, but opportunities may be available at other times of the year. Internship eligibility would have been expressed in your admission letter. If you were admitted conditionally, you are required to meet your conditions prior to obtaining an internship. International applicants are only permitted to work on campus in the first year of study and due to these regulations and the limited availability of on-campus internships, international students typically complete their internship requirement in the second year. Once you have fully matriculated, you will receive an email with the following instructions.

1. You'll need to activate your BuckeyeBox account through <https://my.osu.edu/>.
2. After you have activated your account, please email me to let me know and then I will add you to our Buckeyebox folder "MCRP Internship Program." Our MCRP Internship Coordinator Professor Burton maintains internship resources and forms for our students in this folder.
3. To participate in the internship program, you will need to fill out the Internship Introduction Form (available on our [website](#) and [buckeyebox](#)) and submit it along with your 1 page resume to Professor Burton at burton.90@osu.edu. Be sure to add the MCRP program to your resume. Professor Burton will compile your information into a resume book which she sends out to our list of sponsors. To be included in the first round of mailings, send your materials by April 20th to be considered for summer internships and June 20th for fall internships.
4. If you already have an internship that you want to use towards your MCRP internship requirement, please fill out the Internship Registration Form and send it to Professor Burton for approval.
5. Note: You may want to set your preferences in Buckeyebox so that you get a notification when Professor Burton adds documents to the Internship folder including job postings for available internships. You can also refer to the Knowlton School's Buckeyebox folder: <https://osu.box.com/v/knowlton> for additional postings.
6. For more details, please see the [welcome guide](#) and our [internship program handbook](#) available on our website.

The internship sponsors will review your resume and make a decision about whom they would like to interview and may ultimately offer a job. You should carefully consider all offers that you receive as you may only receive one. If you are guaranteed a tuition waiver and you turn down an offer for an internship, you will void your guarantee. Keep in mind there are other students who have also interviewed for these positions and are waiting to hear. If you accept an internship, you should fill out the Internship Registration Form and submit it to Professor Burton. This form can be found in the [Buckeyebox](#) folder.

If you do not secure an internship for the first semester, the internship coordinator will continue to send out resumes throughout the year. Note that our facilitation is not a placement process, nor is it guaranteed that you will secure an internship through our resume book, though most do. Students can also seek out internships independently by contacting agencies at which our program does not currently have an intern. If you secure an internship on your own, you must have the internship approved by the internship coordinator via the Internship Registration Form in order for the experience to count towards your internship requirement.

HOUSING + TRANSPORTATION



Explore Columbus!

[Experience Columbus](#) | [Columbus Alive](#) | [Columbus Underground](#) | [Live Work Play](#) | [OSU Campus Map](#)

Housing

Though there is graduate housing on campus, many of our graduate students live north, south or west of campus, some living farther out in the suburbs. See below for maps and websites.

[Columbus Neighborhoods Info](#) | [On-campus Housing](#) | [Off-campus Housing](#) | [Downtown Housing](#)
[Arena District Housing](#) | [Metro Rentals](#)

Residency

After 12 months of living in Ohio, students can establish Ohio residency and drastically reduce their tuition and fees. See the [Registrar's website](#) for details on the requirements and process of applying. Also note that Ohio established a new provision called "*Forever Buckeye*" which allows students to establish in-state residency if they graduated from an Ohio high school. If you want to establish residency, you should review the procedure and plan to move to Ohio accordingly.

Transportation and Parking

Buses

[COTA](#): Central Ohio bus system; All OSU students are required to pay a COTA fee, which is about \$14 per semester, and is included in the tuition and fees. This fee allows students to ride the COTA bus an unlimited amount of times by swiping their OSU ID. [CABS](#): OSU bus system, which is free for everyone.

Biking

Biking can also be an efficient way to get around the campus and the city. A bike trail runs along the Olentangy River from downtown northward for over twelve miles going past campus up to the suburb Worthington. There are also bike routes and racks throughout the campus area. [Ohio Bikeways](#)

Parking

Parking on campus requires a parking pass, which can be purchased through [CampusParc](#). Different lots and garages can be accessed with the different types of passes, which can range anywhere from \$20 a year to \$700 a year depending on your level of access.

FACILITIES + PROFICIENCY

Facilities

Computers

The school maintains over 400 computers for student use. There are 2 computer labs in Knowlton Hall and a CRP studio space on the 4th floor. All computers use the Windows 7 64-Bit operating system, and have over 60 software packages installed. In addition, there are about 13 other computer labs on campus which are available to OSU students.

Library

The Architecture Library is located on the fourth floor of Knowlton Hall and contains more than 50,000 volumes as well as access to numerous other libraries through OhioLINK. There are also about 20 other libraries on campus.

Proficiency

Computers

You should be well-versed in PC and Windows operations, and have a good working knowledge of Microsoft Word, Excel and PowerPoint. Familiarity with Photoshop InDesign, AutoCAD, and GIS is also helpful, but not required. Temporary demo copies are typically available from the software providers and there are a wide range of free tutorial sites online to get you started (lynda.com can be a good resource). The OSU [Digital Union](#) also provides workshops on various software. OSU also offers a variety of public domain, bulk purchase, and site-licensed software to the OSU community. For students interested in purchasing software at lower prices, check opportunities from [WiredOut](#) or the [Wexner Center for the Arts Store](#), and the Apple Authorized Campus Stores at Ohio State University.

Basic Math and Statistics, Economics, and Writing

This summer you should brush up on basic algebra, statistics and economics. If you have not had a statistics course or if you are not comfortable with the subject, we strongly recommend that you take a basic statistics course, whether it be through online tutorials or for credit, prior to beginning the program. Students who have this type of preparation are better able to succeed in our quantitative methods course which is typically taken in the first spring semester of enrollment. Look for a good overview text if you're not comfortable, and you might look for a book on statistics for planners. The American Planning Association [website](#) is a good resource. [Coursera](#) is also a good option for online study. Writing is also a critical part of the planning program and students are expected to come in with solid writing skills. In addition, you should know how to properly cite references using the MLA, APA or other common reference style. Obtaining a style and reference manual would be helpful. These are also available at [OSU libraries](#).

ADDITIONAL OPPORTUNITIES



Events

The Knowlton School offers numerous opportunities for students to learn outside of the classroom and to interact with professionals in the various disciplines through our annual lecture series, conferences, competitions, charrettes, workshops, and other experiences throughout the year. We also like to have fun with our annual Fashion Schau, Beaux Arts Ball and other events! Take a look at the [Knowlton website](#) to see the types of events you have to look forward to! There is always something going on around campus and you can check out the calendar of events on the [OSU website](#) and the OSU [Student Union website](#) for details on Union sponsored events and our discount ticket program.

Student Organizations

At Knowlton we have 7 student organizations. The City and Regional Planning Student Association (CRPSA) is a great way to get involved. There are also over 1,000 student organizations at OSU and you can even create your own! Such a large university has something for everyone. Check out our website for more information on our [student organizations](#).

Travel Programs

The school is very proud to host a wide range of domestic and international travel opportunities. In addition, students may pursue independent travel opportunities relating to research projects. Check out the [travel page](#) of the Knowlton website for details. The University also hosts many travel programs via the [Office of International Affairs](#).

Minors and Dual Degrees

It is also possible to receive a graduate minor along with your MCRP degree. More information can be found on the [Graduate School website](#). As courses applied towards a minor may also be used to fulfill MCRP elective requirements, adding a minor oftentimes does not add time to graduation. The section maintains close ties with a number of other programs for students to pursue dual degrees. A one of a kind dual degree program can also be negotiated. Dual degrees can significantly enhance a student's employment prospects and can oftentimes be completed in one or two additional semesters. If you are interested in pursuing a dual degree program, details can be found on our [website](#) and you can contact our Graduate Programs Coordinator Jacquelyn Monnin for more information.

Comprehensive Exam and Thesis

As a graduation requirement, MCRP students must either take the MCRP Comprehensive Examination in their last term or they can choose to complete a thesis. If you are interested in pursuing research and completing a thesis, it is recommended that you begin thinking about your topic and choose your advisor by the end of your first year of study. Students may register for CRPLAN 6193 independent study with their advisor while developing their research proposal.

MASTER OF CITY AND REGIONAL PLANNING

Students pursuing the program full-time should follow the curriculum as listed below. Students pursuing the program part-time are able to move through the curriculum as needed. Students may begin the program in the Autumn, Spring or Summer term and should start with the courses listed in the corresponding semester. Required courses are only offered in the terms as listed below.

YEAR 1	Autumn				Spring	
CRP 6000	Historical Foundations of Planning	3	CRP 6200 [^]	Graphic Visualization	4	
CRP 6100	Participation & Advocacy	3	CRP 6300	Law & Planning I: Land Use	3	
CRP 6400	Site Planning & Development	4	CRP 6500	Plan Making & Analysis Tech.	3	
CRP 6191S	Professional Development	1	CRP 6191S	Professional Development	1	
ELECTIVE	_____	15	ELECTIVE	_____	15	
YEAR 2						
CRP 5001 [^]	Introduction to GIS	4	STUDIO*	(studio <u>or</u> two electives)	—	
CRP 6600	Spatial Models & Proj. Evaluation	3	ELECTIVE	_____	—	
STUDIO*	(studio <u>or</u> two electives)	—	ELECTIVE	_____	—	
ELECTIVE	_____	15	ELECTIVE	_____	15	
TOTAL CREDIT HOURS REQUIRED TO GRADUATE:						60

NOTE: Students intending to graduate in 2 years should complete an average of 15 credit hours each semester to meet the 60 credit hour minimum requirement. It is not required that students complete 15 credit hours each term.

[^]Students must complete at least one of the following: CRP 6200 Graphic Visualization or CRP 5001 Introduction to GIS. If both are taken, one will count towards elective hours.

*STUDIO

Students take at least one studio course, which should be complete during the second year. Each studio is 6 credit hours. Options include:

- CRP 6910 Comprehensive Planning Studio
- CRP 6920 Urban Design/Physical Planning Studio
- CRP 6950 Transportation Studio
- CRP 6960 Sustainability Studio
- CRP 6970 International Development Studio

ELECTIVES (29 credit hours)

In addition to the listed core courses, a minimum of 29 credit hours of graduate level electives must be taken to meet the 60 hour total. A maximum of 14 hours (towards the 60 hour total) may be taken outside of City and Regional Planning. (Exceptions are made for students pursuing dual degrees.) To be applied towards degree requirements, courses taken outside of CRP must be at least 4000 level (and taught by professor or lecturer) and CRP courses must be graduate level (5000 level and above). Electives are listed in the curriculum for graphic clarity, but may be taken at any time as long as the total hours are met by graduation. Students are encouraged to take advantage of travel abroad offerings during the summer, which can count towards elective hours.

INTERNSHIP REQUIREMENT

Students must complete a minimum of 560 hours of an approved internship experience prior to graduation. (Note: Students who began the program prior to Autumn 2015 are required to complete a minimum of 400 hours.) Students unable to complete the internship hour requirement due to full-time employment, family obligations, or other circumstance approved by the Graduate Studies Chair and Internship Coordinator shall complete a Practicum CRP 8300, which is a supervised field experience. All students must complete at least 2 credits of CRP 6191S Professional Development.