Student Services and Enrollment Online Orientation

Office of Distance Education and eLearning
This online orientation will be your introduction to the resources you will need as an undergraduate non-degree or undergraduate visiting student.

Students who do not meet with their assigned advisors for orientation will be required to take a brief online quiz in Carmen and pass with at least a 70 percent to ensure they have an understanding of the processes and policies of The Ohio State University.
As a student, you are responsible for learning and observing all dates and deadlines. Registration, Fees, and Important Dates are posted by the university at registrar.osu.edu; select Registration from the left side menu.

**The schedule of classes is available for summer 2014 on January 27th.**

**Last date to register for audit or pass/non-pass options for a course (undergraduates only) for spring semester is January 31, 2014.**

**Last date to drop a course without receiving a "W" on record for spring semester is January 31st.**

**Last date to drop a course using online registration for summer semester is January 31st.**

**Last day of the 50% refund period for spring semester is January 31st.**

<table>
<thead>
<tr>
<th>Spring 2014 Term Important Dates</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 31</td>
<td>F</td>
<td>Last day to register for audit or pass/non-pass option for an Spring Full Semester course (undergraduates only).</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>F</td>
<td>Last day of 50% refund period for Spring Full Semester courses.</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>F</td>
<td>Last day to drop a Full Semester course using online registration.</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>F</td>
<td>Last day to drop a Full Semester course without receiving a &quot;W&quot; on the student's record.</td>
</tr>
<tr>
<td>Feb. 1</td>
<td>Sa</td>
<td>Begin no refund period for Spring Full Semester courses.</td>
</tr>
</tbody>
</table>
Topics Covered

- Getting Started
- Tuition and Fees
- Dates Deadlines and Policies
- Additional Information
- Advising Services
- Additional Resources
Getting Started
Important information is consistently sent through e-mail, so check your Buckeye Mail often!

- All students must have an Ohio State username and password.
- This account can be activated at my.osu.edu.
- Click on “Activate Now!” located on the left sidebar.
- Request an activation code and proceed to follow directions.
Account Activation: my.osu.edu
You can optionally forward your Ohio State email to your favorite personal email account, or use your default account, Buckeye Mail at my.osu.edu. (If you choose to forward your email, note that this process may take an hour.)

You can find information and instructions for using Buckeye Mail at email.osu.edu.
Buckeyelink.osu.edu is Ohio State’s Online Academic Center.

Student Service Center
For help with financial aid matters, records and transcripts, and other Student Center, contact the Student Service Center.

E-mail: ssc@osu.edu
Phone: (614) 292-0300
Toll-free: (800) 678-6440
Fax: (614) 292-5587

281 W. Lane Ave. [N2AB]  
SSC hours: M thru Th: 9 to 5, F: 9 to 4

Students
Accounts and Financial Aid
- Financial Responsibility Statement
- Account inquiry
- Access Guardian ePayment
- Financial aid status
- Student loans
- Student Health Insurance
- Student Legal Services
- Registration fees at a glance
- BuckID

Important Dates
Jul 26
Last day of regularly scheduled classes for Summer Full Term.

Jul 26
Last day of regularly scheduled classes for Summer Session.

Academics
- Course Catalog
- Schedule of Classes
- Student Evaluation of Instruction (SEI)
- Study Abroad
Before scheduling classes, you will need to look up your class(es) on the “Schedule of Classes” link (This can be found on buckeyelink.osu.edu in the Academics box).

You can browse the Schedule of Classes by term and choose a subject.

You may also narrow your search by distance learning, or evening courses by selecting “Additional Search Criteria”.

The Schedule of Classes will provide the class time, any necessary requisites, the course number, and the name of the instructor.
For all basic academic needs including scheduling courses, viewing your schedule, payment of fees, and viewing your statement of account, selecting “My Student Center” at buckeyelink.osu.edu.
If there is a hold on your account, it could be for various reasons. Log into your Student Center from Buckeye Link. On the right sidebar, the first heading should read “Holds”. Select “details” to see the specifics of your hold.
How to Add Classes

- For detailed information on adding classes and adjusting your schedule, visit: Buckeyelink.osu.edu and select “Student Center Reference Guide” or https://assist-erp.osu.edu/sis/WebHelp/studentcenter/sr_enroll_classes.html

- You can also view a video on how to add classes here.
> When scheduling, contact an advisor if you do not meet a requisite for a particular course. Be prepared to provide information regarding how you met the requisite.

> If your advisor cannot determine if the requisite has been met, you must contact the course instructor or department of the course for which you are trying to enroll.

> Instructors may provide a prerequisite waiver using the Course Enrollment Permission form.
You may be added to the waitlist for a particular section (time) of a course.

As a student, you are responsible for checking your position on waitlists or if you have been enrolled into courses from the waitlist. You may check this using the Student Center.

The first Friday of the term is the last day you can enroll into a course from the waitlist.

All requisites must be met, and no time conflicts may exist in order for you to be moved from the waitlist into classes.
Tuition and Fees
# Tuition and Fees per Credit Hour

## Autumn Semester 2013-Summer Term 2014 Undergraduate Fees

*Ohio State University employees who are employed with at least a 75% appointment may be eligible for the tuition assistance benefit. Some fees are not covered by this benefit, including, but not limited to, lab fees, books, COTA fee, and the Student Union fee.

<table>
<thead>
<tr>
<th>Columbus Campus Undergraduate (1)</th>
<th>Credit Hours</th>
<th>Instructional Fees</th>
<th>Student Activity Fee</th>
<th>*Student Union Fee</th>
<th>COTA Fee (3)</th>
<th>General Fees</th>
<th>Rec Fee (2)</th>
<th>Resident Total</th>
<th>Non-Resident Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>191.00</td>
<td>37.50</td>
<td>3.10</td>
<td>13.50</td>
<td>7.75</td>
<td>252.85</td>
<td>327.50</td>
<td>580.35</td>
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</tr>
<tr>
<td>1.0</td>
<td>382.00</td>
<td>37.50</td>
<td>6.20</td>
<td>13.50</td>
<td>15.50</td>
<td>454.70</td>
<td>530.70</td>
<td>1109.70</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>764.00</td>
<td>37.50</td>
<td>12.40</td>
<td>13.50</td>
<td>31.00</td>
<td>858.40</td>
<td>1131.00</td>
<td>2168.40</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>1,146.00</td>
<td>37.50</td>
<td>18.60</td>
<td>13.50</td>
<td>46.50</td>
<td>1262.10</td>
<td>1685.00</td>
<td>3227.10</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>1,528.00</td>
<td>37.50</td>
<td>24.80</td>
<td>13.50</td>
<td>62.00</td>
<td>1788.80</td>
<td>2200.00</td>
<td>4408.80</td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>1,910.00</td>
<td>37.50</td>
<td>31.00</td>
<td>13.50</td>
<td>77.50</td>
<td>2192.50</td>
<td>2615.00</td>
<td>5467.50</td>
<td></td>
</tr>
<tr>
<td>6.0</td>
<td>2,292.00</td>
<td>37.50</td>
<td>37.20</td>
<td>13.50</td>
<td>93.00</td>
<td>2596.20</td>
<td>3011.20</td>
<td>6526.20</td>
<td></td>
</tr>
<tr>
<td>7.0</td>
<td>2,674.00</td>
<td>37.50</td>
<td>43.40</td>
<td>13.50</td>
<td>108.50</td>
<td>3000.90</td>
<td>3405.90</td>
<td>7584.90</td>
<td></td>
</tr>
<tr>
<td>8.0</td>
<td>3,056.00</td>
<td>37.50</td>
<td>49.60</td>
<td>13.50</td>
<td>124.00</td>
<td>3403.60</td>
<td>3808.60</td>
<td>8643.60</td>
<td></td>
</tr>
<tr>
<td>9.0</td>
<td>3,438.00</td>
<td>37.50</td>
<td>55.80</td>
<td>13.50</td>
<td>139.50</td>
<td>3807.30</td>
<td>4212.30</td>
<td>9702.30</td>
<td></td>
</tr>
<tr>
<td>10.0</td>
<td>3,820.00</td>
<td>37.50</td>
<td>62.00</td>
<td>13.50</td>
<td>155.00</td>
<td>4211.00</td>
<td>4615.00</td>
<td>10761.00</td>
<td></td>
</tr>
<tr>
<td>11.0</td>
<td>4,202.00</td>
<td>37.50</td>
<td>68.20</td>
<td>13.50</td>
<td>170.50</td>
<td>4614.70</td>
<td>5018.70</td>
<td>11819.70</td>
<td></td>
</tr>
<tr>
<td>12.0-18.0 (4)</td>
<td>4,584.00</td>
<td>37.50</td>
<td>74.40</td>
<td>13.50</td>
<td>186.00</td>
<td>5018.40</td>
<td>5425.40</td>
<td>12878.40</td>
<td></td>
</tr>
</tbody>
</table>

(1) See detail of selected rates for clinic, technology, and program fees charged by certain programs.
(2) The recreation fee is a flat fee for four or more credit hours.
(3) The COTA fee goes to the central Ohio Transit Authority for Student bus passes.
(4) Students pay an additional half credit hour instructional, basic general, and non-resident fee for each half credit hour of enrollment over 18.
For specific information on costs, select “Tuition and Fees” from registrar.osu.edu.

You can pay your fees online from a checking or savings account or by mail through your Student Center at buckeyelink.osu.edu. To make a payment, locate the Finances section of your Student Center, and select “Make a Payment” then follow the instructions.

Students must pay tuition, all fees, and prior term balances generally one week before the 1st day of classes. This includes the first installment of the Tuition Option Payment Plan (TOPP). Check your Student Center for your assigned due date.
Be sure to check your Statement of Account in your Student Center for your assigned payment due date.
Payment Resources

▸ For information on a tuition payment plan, visit the Office of Financial Services web page at bursar.osu.edu.

▸ The Ohio State University employees may learn about the tuition assistance benefit by visiting the Human Resources website at hr.osu.edu/benefits/educationbenefits.aspx.
As a non-degree seeking student, you are not eligible for grants, but you can be considered for up to twelve months of aid.

For detailed financial aid information, visit Student Financial Aid online at sfa.osu.edu/howitworks/index.asp?tab=b and scroll down to find more information for Continuing Education, or Extended Education, students.
Dates, Deadlines, And Policies
There are three components that make up Summer Term:

- **Summer Term**
  - (12 weeks) – May 5 – August 1

- **May Session**
  - (4 weeks) – May 5 – May 30

- **Summer Session**
  - (7 weeks) – June 16 – August 1

Fees for Summer Term, May Session, and Summer Session are due on May 5th.
### Summer Term: Important Dates

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 May</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>●Summer Term and May Session classes begin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>●Tuition and fee payment due (Summer Term, All Sessions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
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<tr>
<td>3</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>●The university reserves the right to refuse registration and/or fee payment after this date (May Session, Summer Term)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>●Memorial Day</td>
<td>●No classes</td>
<td>●Offices closed</td>
<td></td>
<td>●Last day of classes (May Session)</td>
<td>●Final Exams (May Session)</td>
</tr>
<tr>
<td>5</td>
<td>2 June</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<tr>
<td>6</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>7</td>
<td>16 Summer Session classes begin</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>8</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>●The university reserves the right to refuse registration and/or fee payment after this date (Summer Session)</td>
<td></td>
<td></td>
<td></td>
<td>●Last day to pay initial fees without being dropped for nonpayment of fees</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>30</td>
<td>1 July</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>●The university reserves the right to refuse registration and/or fee payment after this date (Summer Session)</td>
<td></td>
<td></td>
<td></td>
<td>●Independence Day</td>
<td>●No classes</td>
</tr>
<tr>
<td>10</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
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<tr>
<td>11</td>
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<td>26</td>
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<tr>
<td>13</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1 August</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>●Final Exams (Summer Term and /Summer Session)</td>
<td></td>
<td></td>
<td></td>
<td>●Last day of classes (Summer Term and /Summer Session)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>●Final Exams (Summer Term and /Summer Session)</td>
<td>●Final Exams (Summer Term and /Summer Session)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Autumn Semester Starts: August 27, 2014

**Autumn Tuition and Fee payment due Wednesday, August 20, 2014**

**PLEASE NOTE:** EXTENDED EDUCATION STUDENTS ARE SUBJECT TO THE **SAME IMPORTANT DATES AND DEADLINES AS ALL UNDERGRADUATE STUDENTS**
Summer Term: Forfeiture Fees and Refunds

Forfeiture and refund of fees Effective Summer (Full) Term 2014:

No Forfeiture (100% Refund) .................................................. May 5 - May 9 (Through 1st Friday of Classes)
25% Forfeiture (75% Refund Period) .............................. May 10 - May 16 (Through the 2nd Friday of Classes)
50% Forfeiture (50% Refund Period) .............................. May 17 - May 30 (Through the 4th Friday of Classes)
100% Forfeiture (No Refund) .................................................. May 31 (Begins after the 4th Friday of Classes)

Forfeiture and refund of fees Effective May Session 2014:

No Forfeiture (100% Refund) .................................................. May 5 (Through 1st Day of Classes)
50% Forfeiture (50% Refund Period) .............................. May 6 - May 9 (Through 1st Friday of Classes)
100% Forfeiture (No Refund) .................................................. May 10 (Begins after 1st Friday of Classes)

Forfeiture and refund of fees Effective Summer Session 2014:

No Forfeiture (100% Refund) .................................................. June 16 - June 20 (Through 1st Friday of Classes)
50% Forfeiture (50% Refund Period) .............................. June 21 - June 27 (Through the 2nd Friday of Classes)
100% Forfeiture (No Refund) .................................................. June 28 (Begins after the 2nd Friday of Classes)
# Summer Term: Late Payment and Schedule Adjustment Deadlines

## Late Payment & Late Enrollment Penalties

<table>
<thead>
<tr>
<th>Fees</th>
<th>Summer Term</th>
<th>May Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Late Payment Fee Assessed at $200 (begins after June 3)</td>
<td>May 6</td>
<td>May 6</td>
<td>May 6</td>
</tr>
<tr>
<td>Late Payment Fee Increases to $300 (begins after the Second Friday)</td>
<td>May 17</td>
<td>May 17</td>
<td>May 17</td>
</tr>
<tr>
<td>Re-Enrollment Fee of $300 (begins after the Third Friday)</td>
<td>July 5</td>
<td>July 5</td>
<td>July 5</td>
</tr>
<tr>
<td>Late Initial Registration Fee Assessed at $500 (begins after the Second Friday)</td>
<td>May 17</td>
<td>May 10</td>
<td>June 28</td>
</tr>
<tr>
<td>Late Course Add Fee of $100 per course (begins after the Second Friday)</td>
<td>May 17</td>
<td>May 10</td>
<td>June 28</td>
</tr>
</tbody>
</table>

## Add/ Drop Deadlines

<table>
<thead>
<tr>
<th>Add/Drop</th>
<th>Summer Term</th>
<th>May Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for class adds by students using on-line registration</td>
<td>May 5 (1st Mon)</td>
<td>May 5 (1st Mon)</td>
<td>June 20 (1st Fri)</td>
</tr>
<tr>
<td>Last day to add course with instructor’s permission</td>
<td>May 9 (1st Fri)</td>
<td>May 9 (1st Fri)</td>
<td>June 20 (1st Fri)</td>
</tr>
<tr>
<td>Last day to drop a course without receiving a &quot;W&quot; on the student’s record</td>
<td>May 30 (4th Fri)</td>
<td>May 9 (1st Fri)</td>
<td>June 27 (2nd Fri)</td>
</tr>
<tr>
<td>Last day to change course grading to P/NP or Audit</td>
<td>May 30 (4th Fri)</td>
<td>May 9 (1st Fri)</td>
<td>June 27 (2nd Fri)</td>
</tr>
<tr>
<td>Last day to drop a course without petitioning</td>
<td>July 11 (10th Fri)</td>
<td>May 23 (3rd Fri)</td>
<td>July 18th (4th Fri)</td>
</tr>
</tbody>
</table>
Additional Information
Domestic Extended Education students are not eligible for student health insurance. (International Students are the exception)

International students are required to purchase the Comprehensive OSU Student Health Insurance Plan. International students who wish to submit a request for exemption from coverage will need to complete an International Student Health Insurance Waiver from. See shi.osu.edu for additional information.
Starting finals week of the preceding term, you can obtain a BuckID.

You can get your BuckID in Room 3040 (third floor) in the Ohio Union, located at 1739 North High Street, after you have scheduled your classes.

You will need your driver’s license and courses scheduled.

If you do not have a driver’s license, a passport or state ID will be sufficient. If you do not have any of the forms of identification listed above, two forms of ID will be required.

For a complete list of BuckID uses, go to buckid.osu.edu.
BuckID (continued)

Ohio Union Room 3040, 1739 N. High St. (614)292-0400, Office hours (Monday-Friday, 8am-5pm)
Students may browse options for parking passes at campusparc.com/osu.

CampusParc is located in 160 Bevis Hall, 1080 Carmack Road, on West Campus.
The Campus Area Bus Service (CABS) provides transportation in and around the campus area.

- No ID or pass is required for this service.

- Visit the web site for a full map and schedule at ttm.osu.edu.
Your schedule will list a two-letter abbreviation code indicating the building in which your class(es) will be held.

Visit the online campus map at osu.edu/map to find the locations of your classes.
Below is a list of area bookstores and their web sites. Visit The Ohio State University bookstore or its web site to learn the titles and prices of your textbooks. Some professors may reserve a textbook at one of our Libraries for their course.

- Barnes & Noble (The Ohio State University bookstore): [ohiostate.bncollege.com](http://ohiostate.bncollege.com)
- College Town: [collegetown-ohiostate.com](http://collegetown-ohiostate.com)
- Buckeye Books: [buckeyebooks.com](http://buckeyebooks.com)
- Student Book Exchange: [sbx-osu.com](http://sbx-osu.com)
Carmen is the learning management system used by many professors and instructors at The Ohio State University.

You can access Carmen at carmen.osu.edu.

Professors use Carmen to provide students with e-tools and online resources such as articles and lecture materials.

Some courses are offered completely through Carmen.
As a visiting student, you are only permitted to attend Ohio State one term or semester per year.

After this year, if you would like to return, please contact the admissions counselor well before the start of the term.

You will need to reapply, however, you will not be required to pay an application fee.

Visiting students must adhere to the admission policies and deadlines.
Ordering Transcripts

- If you would like to order your transcript or have it sent to another institution, please visit registrar.osu.edu and select “Transcript Ordering”. 
If you are a new to the university and haven’t had an orientation advising meeting, click HERE to complete the quiz.

Log in to carmen.osu.edu and select “Join self-enrollment courses” in the left sidebar to request access to the Extended Education course.

Once you have successfully completed the quiz, the admissions counselor will receive notification and unlock your schedule for self-registration.
Advising Services
Extended Education advisors are available to help you connect with resources and information needed to navigate the university. If you are not already an admitted student, they’ll help you determine your eligibility and point you in the right direction to get started. Our advisors are happy to assist with enrollment planning, course selection, and scheduling.
You can locate your assigned advisor by logging into your Student Center. Select “details” for his or her contact information.
If you would like to meet with an advisor you may schedule an appointment online at advisingconnect.osu.edu or by calling our office at (614) 292-8860.
Additional Resources
Contact ODEE Student Services:
152 Mount Hall
1050 Carmack Road
Columbus, OH 43210
(614)292-8860

Frequently Asked Questions:
http://odee.osu.edu/faq/extended-education
ODEE Student Services Staff

Director of Student Services and Enrollment
Corinna Owens
owens.846@osu.edu

Admission Counselor
Lauren Mungin
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Social Media

  (Group name: Office of Distance Education & eLearning at OSU)
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