Program 60 provides a unique opportunity for eligible participants to take courses at The Ohio State University tuition-free. All classes are noncredit/non-degree.
# TABLE OF CONTENTS

- **Am I Eligible?** .......................................................................................................................... 3
- **How Do I Look Up Classes?** .................................................................................................... 4-7
- **How Do I Enroll In Courses?** .................................................................................................. 8-12
  - Error Messages.......................................................................................................................... 11
  - Instructor Permission .................................................................................................................. 12
- **Next Steps** .............................................................................................................................. 13
  - Activate Ohio State Username.................................................................................................. 13
  - Pay Course Fees (If Applicable) ............................................................................................... 13
- **Additional Resources** .............................................................................................................. 14-16
- **Program 60 Enrollment Worksheet** ........................................................................................ 17

---

**Office of Distance Education and eLearning**

Mount Hall, 1050 Carmack Rd, Columbus, Ohio 43210
614-292-8860 | program60@osu.edu | program60.osu.edu

---

**THE OHIO STATE UNIVERSITY**
AM I ELIGIBLE?

Any Ohioan age 60 or older with at least one year of Ohio residency is eligible.

Participants who will turn 60 during the term that he or she wishes to attend will be eligible to enroll. *Please register prior to the first day of classes to assure a successful start in Program 60.*
HOW DO I LOOK UP CLASSES?

Searching for classes is done online via Ohio State’s University Registrar’s site. An enrollment worksheet is available in the back of this registration guide to help you with this process. Follow the steps below to get started.

1. Visit registrar.osu.edu/courses to begin the search.

2. Select Search Schedule of Classes located under the Schedule of Classes heading.

New Class Search:
To search for classes by subject or topic, rather than by department, you may want to try the new filtering option by selecting Class Search. This option allows you to enter a key word such as “yoga” or “chocolate” and the resulting data will provide all approved courses, by department, being offered with the keyword in the title. From there you can filter by term, campus, and instruction mode. Please note this is a different method of searching for classes and is NOT part of the following steps.
Choose the term for which you’d like to enroll by making a selection from the drop-down list.

Select Columbus from the Campus drop-down. If you are interested in another campus, contact your local Program 60 Coordinator.

Select the department you’re interested in from the Subject drop-down.

Select Graduate or Undergraduate (only) from the Course Career drop-down.

If you want your search results to include classes that are full or otherwise not open: unselect the checkbox which defaults to “Show Open Classes Only.”

If you wish to see additional search criteria: select the Additional Search Criteria arrow to make more options visible.

To narrow results to a specific term or session: select Session and filter by the session type or term.

To narrow results to online courses only: select Distance Learning from the Mode of Instruction drop-down.

Select SEARCH at the bottom of the search box to view the results.
Check the class status. Green circle: Open Blue square: Closed Yellow triangle: Waitlist Recheck class availability before attending to ensure that your section is still open. If a class is full you will be placed on a waitlist once enrolled.

Select the Section link for more details on the course.
To ensure that a class is a good fit for you, **check the prerequisites** listed under Enrollment Information.

Review the course description for details.

**Take note of important course details** to be used during Program 60 Registration:
- Department
- Course Number
- Course Name
- Class Number
- Days and Times
- Building/Room
- Instructor
- Course Fee and/or Lab Fee (if applicable)

To return to your search results or to start a new search: select Return to Results.
HOW DO I ENROLL IN A COURSE?

Enrolling in courses is done online via Ohio State’s Online Academic Center, BuckeyeLink. Use the information you recorded on the enrollment worksheet (available in the back of this guide) from your class search to find and enroll in courses.


2. Select My Buckeye Link under the Essential Tasks heading.

3. Log in with your Ohio State Username and Password.
Select Add a Class under Academics.

Select the appropriate semester for enrollment.

Enter Class Number and select Enter.
Once added, select Proceed to Step 2 of 3.

Confirm course information and select Finish Enrolling if correct.

Review completed course enrollment and repeat as necessary.
ERROR MESSAGES

As part of the enrollment process you may encounter an error message when enrolling in courses. This does not necessarily mean that the enrollment cannot be processed, but there are additional steps to take to become enrolled.

Courses that Require Prerequisites

Courses that require prerequisites that have not been met, and of which not part of your Ohio State transcript, will give the following error message:

Courses that are Outside Career of Study

If trying to enrolling in a graduate level course you will receive the following error message:

If the above message(s) appear upon submission of enrollment your next step will be to request instructor permission for attendance (see next page for more information) via email and then email the approval to program60@osu.edu. Once received our office will manually enroll you in your requested course(s). The instructor may also ask that you receive approval via a Course Enrollment Permission Form. This is acceptable as well. Once completed and signed please return to our office via email at program60@osu.edu or at Mount Hall, 1050 Carmack Rd, Columbus, Ohio 43210.
INSTRUCTOR PERMISSION

If you received an error message when trying to enroll in a course you can request permission from the instructor to enroll. Using the instructor’s name(s) you recorded on the enrollment worksheet (available in the back of this guide) during your class search, you can find their contact information through the Find People feature on Ohio State’s website.

Visit osu.edu/findpeople, enter a name, and select Submit. Results should appear with contact information for the instructor.
NEXT STEPS

ACTIVATE OHIO STATE USERNAME

- Go to my.osu.edu and click ‘Activate Now!’
- Click ‘I need an Activation Code’ and follow the prompts to tell us where to email your activation code (you will need your Ohio State username).
- Activate your identity: Once you receive your activation code, return to my.osu.edu and click ‘Activate Now!’ Click ‘I have an Activation Code’ and follow the prompts.

Please note: You only need to activate your Ohio State username if you have not taken courses through Program 60 in a previous term.

IMPORTANT INFORMATION

- Your Ohio State Username will remain active as long as you are participating in Program 60.
- The university requires everyone to update their Ohio State password every 180 days. Automatic notifications will be sent to your personal email address.
- After Ohio State Username activation you will have the option to activate your Buckeye Mail account (university email). Be aware that the email account will be terminated when your Ohio State Username expires if you become inactive in Program 60. It’s a good idea to forward your Buckeye Mail account to your personal email account to ensure uninterrupted communication. For assistance call the Help Desk at 614-688-HELP (4357).

PAY COURSE FEES (IF APPLICABLE)

Enrollment in courses with course fees associated will require payment be made through the University Bursar Office. A step-by-step guide on the payment process is available through the SIS Student Center Reference Guide (assist.ocio.osu.edu/sis/WebHelp/MyBuckeyeLink/sf_make_a_payment.html). University fee payment deadlines can be found on the Registrar website (registrar.osu.edu/registration/Important_dates).

Program 60 participants are eligible to enroll in Ohio State’s Tuition Option Payment Plan (u.osu.edu/ treasurer/bursar/payment/plans). Enrollment in TOPP allows for course fee payments to be made in three equal installments. To note, there is a $30 enrollment fee and fees owed must be $150 or greater.
Books
Books might not be required for every class. Some instructors may select textbooks after classes are in session. If you purchase books, review all return policies. A list of book sources can be found on the Program 60 website (program60.osu.edu).

BuckID
Program 60 participants are eligible to receive an Ohio State BuckID free of charge following enrollment into courses. Replacement of a lost BuckID is available for purchase for $20.

The BuckID office is located on the third floor of the Ohio Union, 3040 Ohio Union, 1739 North High St, Columbus, Ohio 43210. For additional information please visit buckid.osu.edu or contact the office directly at 614-292-0400 or buckidcardservices@osu.edu.

Bus Transportation
Campus Area Bus Service (CABS) is free transit service provided by Ohio State. Campus bus routes and frequency can be viewed at ttm.osu.edu/cabs by selecting “System Map” and the desired route. A printed bus service map may be picked up at CampusParc (see Parking below). Contact 614-292-RIDE (7433) for additional information. Vehicles parked on campus at any time are required to display a permit, a Pay-N-Display receipt, or pay hourly fees posted at meters and in garages. For broader public transportation information, contact COTA (Central Ohio Transit Authority).

Campus Map
For an up-to-date campus map and building directory, visit osu.edu/map.

Carmen
Most instructors use Carmen, an online tool for students to view course materials, submit assignments, and check announcements. Once enrolled in the upcoming semester you will be able to access your course content. To note, this information may not be available until 24 to 48 hours before the semester start date. Log in to Carmen at carmen.osu.edu with your Ohio State Username and password.
Course Bulletin
To view the current Course Offerings Bulletin, visit registrar.osu.edu/courses and select the Course Offerings Bulletin link under Course Catalog. The Bulletin includes all courses the university is approved to offer but does not indicate when the courses will be scheduled. For this information, consult the Schedule of Classes or call the department office.

Department Abbreviations
Departments are often referenced by their abbreviations rather than their full name. Visit registrar.osu.edu/transfer_credit/depts.asp for a full list of department names abbreviations.

Disability Services
Support services for individuals with disabilities are coordinated through OSU’s Office of Disability Services. Program 60 participants must complete the Disability Verification Form available on the ODS website at ods.osu.edu and submit it to ODS for review. The Office of Disability Services will contact the student directly regarding their eligibility status.

Dropping Classes
Inform the instructor and the Program 60 Coordinator (program60@osu.edu) if you are unable to continue taking classes.

Library Access
Active Program 60 Students may use the library resources. Present a copy of your Program 60 registration confirmation and a BuckID at Thompson Library located at 1858 Neil Avenue Mall each term to activate your privileges; a photo ID will be accepted as an alternate identification.

Potential Expenses
- University parking permit or COTA bus fare
- Books
- Course supplies
- BuckID replacement fee (only if yours is lost)
- RPAC membership (optional)
Parking
Vehicles parked on campus at any time are required to display a permit, purchase Pay-by-Plate surface lot parking, or pay hourly fees posted at meters and in garages. For permit information visit campusparc.com. Many students purchase a West Campus permit and ride the Campus Area Bus Service to their desired locations. Program 60 students may purchase a regular “C” or West Campus (“WC”) permit for the semester or year at the student rate:

- To purchase a permit in person, bring your license plate # and a copy of your Program 60 registration confirmation to the CampusParc office.
- Applications may be mailed at least two weeks prior to the start of the semester to the address listed below.
- Online purchase is available only for individuals who work for Ohio State and a few other special affiliations.
- Holders of a State of Ohio Disability Placard are required to submit the BMV Certificate of Registration to CampusParc to obtain a university permit.

CampusParc is a private business entity that manages and operates The Ohio State University parking facilities. CampusParc is located at South Campus Gateway, 1560 North High Street. Contact CampusParc at 614-688-0000 or at campusparc.com.

RPAC
Participants may purchase a membership to the Recreational and Physical Activity Center (RPAC) at a senior rate. You are not required to have a university “sponsor” in order to join. Contact them directly for information at 614-292-7671 or go to their website at recsports.osu.edu/membership/purchase-a-membership. Access to the facility requires either a BuckID or a member pass created by the RPAC staff when you join.

Student Support Services
Support with registration and information about Program 60 is available by calling 614-292-8860 or emailing program60@osu.edu. Computer kiosks are available in the ODEE lobby for students needing Internet access for Program 60 related activities. Helpful videos and other resources are available on the Program 60 website (program60.osu.edu).
This optional worksheet is designed to assist you with the Program 60 course enrollment process. It is intended to be used to collect and track course information, then secured for future reference.

**Account Info and Security**

<table>
<thead>
<tr>
<th>Ohio State Username (last name.#):</th>
<th>Password:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer to Security Questions (my.osu.edu):</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Course Name</th>
<th>Class #</th>
<th>Days/Times</th>
<th>Building/Rm #</th>
<th>Instructor</th>
<th>Course and/or Lab Fee (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>