



Office of Distance Education and eLearning

PROGRAM **60**

2016-17 REGISTRATION GUIDE

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.



THE OHIO STATE UNIVERSITY

Office of Distance Education and eLearning

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Office of Distance Education and eLearning

Enarson Classroom Building Basement | 2009 Millikin Road, Columbus, OH 43210

614-292-8860 | odee@osu.edu | program60.osu.edu

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.

*Early registration does not guarantee acceptance into the course. Permission to attend is based on space availability at the first class meeting and permission must be given by each instructor.

COURSE RESTRICTIONS

Some OSU departments have restrictions or specific policies on courses offered through Program 60. For the most up-to-date information on available courses and department policies, visit odee.osu.edu/program-60/am-i-eligible.

HOW DO I LOOK UP CLASSES?

Searching for classes is done online via Ohio State's Online Academic Center, Buckeye Link. A registration worksheet is available in the back of this registration guide to help you with this process.

- 1 Visit buckeyelink.osu.edu to begin the search.
- 2 Select Schedule of Classes located under the Academics header. You may ignore the Log In button on this page.

NEW New Class Search: To search for classes by subject or topic, rather than by department, you may want 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.

3 Choose the term for which you'd like to enroll by making a selection from the drop-down list.

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

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

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

7 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."

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

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

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

11 Select SEARCH at the bottom of the search box to view the results.

The screenshot shows the 'Search for Classes' page on The Ohio State University website. The page has a header with 'The Ohio State University' and navigation links for 'Favorites' and 'Main Menu'. Below the header is a section titled 'Search for Classes' with a sub-section 'Enter Search Criteria'. The search criteria include: Institution (The Ohio State University), Term (Spring 2015), Campus (empty), Subject (Electrical and Computer Eng), Course Number (is exactly), Course Career (Undergraduate), and checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). There is an 'Additional Search Criteria' section with a right-pointing arrow. At the bottom are 'CLEAR' and 'SEARCH' buttons. Red circles with numbers 3 through 7 are overlaid on the form, with arrows pointing to the Term, Campus, Subject, Course Career, and Show Open Classes Only checkbox.

The screenshot shows the 'Additional Search Criteria' section of the search interface. It includes fields for Meeting Start Time (greater than or equal to), Meeting End Time (less than or equal to), Days of Week (include only these days), and radio buttons for days of the week (Mon, Tues, Wed, Thurs, Fri, Sat, Sun). There are also fields for Instructor Last Name (begins with), Class Nbr, Course Keyword, Minimum Units (greater than or equal to), Maximum Units (less than or equal to), Course Component, Session, Mode of Instruction, Location, Course Attribute, and Course Attribute Value. Red circles with numbers 8 through 11 are overlaid on the form, with arrows pointing to the Meeting Start Time field, the Additional Search Criteria arrow, the Session field, the Mode of Instruction field, and the SEARCH button.

11 If you get an error suggesting you specify additional criteria, narrow your search.

! Your search will exceed the maximum limit of 300 sections. Specify additional criteria to continue.

Class Search Criteria

Course Subject: History

Course Number: is exactly []

Course Career: Undergraduate

*Campus: Columbus

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

12 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. *Program 60 participants are not eligible for waitlists.

13 Select the Section link for more details on the course.

Class Search

Class Search Results

When available, click View All Sections to see all sections of the course.

The Ohio State University | Spring 2014

The following classes match your search criteria Course Subject: **Art**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**, Campus: **Columbus**

Open Closed Wait List

CHANGE INSTITUTION OR TERM START A NEW SEARCH

ART 2000 - Encountering Contemporary Art

View All Sections First 1-2 of 2 Last

Section [0010-LEC\(15489\)](#) ← 13 Status ● ← 12

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 12:45PM - 2:05PM	Hopkins Hall 0250	Smith	1/6/2014 - 4/21/2014

Section [0020-LEC\(15931\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:20PM - 3:40PM	Hopkins Hall 0250	Smith	1/6/2014 - 4/21/2014

ART 2100 - Visual Studies: Beginning Drawing

View All Sections First 1-3 of 5 Last

Section [0012-LAB\(15492\)](#) Status ●

Session Regular

14 To ensure that a class is a good fit for you, check the prerequisites listed under Enrollment Information.

15 Review the course description for details.

16 Take note of important course details to be used during Program 60 Registration:

- A Department
- B Course Number
- C Course Name
- D Class Number
- E Days and Times
- F Building/Room
- G Instructor

17 To return to your search results or to start a new search: select Return to Results.

Class Search

Class Detail

A
B
C

ART 2000 - 0010 Encountering Contemporary Art
The Ohio State University | Spring 2014 | Lecture

[RETURN TO RESULTS](#)

CLASS DETAILS

Status	●	Career	Undergraduate
Class Number	15489 D	Dates	1/6/2014 - 4/21/2014
Session	Regular Academic Term	Grading	Graded A-E
Units	3 units	Location	Columbus Campus
Instruction Mode	In Person	Campus	Columbus
Class Components	Lecture Required		

Meeting Information

Days & Times E	Room F	Instructor G	Meeting Dates
MoWe 12:45PM - 2:05PM	Hopkins Hall 0250	Smith	1/6/2014 - 4/21/2014

ENROLLMENT INFORMATION

Enrollment Requirements	Prereq: Not open to students with credit for 255
Class Attributes	Regular Delivery with Moderate Use of Technology

CLASS AVAILABILITY

Class Capacity	70	Wait List Capacity	999
Enrollment Total	69	Wait List Total	0
Available Seats	1		

DESCRIPTION

Readings, lectures, discussions and field trips will introduce students to a diverse range of ideas, processes and contexts shaping the experience of visual art today.
Prereq: Not open to students with credit for 162 or 200.

[RETURN TO RESULTS](#)

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15

17

HOW DO I REGISTER?

PERSONAL EMAIL ACCOUNT

Program 60 registration requires all participants to have a personal email account. Many free options are available from providers such as Yahoo!, Google, and MSN.

If you do not have a personal computer to create an email account, public computers are available for Program 60 purposes in the Office of Distance Education and eLearning located at Enarson Classroom Building Basement, 2009 Millikin Road, Columbus, OH 43210.

REGISTER FOR PROGRAM 60

Now you're ready to register. No application is required. A registration worksheet is available at the back of this registration guide to help you with this process. Go to the online registration page by visiting the Program 60 website at program60.osu.edu and selecting Register. When you are ready to begin, select the "Register Now" Button and follow the steps below:

- 1 Enter your personal email address.
 - 2 Select Continue to complete the activation of your Program 60 registration account.
- * Returning Students: Select "View or Change Your Existing Registration" to log in. *If you do not remember your password, you may start over as a new registrant.

THE OHIO STATE UNIVERSITY

Welcome to Registration

Program 60 registration is managed by a separate coordinator on each campus of The Ohio State University. Please contact the regional campus directly for their registration process.

Program 60 Spring Semester 2014 Registration

Monday, December 09, 2013 - Friday, January 17, 2014

152 Mount Hall
1050 Carmack Rd
Columbus, Ohio 43210
United States
Julie Maurer
Program 60 Coordinator
Phone: (614) 292-8860 [Email Us](#)

[View or Change Your Existing Registration](#)

Start Your Registration

* Email Address:

* Verify Email Address:

Description
Spring 2014 Semester registration for Program 60.

- 3 Fill in the information completely; red asterisks indicate required fields. If you are new or don't remember your username, leave the OSU Username field blank.
- 4 Note the Password for your future reference.
- 5 Select Continue at the bottom of the page to continue to the next section.

OHIO STATE UNIVERSITY Welcome to Registration

Program 60 Spring Semester 2014 Registration [\(View Details\)](#)

Personal Information Course Selections Agreement Confirmation

Personal Information

* PERSONAL email: Cooper.614@osu.edu

* Verify Email: Cooper.614@osu.edu

* First Name: Bob

Middle Name:

* Last Name: Cooper

OSU Username (LastName.# or LastName.t#):

* Address Line 1: 1050 carmack rd

* City: Columbus

* State: Ohio

* Zip (Postal Code): 43210

* Home Phone:

Cell Phone:

* Date of Birth:

* Gender:

Password

* Password:

* Re-Enter Password:

- 6 Enter the information for your desired course, all provided in Buckeye Link (where you searched for courses). Don't see the right department listed? Register for your course using an alternative department, and notify the Program 60 staff.
- 7 Select Continue.

OHIO STATE UNIVERSITY Welcome to Registration

Program 60 Spring Semester 2014 Registration [\(View Details\)](#)

Personal Information **Course Selections** Agreement Confirmation

Course Selections

* DEPARTMENT

* Course Number (Number next to department abbreviation)

Course Name

* Class Number

* Day(s) course meets

If the master schedule does not post the time of your course, please select a common time of noon (12:00pm) so that you can move forward in the registration process.

* Building/Room

Instructor

Yes * Would you like to add another course selection?

No

- 8 Read and agree to the terms and conditions by selecting the check box.
- 9 Select Finish. Congratulations! You're registered for Program 60.

THE OHIO STATE UNIVERSITY Welcome to Registration

Program 60 Spring Semester 2014 Registration (View Details)

Personal Information | Course Selections | **Agreement** | Confirmation

Registrant	Email	Actions
Bob Cooper	cooper.614@osu.edu	Make Changes

Terms and Conditions

Welcome to Program 60 at The Ohio State University. We value the contribution that you will make to our university's learning community this term. Before completing the registration process, we ask that you carefully consider the following information concerning our expectations for Program 60 student conduct. We appreciate your shared commitment to fostering and protecting the core missions of the university, to fostering the scholarly and civic development of the university's students in a safe and secure learning environment, and to protecting the people, properties and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.

* You agree to the terms and conditions

Finish ← 9

8

- 10 A message saying "Your registration is complete" will appear on the confirmation page, indicating a successful registration. If you need to make changes, return to the registration login page and select "View or Change Your Existing Registration."
- 11 Print your registration confirmation and bring it with you when you come to campus as proof of your participation in Program 60.

Personal Information | Agreement | Confirmation

Your registration is complete. 10
A confirmation email has been sent to cooper.614@osu.edu

Welcome to Program 60 Spring Semester 2014!

You will receive a confirmation email from Program 60 with additional information to prepare you for the first day of class. If you have not received an email confirmation, please check your spam/junk mail folder. Contact Julie Maurer, Program 60 Coordinator, at odee-extended@osu.edu if you have any further questions.

Thank you for your participation in Program 60!

Personal Information	
Registration ID:	62732950
Registrant:	Bob Cooper 1050 Carmack Rd Columbus, OH 43210
Registration Date:	11/21/2013 8:57 AM
Status:	Confirmed

Barcode

Actions

- [Mobile Event Guide](#)
- [Change Your Registration](#)
- [Print Your Registration](#) ← 11

Documents

- * A confirmation message will be sent to your personal email address. If you don't receive it within two hours, check your Junk Mail folder. Contact the Program 60 Coordinator at program60@osu.edu if it doesn't arrive.

NEXT STEPS

BEFORE ATTENDING CLASS

Instructor Approval and Class Status

Before attending class, verify the class status is still open (see page 6 for more information). Always ask your instructor for permission to attend at the first class. Your name will not appear on the course roster because Program 60 registration is separate from the university's credit student system.

Ohio State Username Activation

Program 60 participants must complete the Ohio State Username activation process. Affiliates of the university are assigned an Ohio State Username (lastname.#) as a unique identifier for access to university resources. Within 10 days of registering for Program 60, new and inactive students will receive an email from OCIO with directions on how to activate their Ohio State Username at my.osu.edu.

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).

ADDITIONAL RESOURCES

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 may obtain a guest ID at no charge through BuckID Services when you show a copy of your current Program 60 registration confirmation form. The office is located The Ohio Union, Room 3040 (third floor), 1739 North High Street. For more information call 614-292-0400 or visit buckid.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. After you receive instructor permission, provide them with the completed Carmen form (located on the back of this registration guide) and ask to be added to their Carmen classlist. Once your instructor has added your name to their Carmen classlist, the course name will appear on the left side of your Carmen homepage. Log into Carmen with your Ohio State Username and password at carmen.osu.edu. Additional information can be found in the Resources section of the Program 60 website (odee.osu.edu/program-60/resources).

Computer Training

Participants looking for basic computing skills may want to consider CSE 1110 - Introduction to Computing Technology offered by the Computer Science and Engineering Department each semester. The course provides general information on personal computer software and fundamental computer literacy.

Resources for those looking for community based non-academic trainings can be found online at odee.osu.edu/program-60/resources.

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 to check out materials; a photo ID will be accepted as an alternate identification. Access to Library databases and licensed materials is available from on campus locations only, using your name.# login.

Library access is available for Program 60 students during normal business hours. 24-hour access is only available to admitted and enrolled students.

CARMEN INFORMATION

Most instructors use Carmen, an online tool for students to view course materials, submit assignments, and check announcements. After you receive instructor permission, provide them this completed form and ask to be added to their Carmen classlist.

Ohio State Username (last name.#) _____

Course Name _____ (C in the registration guide)

Class Number _____ (D in the registration guide)

FOR INSTRUCTORS

Thank you for welcoming our Program 60 student into your class. Their name will not appear on your roster, or your Carmen classlist, since our system is separate from the university's student information system (SIS). Please take the following steps to add this student to your Carmen class list:

If you are using Carmen (D2L):

1. Login to carmen.osu.edu
2. Select "Classlist" from the drop down menu under "People" on the toolbar in your course.
3. Select "Add Participant" then "Add existing users" from the drop down menu.
4. Enter the student's username (lastname.#) in the textbox beside "Search for:" and select the magnifying glass icon to search.
5. Choose "Guest" or "Student" from the "Select a role" drop down menu. (note: student status required to access quizzes and to submit assignments).

If you are using Carmen (Canvas):

1. Login to carmen.osu.edu
2. Start on the Carmen landing page. Click on the gear menu next to the course title.
3. Select "Add Participant" option from the available tabs.
4. Begin typing the participant's lastname.# using lower-case letters. Then, select student and a section. Carmen (Canvas) does not have a guest role.
5. Click "Add User to the List." Repeat previous step to add any additional Program 60 students.
6. Click "Enroll Listed Users." Click "Confirm" in the pop-up window.

For Assistance: Contact the Help Desk at 688-HELP (4357) or the Office of Distance Education and eLearning at 614-292-8860.

If you prefer, you may also send an email to program60@osu.edu requesting the student be added to your course and we can complete the process for you. Please be sure to indicate whether the student is to be added as a "guest" or "student", your course name and class number.

PROGRAM 60 REGISTRATION WORKSHEET

This optional worksheet is designed to assist you with the Program 60 registration process. It is intended to be used to collect and track registration related information, then secured for future reference. Please refer to the Course Restrictions information at odee.osu.edu/program-60/am-i-eligible before selecting courses.

Passwords and Security

Personal Email Account

Username _____

Password _____

Program 60 Registration

Password _____

Ohio State Username

Username (last name.#) _____

Password _____

Answer to Security Questions (my.osu.edu) _____

A Department	B Course #	C Course Name	D Class #	E Days/ Times	F Building/ Rm#	G Instructor