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  
Course Restrictions ............................................................... 3

**How Do I Look Up Classes?** .................................................. 4-7

**How Do I Register?** .......................................................... 8-10  
Personal Email ................................................................. 8

**Next Steps** ......................................................................... 11  
Before Attending Class ......................................................... 11-14  
  Instructor Approval and Class Status ........................................ 11  
  Ohio State Username Activation ............................................. 11  
  Additional Resources .......................................................... 12-14

**Carmen Information Form** .................................................. 15

**Program 60 Registration Worksheet** ........................................ 16

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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 program60.osu.edu/program-60/am-i-eligible.
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 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.**
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. *Program 60 participants are not eligible for waitlists.

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

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

**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](http://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.*
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.

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.
Read and agree to the terms and conditions by selecting the check box.

Select Finish. Congratulations! You’re registered for Program 60.

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.”

Print your registration confirmation and bring it with you when you come to campus as proof of your participation in Program 60.

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.
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).
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).

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.

**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.
Potential Expenses

- University parking permit or COTA bus fare
- Books
- Course supplies
- BuckID replacement fee (only if yours is lost)
- RPAC membership (optional)

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).
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** ___________________________ (in the registration guide)

**Class Number** ___________________________ (in the registration guide)

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**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:

1. Select “Classlist” from the drop down menu under “People” on the toolbar.
2. Select “Add Participant” then “Add existing users” from the drop down menu.
3. Enter the student’s username (lastname.#) in the textbox beside “Search for:” and select the magnifying glass icon to search.
4. Choose “Guest” or “Student” from the “Select a role” drop down menu. (note: student status required to access quizzes and to submit assignments).
5. Select the appropriate class section from the “Select a section” drop down menu.
6. Select the student you want to add to your classlist and select “Enroll Selected Users.”

**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.

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**THE OHIO STATE UNIVERSITY**
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](odee.osu.edu/program-60/am-i-eligible) before selecting courses.

### Passwords and Security

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