

REGISTRATION AND FINANCIAL INFORMATION



Students should get to know the Office of the University Registrar (OUR), which oversees course registration, keeps track of student records, and determines a student's residency, to name just a few OUR functions. Details on financial aid and fee payment can also be found in this section.

Registration

■ buckeyelink.osu.edu

Most online services for students including registration can be found on the Buckeye Link web site at buckeyelink.osu.edu. A student's first registration at Ohio State will likely occur through an orientation program. After that, students register for upcoming terms through Buckeye Link.

E-mail

The primary method of communication at the university, including from the registrar's office, is e-mail. Students are encouraged to activate their Ohio State e-mail as soon as possible and to check it often. Registration, scheduling information, and grade availability are only a few of the many important items sent to students via e-mail.

Planning Ahead

Ohio State currently operates on the quarter system. Each quarter (term) consists of 10 weeks of classes and a week for final exams. Throughout these 10 weeks, students take steps to plan for and select courses for the upcoming term. During the first few weeks of the current term, several activities occur to prepare students to register for the next term. The *Master Schedule of Classes* (a listing of what courses will be offered for the next term) becomes available on Buckeye Link (buckeyelink.osu.edu) during the first week of classes so students may begin deciding which classes they would like to take. During the third week of the term, students receive an e-mail that tells them enrollment appointments (see below) have been assigned, and students can access that information through Buckeye Link. This is also a good time for students to meet with their advisors and plan their courses. If any special permission for courses is needed, students should obtain these before their registration date/time begins.

Registration Appointments and Priority

Registration begins the fifth week of the term. Students are assigned an "enrollment appointment," which is the date and time they may begin to enroll in classes. Enrollment appointments are assigned according to the student's scheduling priority so that students with the highest priority enroll first. Within each individual priority group, enrollment appointments are made based on the student's earned credit hours. Because scheduling is based on a priority hierarchy, students should schedule their classes as soon as their enrollment appointment opens. The following list explains the priority system:

- 1st - University priority (honors, disabled students, varsity athletes)
- 2nd - Graduating students (with college approval)
- 3rd - Group priority: graduate, graduate/professional, academic level 4 students
- 4th - Academic level 3 students
- 5th - Academic level 2 students (CED rank 3 and 4)
- 6th - Academic level 1 students

Using Buckeye Link for Registration

Students register via Buckeye Link and enter the class numbers of the courses they would like to request. Students receive immediate feedback on their course selections. If a course is open and the student meets all the requisites, the student is scheduled into the course. If the course is full, students may put their name on an automated wait list or select another course.

Verification of Schedules/Statement of Account

After completing their registration session, students may verify their confirmed schedules and statement of account via Buckeye Link. Students will receive an e-mail reminder to review their schedule around the end of the preceding term.

Note: The university does not print billing statements; bills are available on the Web only. Therefore, failure to receive a bill does not nullify the student's responsibility to pay fees by the due date.

Wait Listing

If a course is closed, the student has the option of putting his/her name on an automated wait list. The student information system (SIS) assigns a wait list position for each closed-out student. As spaces become available, the wait list places students into classes on a “first-on, first-off” basis. Students are wait listed for *class sections*, rather than courses. The wait list runs in batches each night during registration through the first Friday of classes.

If a student is scheduled into a class from the wait list, he/she will be notified by e-mail. However, the best way for students to know if they have been scheduled into a course from the wait list is to check frequently by visiting the student center at *buckeyelink.osu.edu*. Students are advised to check their status *weekly* before the term starts and *daily* the first week of classes. It is a good idea for students to attend the class during the first week if they are high on the wait list, as much activity occurs during the first week of the term, and they may be able to get into the class.

Schedule Adjustments

Once a student’s window opens, he/she can make schedule changes using Buckeye Link. Students can add classes through Friday of the first week of classes or drop classes through Friday of the third week of classes. For students receiving financial aid, a change in hours could have an adverse effect on their award. Schedule adjustments may also cause changes to a student’s fees. For both reasons, students should monitor their accounts closely. See the Fee Payment section on page 3 for more information.

Troubleshooting

To avoid potential difficulties in scheduling classes, students should be aware of the following:

Course Permission

If a course requires special permission, the Web registration system will not allow the student to add the course unless permission is posted. Students should visit their college office with a signed permission slip on or after the date and time their enrollment appointment opens.

Course Requisites

Many courses at Ohio State have requisites. Students can check Buckeye Link via the Web prior to scheduling to verify that they have met any requisites. If students do not meet the requisites, the Web registration system will not allow them to add the course.

Registering Late

Because enrollment appointments are assigned according to priorities, students should enroll as soon as possible after their window opens. Students who wait to enroll compromise their priority and may not get their first choice of classes.

Negative Service Indicators (Holds)

A hold may be placed on a student’s account if the student has an outstanding obligation to the university. Students with holds will not be able to enroll, will not receive their grades, and will not be able to order transcripts or receive a diploma. Students should contact the office that placed the hold to discuss clearing it:

Admissions office	
Undergraduate	(614) 292-3980
Grad./Intl./Prof.	(614) 292-9444
Bursar's office	
Fees	(614) 292-3337
Accounts Receivable	(614) 292-1056
Student Loan Services	(614) 292-1056
Library	(614) 292-4217
Office of International Affairs	(614) 292-6101
Registrar's office	(614) 292-8500
Sponsored Students	(614) 292-3337
Student Financial Aid	(614) 292-0300 or 1-800-687-6440
Student Health Services	(614) 292-4321
Student Judicial Affairs	(614) 292-0748
Traffic and Parking	(614) 292-9341

Note: The university recently created a consolidated service center that combines customer service functions of the Office of the University Registrar, the Office of Student Financial Aid, the Office of the University Bursar, and the Office of Minority Affairs. The center is currently located in Lincoln Tower. When the new Student Administrative Services (SAS) building opens at the corner of Lane Avenue and Tuttle Park Place, the center will then be relocated to the first floor of the SAS building.

Incorrect Addresses

If a student does not receive university mailings, it may be due to an incorrect address. It is essential that students keep their addresses up-to-date. See “Information Changes” on page 8 for more information.

Not Receiving Ohio State E-mail

Some students experience difficulty receiving e-mail because they use Internet Service Providers (ISPs) that filter what appears to be bulk e-mail. Ohio State e-mail often appears to these ISPs as bulk e-mail. (One reason: they are sent to the osu.edu address, then forwarded—not sent to a direct e-mail address.) This can prevent students from receiving grade information, financial information, and other correspondence from the university.

For users of some of these ISPs, messages may be available for a limited time in the “trash,” “deleted,” or “junk” folders. In some cases, removing the filter may be an option. The IT Service Desk is unable to support ISPs other than the Buckeye Mail student e-mail system. For assistance with removing the filter or with locating e-mail, contact the help desk of the specific ISP being used.

This problem does not occur for students who read their e-mail on the Buckeye Mail student e-mail system. To change the location from which e-mail is read, complete the Web form at acctmgmt.service.ohio-state.edu/Email.html.

Difficulty Accessing the Web

To access the Web, students must have an active Ohio State e-mail account (name.#@osu.edu). They may receive their e-mail account and information about accessing it by contacting the Office of Information Technology (OIT) at (614) 688-HELP, visiting 025 Central Classroom Building, or going to the OIT home page at oit.osu.edu.

If students are locked out of registration, they should contact their college offices. Some students may be required to talk with their advisors in order to register for classes. New students will typically not be allowed to schedule via the Web until they have enrolled in a 100-level survey course.

More detailed registration troubleshooting tips can be found on the registrar's web site at www.ureg.ohio-state.edu in the "Master Schedule Text" link.

Registration at a Glance

The following summarizes the general time line for registration for each term:

First week of the current term: The *Master Schedule of Classes* is available on Buckeye Link for the next term—students should begin planning for enrollment at this time, including meeting with their academic advisors.

Second and third weeks of the current term: Enrollment information for the next term (enrollment appointment) is available to students via Buckeye Link.

Fourth week of the current term: Students should complete enrollment planning for the next term.

Fifth week of the current term: Enrollment appointments for the next term begin to open and remain open through Friday of the first week of the next term (third Friday for "drops" only).

Last couple of weeks of the current term: Schedules for the next term and billing information are also available via Buckeye Link.

Registration Agreement

Once students enroll in classes, the university commits resources to provide enrolled students with instruction by qualified faculty and sufficient class space for the course. Thus, upon enrollment, a student assumes *full responsibility* for either paying fees in full by a prescribed due date or notifying the university in an appropriate time frame that he/she will not attend.

A student's enrollment is not automatically canceled for nonpayment of fees. A student should either pay fees in full by the

designated deadline or notify the appropriate college office as soon as possible that he/she will not be attending. To avoid a financial penalty to the university, this cancellation of enrollment must be reported as soon as possible, but no later than Friday of the first week of classes. Prompt notification also helps to free up class space for other students who may be interested in the same classes. Students who do not pay fees by the specified date will be disenrolled from classes and placed on leave, thus being ineligible to enroll in classes for future terms until they are updated by their college office.

Courses in the *Master Schedule of Classes* are subject to change. Although unusual, a section may be canceled due to low enrollment or staffing considerations. The department that cancels the class should notify any students already enrolled and assist with alternate arrangements. At the beginning of the term, students should always check Buckeye Link for changes made to their class meeting times or classroom locations.

Fee Payment

■ financialservices.ohio-state.edu

Office of the University Bursar

The Office of the University Bursar functions within the Office of Financial Services. The Bursar's office contains three areas of responsibility: Accounts Receivable, Fees and Deposits, and Student Loan services.

Accounts Receivable manages the collection of delinquent outstanding debts owed to the university (i.e., overdue tuition fees, returned checks, and various service bills) and handles legal matters associated with the collection of these receivables.

Fees and Deposits collects fees for tuition, instruction and lab costs, residence and dining charges, and student insurance and also handles deposits for various departments. Fees and Deposits disburses non-university scholarships and private loans and produces student refunds for excess aid from non-university, university-based, and Federal aid programs. This office also manages the Tuition Option Payment Plan (TOPP).

Student Loan Services oversees the disbursement, maintenance, and collection of all university and Perkins/Health Professions loans issued to Ohio State students. This area serves as liaison between The Ohio State University and the Ohio Attorney General, external collection agencies, and special legal counsel associated with the collection of past due campus-based and university student loans.

Statements of Account

Students registering in a timely manner will receive an e-mail reminding them to check their Statements of Account on Buckeye Link. Students will receive this e-mail reminder around the end of the preceding term. Students may also obtain account information by printing their bill off Buckeye Link.

Students should be sure to check the important dates information on Buckeye link for fee deadlines. Remember, billing information can be accessed in several ways, so students are responsible for paying fees in full by their due date. **As a rule-of-thumb: fees are due no later than the official first day of classes for the term.**

Charges and Credits

A student's bill will contain required charges such as instructional fees, general fees, and the COTA fee; optional charges such as scholarship contributions; and any applicable credits already posted to the student's account. Credits may include scholarships, grants, and loans.

Required Fees

An updated list of all required fees, including a link to complete tuition and fee tables, can be found on Buckeye Link or at www.ureg.ohio-state.edu.

Optional Fees

Any optional fees that students select during their registration session will be included on the Statement of Account. These may include contributions to the Student Government Project or Scholarship and Loan Fund.

Student Health Insurance Fees

Students will be billed the student health insurance fee based on the selection they made during the annual Student Health Insurance open enrollment window. If the student does not make a selection—including choosing to waive out of the plan—by the published deadline, the student will be automatically billed the default Comprehensive Student Health Insurance fee. Adding or dropping courses may impact the student's insured status, so it is important to view the statement of account each time course information is altered.

Housing and Campus Dining Services Fees

Students will be billed housing and campus dining services fees based on the contract they signed. For questions concerning these fees, contact the housing office at (614) 292-8266 or visit housing.osu.edu.

Student Financial Aid

Students receiving financial aid will usually have their aid listed on their Statement of Account. If aid does not appear, or for more information, visit Buckeye Link or the Student Financial Aid web site at sfa.osu.edu or call (614) 292-0300 (toll free outside the 614 area code: 1-800-678-6440).

Up-to-Date Account Information

Occasionally, a student's bill may change. For example, schedule changes, adjustments to financial aid (increases/decreases), or the addition/removal of optional fees may cause the balance to change. Students are encouraged to check their Statement of Account periodically throughout the term. Up-to-date account information may be obtained on Buckeye Link.

Paying Fees

Fees must be paid in full on or before the first day of class, unless otherwise noted on the Statement of Account, to avoid late-fee penalties. Fees may be paid by mail or online. Methods of payment include checks or money orders. **Please note that cash or credit card is not accepted.** Checks and money orders should be made payable to The Ohio State University and must include the student's account number (student ID number). Online payments may be submitted from a personal checking or personal savings account and will be processed as an ATM withdrawal. It is not necessary to have a Statement of Account in order to pay fees; however, the student's account number (student ID number) must be included in order to process payment without a Statement of Account. Students should visit Buckeye Link to obtain the account statement.

NOTE: The university does not print billing statements; bills are available on the Web only. Therefore, a student's claim that he/she failed to receive a bill does not nullify the student's responsibility to pay fees by the due date.

Paying Fees Online

Visit the treasurer's web site at financialservices.ohio-state.edu to enter the online payment system. Students will need to have checking account information available (i.e., a check). Online payments are made only through electronic transfers from a personal checking or savings account.

Paying Fees by Mail

The payment envelope must be postmarked on or before the due date in order to avoid late fees. Do not use campus or metered mail to pay fees. Payment should be mailed to:

Office of the University Bursar
The Ohio State University
Department 0997
Columbus, OH 43271-0997

Tuition Option Payment Plan (TOPP)

The Tuition Option Payment Plan is a program that allows Ohio State students and their families to divide the cost of tuition, housing, and optional fees into installment payments during the term. More information about TOPP is available at financialservices.ohio-state.edu.

Returned Checks

If the check for payment (or Web payment) is not honored by the bank, a \$30 returned check fee (or a \$25 returned Web payment fee) will be assessed, the student's receipt will be null and void, late fees may be assessed, and registration may be canceled. If permitted to re-register, the student will also be assessed any late penalties in effect at the time of repayment.

Late Registration/Payment Penalty

The Late Registration Penalty is a two-tier fee of \$100/\$500. For initial registration, a \$100 fee is assessed the second day of classes for the term and continues through the second Friday. After the second Friday, the \$100 fee is removed and a \$500 fee is assessed due to the loss of subsidy from the state of Ohio.

The Late Fee Payment Penalty is also a two-tier fee of \$100/\$300. The \$100 penalty fee is assessed the second day of classes and continues through the second Friday of the term. After the second Friday, the \$100 penalty is removed and a \$300 penalty is assessed.

The university believes that the expectation of both the student and the university is that the fee assessment and penalty process should accomplish the following:

1. Allow for the timely payment of fees
2. Be fair and equitable
3. Be simple to understand, remember, and administer
4. Encourage timely registration/payment
5. Have meaningful and fairly applied consequences for those who do not register initially/pay in a timely manner

This protocol accomplishes all five.

Note: If a student is assessed a penalty fee and believes he/she may have grounds for an appeal, details regarding the appellate review process may be found online at www.ureg.ohio-state.edu.

The university reserves the right to reject a student's payment and cancel enrollment if fees are not paid (with penalty) by final exams. Students whose enrollments are canceled will have to appear before a review panel to determine eligibility for reinstatement. The review panel reserves the right to reject a student's request for reinstatement. Separate penalties may also be assessed by Housing and Residence Education.

Refund of Fees

Students who withdraw from the university by the first week of the term will receive a full refund of fees. If students withdraw or drop course work after the first Friday of the term, they may be charged for a portion of their tuition and required fees. After a designated date, students who withdraw or drop classes will not receive refunds. Visit Buckeye Link or www.ureg.ohio-state.edu for a listing of the fee and refund dates each term.

Direct Deposits for Credit Balances

A quick and convenient way for students to receive credit balances is through direct deposits to their personal bank account. Students using direct deposit typically receive their credit balances five to seven days before the start of classes, so it is to the student's advantage to utilize this convenient service. To enroll in direct deposit or for more information, visit financialservices.ohio-state.edu.

Financial Aid

■ sfa.osu.edu

The Office of Student Financial Aid strives to ensure access and choice to all eligible Ohio State students by providing financial assistance. Assistance offered by the office includes the administration of university scholarships, as well as federal, state, and local grants; work programs; and loans.

Applications and Deadlines

The following are yearly application deadlines for university-administered funds (Ohio State scholarships and grants, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and Federal Perkins Loan):

Columbus campus freshmen February 15

Continuing students, freshmen at regional campuses and ATI, graduate and professional students March 1

To apply for these programs, students must complete the Free Application for Federal Student Aid (FAFSA), available at fafsa.ed.gov, and the Application for Special Scholarships, available at sfa.osu.edu/scholarships, on or before the published deadline each year. Refer to the *Award Guide* that is mentioned in the award notification for the application deadline for subsequent years. The FAFSA and the Application for Special Scholarships are available on the financial aid web site, sfa.osu.edu, in January of each year.

Financial Aid Q & A

Is financial assistance available?

Students may still be eligible for financial assistance for university-administered aid on a funds-available basis. Other types of aid for which students may apply after the university priority deadline has passed are listed in the chart on page 7.

Students who apply after their deadline will not be awarded funds from most need-based institutional scholarship and grant funds or from Federal Perkins Loan, Federal Work-Study, or Federal SEOG funds. Please do not send documentation unless it is requested by Ohio State or you are making changes to estimated information (see financial aid application process #4, page 7)

Will academic performance affect financial aid eligibility?

Federal regulations require that The Ohio State University establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. To remain eligible for financial aid, recipients are required to show satisfactory progress toward a degree.

Current policy provides that students' progress will be evaluated each term on the basis of the following criteria:

1. Minimum cumulative grade point average (GPA) of 2.0 as of the term they have 90 earned credit hours and every term thereafter.
2. Successful completion of 70% of their total cumulative hours attempted.
3. Successful completion of an academic degree/program within a specified maximum time frame expressed as hours attempted, not to exceed:
 - 150% of the average program length for a first undergraduate degree,
 - 113% of the required program hours in a second undergraduate degree program.

Failure to meet these standards can result in the cancellation of eligibility for all types of financial aid. Contact the Student Consolidated Service Center for more detailed information on the Satisfactory Academic Progress policy or refer to the student financial aid web site at sfa.osu.edu/howtokeepit/index.asp.

What if a family's financial situation has changed drastically since completing the FAFSA? Is more aid available?

A student who has special circumstances (e.g., drastic reduction in family income, unusual expenses, etc.) is advised to contact the Student Consolidated Service Center to determine whether the circumstance warrants an appeal. Staff sign-off is required.

Why are students selected for "verification"?

Many students must submit documentation of the financial information provided on the FAFSA. This information may be requested because initial information was left blank or because answers to different questions appear to be in conflict. Students may also be selected for verification because the student and/or parent income information came from estimated tax information. It is therefore important for families to keep signed copies of federal tax forms, W2s, and other tax documents. Students must respond by the deadline to requests for documentation; financial aid applications will not be processed until the verification process is complete. Students who submit verification materials by their deadline will receive priority consideration for available aid.

What services are offered by the Office of Student Financial Aid?

In addition to administering financial aid, the Office of Student Financial Aid offers financial aid advising, including help with debt management, and student employment services.

Does Ohio State have a tuition payment plan?

Ohio State has a Tuition Option Payment Plan (TOPP) for students and their families who wish to pay tuition and fees in installments during the term.

For more information, visit the University Bursar's web site at financialservices.ohio-state.edu, call (614) 292-3337, or send an e-mail to bursar@osu.edu.

Financial Aid Advising

Students and their families may consult with a student service specialist by calling 1-800-678-6440 or (614) 292-0300 or by stopping by the service desk on the third floor of Lincoln Tower. Specialists can advise students about revision and appeal situations, debt management, academic progress requirements, financial aid eligibility, application processes, etc.

Student Employment

A job board is located at sfa.osu.edu/jobs. The web site contains both on- and off-campus job listings and is updated frequently. Students may contact any employer listed on the job board to schedule interviews. Other on-campus jobs may be found by contacting university offices, residence hall front desks, and the libraries. Students may work on campus, even if they are not awarded Federal Work-Study.

Student Loans

At Ohio State, loan approval, loan disbursement, fee payment, and loan repayment services are handled by two different offices.

Office

Office of Student Financial Aid

(614) 292-0300
1-800-678-6440

Office of the University Bursar

(614) 292-3337
(614) 292-1056

Function

Calculates loan eligibility and certifies loans

Billing; accepts payment for tuition, fees, and housing; collects repayment of Perkins loans, health professional loans, nursing loans, short- and long-term loans, and university loans

Financial Aid Application Process

Apply for financial aid by following these steps in the order in which they appear here.

1. Student and parents complete the FAFSA, available at fafsa.ed.gov, and the Application for Special Scholarships, available at sfa.osu.edu/scholarships.
2. FAFSA is received and processed by a federally approved processor.
3. Ohio State receives financial analysis data from processor; student receives Student Aid Report.
4. If there are corrections to be made to the financial portion of the FAFSA, including income, assets, household size, and untaxed income, students must return a copy of the Student Aid Report—with corrections highlighted—to the Office of Student Financial Aid with the appropriate documentation attached.
5. If a student is selected for verification, Ohio State sends document requests to the student via e-mail.
6. Ohio State receives requested verification information from the student.
7. Students receive financial aid award notifications. Notifications follow this schedule:
Entering freshmen are notified in April.
Enrolled students are notified in May.
Transfer students are notified during June and July.

8. If a student is awarded a Federal Direct Loan and wants to accept all or part of the loan, a Master Promissory Note (MPN) is required. Students must access and complete the electronic MPN at dlenote.ed.gov. Each student needs to have a federal Personal Identification Number (PIN), available at pin.ed.gov.
9. In order for any of the Federal Direct Loan proceeds to be credited to the student's account, students must complete online entrance counseling at dl.ed.gov. Ohio State reserves the right to cancel all or part of this loan if the student does not fulfill this requirement.
10. Students may access their Statements of Account online at www.buckeyelink.ohio-state.edu to verify actual aid and anticipated aid (scholarships, grants, and loans).

For More Information

Visit the student financial aid web site at sfa.osu.edu for additional information.

Registrar Services

■ www.ureg.ohio-state.edu

The role of the Office of the University Registrar (OUR) does not end with registration. OUR is here to provide a variety of services and programs to students. Those that may be of interest to students include grades, enrollment verifications, transcripts, change of information, and residency.

TYPE OF AID	APPLICATION PROCESS	PROCESSING TIME
Federal Pell Grant	Complete FAFSA	2–4 weeks
Federal Direct Stafford Loan	Complete FAFSA	2–4 weeks
Ohio College Opportunity Grant <i>(Ohio residents only)</i>	Complete FAFSA by October 1, 2009 <i>(summer students must use the 2009-2010 application)</i>	2–4 weeks
University Short-Term Loan	Applications available in the Student Consolidated Service Center* <i>(employment verification letter or cosigner required)</i>	3–7 days <i>(longer if cosigner is needed)</i>
University Long-Term Loan	Applications available in the Student Consolidated Service Center* <i>(maximum loan is \$1000; FAFSA required; before you can be considered for this loan, a member of the Student Consolidated Service Center staff must recommend the loan and sign your application)</i>	3–7 days

*sfa.osu.edu/forms/universityloan.pdf

Release of Student Information

Many of the services mentioned above are directly related to the student's record at the university. A student's record is protected by the Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA). FERPA governs the access to and release of records maintained by an educational institution. Copies of the act and any university policies related to the act are available from college offices and the Office of the University Registrar. FERPA information is also provided on the registrar's web site (noted above).

Under FERPA, the only information the university can generally release to a third party without the written consent of the student is directory information (such as address, phone number). However, students have the right to request that directory information be withheld. They may request "no release" status by mailing or faxing a letter to the registrar's office or by completing a "Request for Change of Records" form at either the registrar's office or their college office.

FERPA's restrictions also apply to family members seeking information about their student's record. The right to inspect information is limited solely to the student. Records may be released to parents only by the written consent of the student or by submission of evidence that the parents declared the student as a dependent on their most recent federal income tax form.

Enrollment Verification

Students can request verifications online for current enrollment, number of credit hours, and GPA via Buckeye Link or at www.ureg.ohio-state.edu. If students need to provide verification of good standing or other information to a third party (e.g., for insurance or loan deferment purposes), they may do so in writing. This can be sent by fax to (614) 292-8700 or mailed to the following address:

Office of the University Registrar
320 Lincoln Tower – Verifications
1800 Cannon Drive
Columbus, OH 43210-1233

Enrollment verifications are processed within three to five working days, free of charge. Students who need same-day service will be assessed a rush processing fee of \$10.

The Ohio State University has contracted with National Student Clearinghouse to process *all third-party* requests for past enrollment and *verification of degrees*. If you would like to obtain *past enrollment or degree information*, please contact National Student Clearinghouse online at studentclearinghouse.org or by telephone at 1-800-646-1858. Operators are available from 8:30 a.m. to 5 p.m. CST, Monday through Friday. National Student Clearinghouse has been granted the authority to respond to all such requests from interested third persons on Ohio State's behalf. Ohio State warrants that results of the inquiries delivered by National Student Clearinghouse, acting as an agent of the university, are based on official student records.

Transcripts

Transcripts may be ordered online 24/7 by clicking on "Transcripts" from the registrar's home page or through Buckeye Link. A credit card is required for online transcript orders. Currently, the university charges a \$7 fee for each transcript and a \$2.25 handling charge. There is an additional \$10 charge for rush service. For additional instructions on requesting transcripts, call (614) 292-8500 or visit the registrar's web site at www.ureg.ohio-state.edu.

Information Changes

Addresses

Students can maintain several addresses on the student information system, including emergency contact, home, and local addresses. The emergency contact address is used as a primary contact in case of a student emergency. The home address is considered the student's

permanent, year-round address. The local address is the student's campus-area residence while taking classes (if different from the home address). Address changes must be requested by the student. Students have a variety of means for changing addresses:

- via the Web at www.ureg.ohio-state.edu
- via the registrar's office in 320 Lincoln Tower
- via Buckeye Link at buckeyelink.osu.edu
- via the student's college office

It is essential that students maintain up-to-date addresses with the university to ensure they receive their mail in a timely manner.

Although most correspondence is done via e-mail, especially those originating in the registrar's office, some mailings are still sent via the postal service. Those that occur between terms are sent to the student's home address.

Other Information Changes

Students may request changes or corrections to their name, social security number, date of birth, marital status, and place of employment by filing a "Request for Change of Records" form at the registrar's office or their college office. Documentation will be required for name and social security number changes. The change of records form can be found by going to www.ureg.ohio-state.edu, clicking "Current Students," then "Online Forms," and selecting "Request for Change of Records."

Grades

Notification of grade availability is sent via e-mail, using the student's university e-mail account. Students may follow the link provided to obtain their grades from the secure web site. Students may also access their grades through Buckeye Link. If a paper copy is necessary, the student may print the grades from the web page or may stop at the public service counter of the registrar's office, 320 Lincoln Tower, to request a grade verification. Grade verifications are processed within three to five working days, free of charge. Students who need same-day service will be assessed a rush processing fee of \$10. A photo ID will be required.

Grades are not available for distribution if the student has an outstanding hold with the university. Grades will become available only after university holds have been cleared (see "Holds" on page 2 for more information).

HECC Cross-Registration

Ohio State participates in a cross-registration program with other central Ohio institutions sponsored by the Higher Education Council of Columbus (HECC). The intent of the program is to allow students to take a course not offered at their home institution at one of the participating institutions, for curriculum enrichment purposes. Students must be full-time (12 or more credit hours) undergraduates at Ohio State to register (on a space-available basis). Students may

register for one additional course per term, for three terms at another participating school, free of instructional charges. For further information, students should contact either their academic advisors or visit www.ureg.ohio-state.edu/ourweb/more/content/heccmain.html.

Residency

A student's residency is reviewed in accordance with the *Ohio Student Residency for State Subsidy and Tuition Surcharge Guidelines*, established by the Ohio Board of Regents. Students classified as residents for tuition purposes receive the benefit of a state-supported education, funded significantly by the taxpayers of Ohio. The guidelines are therefore meant to exclude from residency those who are in Ohio primarily for the purpose of receiving a state-supported education. Students who are classified as nonresidents must pay a nonresident surcharge in addition to all other university fees.

Residency for Subsidy and Tuition Surcharge Purposes

The residency guidelines established by the Ohio Board of Regents grant in-state status to the following individuals:

1. A student whose spouse, or a dependent student, at least one of whose parents or a legal guardian has been a resident of Ohio for all legal purposes for 12 consecutive months or more immediately preceding the student's enrollment.
2. A person who has been a resident of Ohio for all legal purposes for at least 12 consecutive months immediately preceding his/her enrollment and who is not receiving, and has not directly or indirectly received in the past year, financial support from people or entities outside Ohio.
3. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of enrollment, has accepted full-time, self-sustaining employment and established a domicile in Ohio.

Exceptions to the General Rule of Residency

The Ohio Board of Regents guidelines have several exceptions. Details of these exceptions can be found at www.ureg.ohio-state.edu/ourweb/more/Content/Residency/main.htm. The exception number is noted in parentheses and is listed under "Exceptions" on the web site. These exceptions include the following:

1. Part-time students who reside and have self-sustaining employment in Ohio (E-1).
2. Ohio residents (and their dependents) who are on active duty in the U.S. military (E-2).
3. People on active duty status with the military (and their dependents) who are stationed and residing in Ohio (E-3).
4. Ohio residents (and their dependents) who are transferred outside the United States for employment (E-4).
5. Migrant workers and their dependents (E-5).
6. Ohio residents (and their dependents) in community service positions such as VISTA, City Year, etc., or in elected or appointed offices outside Ohio (E-6).

7. People (and their dependents) returning to Ohio after marital hardship who re-establish financial dependency upon Ohio resident parents (E-7).
8. Members of the Ohio National Guard and their dependents (E-8).

Reclassification of Status

A student's residency is determined at the point of application to the university. Any student who wants to be considered for reclassification as a resident must apply and be reviewed by the registrar's office prior to (at least 7-10 business days or sooner) the term residency is desired. Application instructions and further information may be obtained via the Web at www.ureg.ohio-state.edu, or by contacting the registrar's office.

Nonresident Surcharge and Selective Service

In compliance with section 3345.32 of the Ohio Revised Code, the university must assess the nonresident surcharge to in-state students who are required to register with Selective Service and have not done so. In general, all males between the ages of 18 and 26 are required to register.

To comply with this law, the university must obtain all in-state students' selective service numbers. Ohio State retrieves most numbers directly from the Selective Service Administration. If the university is unable to obtain the number in this manner, the student must report it to the registrar's office to avoid being assessed the nonresident surcharge. Students who are classified as nonresidents for tuition purposes do not need to provide their numbers to the registrar.

Men may register for Selective Service via the Web at sss.gov. (in less than two minutes the student will have his number) or at any post office.

How to Reach the University Registrar

Office Hours

(This information is subject to change; please check Buckeye Link or the Registrar's web site for updates)

Autumn, Winter, Spring Terms

Counter service hours (third floor, Lincoln Tower):

Monday–Thursday	7:30 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 5 p.m.

Phone service hours (614) 292-8500:

Monday–Thursday	9 a.m. to 6:30 p.m.
Friday	9 a.m. to 5 p.m.

Summer Term

Counter service hours (third floor, Lincoln Tower):

Monday–Thursday	7:30 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 5 p.m.

Phone service hours (614) 292-8500:

Monday–Thursday	9 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 5 p.m.

Registrar's Online Services

Information about services offered by the Office of the University Registrar can be found on the Web at buckeyelink.osu.edu or at www.ureg.ohio-state.edu. Once students have located the web site, they can link to online services, transcript information, *Master Schedule of Classes*, course bulletin, final examination schedule, residency information, and grade distribution information.

The Office of the University Registrar can also assist parents and students by e-mail. The e-mail address is registrar@osu.edu.

Registrar Telephone Numbers

Customer Service	(614) 292-8500
FAX (Registration/Records)	(614) 292-8700
FAX (Transcripts/Verif.)	(614) 292-8700
FAX (Administration)	(614) 292-7199

Examinations and Marks

Course Examinations (Rule 3335-8-19)

At the close of each course as defined in Rule 3335-8-19 of the Administrative Code, an examination will be given on the student's capabilities relative to the stated course objectives, the method of examining to be determined by the instructor or supervisor of the course. Examinations in laboratory and seminar courses shall be optional with the instructor concerned. Examinations for graduating students shall be given at a time near the end of each course, preferably during the last week of classes.

Marks (Rule 3335-8-21)

The official marks of the university are:

A, A-	Excellent
B+, B, B-	Above average
C+, C, C-	Average
D+, D	Below average but acceptable
E	Unsatisfactory, no credit earned
EM	Credit obtained through examinations taken at Ohio State
EN	E for Non-attendance: student registered but did not complete the course because of non-attendance. Treated as an E in calculation of point-hour ratio.
I	Incomplete: indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the course requirements remains to be completed. The I is reported to the university registrar together with the mark that the registrar is

authorized to enter on the student's official record unless a different mark is reported. The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Saturday of the term, semester, or session following that in which the I was received. Until a final mark is recorded, the I counts as hours only and is not considered in determining a student's point-hour ratio. A student who has received the mark I for a course cannot repeat the course until the I has been removed.

K	Credit for work from other institutions, counted as hours only and not considered in calculating point-hour ratio. Often referred to as Transfer Credit or K Credit.
P	Progress: indicates satisfactory progress in a series or sequence of courses in which the mark is not reported until the final term, semester, or session of the series or sequence is completed. The mark of P remains on the student's record until it is replaced by the final mark.
PA/NP	PA: Pass, NP: Non-pass PA means the student has satisfied the stated objectives of the course. NP means that the student did not. PA and NP are not computed in the point-hour ratio.
R	Registered to Audit: student is registered to audit the course and has met the conditions established for audit enrollment. No credit is awarded.
S/U	S: Satisfactory, U: Unsatisfactory S records either satisfactory progress in or completion of work in courses approved for this mark. U records unsatisfactory work in course work. S credit is counted as hours only. No credit is awarded for U. Neither the S nor the U is considered in determining the point-hour ratio.
W	Withdrew

The marks are further defined in the Rules of the University Faculty (3335-8-21) and can be found at trustees.osu.edu/index.php or in the Course Offerings Bulletin.

Freshman Forgiveness (Rule 3335-8-27.1)

The Freshman Forgiveness Rule applies when a course in which a student previously earned a mark of D+, D, or E during the first 44 credit hours of enrollment is repeated before the end of 89 credit hours of enrollment. When the student repeats the course before the end of 89 hours of enrollment, the new mark replaces the old mark in the calculation of the cumulative point-hour ratio, even if the new mark is lower. Both marks remain on the student's permanent record and transcript. Freshman Forgiveness can be applied up to 15 credit hours of D+, D, or E marks although the same course can be repeated only once under this rule. See University Faculty Rule 3335-8-27.1 for more information.

Repetition of Courses (Rule 3335-8-28)

Undergraduate students who have received a mark of E, EN, or NP in a course at Ohio State may repeat the course for credit at their option. Undergraduates who have received a mark of A, A-, B+, B, B-, C+, C, C-, D+, D, EM, K, or PA for a course at Ohio State may repeat the course for credit only upon the recommendation of the authorized representative of the dean or director of their enrollment unit. The credit hours for a repeated course are counted only once in meeting graduation requirements. When a student repeats a course, both grades appear on the student's record and both are used in computing the point-hour ratio, unless the course qualifies for Freshman Forgiveness. See University Faculty Rule 3335-8-28 for more information.