



## Office of the University Registrar

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# Registration & Fees at a Glance

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## Registration & Fees at a Glance: Spring Quarter 2012

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### Fee Payment Deadline

The Fee Payment Deadline for Spring Quarter 2012 is Monday, March 19, 2012 unless otherwise noted on your Statement of Account. NOTE: It is a student's responsibility to know their payment due date. Online payments can be made and an official copy of the bill can be printed at: <http://buckeyelink.osu.edu>.

The Office of the University Bursar only sends e-mail reminders about your Statement of Account. Paper Statements of Account are not mailed.

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### Fee Payment Instructions

If you are NOT attending spring quarter 2012: Contact your college office as soon as possible but no later than February 26, 2012.

IF YOU OWE MONEY: SAVE TIME & MONEY BY PAYING FEES ONLINE. Submit payment seven (7) calendar days prior to the first day of classes unless otherwise indicated.

**Payment On-Line:** Click on <http://buckeyelink.osu.edu>, then Students, then Account Activity.

**Other Payment Options:** Your payment must be postmarked or made in person no later than seven (7) calendar days prior to the first day of classes.

**Payment by Mail:** Mail your check or money order payable to The Ohio State University with your Statement of Account\* (see note below). An official copy of your statement can be printed at <http://buckeyelink.osu.edu>. While it is not required, including the student's social security number with payment speeds processing. Do not use campus or metered mail. Send payment to:

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

\*Mail all scholarship check(s) under separate cover to: 2nd Floor Student Academic Services Building, 281 W. Lane Ave., Columbus, Ohio, 43210-1132. Please include a copy of your statement of account.

**Payment in Person:** Make payment in person to:

Office of the University Bursar  
2nd Floor Student Academic Services Building - 281 W. Lane Ave.

Mon. - Thurs. 8:00am - 4:00pm

Fri. 9:00am - 4:00pm

NOTE: Students can drop their check or money order for payment in the drop box located on the 1st Floor of the Student Academic Services Building, 281 W. Lane Ave. Be sure to include your SSN or OSU ID# to ensure proper credit of your payment.

**SPECIAL NOTE: STATEMENT OF ACCOUNT IS PAPERLESS**

The Office of the University Bursar only sends e-mail reminders. After you register for classes, please access your Statement of Account at: <http://buckeyelink.osu.edu> under Account Activity.

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**Tuition Fee Tables**

[2012 Spring Quarter Student Tuition and Fee Tables](#): PDF format (printer friendly)

[2012 Spring Quarter Student Tuition and Fee Tables](#):

[2012 Spring Quarter Student Tuition and Fee Tables](#): Locate your fee table guide (answer a few questions to easily find your specific fee table)

For an explanation of the different "fees", [click here](#).

**SPECIAL NOTES REGARDING TUITION & FEES:****Non-Resident Surcharge and Selective Service Registration**

If you are a male between the ages of 18-26, you must report your selective service number to the Student Service Center, 1st floor Student Academic Services Building, 281 W. Lane Ave, (614) 292-0300, or non-resident fees will be assessed, in compliance with state law. If needed, you may obtain your selective service number by calling (847) 688-6888 or at <http://www.sss.gov>.

**Regional Campus versus Main Campus Fees**

Effective Winter Quarter 2003, the Office of the University Registrar began adjusting official campus of enrollment for students based upon where the majority of the classes are taken. Students will be billed based on the campus where the student is registered for the majority of hours. For students who have been registered through a regional campus, they are only switched to Columbus if they meet the selective admission criteria of 2.0 GPA with 45 cumulative hours. Students who are taking half at a regional and half at the main campus will remain enrolled at the original campus. For details regarding the university policy, "[click here](#)" to visit the web site.

**Non-Resident Fees**

If you have any questions regarding the non-resident fee or if you need information regarding your eligibility to be classified as an Ohio resident for tuition surcharge purposes, immediately contact the Student Service Center, 1st floor Student Academic Services Building, 281 W. Lane Ave, Columbus, Ohio 43210, (614) 292-0300. Please note that students are expected to make full payment (including non-resident fees) by their appropriate payment due date. Payment deadlines may not be waived or extended while a student's residency status is under review. You may also click on this link to be taken to the Registrar's web site on [Ohio Residency for Tuition Purposes](#).

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**Tuition Option Payment Plan (T.O.P.P.)**

T.O.P.P. is a payment plan that allows you or your family to pay tuition and other University expenses in two monthly installments per quarter without interest charges. An enrollment fee of \$10.00 will enroll you in the program. You must apply each quarter.

Be sure to enroll in T.O.P.P. by the university deadline to avoid late penalty fees. Submit all T.O.P.P. payments by the appropriate T.O.P.P. deadlines to avoid late payment penalties.

For more T.O.P.P. information send your inquiries to [ssc@osu.edu](mailto:ssc@osu.edu) or call (614) 292-0300.

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**Student Health Insurance Program**

The deadline to enroll in and pay for, or withdraw from, the Student Health Insurance Program for Spring Quarter is Monday, March 19, 2012. Visit <http://buckeyelink.osu.edu/> to make changes to insurance. WilceCare Supplement is available to students who already have other health insurance and it only covers services at Wilce Student Health Center.

For more information, including rates, contact the Student Health Insurance Program on the web at <http://shi.osu.edu/>, by email at: [shi\\_info@osu.edu](mailto:shi_info@osu.edu), or phone at (614) 292-0113.

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**To Adjust / Add / or Drop Fees**

**INSURANCE AND OTHER OPTIONAL FEES:** To drop or add fees for insurance, scholarship or student government contributions use the web.

**REQUIRED FEES:** Your fees are assessed based on the actual hours scheduled.

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**Payment Deadlines and Penalties**

**PAYMENT DEADLINE:** Your payment must be postmarked or made in person by March 19, 2012 for Spring Quarter 2012 unless otherwise indicated on your statement of account.

**DO NOT USE CAMPUS OR METERED MAIL:** Late penalties are assessed according to U.S.P.S. postmarks. Any undated payments received after your deadline WILL be assessed a late penalty.

**LATE PAYMENT PENALTIES:** Late penalties begin to accrue the day after your fees are due as follows for winter 2012:

<b>Initial Late Payment Penalty (\$200)</b> .....	March 20, 2012 (Begins after the Fee Due Date)
<b>Second Late Payment Penalty (\$300)</b> .....	April 7, 2012 (Begins after the Second Friday of Classes)
<b>Initial Late Registration Penalty</b> .....	(No penalty)
<b>Secondary Initial Late Registration Penalty (\$500)</b> .....	April 7, 2012 (Begins after the Second Friday)
<b>Late Course Fee (\$100 per course)</b> .....	April 7, 2012 (Begins after the Second Friday)
<b>Re-enrollment Fee (\$300)</b> .....	April 14, 2012 (After 3rd Friday)

**Residence and Dining Halls assesses late penalties in addition to these tuition penalties.**

**NOTES:** It is the student's responsibility to know their payment due date. An official copy of the bill can be printed at: <http://buckeyelink.osu.edu>.

If a student has not paid their fees before the last day of the quarter, they are not allowed to pay unless approval is obtained through a petitioning process. Please refer to the web site on the: [Appellate Review Process](#). Students must contact the Student Service Center at [ssc@osu.edu](mailto:ssc@osu.edu) or (614)292-0300.

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**Forfeiture / Refund of Fees**

**Forfeiture and refund of fees Effective Spring Quarter 2012:**

<b>No Forfeiture(100% Refund)</b> .....	March 30, 2012 (Through 1st Friday of Classes)
<b>25% Forfeiture (75% Refund Period)</b> .....	April 6, 2012 (Through the 2nd Friday of Classes)
<b>50% Forfeiture (50% Refund Period)</b> .....	April 20, 2012 (Through the 4th Friday of Classes)
<b>100% Forfeiture (No Refund)</b> .....	April 21, 2012 (After the 4th Friday of Classes)

Note: May 6, 2012 is the 60% point-in-time for Spring Quarter 2012 Student Financial Aid Title IV refund calculations.

(This date is for students who withdraw from ALL classes during the term.)

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**To Insure Your Paid Status**

**DO NOT WRITE "BAD" CHECKS AS PAYMENT:** If your payment is not honored upon presentation to the bank, your receipt is null and void and your registration may be canceled. If you are permitted to re-register and/or pay, a \$30.00 penalty will be assessed PLUS any late penalties in effect at the time of repayment.

**CLEAR ALL HOLDS PRIOR TO PAYMENT/ CONFIRMATION:** If there is a hold on your record, you can only DROP classes. A hold may also prevent you from completing your current enrollment. Contact the office which placed the hold if you have any questions about clearing the hold.

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**Financial Aid Recipients**

Your enclosed Statement of Account shows aid from University, state, federal and private financial aid programs. The date listed next to each financial aid credit indicates the date that funds from that program will actually be available. Some or all of these dates may be later than the Due Date on your Statement of Account. The amount indicated in the "Pay This Amount" box takes into consideration financial aid, including those with dates later than the Due Date. If you accepted aid after the printing of your Statement of Account, note it and deduct it from your Balance Due.

YOU MUST PAY THE AMOUNT INDICATED IN THE BOX BY THE "DUE DATE" NOTED

If you have a zero or credit balance in the "Pay This Amount" box, your registration is automatically confirmed (you are considered enrolled for Spring 2012). If you are not planning to attend Spring 2012, please call your college office.

Balances which exceed charges (cash due you) will be available for disbursement after the latest financial aid credit date. If you do not remain eligible for the financial aid programs at the time of the actual credit dates appearing on your statement, those funds cannot be disbursed to you, and you may owe an additional charge.

Direct Deposits of credit balances for Spring 2012 quarter are scheduled daily, effective September 10, 2007. Refund checks will no longer be available for in-person pickup. Students not using direct deposit will have their refund checks mailed to their local address beginning the 5th day of classes. To sign up for Direct Deposit, click the Refund link under the Finances section in the Student Center. For more information, visit our web site or send e-mail to: [ssc@osu.edu](mailto:ssc@osu.edu).

**FINANCIAL AID QUESTIONS & ANSWERS**

History has shown that during this time of year the Office of Student Financial Aid deals with a high volume of students, and it is often difficult for students to reach us. Because of this problem, we encourage you to follow the guidelines that appear below.

Below is a list of questions that you might experience with your financial aid. Don't panic! The problems that appear below are resolvable and instructions are provided about what you should do.

Q. What if my aid does not appear on my statement of account?

A. Check your financial aid status at the web site <http://sfa.osu.edu/status>. There may be additional documents or information that the Office of Student Financial Aid needs from you before aid can be disbursed. If you cannot determine the problem at this web site, call the Student Service Center at (614) 292-0300 or call your regional campus or ATI representative.

Q. What if my Federal Direct Student Loan does not appear on my Statement of Account?

Loan credits require completion of an electronic Master Promissory Note and a loan acceptance. These steps can be completed through your financial aid status page online at: <http://sfa.osu.edu/status>. If you are a first-time borrower, you must complete an entrance counseling quiz at <http://www.dlsonline.com>. Please allow 3-5 days processing time. If you are experiencing difficulty with the electronic promissory note and/or loan acceptance, please contact the Student Service Center at (614) 292-0300.

Q. What if my Federal Direct PLUS (parent) Loan does not appear on my Statement of Account?

A. The parent must complete a PLUS Loan Form and a Master Promissory Note to secure this loan. The Plus Loan Form can be downloaded from our web page at <http://www.sfa.osu.edu/Forms/>. The promissory note must be completed online at <http://dlenote.ed.gov>. If your aid has not been posted within 3 weeks of submitting these documents, contact the Student Service Center at (614) 292-0300 or contact your regional or ATI representative.

IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING: Contact the Student Service Center at (614) 292-0300 or in person at 281 W. Lane Ave, 1st Floor. If you attend a regional campus or ATI, contact the financial aid office of the respective campus.

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**Schedule Adjustments**

If you are closed out of any class, the following options are available:

1. Wait-list the course.
2. Choose another class and make schedule adjustments via the web.
3. Consult with your advisor about other course options or for alternate means to enter a closed course.
4. As a final option, seek permission directly from the instructor or department office.

**IF YOU ARE PERMITTED TO REGISTER VIA THE WEB:**

Web registration is now open through March 30, 2012 to add and through April 13, 2012 to drop a class during the following hours:

**Monday - Friday 6:30am - 1:30am**  
**Saturday 6:30am - Midnight**  
**Sunday 11:00 a.m. - Midnight**

Prepare before you use register for classes on the web. Choose an alternative when adding classes in case your first choice is not available. You also have the option of going on an electronic wait-list for a closed course. You may also wish to investigate class availability on regional campuses to fulfill your course requirements. Information is also available at <http://registrar.osu.edu>.

IF YOU ARE NOT PERMITTED TO USE WEB REGISTRATION: Contact your college office academic advisor. You may be required to see an advisor before scheduling, you may have a hold, or course permission may be required.

**FEE INCREASES DUE TO SCHEDULE ADJUSTMENTS:**

**Schedule adjustments may result in a fee reassessment.** The web will inform you of the amount due and the due date.

Please note the DUE DATE -- You are responsible for paying fees on time!

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**Attendance in Class**

FIRST DAY OF CLASSES:

Spring Quarter classes begin March 26, 2012. If you will be delayed in attending your classes, notify the departments that teach your classes, as well as your advisor, before the quarter begins. This will free up your spaces in classes for other students. If you have already paid fees, do not stop payment on your check as a way to initiate your withdrawal.

Check the web or your most recently e-mailed schedule for updates.

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**Links to Helpful Web Sites**[Office of the University Bursar](#)[Student Health Insurance Program](#)[Financial Aid \(Your Financial Aid Status\)](#)[Student Information](#)[Office of the University Registrar](#)[Top Page](#)

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**Useful E-Mail Addresses**Student Service Center: [ssc@osu.edu](mailto:ssc@osu.edu)Student Financial Aid: [finaid@fa.adm.ohio-state.edu](mailto:finaid@fa.adm.ohio-state.edu)Residence and Dining Halls: [housing@osu.edu](mailto:housing@osu.edu)Bursar's Office: [bursar@osu.edu](mailto:bursar@osu.edu)Registrar's Office: [registrar@osu.edu](mailto:registrar@osu.edu)[Top Page](#)

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**Important Telephone Numbers**

Admissions (Undergraduate) .....	614-292-3980
Admissions (Graduate., International, Professional).....	614-292-9444
Office of the University Bursar .....	614-292-1056
Student Financial Aid.....	614-292-0300
Student Financial Aid (Toll Free).....	800-678-6440
Registrar.....	614-292-9330

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**Special Notes****Special Note 1**

**ACTIVATE YOUR OSU INTERNET ACCOUNT NOW!** [HERE](#) Grades are readily available via the web. If you need a copy of your grades, print your grade record off the Web. For an official copy of your Winter grades, you may mail us a request for a free verification to: Student Service Center, Attention Verifications, 281 W. Lane Ave., Columbus, Ohio 43210 or you may come by 281 W. Lane Ave. 10 days after commencement. If you come by the office and want a copy immediately, there is a \$10 rush fee for same day service.

**Special Note 2**

For your benefit, please maintain a local and home address on the OSU student database at all times. To help us help you, please let the Registrar know your current local and home addresses right now and then please keep them current. Update your addresses via the web at: <http://buckeyelink.osu.edu>, by e-mailing [ssc@osu.edu](mailto:ssc@osu.edu), by calling the Student Service Center at (614) 292-0300, or by stopping by the Student Service Center at 281 W. Lane Ave.

### **Special Note 3**

#### **STATEMENT OF ACCOUNTS WENT PAPERLESS**

Your Statement of Account is available only via the web. After you register for classes, please access your Statement of Account at: <http://buckeyelink@osu.edu>.

### **Special Note 4**

#### **Definition of Enrollment Status**

<b>Undergraduate</b>		<b>Graduate/Professional</b>	
Full Time	12 + Credit Hrs	Full Time	10 + Credit Hrs.
3/4 Time	9-11 Credit Hrs	3/4 Time	8-9 Credit Hrs.
Half Time	6-8 Credit Hrs	Half Time	5-7 Credit Hrs.
Part Time	1-5 Credit Hrs	Part Time	1-4 Credit Hrs.

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5th Floor Student Academic Services Building | 281 W Lane Ave | Columbus, Ohio 43210

Phone: Students, call (614) 292-0300 Toll-free: (800) 678-6440 to reach SSC | Faculty and Staff, call (614) 292-9330 | Fax: (614) 292-7199

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