HELPFUL HINTS FROM THE UNIVERSITY REGISTRAR
FOR AUTUMN QUARTER 2000

INFORMATION:
When you receive your Statement of Account, it may reflect the following:
• IF AMOUNT DUE IS ZERO because your fees are paid by a third party, financial aid or fee authorization, no action is necessary.
• IF WE OWE YOU MONEY refer to section "Financial Aid Recipients" for disbursement information.
• IF YOU ARE NOT ATTENDING Contact your college office as soon as possible but no later than September 22nd.
• IF YOU OWE MONEY:

PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY SEPTEMBER 11TH FOR AU00 QTR, UNLESS OTHERWISE INDICATED

BY MAIL: Return a check or money order payable to The Ohio State University with the bottom portion of your Statement of Account. Write the student’s name and social security number on the check. Fees must be paid according to USPS postmarks. Any untimed payments will be assessed a late penalty. Do not use campus or metered mail.

IN PERSON: Office of Fees, Deposits & Disbursements 220 Lincoln Tower, 1800 Cannon Drive Sept. 18, 19 & 20 8:00 a.m. – 6:00 p.m. Mon. – Fri. 8:00 a.m. – 5:00 p.m. Saturday 10:00 a.m. – 2:00 p.m.

TUITION OPTION PAYMENT PLAN (TOPP)

TOPP is a payment plan that allows you or your family to pay tuition and other University expenses in three monthly installments per quarter without interest charges. An enrollment fee of $35.00 will enroll you in the program for the entire academic year (Autumn through Summer). Note: You must reenroll each year.

You may enroll in TOPP now by checking the box on your Statement of Account in payment in sending in payment for the amount indicated. BE SURE TO ENROLL IN TOPP BY THE UNIVERSITY DEADLINE TO AVOID LATE PENALTY FEES. SUBMIT FUTURE TOPP PAYMENTS TO THE APPROPRIATE TOPP DEPARTMENT TO AVOID ADDITIONAL FEES.

For more TOPP information send your inquiries to bursar@osu.edu or call 292-3337 or 1-800-635-8944.

The deadline to enroll in and pay for, withdraw from, or change coverage options to the new "g" options for the Student Health Insurance Program is:
• Autumn Quarter: October 4
• Autumn Law: September 5
• Winter Quarter: January 16
• Winter Law: January 22

No payments or refund requests will be accepted after these deadlines. Use BRUTUS (web or telephone), 292-EASE, bursar@osu.edu, 292-FEES, or Fees, Deposits & Disbursements 220 Lincoln Tower to make changes to insurance coverage status.

Wireless Care Supplement application deadlines coincide with the above. It is available only to students who have other major medical health insurance and it only covers services at Wilce Student Health Center. For more info about any of the above, go to www.shc.ohio-state.edu or call 292-0113.

TO ADJUST/ADD/DROP ANY FEES

INSURANCE AND OTHER OPTIONAL FEES:
To drop or add fees for insurance, scholarship or student government, contact the Office of Fees, Deposits & Disbursements 220 Lincoln Tower, 1800 Cannon Drive, or call 292-EASE/1-800-678-6270 through October 4th.

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

LATE PENALTIES

LATE PENALTIES: Late penalties begin to accrue the day after your fees are due (NOT including Saturdays, Sundays, or Holidays) as follows:

First Day Late: $30.00 Penalty
Each Additional Day Late: Add $3.00/day

After October 4th, 2000 for Autumn quarter, the University reserves the right to refuse payment and drop or withdraw you from your classes and request registration for additional fees. Residence and Dining Halls assesses late penalties in addition to these tuition penalties.

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 a $20.00 penalty will be assessed PLUS any late penalties in effect at the time of re-registration. Contact the office that placed the hold if you have any questions about clearing the hold.

ADDITIONAL FEES

RESIDENCE AND DINING HALLS FEES:
1. Charges appear for contracted services. Do NOT adjust these fees.
2. Residents will receive information about arrival and check-in procedures in a separate mailing. Resident Dining Halls fees must be paid before check-in is permitted.
3. If you do not intend to enroll on the Columbus campus for Autumn Quarter 2000, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. Failure to pay fees is NOT notification that you will not be living in the residence halls.
4. Direct any questions or requests to change your contract to the Housing Assignments Office, 350 Morrill Tower, 292-8266.

NONRESIDENT FEES:
1. SELECTIVE SERVICE - If you are a male between the ages of 19-26, you must report your selective service number to the Office of the Registrar before October 4th. Residence and Dining Halls fees must be paid before check-in is permitted.

2. IF YOU HAVE ANY QUESTIONS regarding the nonresident fee, you need information regarding your eligibility to be classified as an Ohio resident for tuition surcharge purposes, immediately contact the Office of the University Registrar 292-8500, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.

FINANCIAL AID RECIPENTS

Your enclosed Statement of Account shows aid from University, state, federal and private financial aid

GREAT WEBSITES
Student Information
http://www.ohio-state.edu/student/
Financial Aid (Online Services)
http://www.ureg.ohio-state.edu/ourweb/online.html
Financial Aid (Yours Financial)
http://www.ohio-state.edu/student/finance.html
"Payments, Deposits & Disbursements"
http://www.bursar.osu.edu

EMAIL ADDRESSES
registrar@osu.edu
finaid@fa.adm.ohio-state.edu
bursar@osu.edu
housing@osu.edu

IMPORTANT TELEPHONE NUMBERS
Area Code 614 unless otherwise noted
Address/Phone #: Changes 292-7598
Admissions (Undergraduate) 292-3980
Admissions (Grad/Int’l & Prof) 292-8444
BRUTUS 292-9999
BRUTUS Wait-List 292-9696
BRUTUS Grades 292-2299
Fee Balances (Toll Free) 1-800-678-6270
Fees & Deposits 292-EASE
Fees & Deposits (Toll Free) 1-800-635-8944
Financial Aid 292-0300
Financial Aid (Toll Free) 1-800-678-6440

IMPORTANT REMINDERS
The Fee Payment Deadline for AU00 quarter is Monday, September 11th except for LAW & MED or unless otherwise noted on your Statement of Account. For LAW & MED, the deadline is August 21st.

FINANCIAL AID HINTS
1. Financial Aid Recipients. Due to federal changes, drops and/or withdrawal may impact your aid. Check with Financial Aid before dropping any classes.
2. Everyone. Coming in October, a new Registrar web application that allows you to validate that you have been granted course permission prior to your W181 window opening.

For LAW & MED or unless otherwise noted on your Statement of Account.
Q. What if my Federal Direct Loan (Stafford or unsubsidized Stafford) does not appear on my Statement of Account?

A. A Promissory Note will be sent with your award letter, or shortly thereafter. Complete, sign, and return the Promissory Note. If your loan has not been posted within two weeks of when you returned the Promissory Note, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

Q. What if my Federal Direct PLUS loan does not appear on my Statement of Account?

A. For the PLUS Loan, you need to submit your PLUS Loan Addendum and your Promissory Note. Then call 292-EASE or 1-800-678-6270 to determine if your loan has been posted. If your aid has not been posted within two to three weeks of when you returned the Promissory Note, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

Q. What if my work-study award does not appear on my Statement of Account?

A. Work-study awards never appear on your Statement of Account because Federal Work-study funds cannot be used toward your tuition and fees.

Q. What if my Federal Direct Loan (Stafford or unsubsidized Stafford) does not appear on my Statement of Account?

A. A Promissory Note will be sent with your award letter, or shortly thereafter. Complete, sign, and return the Promissory Note. If your loan has not been posted within two weeks of when you returned the Promissory Note, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

Q. What if my work-study award does not appear on my Statement of Account?

A. Work-study awards never appear on your Statement of Account because Federal Work-study funds cannot be used toward your tuition and fees.

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

A. Federal aid is not available for a wait-listed course; use “Free Time.” For the PLUS Loan, you need to submit your PLUS Loan Addendum and your Promissory Note. Your registration into any section of a wait-listed course automatically removes your wait-list entry. The system is course-based, not section-based. If you decide not to take a course for which you are wait-listed, check the web or call 292-9696 and drop your wait-list request.

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

A. Federal aid is not available for a wait-listed course; use “Free Time.” For the PLUS Loan, you need to submit your PLUS Loan Addendum and your Promissory Note. Your registration into any section of a wait-listed course automatically removes your wait-list entry. The system is course-based, not section-based. If you decide not to take a course for which you are wait-listed, check the web or call 292-9696 and drop your wait-list request.

IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING

Contact a Student Financial Aid counselor in P17 Lincoln Tower at 292-0300. If you attend a regional campus, contact the financial aid office of the respective campus.

SCHEDULE ADJUSTMENTS

If you are closed out of any class, the following options are available: (1) Place your name on the electronic wait-list for the course; (2) Choose another class using the Schedule Adjustment Process through BRUTUS (web or phone); (3) Consult with your advisor about dropping or changing classes to get into another course. As a final option, seek permission directly from the instructor or department office.

TO MAKE SCHEDULE ADJUSTMENTS

IF YOU ARE PERMITTED TO USE BRUTUS:

1. BRUTUS is open NOW through September 22nd to make changes to your Autumn Quarter classes during the following hours: Monday through Thursday 7:00 a.m. to 10:00 p.m. and Sundays 11:00 a.m. to 10:00 p.m. Evening hours are usually less busy. Refer to the Master Schedule of Classes for detailed instructions or visit the web.

2. Prepare before you use BRUTUS. 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. See the panel regarding “Wait-Listing” in this brochure. You may also wish to investigate class availability on regional campuses to fulfill your current class needs. Information on available classes is available on the web at http://www.ureg.ohio-state.edu.

3. Use the web or dial 292-9999 from a touch-tone phone to make changes to your Autumn Quarter classes through the schedule adjustment process.

IF YOU ARE NOT PERMITTED TO USE BRUTUS:

Contact your college office and/or your academic advisor. You may be required to see an advisor before scheduling, or you may have a hold, or course permission may be required.

FEE INCREASES DUE TO SCHEDULE ADJUSTMENTS:

1. Schedule adjustments may result in a fee reassessment. BRUTUS will inform you of the amount change.

2. Please note the DUE DATE – You are responsible for paying fees on time!

ATTENDANCE IN CLASSES

FIRST DAY OF CLASSES:

1. Autumn Quarter classes begin September 20th. 2000. 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.

2. You should review a copy of the Master Schedule of Classes Supplement, available in many buildings on campus, for updated information before the actual credit date. If you do not remain eligible for the financial aid programs at the time of the actual credit date, you may have to repay financial aid funds that have been disbursed.

CHANGE YOUR MIND ABOUT ATTENDING AUTUMN QUARTER 2000?

Please call your college office to inform them that you are not going to attend. 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. In an effort to focus resources where they can be most effectively utilized for your benefit, grades will be e-mailed to students each quarter after processing. They are also readily available via BRUTUS (both on the Web and the Telephone). Mailing and processing savings are being used to resource expanding Web applications (e.g. Web Master Schedule search functions, transfer credit equivalencies, faster advising reports and degree audits). If you need a copy of your grades, print your grade record off the Web. For an official copy of your AU00 grades, you may mail us a request to the Office of the University Registrar, Verification Services, Room 410, 1800 Cannon Drive, Columbus, Ohio 43210 or you may come by the office and want a copy color after December 20th. If you come by the office and want a copy immediately, there is a $10 rush fee for same day service.

SPECIAL NOTE 1 of 2

GRADES HAVE GONE “STEALTH.” LOCK IN ON YOUR GRADES! ACTIVATE YOUR E-MAIL ACCOUNT NOW! In an effort to focus resources where they can be most effectively utilized for your benefit, grades will be e-mailed to students each quarter after processing. They are also readily available via BRUTUS (both on the Web and the Telephone). Mailing and processing savings are being used to resource expanding Web applications (e.g. Web Master Schedule search functions, transfer credit equivalencies, faster advising reports and degree audits). If you need a copy of your grades, print your grade record off the Web. For an official copy of your AU00 grades, you may mail us a request to the Office of the University Registrar, Verification Services, Room 410, 1800 Cannon Drive, Columbus, Ohio 43210 or you may come by the office and want a copy color after December 20th. If you come by the office and want a copy immediately, there is a $10 rush fee for same day service.

SPECIAL NOTE 2 of 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 please keep them current. Update your addresses via the web at http://www.ureg.ohio-state.edu.
state.edu/ourweb/online.html, by e-mail (Recept320@osu.edu), by calling the Brutus Address Line @ 292-7598 or the Registrar's Office @ 292-8500, or by stopping by the Registrar's customer service counter in Lincoln Tower. If you wish to specify a billing address, contact bursar@osu.edu, 292-FEES, or 1-800-635-8944.