



HELPFUL HINTS FROM THE REGISTRAR

for *AUTUMN QUARTER 2002*

Helpful Hints from The University Registrar is available each quarter in order to:

- Communicate changes, new features, or other important information concerning registration
- Assist you in understanding your Approved Schedule/Statement of Account
- Provide fee payment information
- Provide useful contact information such as phone numbers, web sites, and e-mail addresses.

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IMPORTANT!!! You are able to drop courses via the web through the 3rd Friday of the quarter (October 5th).

GREAT WEB SITES

Student Information: <http://www.ohio-state.edu/student/>

Registrar's On-line Services: <http://www.ureg.ohio-state.edu/ourweb/online.html>

Financial Aid (Your Financial Aid Status): <http://sfa.osu.edu/status>

Fees & Deposits: <http://www.treasurer.ohio-state.edu>

USEFUL E-MAIL ADDRESSES

Registrar's Office: registrar@osu.edu

Financial Aid: finaid@fa.adm.ohio-state.edu

Fees & Deposits: feesdeposits@osu.edu

Residence and Dining Halls: housing@osu.edu

IMPORTANT TELEPHONE NUMBERS

(Area code 614 unless otherwise noted)

Admissions (Undergraduate)	292-3980
Admissions (Grd/Int'l & Prof)	292-9444
Fees & Deposits	292-FEES
Fees & Deposits (Toll Free)	1-800-635-8944
Financial Aid	292-0300
Financial Aid (Toll Free)	1-800-678-6440
Registrar	292-8500

FEE PAYMENT DEADLINE

The **Fee Payment Deadline** for Autumn Quarter 2002 is **Wednesday, September 25th** except for LAW or unless otherwise noted on your Statement of Account. For LAW the deadline is **August 19, 2002**.

NOTE: Failure to receive a bill does not nullify a student's responsibility to pay fees by the due date. An official copy of the bill can be printed at <http://www.treasurer.ohio-state.edu> . On line payments can also be made at <http://www.treasurer.ohio-state.edu>.

FEE PAYMENT INSTRUCTIONS

If you are NOT attending: Contact your college office as soon as possible but no later than the first Friday of classes.

IF YOU OWE MONEY: SAVE TIME & MONEY BY PAYING FEES ONLINE. Submit payment by the first day of classes unless otherwise indicated.

Payment On-Line: Click on www.treasurer.ohio-state.edu, then Students, then Quikpay.

Other Payment Options: Your payment must be postmarked or made in person by the first day of classes.

- **Payment by Mail:** Mail a check or money order payable to The Ohio State University with your Statement of Account. An official copy of your statement can be printed at www.treasurer.ohio-state.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:

**Fees and Deposits
The Ohio State University
Department 0997
Columbus, Ohio 43271-0997**

- **Payment in Person:** Make payment in person at:

**Fees and Deposits
220 Lincoln Tower, 1800 Cannon Drive
Monday, the first week of classes - 8:00am - 6:00pm
Mon. - Fri. 8:00am - 5:00pm
Saturdays 10:00am - 2:00pm**

SPECIAL NOTE

STATEMENT OF ACCOUNTS GOING PAPERLESS

Beginning Winter Quarter 2003 Fees and Deposits will no longer mail the Statement of Account. After you register for classes, please access your Statement of Account at <http://www.treasurer.ohio-state.edu>.

TUITION FEE TABLES

2002-2003 Student Tuition Fee Tables - Columbus & Regional

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 \$35.00 will enroll you in the program for the entire academic year (Autumn through Summer).

NOTE: You must reapply each year.

You may enroll in T.O.P.P. now by sending in the payment for the T.O.P.P. amount indicated. **BE SURE TO ENROLL IN T.O.P.P. BY THE UNIVERSITY DEADLINE TO AVOID LATE PENALTY FEES. SUBMIT FUTURE TOPP PAYMENTS BY THE APPROPRIATE TOPP DEADLINES TO AVOID ADDITIONAL FEES.**

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

STUDENT HEALTH INSURANCE PLAN (SHIP)

The deadline to enroll in and pay for, withdraw from, or change coverage options to the "9" options for the Student Health Insurance Program is:

Autumn Quarter: October 9, 2002
 Autumn Law: September 3, 2002
 Winter Quarter: January 21, 2003
 Winter Law: January 21, 2003

Use the web at www.ureg.ohio-state.edu/ourweb/online.html 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 info about any of the above, go to www.shc.ohio-state.edu or call 292-0113.

Comprehensive Student Health Plan

	Per Quarter	Per Semester
Student	\$287.00	\$431.00
Student & Spouse	\$735.00	\$1,103.00
Student & Children	\$740.00	\$1,110.00
Student, Spouse, & Children	\$992.00	\$1,488.00

Medical ONLY Student Health Plan (new option)

	Per Quarter	Per Semester
Student	\$271.00	\$407.00
Student & Spouse	\$694.00	\$1,041.00
Student & Children	\$699.00	\$1,049.00
Student, Spouse, & Children	\$937.00	\$1,406.00

WilceCare Supplement Student Health Plan-MUST APPLY

Per Year

Student

\$187

TO ADJUST/ADD/DROP ANY FEES

INSURANCE AND OTHER OPTIONAL FEES: To drop or add fees for insurance, scholarship or student government contributions for AU02 only, use the web.

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

PAYMENT DEADLINES AND PENALTIES

PAYMENT DEADLINE: Your payment must be postmarked or made in person by September 25, 2002 for Autumn Quarter , except for LAW unless otherwise indicated. For LAW it is August 19, 2002.

DO NOT USE CAMPUS OR METERED MAIL: Late penalties are assessed according to USPS postmarks. Any undated payments received

after your deadline WILL be assessed a late penalty.

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

2nd Day of Classes thru 2nd Friday-\$100 Penalty
After 2nd Friday-\$300 Penalty

The **Late Registration Penalty** is a two-tier fee. For initial registration, a \$100 assessment commences the 2nd day of classes for the quarter and continues through the 2nd Friday. After the 2nd Friday the fee becomes \$500.00 due to the loss of Ohio State subsidy.

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

NOTE: Failure to receive a bill does not nullify a student's responsibility to pay fees by the due date. An official copy of the bill can be printed at <http://www.treasurer.ohio-state.edu>

FORFEITURE/REFUND OF FEES

Forfeiture and refund of fees effective Autumn Quarter 2002

100% refund of fees paid-Autumn Quarter

Quarter-Through the 1st Friday of classes - September 27, 2002

Semester-Through the 1st Friday of classes

80% refund of fees paid-Autumn Quarter

Quarter-1st Saturday through the 2nd Friday of classes - October 4, 2002

Semester-1st Saturday through the 2nd Friday of classes

70% refund of fees paid-Autumn Quarter

Quarter-2nd Saturday through the 3rd Friday - October 11, 2002

Semester-2nd Saturday through the 3rd Friday

60% refund of fees paid-Autumn Quarter

Quarter-3rd Saturday through the 4th Friday - October 18, 2002

Semester-3rd Saturday through the 4th Friday

50% refund of fees paid-Autumn Quarter

Quarter-4th Saturday through the 5th Friday - October 25, 2002

Semester-4th Saturday through the 5th Friday

Note: November 11,2002 is the 60% point-in-time for Autumn Quarter 2002 Student Financial Aid Title IV refund calculations.

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 \$25.00 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.

ADDITIONAL FEES

RESIDENCE AND DINING HALLS FEES:

- Charges appear for contracted services. Do NOT adjust these fees.
- Residents will receive information about arrival and check-in procedures in a separate mailing. Residence and Dining Halls fees must be paid before check-in is permitted.
- If you do not intend to enroll on the Columbus campus for Autumn Quarter 2002, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. You may use the orange Non-Enrollment Notice card, which is available at residence hall desks, or was enclosed with your housing materials. Failure to pay fees is NOT notification that you will not be living in the residence halls.
- Direct any questions or requests to change your contract to the Housing Assignments Office, 350 Morrill Tower, 292-8266.

NON RESIDENT FEES:

- **SELECTIVE SERVICE** - If you are a male between the ages of 18-26, you must report your selective service number to the Office of the University Registrar, 320 Lincoln Tower, 1800 Cannon Drive, 292-8500, 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>.
- **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 Office of the University Registrar 292-8500, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210. Or you may visit the residency web site at: <http://www.ureg.ohio-state.edu/ourweb/more/residency/resintro.html>

MISCELLANEOUS FEES - Autumn 2002

See above under Student Health Insurance Plan for Fees

American Language Program Fee: \$ 4,185.00 (this fee is assessed in addition to the undergraduate, non-resident total fees for zero hours.

Nursing Clinical Fee: \$150 (this fee is assessed if a student is enrolled in Nursing 301.01, 301.02, 301.03, 401, 402, 403, 611, 621, 622, 631, 632, 633.02, or 859).

Parking Permits:

(click on this link for parking fees): **Transportation and Parking Services**

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 Autumn 2002). If you are not planning to attend AU02, 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 Autumn Quarter 2002 are scheduled daily, effective September 15, 2002. Checks may be picked up in 220 Lincoln Tower beginning October 1, 2002. To download a Direct Deposit application, go to <http://www.treasurer.ohio-state.edu>. For more information, visit our web site or send e-mail to: feesdeposits@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 Office of Student Financial Aid at 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?

A. Loan credits require completion of an electric master promissory note and a loan acceptance. These steps can be completed through your financial aid status page online at: www.osu.edu/student/finance.html. Please allow 3-5 days processing time. If you are experiencing difficulty with the electronic promissory note and/or loan acceptance, please contact the Office of Student Financial Aid at 292-0300.

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

A. For the PLUS loan, you must submit a PLUS Loan Application and a paper promissory note. The PLUS Loan Application is available on the financial aid web site at <http://sfa.osu.edu/Forms/>. Promissory notes are mailed out after receipt of this form; copies are also available for the parent to pick up in room 500 Lincoln Tower. If your aid has not been posted within 4 weeks of submitting these materials, please contact the Office of Student Financial Aid at 292-0300.

IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING: Contact a Student Financial Aid counselor in 517 Lincoln Tower at 292-0300. If you attend a regional campus or ATI, contact the financial aid office of the respective campus.

SCHEDULE ADJUSTMENTS

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

- Place your name on the electronic wait-list for the course
- Choose another class and make schedule adjustments via the web
- Consult with your advisor about other course options or for alternate means to enter a closed course
- 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 September 27th to add and through October 4th to drop a class during the following hours:
 - Monday through Saturday 7:00 a.m. to Midnight
 - Sundays 11:00 a.m. to Midnight
- Evening hours are usually less busy. Refer to the Master Schedule of Classes for detailed instructions or visit the web.
- Prepare before you use 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. See the section on "Wait-Listing" below. You may also wish to investigate class availability on regional campuses to fulfill your course requirements. Information is also available at <http://www.ureg.ohio-state.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.**
-

ATTENDANCE IN CLASSES

FIRST DAY OF CLASSES:

Autumn Quarter classes begin September 25, 2002. 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.

The Master Schedule Supplement is no longer printed. Check the web or your most recently e-mailed schedule for updates.

CHANGE YOUR MIND ABOUT ATTENDING AUTUMN QUARTER 2002?

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.

WAIT-LISTING

See the Master Schedule of Classes Bulletin for additional wait-list information. Here are some important reminders about the system:

- Students are processed from a wait-list on a "first-on, first-off" basis, whenever there is a course drop, a course limit increase, or new sections are added.
- Any open seat must fit into your existing schedule to get processed. If you need to block certain times during the day (e.g. when you work) from being available for a wait-listed course, use "Free Time." See your Master Schedule for details.
- Students should find out whether or not they have been scheduled from the wait-list or their current position on a wait-list using the web. Have your Social Security Number and Personal Access Code available when you log in to BRUTUS web registration.
- 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, use the web to drop your wait-list request. Otherwise, you may still get scheduled into the course.

Visit the web site every few days before classes begin to check your wait-list status, and every day once classes begin. You may want to attend the course the first several days of the quarter in case you get scheduled off the wait-list.

SPECIAL NOTE 1 of 4

GRADES HAVE GONE "STEALTH." LOCK IN ON YOUR GRADES! ACTIVATE YOUR E-MAIL ACCOUNT NOW! Grades are only e-mailed to students each quarter after processing, and are also 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 Autumn grades, you may mail us a request for a free verification to: Office of the University Registrar, Verification Services, Room 320, 1800 Cannon Drive, Columbus, Ohio 43210 or you may come by 320 Lincoln Tower on/or after December 17th. 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 4

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://www.ureg.ohio-state.edu/ourweb/online.html>, by e-mail (Receipt320@osu.edu), by calling 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, or 1-800-635-8944.

SPECIAL NOTE 3 of 4

STATEMENT OF ACCOUNTS GOING PAPERLESS

Beginning Winter Quarter 2003 Fees and Deposits will no longer mail the Statement of Account. After you register for classes, please access your Statement of Account at <http://www.treasurer.ohio-state.edu>.

SPECIAL NOTE 4 of 4**Enrollment Status****Undergraduate****Graduate/Professional**

Full Time	12 + cr hrs	Full Time	10 + cr hrs
3/4 Time	9 - 11 cr hrs	3/4 Time	8 - 9 cr hrs
Half Time	6 - 8 cr hrs	Half Time	5 - 7 cr hrs
Part Time	1 - 5 cr hrs	Part Time	1 - 4 cr hrs

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August 1, 2002
Office of the University Registrar Webmaster