for SP00

1. Effective Spring you may use BRUTUS to drop courses through the 3rd Friday of the quarter (April 14th).

2. Effective Spring the optional Student Government contribution has increased from $1 to $2.

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**IMPORTANT NOTICES:**

1. IF WE OWE YOU MONEY refer to section “Financial Aid Recipients” for disbursement information.

2. IF YOU ARE NOT ATTENDING Contact your college office as soon as possible but no later than March 31st.

3. IF YOU OWE MONEY Payments must be postmarked or made in person by March 22nd, unless otherwise indicated.

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**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. Do not use campus or metered mail. Use the enclosed return envelope or mail to:

- Office of Fees, Deposits & Disbursements The Ohio State University Department 0997 Columbus, OH 43210-0997

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**IN PERSON:** Make payment in person to:

- Office of Fees, Deposits & Disbursements 220 Lincoln Tower, 1800 Cannon Drive March 21-22, 8:00 a.m. – 5:00 p.m.
- Monday – Friday, 8:00 a.m. – 5:00 p.m.
- Saturday 10:00 a.m. – 2:00 p.m.

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**TUITION OPTION PAYMENT PLAN (TOPP)**

TOPP is a payment plan that allows you or your family to divide the cost of 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 reapply each year. You may enroll in TOPP now by checking the box on your Statement of Account and sending in payment.

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**FINANCIAL AID RECIPIENTS**

For more TOPP information send your inquiries to:

- bursar@osu.edu or call 292-3337 or 1-800-635-8944.

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**FEE PAYMENT**

- IF AMOUNT DUE IS ZERO because your fees are paid by a third party, financial aid or fee authorization, no action is necessary.
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 financial statement of account? A. Your financial aid (PAYCHECKS) will be sent to your university address via the U.S. Postal Service. In the rare instance that it did not reach you, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

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. Then call 292-EASE or 1-800-678-6270 frequently to determine whether your aid has been posted. If your aid has not been posted within two weeks, 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 frequently to determine whether your aid has been posted within two weeks. If your aid has not been posted within 2-3 weeks of when you returned these materials, 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 disbursed until federal income verification is completed and any additional forms have been submitted to the Office of Student Financial Aid. 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.

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SCHEDULE ADJUSTMENTS

If you are close 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 and make schedule adjustments through BRUTUS (web or phone); 3. Consult with your advisor about other viable options or for alternate means to enter a closed 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 February 10th through March 31st to add and through April 14th to drop a class during the following hours: Monday through Saturday 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. Whenever there is a class drop, a course limit increase, or new sections are added, you may want to attend the course the first several days of the quarter in case you get scheduled off the wait-list.

2. Prepare before you use BRUTUS. BRUTUS is available online 24 hours a day and is accessible from a touch-tone phone and from most computers with Internet access. 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 requests not processed in a timely manner due to heavy volume will be processed the following day. If you need to block certain times during the day (e.g. when you work), call 292-9696 frequently to determine whether your aid has been posted.

3. Use the web or dial 292-9999 from a touch-tone phone and you will be directed through the schedule adjustment process.

If you are not permitted to use BRUTUS:

1. Schedule adjustments may result in a fee remittance. BRUTUS will inform you of the amount due and the due date.

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

ATTENDANCE IN CLASSES

FIRST DAY OF CLASSES:

1. Spring Quarter classes begin March 27, 2000. If you are not planning to attend SP00, please call your college office. Balances which exceed charges (cash due you) will be reassessed. BRUTUS will inform you of the amount due and the due date.

2. You should review a copy of the Master Schedule of Classes Supplement, available in many buildings on campus, for updated information on room or time changes.

SPECIAL NOTE 1 of 2

SP00 GRADES HAVE GONE "STEALTH." LOCK IN ON YOUR GRADES! ACTIVATE YOUR E-MAIL ACCOUNT NOW! Where they can be most effectively utilized for your benefit, grades will no longer be mailed via the US mail at the end of each quarter (starting this past Autumn Quarter). Students are encouraged to check their grades online via the web site or send e-mail to BRUTUS for permission directly from the instructor or department office. In some cases, you may need to attend the course the first several days of the quarter in case you get scheduled off the wait-list. 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 if you have changed your home address or phone number and then please keep them current. Update your address and phone number via the web at http://www.ureg.ohio-state.edu/ourweb/online.html, by e-mail (Receipt2@osu.edu), or by calling the Brutos Address Line at 292-7598 or the Registrar’s Office @ 292-0300.

SPECIAL NOTE 2 of 2

Note that the call to 292-9696 every few days before classes begin to check your work-study status, and a few days after 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. Your registration into any section of a wait-listed course automatically removes your wait-list entry. The system is course-based, not section-based.

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 if you have changed your home address or phone number and then please keep them current. Update your address and phone number via the web at http://www.ureg.ohio-state.edu/ourweb/online.html, by e-mail (Receipt2@osu.edu), or by calling the Brutos Address Line at 292-7598 or the Registrar’s Office @ 292-0300.

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292-8500., or by stopping by the Registrar's customer service counter in Lincoln Tower.