

**HELPFUL HINTS FROM THE UNIVERSITY REGISTRAR**

FOR SPRING QUARTER 2001

IMPORTANT NOTICES:
1. Financial Aid Recipients. Due to federal changes, drops and/or withdrawal may impact your aid. Check with Financial Aid before making any changes.
2. Just a reminder. Bills and schedules are now being sent separately. See Note 3.
3. Activate your OSU internet account

GREAT WEB SITES
Student Information
http://www.osu.edu/student
Registrar’s On-line Service:
http://www.oreg(osu.edu/ourweb/online.html
Financial Aid (Your Financial Status)
http://sfa.osu.edu/status
Fees, Deposits & Disbursements
http://www.treasurer.osu.edu

HELPFUL E-MAIL ADDRESSES
registrar@osu.edu
financia|l@adm.osu.edu
office@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 292-2803
BRUTUS Wait-List 292-9696
BRUTUS Grades 292-2299
Fees Balances 292-6639
Fee Balances (Toll Free) 1-800-678-6270
Fees & Deposits 292-9630
Fees & Deposits (Toll Free) 1-800-605-8944
Financial Aid 292-0300
Financial Aid (Toll Free) 1-800-678-6440

**REQUIRED FEES**
- **Tuition Option Payment Plan (TOPP)**
  - TOPP is a payment plan that allows you or your family to pay tuition and other University expenses in monthly installments per quarter without interest charges. An enrollment fee of $35.00 will enroll you according to USPS postmarks. Any unattended payments received after your deadline will be assessed a late penalty.
  - Use the enclosed return envelope or mail to: Office of Fees, Deposits & Disbursements

- **Fees Balances (Toll Free)**
  - First Day Late: $30.00 Penalty
  - Each Additional Day Late: Add $3.00/day

- **Late Penalties**
  - Late penalties begin to accrue 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

**ADDITIONAL FEES**

RESIDENCE AND DINING HALLS FEES:
1. Charges apply for contracted services. DO NOT adjust these fees.
2. 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.
3. If you do not intend to enroll on the Columbus campus for Spring Quarter 2001, you must 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.
4. Direct any questions or requests to change your contract to the Office of the Housing Assignments Office, 350 Morrill Tower, 292-8268.

NONRESIDENT FEES:
1. **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 Registrar. 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.
2. 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 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 programs. The date listed next to each financial aid credit indicates the date that funds from that program will be available. Some or all of these credits may be available late and/or later than the Due Date on your Statement of Account.

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 Registrar, 292-8500, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.

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 Registrar, 292-8500, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.
FINANCIAL AID QUESTIONS & ANSWERS

ATTENDANCE IN CLASSES

First Day of Classes: Spring Quarter classes begin March 26th, 2001. 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.

Wait-Listing

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. An "open seat" must fit into your existing schedule to get processed. If you need to block certain times during the quarter, make sure you are approved for a wait-list course, please schedule "Free Time." See your master schedule.

- Students should check whether or not they have been scheduled from the wait-list or their current position on a wait-list by checking the web or calling 292-8699. You have sufficient health insurance coverage in the University's Student Health Center. You may need to request a copy of your PLUS Loan Promissory note. These documents are sent with your award letter. You can also access the PLUS Loan Addendum Form at the website for the Office of Student Financial Aid at 292-0300 or your regional or ATI representative.

- If you need a copy of your grades, print your academic record off the Web. For an official copy of your PLUS Loan Promissory note, you may mail us a request for a free verification to: Office of the University Registrar, 1919 Ninth Avenue, Columbus, Ohio 43210 or you may come by 320 Lincoln Tower on/or after June 18th. If you come by the office and want a copy immediately, there is a $10 rush fee for same day service.

- Bills and schedules are now sent to you separately at different times in the quarter. This is a departure from our current practice. Most of you are accustomed to seeing your bill on one side and your schedule on the other. The Office of Fees, Deposits & Disbursements will send now the Spring Quarter 2001 bill. You will receive it within seven to ten calendar days from the date you registered for classes. In turn, the Office of the University Registrar will e-mail and mail you a copy of your Spring Quarter 2001 Statement of Account. The due date for payment of your Spring Quarter 2001 bill is May 3, 2001. During the first week of March 19th, the Registrar will send an
e-mail reminding you of your Spring Quarter 2001 Schedule. We believe this change will allow both offices, the Office of Fees, Deposits & Disbursements and the Registrar, the opportunity to better serve you. We hope you agree.