HELPFUL HINTS FROM THE REGISTRAR
FOR SPRING QUARTER 1998

NEW FOR SP'98
1998 Football ticket information inside.

IMPORTANT TELEPHONE NUMBERS
Address/Phone # Changes………….. 292-7598
Admissions……………………………... 292-3980
BRUTUS…………………………………. 292-9999
BRUTUS Wait-List…………………….. 292-0696
Fee Balances…………………………. 292-EASE
Fees & Deposits……………………… 292-2812
Financial Aid…………………………. 292-0300
Direct Loan Information……………... 292-0200
TOPP……………………………………. 292-TOPP

USEFUL WEB SITES
To check course availability, visit-list info, change your address, view your grades and class schedule or prepare an advising report: http://www.ureg.ohio-state.edu.

To check Direct Loan Information: https://www2.uts.ohio-state.edu/b2/sfa/sfastatus.html.

USEFUL E-MAIL ADDRESSES
registrar@osu.edu
bursar@osu.edu

IMPORTANT REMINDERS
• The Fee Payment Deadline for SP'98 is Wednesday, March 25th, unless otherwise noted on your Statement of Account. You can pay as early as March 9, 1998.

Office of the University Registrar
320 Lincoln Tower
Service Center
Our extended office hours during the first week of SP Quarter are: MTW 8:00 a.m. – 5:00 p.m.
Our normal office hours are: MTRF 9:30 a.m. – 5:00 p.m.
W 9:30 a.m. – 6:00 p.m.
For Admissions, Financial Aid and Fees Deposits’ service hours, please contact them (see Important Telephone Numbers above).

FEE PAYMENT
TO PAY YOUR FEES:
• IF YOU OWE NO MONEY (because your fees are paid by a third party, financial aid, or a fee authorization):
  If you are not attending: Your fee payment will be confirmed automatically. If you have a credit balance, it will be available for disbursement on the date indicated, as long as your eligibility for receiving funds continues.

PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY MARCH 25, 1998 FOR SPRING QUARTER UNLESS OTHERWISE INDICATED.
• IF YOU OWE MONEY:
  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. 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 1097
  Columbus, Ohio 43271-0997
  IN PERSON: Make payment in person to:
  Office of Fees, Deposits and Disbursements
  220 Lincoln Tower, 1800 Cannon Drive
  Monday - Friday, 8:00am - 4:00pm

TO ADJUST/ADD/DROP ANY FEES
INSURANCE AND OTHER OPTIONAL FEES:
To drop or add fees for insurance, traffic and parking, or scholarship and government contributions, indicate the desired change in the space provided on the Statement of Account, call 292-EASE, or send your request via e-mail to bursar@osu.edu.

REQUIRED FEES: If you requested a full-time schedule and received fewer hours, your bill is based on requested hours.

TO INSURE YOUR PAID STATUS

FINANCIAL AID RECIPIENTS:
If you were billed for tuition charges and do not have full-time hours, your aid will be adjusted and/or cancelled. Contact a financial aid counselor in 517 Lincoln Tower, 614/292-0300, or extended campus office, if you have any questions.

FINANCIAL AID RECIEPIENTS:
If you were billed for tuition charges and do not have full-time hours, your aid will be adjusted and/or cancelled. Contact a financial aid counselor in 517 Lincoln Tower, 614/292-0300, or extended campus office, if you have any questions.

PAYMENT DEADLINES AND PENALTIES
PAYMENT DEADLINE: Your payment must be postmarked or made in person by March 25, 1998 for Spring Quarter, unless otherwise indicated on your statement.

DO NOT USE CAMPUS OR METERED MAIL: Late penalties are assessed according to U.S. Postmarks. Any unpaid payment 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 or holidays) as follows:
  First Day Late: $30.00 Penalty
  Each Additional Day: Add $3.00/day

After April 13, 1998, for Spring Quarter, the University reserves the right to refuse payment and consider you a Non-Resident for that quarter.

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

TUITON OPTION PAYMENT PLAN (TOPP)
TOPP is a payment plan that allows you or your family to pay tuition to the University in equal amounts over three monthly installments per quarter without interest charges. An application fee of $35.00 will enroll you in the program for the entire academic year (Autumn through Summer). NOTE: You must reapply each year.

If you are participating in TOPP, your Statement of Account should reflect that you are being billed separately through that program. Be sure to submit your payment by the appropriate TOPP and University deadlines to avoid any late fee. If you are interested in paying via TOPP, contact Fees, Deposits and Disbursements at 614/292-TOPP.

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, you will be assessed a $125.00 penalty 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. Any payments made are applied first to any previous balance due, which may 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:
1. Charges appear for contracted services. Do NOT adjust these fees.
2. Residents will receive information about arrival and departure dates. Failure to pay fees is NOT notification that you will not be living in the residence halls.
3. If you do not intend to enroll on the Columbus campus for Spring Quarter 1998, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. You may use the 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 Housing Assignments Office, 350 Morrill Tower, 614/292-8266.

NONRESIDENT FEES:
1. Selective Service - If you are a male between the ages of 16-26, you must report your selective service number to the Office of the University Registrar, 320 Lincoln Tower, 1800 Cannon Drive, 614/292-8500, 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.
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 University Registrar 614/292-8500, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.

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 SP98). If you are not planning to attend SP98, 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. If you have questions about the availability of those funds, call 614/292-EASE after the financial aid credit date(s) listed.

Credit balances will be mailed to you during the second week of classes and approximately every other week thereafter, unless you have made arrangements for direct deposit. Direct Deposits are scheduled every week through the sixth week of the quarter. Contact the Office of Fees, Deposits and Disbursements at 614/292-2812 or send an e-mail to: bursar@osu.edu for more information.

You can now access your own Federal Direct Loan information electronically at https://www2.uts.ohio-state.edu/baz/alaifaxstatus.html, or through the new IVR telephone system at 614/292-0200.

**IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING**

Contact a Student Financial Aid counselor in 517 Lincoln Tower at 614/292-0300. If you attend an Extended 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: (1) Place your name on the electronic wait-list for the course; (2) Choose another class and make schedule adjustments through BRUTUS; (3) 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.

**TO MAKE SCHEDULE ADJUSTMENTS**

**IF YOU ARE PERMITTED TO USE BRUTUS:**

1. BRUTUS is open March 9 through April 3 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. Refer to the Master Schedule of Classes for detailed instructions.

2. Prepare before you call. 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 in the course that you are seeking. Information is also available at [http://www.urp.ohio-state.edu](http://www.urp.ohio-state.edu).

3. Dial 614/292-9999, from a Touch-Tone phone, and you will be directed through the schedule adjustment process.

**IF YOU ARE NOT PERMITTED TO USE BRUTUS:**

Contact your college office academic advisor.

**FEE INCREASES DUE TO SCHEDULE ADJUSTMENTS:**

1. Made before March 25, 1998, for SP98 are payable on the date originally noted on your Statement of Account.

2. Made in your College Office after March 25, 1998, for SP98 must be paid within 48 hours. You should be mailed a schedule copy and balance statement at the time of this transaction. If not, call for one.

3. Made via BRUTUS after March 25, 1998, for SP98 result in another Statement of Account and a revised deadline date. BRUTUS will give you this date over the phone at the time of your transaction. If you do not receive a revised Statement of Account within ten days after the transaction, please promptly contact the Office of the University Registrar, 614/292-8590. Send your payment directly to Fees and Deposits, 220 Lincoln Tower, 1800 Cannon Drive. Be sure to include your SSN and SP98 on your check or money order.

**ATTENDANCE IN CLASSES**

**FIRST DAY OF CLASSES:**

1. Spring Quarter classes begin March 30, 1998. If you will be delayed in picking up 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 on room or time changes.

**CHANGE YOUR MIND ABOUT ATTENDING SPRING QUARTER ’98?**

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 not 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-served” basis. If a course opens up due to a course limit increase, or new sections are added, anyone on an existing electronic wait-list will be notified 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 by calling 614/292-0200, a touch-tone telephone. Have your Social Security Number and Personal Access Code available when you call.

NOTE...Call 292-0696 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.

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, call 614/292-0696 and drop your wait-list request. Otherwise, you may still get scheduled into the course.

**1998 OSU STUDENT FOOTBALL TICKETS**

All Spring Quarter students who wish to purchase a seat for the 1998 football season are requested to pick up their pre-sale applications at the Athletic Ticket Office in St. John Arena beginning April 1. The Athletic Ticket Office is open from 8:00 a.m. to 6:00 p.m., Monday through Friday and from 9:00 a.m. to 12:00 noon on Saturday (hours subject to change). Regional campus students must pick up their applications at their own regional campus.

Students must return their applications with payment to the Athletic Ticket Office no later than April 30, 1998. Applications may either be dropped off in person or mailed to The Athletic Ticket Office, 410 Woody Hayes Drive, Columbus, OH 43210.

To qualify for an application, students must be enrolled for Spring Quarter and have a valid Ohio State I.D. Each student must pick up his/her own application.

**THE DEADLINE FOR RETURNING AN APPLICATION IS APRIL 30, 1998.**