

HELPFUL HINTS FROM THE REGISTRAR FOR SPRING QUARTER 1999

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://www.afa.adm.ohio-state.edu>
Fees, Deposits, & Disbursements
<http://www.treasurer.ohio-state.edu>

USEFUL E-MAIL ADDRESSES

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

IMPORTANT TELEPHONE NUMBERS

Address/Phone # Changes.....	292-7598
Admissions.....	292-3980
BRUTUS.....	292-9999
BRUTUS Wait-List.....	292-9696
Fee Balances	292-EASE
Fees & Deposits	292-2812
Financial Aid	292-0300
Tuition option payment plan.....	292-TOPP

IMPORTANT REMINDERS

• **The Fee Payment Deadline for SP99 quarter is Wednesday, March 24, unless otherwise noted on your Statement of Account. You can pay as early as March 8.**

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 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.

IF YOU ARE NOT ATTENDING: Contact your college office as soon as possible but no later than April 2.

PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY March 24, 1999 FOR SP99 QTR 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 0997
 Columbus, Ohio 43271-0997

IN PERSON: Make payment in person to:
Office of Fees, Deposits and Disbursements
 220 Lincoln Tower, 1800 Cannon Drive
 Mon., Tues., Thurs., & Fri. 8:00 am – 5:00 pm
 Wednesdays 8:00 am – 6:00 pm

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 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 not attending classes for Spring Quarter 1999, contact Fees, Deposits and Disbursements immediately at 614/292-TOPP or send e-mail to topp@osu.edu to suspend TOPP billing until further notice.

If you are not yet participating in TOPP and are interested in paying via this program, you may access information and download an application from the Fees, Deposits and Disbursements web site at: <http://www.treasurer.ohio-state.edu> or contact that office by phone at 614/292-TOPP or send e-mail to: topp@osu.edu.

TO ADJUST/ADD/DROP ANY FEES

INSURANCE AND OTHER OPTIONAL FEES:

To drop or add fees for insurance, scholarship or student government contributions for Spring only, indicate the desired change in the space provided on the Statement of Account, call 614/292-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 (bill on intent).

IF YOU WANT TO PAY FOR FEWER HOURS:

1. Select the appropriate Fee Chart located in this brochure to determine the amount owed (this would be the "Qualified Resident Total" or the "Nonresident Total", whichever is appropriate).

2. Write the revised number of credit hours on the tear-off section of your Statement of Account and the adjusted amount of fees from the fee charts, in the payment box. Then submit that form with your payment.
3. Drop any wait-listed courses so that you will not get scheduled for additional hours.

IF YOU PAY FOR INTENDED HOURS and do not add enough credits to be full-time, a refund will be issued in the student's name, or you can request a refund in person at Fees, Deposits and Disbursements.

FINANCIAL AID RECIPIENTS: If you were billed for full-time hours 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 24, 1999 for SP99 QTR unless otherwise indicated.

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:

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

After April 12, 1999, for Spring Quarter, the University reserves the right to refuse payment and cancel your registration. IF APPROVED TO PAY AFTER THIS DATE, YOU WILL BE CHARGED A \$125.00 LATE PENALTY.

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 cancelled. 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. 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 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 1999, 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.
4. Direct any questions or requests to change your contract to the Housing Assignments Office, 350 Morrill Tower, 614/292-8266 or housing@osu.edu.

NON-RESIDENT 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 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 or at <http://www.sss.gov>.
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 SP99). If you are not planning to attend SP99, 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 and how they will be disbursed, 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 to deposit these funds directly into your personal bank account or BUCK I.D. account. Direct Deposits are scheduled a minimum of once a week through the sixth week of the quarter. You may access Direct Deposit information and download an application from the Fees, Deposits and Disbursements web site at: <http://www.treasurer.ohio-state.edu> or contact the Office by phone at 614/ 292-2812 or send an e-mail to: bursar@osu.edu for more information.

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. Call (614)292-EASE weekly to determine whether your aid has been posted. Make sure to follow the instructions in your Award Notification Guide booklet that was enclosed with your original Award Letter. If your aid still does not post to your student account, call the Office of Student Financial Aid at (614) 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 Notes. Then call (614) 292-EASE frequently to determine if the loan has been posted. If your aid has not been posted within two weeks of when you returned the Promissory Note, call the Office of Student Financial Aid at (614) 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 (614) 292-EASE frequently to determine if your loan has been posted. 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 (614) 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.

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 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: (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:

- BRUTUS is open March 8 through April 2 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.
- 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 on regional campuses to fulfill your

course requirements. Information is also available at <http://www.ureg.ohio-state.edu>.

- 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:

- Made before March 24, 1999 for SP99 are payable on the date originally noted on your Statement of Account.
- Made in your College Office after March 24, 1999 for SP99 must be paid within 48 hours. You should be handed a schedule copy and balance sheet at the time of this transaction. If not, ask for one.
- Made via BRUTUS after March 24, 1999 for SP99 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, 614/292-8500. Send your payment directly to Fees and Deposits, 220 Lincoln Tower, 1800 Cannon Drive. Be sure to include your SSN and SP99 on your check or money order.

ATTENDANCE IN CLASSES

FIRST DAY OF CLASSES:

- Spring Quarter classes begin March 29, 1999. 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.
- 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 '99?

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 by calling 614/292-9696 on a touch-tone telephone. Have your Social Security Number and Personal Access Code available when you call.

NOTE...Call 292-9696 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 614/292-9696 and drop your wait-list request. Otherwise, you may still get scheduled into the course.

SPECIAL NOTE

For your benefit, please maintain a local and home address on the OSU student data base at all times.

To help us help you, please let the Registrar know your current local 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> or by e-mail (Receipt320@osu.edu). Call the Brutus Address Line @ 292-7598 or the Registrar's Office @ 292-8500. Lastly, stop by the Registrar's customer service counter in Lincoln Tower.