HELPFUL HINTS FROM THE UNIVERSITY REGISTRAR FOR SUMMER 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 dropping any classes!  2. Internet Users, Activate your OSU internet account. If you are having your mail forwarded to another IP provider, make sure your forwarding address is correct.  3. AU01 Fees, The new fee schedule is not expected to be available till July 1st.

FEE PAYMENT AND DEADLINES

- IF AMOUNT DUE IS ZERO because your fees are paid by a third party, financial aid or fee authorization, no action is necessary.
- IF WE OWE YOU MONEY, refer to section “Financial Aid Recipients” for disbursement information.
- IF YOU ARE NOT ATTENDING, contact your college office as soon as possible but no later than June 22:
  - IF YOU OWE MONEY:

PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY June 13 OR FOR SU01 QTR & 1st Term and by July 20 for 2nd Term, UNLESS OTHERWISE INDICATED.

BY MAIL - Return a check or money order payable to head State University with the bottom portion of your Statement of Account. Write the student’s name and student account number on the check. Do not send 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.

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 & Disbursements
220 Lincoln Tower, 1800 Cannon Drive
June 18, 19 & 20 8:00 a.m. – 6:00 p.m.
Mon. – Fri. 8:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 2:00 p.m.

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 in the program for the entire academic year (Autumn through Summer). Note: You must reapply each academic year or when your fee account changes. You may enroll in TOPP now by paying the amount listed on your Statement of Account in the box next to “TUITION OPTION AMOUNT DUE” BE SURE TO ENROLL IN TOPP BY THE UNIVERSITY DEADLINE PRIOR TO THE LATE PENALTY DEADLINES. SUBMIT FUTURE TOPP PAYMENTS BY APPROPRIATE TOPP DEADLINES TO AVOID ADDITIONAL FEES.

For more TOPP 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 withdraw from, enroll in, pay for or make coverage changes to Student Health Insurance for:
- Summer law term is May 29, 2001
- Summer quarter & 1st term is July 2, 2001
- Summer 2nd term only is August 8, 2001

No exceptions! No payments or refund requests will be accepted after the above deadlines. Payment must be received in Fees & Deposits by the deadlines. Use Bank of America’s web or phone, to make changes to insurance choices. More information is available at www.schc.osu.edu/shi.

TO ADJUST/ADD/DROP ANY FEES

INSURANCE AND OTHER OPTIONAL FEES:
To drop or add fees for insurance, scholarship or student government contributions for SU01, contact BRUTUS (web or telephone) through July 22, August 8 for 2nd term.

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

LATE PENALTIES

DO NOT USE CAMPUS OR METERED MAIL.

LATE PENALTIES: Late penalties begin to accrue for fees not paid in full (including Saturdays, Sundays, or Holidays) as follows:
- First Day Late: $30.00 Penalty
- Each Additional Day Late: Add $3.00/day

After July 2, 2001 for Summer Quarter & 1st term and August 4, 2001 for 2nd term, 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 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 will not be able to register for classes. A hold may also prevent you from completing your current enrollment. Contact the office that placed the hold if you have any questions about clearing the hold.

ADDITIONAL FEES

RESIDENCE AND DINING HALLS FEES:
1. Charges are approved 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 Summer Quarter 2001, you must also notify Residential and Dining Halls in writing or your contract will remain in effect. You may use the orange Non-Enrollment Notice form 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, 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, 292-8500, or non-resident fees will be assessed for compliance with state law. If needed, you may obtain your selective service number at http://www.ssv.gov or by calling (847) 686-6886.

2. IF YOU HAVE ANY QUESTIONS regarding the nonresident fee or if you need information regarding your eligibility to be classified as an Ohio resident, write your inquiries to bursar@osu.edu or call 292-3337 or 1-800-635-8944.

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.

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

USEFUL WEB SITES
Student Information
http://www.ohio-state.edu/student
Registrar’s Online Services
http://www.ureg.ohio-state.edu/ourweb/online.html

Financial Aid (Your Financial Aid Status)
http://sisosu.ohio-state.edu
Fees, Deposits & Disbursements
http://www.treasurer.ohio-state.edu

GREAT TELEPHONE NUMBERS
Area Code 614 unless otherwise noted
Address/Phone # Changes 292-7598
Admissions (Undergraduate) 292-3880
Admissions (Grad/Int'l & Prof) 292-9444
BRUTUS 292-9999
BRUTUS Wait-List 292-8696
BRUTUS Grades 292-2299
Fee Balances 292-EASE
Fee Balances (Toll Free)  1-800-678-6279
Fees & Deposits 292-FEES
Fees & Deposits (Toll Free) 1-800-635-8944
Financial Aid 292-6640
Financial Aid (Toll Free) 1-800-678-6279

IMPORTANT REMINDERS
The Fee Payment Deadline for SU01 quarter and 1st term is Wednesday, June 13, and for 2nd term it is Friday, July 20 unless otherwise noted on your Statement of Account.

LATE PENALTIES

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 will not be able to register for classes. A hold may also prevent you from completing your current enrollment. Contact the office that placed the hold if you have any questions about clearing the hold.

ADDITIONAL FEES

RESIDENCE AND DINING HALLS FEES:
1. Charges are approved 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 Summer Quarter 2001, you must also notify Residential and Dining Halls in writing or your contract will remain in effect. You may use the orange Non-Enrollment Notice form 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, 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, 292-8500, or non-resident fees will be assessed for compliance with state law. If needed, you may obtain your selective service number at http://www.ssv.gov or by calling (847) 686-6886.

2. IF YOU HAVE ANY QUESTIONS regarding the nonresident fee or if you need information regarding your eligibility to be classified as an Ohio resident, write your inquiries to bursar@osu.edu or call 292-3337 or 1-800-635-8944.

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.
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 have not received your permanent loan amount prior to the Due Date, you should contact the Financial Aid Office. If you have not received a permanent loan amount, please contact the Financial Aid Office.

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 canceled. You are considered enrolled for Summer 2001. If you are not planning to attend SU01, please call your college office.

Balances that exceed cashes (due date you will be available for disbursement after the latest financial aid can be paid. If you do not remain eligible for the financial aid programs at the time of the latest credit dates appearing on your Statement of Account, note it and deduct it from your Balance Due.

Q. What if my Federal Direct PLUS loan does not appear on my Statement of Account?
A. For the PLUS Loan, you must complete a PLUS Loan Application Form and a promissory note. These documents are sent with your award letter. You can also access the PLUS Loan Addendum Form at the web site http://sfa.osu.edu. In room 500 Lincoln Tower, you may obtain a copy of your PLUS Loan Promissory note. If your aid has not been posted within 3 weeks of submitting these materials, please contact the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING

Contact a Student Financial Aid counselor in 517 Lincoln Tower at 292-2300. If you have 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 (web or phone); (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 head.

TO MAKE SCHEDULE ADJUSTMENTS

IF YOU ARE PERMITTED TO USE BRUTUS:

1. BRUTUS is open NOW through June 22nd to add and through July 6th to drop a class. BRUTUS is closed the following hours: Monday through Saturday 7:00 a.m. to 10:00 p.m. Evening hours are usually less busy. Refer to the Master Schedule of Classes or visit the web site http://www.treasurer.ohio-state.edu/ for information on your grades, you may mail us a request for a free copy.

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-in, first-served” basis. If there is a course drop, course limit increase or new sections are added, an open seat must fit into your existing schedule to get priority. Please call the 388-2000 or 220 Lincoln Tower. To stop the Spring Quarter, it is usually 24 hours. You also have the option of contacting your instructor about alternate ways to enter 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 on the web is available at http://www.ureg.ohio-state.edu.

NOTE: Check the web or 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 before scheduled; have a hold, or course permission may be required.

FEE INCREASES DUE TO SCHEDULE ADJUSTMENTS

1. Schedule adjustments may result in a fee reassessment. 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. Summer Quarter & 1st term classes begin June 17th. If you are not planning to attend SU01, please call your college office.

2. Prepare before you use BRUTUS. Choose an alternative when adding classes in case your first choice is not available. Also have the option of contacting an instructor about alternate ways to enter 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 on the web is available at http://www.ureg.ohio-state.edu.

NOTE: Check the web or 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 before scheduled; have a hold, or course permission may be required.

Your registration into any section of a wait-listed course automatically removes your wait-list entry. This could be either section, section-by-section, or for all courses. If you decide not to take a course for which you are wait-listed, check the web or call 292-9696 and drop your wait-list request.
SPECIAL NOTE 3

Bills and schedules are now sent to you separately at different times in the quarter. Many of you are accustomed to seeing your bill on one side and your schedule on the other. The Office of Fees, Deposits & Disbursements will now send the Summer 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 Summer Quarter 2001 Schedule the week of May 28th. During the week of June 11th, the Registrar will send you an e-mail reminding you of your Summer 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.

SPECIAL NOTE 4

Enrollment Status

Undergraduate
Full-time  
¾ time
Half time
Part time

Graduate/Professional
Full-time
¾ time
Half time
Part time