Directions for Winter Quarter 2000

1. Charges appear for contracted services. Do not adjust these fees.

2. If you are a male between the ages of 18-26, you must report your Selective Service registration.

3. If you do not enroll on the Columbus campus for Winter Quarter 2000, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. You may use the online 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 contact to the Housing Assignments Office, 350 Morrill Tower, 614/292-8266.

5. If you are enrolled in the WilceCare supplement, you may cancel your registration and WilceCare coverage by phone at 292-EASE or 1-800-678-6270.

6. If you are planning to drop a course, contact the Office of Fees, Deposits & Disbursements.

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

8. If you have any questions regarding the non-refundable deposits, 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, 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 program 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, note it and deduct it from your Balance 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, contact the Office of the University Registrar 614/292-8500, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.

The amount indicated in the “Pay This Amount” box by the “Due Date” noted is your balance owed to the University. Your fee payment authorization:

- 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 January 7th.

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 January 7th.

Fees and Deposits (Toll Free): 1-800-678-6270
Tuition Option Payment Plan 292-TOPP
Fee Balances (Toll Free): 1-800-678-6270

TO INSURE YOUR PAID STATUS

DO NOT WRITE “BAD” CHECKS AS PAYMENT:

- WilceCare supplement is available for students with active “other” health insurance coverage.

Clear all Holds prior to payment/confirmation:

- If there is a hold on your record, you can only DROP classes. A hold may also prevent you from completing your current enrollment.

Additional fees:

- Residence and Dining Halls fees:
- Charges appear for contracted services. Do NOT adjust these fees.
- 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.
- If you do not intend to enroll at the Columbus campus for Winter Quarter 2000, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. You may use the online 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.
- Direct any questions or requests to change your contact to the Housing Assignments Office, 350 Morrill Tower, 614/292-8266.
Balances which exceed charges (cash due you) will be available for disbursement after the latest financial aid award date. Federal Work-Study 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 or 1-800-678-6270 after the financial aid credit date listed.

Direct Deposits of credit balances for Winter Quarter 2000 are scheduled daily, beginning on December 27th. Checks may be picked up in 220 Lincoln Tower beginning January 10th. Checks will be held in the local address each Friday beginning January 14th.

To download a Direct Deposit application, go to www.treasurer.ohio-state.edu. For more information visit our web site or send e-mail to bursar@osu.edu.

FINANCIAL AID QUESTIONS & ANSWERS

History has shown that during this time of year the Office of the University Registrar 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 you hear below are more common than you think. Instructions and answers are provided about what you should do.

Q. What if my work–study award does not appear on my Statement of Account?
A. Federal Work-Study awards do not 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 (web or phone); (3) Consult with your advisor about other course options or for alternate means of a class. A final offer, seek permission directly from the instructor or department office.

IF YOU ARE PERMITTED TO USE BRUTUS...

1. BRUTUS is open October 29th through January 2000 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 or visit the web.

2. Prepare before you use BRUTUS. 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 on the web is available at http://www.ureg.ohio-state.edu.

3. Use the web or 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...

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 close-out scenario, or new course 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, use the “Free Time” schedule adjustment process. Students should find out whether or not they have been granted from the wait-list or their position on a wait-list by checking the web or calling 614/292-9969. Have your Social Security Number and Financial Access Code available when you use BRUTUS.

NOTE: Check the web or call 614/292-9969 every few days before classes begin to check your wait-list position and status. Students over enrolled in the Fall and Spring quarters in the Summer Work-Study program. Students who are waitlisted can use BRUTUS to check their wait-list position. Students who are waitlisted can use BRUTUS to check their wait-list position.

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 have been waitlisted, call 614/292-9969 and drop your wait-list request via the web yet but it is coming.

Otherwise, you may still get scheduled into the course.

SPECIAL NOTE

A99 GRADES ARE GOING “STEALTH.” LOCK IN YOUR GRADES! ACTIVATE YOUR E-MAIL ACCOUNT NOW! In an effort to focus resources where they can be most effectively utilized for your betterment, grades will no longer be mailed via the U.S. Mail. Instead, e-mail will be used for this purpose (e.g. Web Master Schedule search functions, transfer credit equivalencies, faster advising reports and details of your grades). To ensure that your grade is sent to the correct address, print your grade record off the Web. For an official copy, request a free verification at 320 Lincoln Tower.

For your benefit, please maintain a local and home address on the OU student database at all times. To help us keep you up to date, please let the Registrar know your current local and home addresses right now and then please keep them current. Use addresses via the web http://www.ureg.ohio-state.edu/orweb/online.html, by e-mail (Recent@OhioState.edu) or by calling the Brutos Address Line (614) 292-7592 or the Registrar’s Office (614) 292-8500. Lastly, stop by the Registrar's customer service center in Lincoln Tower.