

## Registration & Fees at a Glance

### Spring Quarter 2004

#### Fee Information

[Adjusting, Adding, or Dropping Fees](#)  
[Definition of Enrollment Status](#)  
[Fee Payment Deadline](#)  
[Fee Payment Instructions](#)  
[Financial Aid Information](#)  
[Forfeiture/Refund of Fees](#)  
[Insuring Your Paid Status](#)  
[Payment Deadlines & Penalties](#)  
[Tuition Fee Tables](#)  
[Tuition Option Payment Plan \(T.O.P.P.\)](#)  
[Student Health Insurance](#)

#### Contact Information

[Useful Web Sites](#)  
[Useful E-Mail Addresses](#)  
[Important Phone Numbers](#)

#### Other Information

[Attendance in Class](#)  
[Making Schedule Adjustments](#)  
[Selective Service Registration](#)  
[Special Notes](#)  
[Wait List Information](#)

#### Fee Payment Deadline

The Fee Payment Deadline for Spring Quarter 2004 is Monday, March 29, 2004 unless otherwise noted on your Statement of Account.

NOTE: It is a student's responsibility to know their payment due date. On line payments can be made and an official copy of the bill can be printed at: <http://www.treasurer.ohio-state.edu>.

Fees and Deposits only e-mails reminders about your Statement of Account. Paper Statements of Account are no longer mailed.

[Top Page](#)

#### Fee Payment Instructions

If you are NOT attending: Contact your college office as soon as possible but no later than April 2, 2004.

IF YOU OWE MONEY: SAVE TIME & MONEY BY PAYING FEES ONLINE. Submit payment by the first day of classes unless otherwise indicated.

**Payment On-Line:** Click on [www.treasurer.ohio-state.edu](http://www.treasurer.ohio-state.edu), then Students, then Quikpay.

**Other Payment Options:** Your payment must be postmarked or made in person by the first day of classes.

**Payment by Mail:** Mail your check or money order payable to The Ohio State University with your Statement of Account\* (see note below). An official copy of your statement can be printed at [www.treasurer.ohio-state.edu](http://www.treasurer.ohio-state.edu). While it is not required, including the student's social security number with payment speeds processing. Do not use campus or metered mail. Send payment to:

Fees and Deposits  
The Ohio State University  
Department 0997  
Columbus, Ohio 43271-0997

\*Mail all scholarship check(s) under separate cover to: 220 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio, 43210-1203.  
Please include a copy of your statement of account.

**Payment in Person:** Make payment in person to:

Fees and Deposits  
220 Lincoln Tower, 1800 Cannon Drive  
Mon. - Fri. 8:00am - 5:00pm  
Saturdays 10:00am - 2:00pm

#### **SPECIAL NOTE: STATEMENT OF ACCOUNT IS PAPERLESS**

Fees and Deposits only e-mails reminders. After you register for classes, please access your Statement of Account at: <http://www.treasurer.ohio-state.edu>.

[Top Page](#)

## **Tuition Fee Tables**

### **2003 - 2004 Student Tuition Fee Tables - Columbus & Regional Campuses**

(Acrobat PDF File)

For an explanation of the different "fees", [click here](#).

#### **SPECIAL NOTES REGARDING TUITION & FEES:**

##### **Non-Resident Surcharge and Selective Service Registration**

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, 292-9330, 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>.

##### **Regional Campus versus Main Campus Fees**

Effective Winter Quarter 2003, the Office of the University Registrar began adjusting official campus of enrollment for students based upon where the majority of the classes are taken. Students will be billed based on the campus where the student is registered for the majority of hours. For students who have been registered through a regional campus, they are only switched to Columbus if they meet the selective admission criteria of 2.0 GPA with 30 cumulative hours (to be increased to 45 hours in Autumn 2003). Students who are taking half at a regional and half at the main campus will remain enrolled at the original campus. For details regarding the university policy, "[click here](#)" to visit the web site.

##### **Non-Resident Fees**

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 292-9330, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH, 43210. Please note that students are expected to make full payment (including non-resident fees) by their appropriate payment due date. Payment deadlines may not be waived or extended while a student's residency status is under review. You may also click on this link to be taken to the Registrar's web site on [Ohio Residency for Tuition Purposes](#).

[Top Page](#)

## **Tuition Option Payment Plan (T.O.P.P.)**

T.O.P.P. is a payment plan that allows you or your family to pay tuition and other University expenses in two 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 year.

You may enroll in T.O.P.P. by sending in the payment for the T.O.P.P. amount indicated on your statement of account. Be sure to enroll in T.O.P.P. by the university deadline to avoid late penalty fees. Submit future T.O.P.P. payments by the appropriate T.O.P.P. deadlines to avoid late payment penalties.

For more T.O.P.P. information send your inquiries to [bursar@osu.edu](mailto:bursar@osu.edu) or call 292-1056 or 1-800-635-8944.

[Top Page](#)

## **Student Health Insurance Program**

The deadline to enroll in and pay for, withdraw from, or change coverage options to the Student Health Insurance Program for Spring Quarter is April 12, 2004. Use the web at [www.ureg.ohio-state.edu/ourweb/online.htm](http://www.ureg.ohio-state.edu/ourweb/online.htm) to make changes to insurance. WilceCare Supplement is available to students who already have other health insurance and it only covers services at Wilce Student Health Center.

For more information, contact the Student Health Insurance Program on the web at [www.shi.osu.edu](http://www.shi.osu.edu), by email at [shi\\_info@osu.edu](mailto:shi_info@osu.edu), or phone at 292-0113.

**Note 1:** To be eligible an undergraduate must be enrolled for 6 or more credit hours and graduate students must be enrolled for 5 or more credit hours.

**Note 2:** To be eligible a student who is enrolled in one or more distance learning courses (denoted by a "D" suffix attached to the course number) must meet the requirements of Note 1 in residency (meaning the 6 or more credit hours, 5 or more credit hours must be other than courses with a "D" suffix).

### Comprehensive Student Health Plan for Domestic Students

	Per Quarter	Per Semester	Per Month
Student	\$355.00	\$ 532.00	\$ 119.00
Student & Spouse	\$911.00	\$1,366.00	\$304.00
Student & Children	\$917.00	\$1,376.00	\$306.00
Student, Spouse, & Children	\$1,229.00	\$1,843.00	\$410.00

### Medical ONLY Student Health Plan for Domestic Students

	Per Quarter	Per Semester	PerMonth
Student	\$332.00	\$ 498.00	\$ 111.00
Student & Spouse	\$854.00	\$ 1,281.00	\$285.00
Student & Children	\$856.00	\$ 1,284.00	\$286.00
Student, Spouse, & Children	\$1,145.00	\$ 1,718.00	\$382.00

WilceCare Supplement Student Health Plan (must apply) Per Year  
Student \$187.00

### Comprehensive Student Health Plan for International Students

	Per Quarter	Per Semester	Per Month
Student	\$325.00	\$487.00	\$119.00
Student & Spouse	\$832.00	\$1,248.00	\$304.00
Student & Children	\$837.00	\$1,255.00	\$306.00
Student & Family	\$1,121.00	\$1,682.00	\$410.00

[Top Page](#)

### To Adjust / Add / or Drop Fees

**INSURANCE AND OTHER OPTIONAL FEES:** To drop or add fees for insurance, scholarship or student government contributions for Spring 2004 only, use the web.

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

[Top Page](#)

### Payment Deadlines and Penalties

**PAYMENT DEADLINE:** Your payment must be postmarked or made in person by March 29, 2004 for Spring Quarter 2004 unless otherwise indicated on your statement of account.

**DO NOT USE CAMPUS OR METERED MAIL:** Late penalties are assessed according to U.S.P.S. postmarks. Any undated payments received after your deadline WILL be assessed a late penalty.

**LATE PAYMENT PENALTIES:** Late penalties begin to accrue the day after your fees are due as follows:

**Autumn Quarter:** 2nd Day of Classes thru 2nd Friday - \$100.00 Penalty  
After 2nd Friday - \$300.00 Penalty

**LATE REGISTRATION PENALTIES:** The late registration penalty is a two-tier fee.

**Autumn Quarter:** 2nd Day of classes thru 2nd Friday - \$100.00 Penalty  
After the 2nd Friday - \$500.00

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

**NOTE:** It is the student's responsibility to know their payment due date. An official copy of the bill can be printed at:

<http://www.treasurer.ohio-state.edu>

[Top Page](#)

## **Forfeiture / Refund of Fees**

### **Forfeiture and refund of fees Effective Spring Quarter 2004.**

#### **100% refund of fees paid- Spring Quarter**

Quarter -Through the 1st Friday of classes - April 2, 2004

Semester-Through the 1st Friday of classes

#### **80% refund of fees paid- Spring Quarter**

Quarter-1st Saturday through the 2nd Friday of classes - April 9, 2004

Semester-1st Saturday through the 2nd Friday of classes

#### **70% refund of fees paid- Spring Quarter**

Quarter-2nd Saturday through the 3rd Friday - April 16, 2004

Semester-2nd Saturday through the 3rd Friday

#### **60% refund of fees paid- Spring Quarter**

Quarter-3rd Saturday through the 4th Friday - April 23, 2004

Semester-3rd Saturday through the 4th Friday

#### **50% refund of fees paid- Spring Quarter**

Quarter-4th Saturday through the 5th Friday - April 30, 2004

Semester-4th Saturday through the 5th Friday

Note: May 12, 2004 is the 60% point-in-time for Spring Quarter 2004 Student Financial Aid Title IV refund calculations.

(This date is for students who withdraw from ALL classes during the term.)

[Top Page](#)

## **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 can only DROP classes. A hold may also prevent you from completing your current enrollment. Contact the office which placed the hold if you have any questions about clearing the hold.

[Top Page](#)

## **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 Spring 2004). If you are not planning to attend Spring 2004, 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.

Direct Deposits of credit balances for Spring 2004 quarter are scheduled daily, effective March 19, 2004. Checks may be picked up in 220 Lincoln Tower beginning April 5, 2004. To download a Direct Deposit application, go to <http://www.treasurer.ohio-state.edu>. For more information, visit our web site or send e-mail to: [feesdeposits@osu.edu](mailto:feesdeposits@osu.edu).

### **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 statement of account?

A. Check your financial aid status at the web site <http://sfa.osu.edu/status>. There may be additional documents or information that the Office of Student Financial Aid needs from you before aid can be disbursed. If you cannot determine the problem at this web site, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

Q. What if my Federal Direct Student Loan does not appear on my Statement of Account?

Loan credits require completion of an electronic Master Promissory Note and a loan acceptance. These steps can be completed through your financial aid status page online at: <http://sfa.osu.edu/status>. If you are a first-time borrower, you must complete an entrance counseling quiz at <http://www.dlsonline.com>. Please allow 3-5 days processing time. If you are experiencing difficulty with the electronic promissory note and/or loan acceptance, please contact the Office of Student Financial Aid at 292-0300.

Q. What if my Federal Direct PLUS (parent) Loan does not appear on my Statement of Account?

A. The parent must complete a PLUS Loan Form and a Master Promissory Note to secure this loan. The Plus Loan Form can be downloaded from our web page at <http://www.sfa.osu.edu/Forms/>. The promissory note must be completed online at <http://dlenote.ed.gov>. If your aid has not been posted within 3 weeks of submitting these documents, contact the Office of Student Financial Aid at 292-0300 or contact your regional or ATI representative.

**IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING:** Contact a Student Financial Aid counselor in 517 Lincoln Tower at 292-0300. If you attend a regional campus or ATI, contact the financial aid office of the respective campus.

[Top Page](#)

### **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 via the web
3. Consult with your advisor about other course options or for alternate means to enter a closed course
4. As a final option, seek permission directly from the instructor or department office.

#### **IF YOU ARE PERMITTED TO REGISTER VIA THE WEB:**

Web registration is now open through April 2, 2004 to add and through April 16, 2003 to drop a class during the following hours:

**Monday through Saturday 7:00am to Midnight  
Sundays 11:00 a.m. to Midnight**

Prepare before you use register for classes on the web. 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 section regarding "Wait-Listing" below. 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>.

**IF YOU ARE NOT PERMITTED TO USE WEB REGISTRATION:** Contact your college office academic advisor. You may be required to see an advisor before scheduling, you may have a hold, or course permission may be required.

#### **FEE INCREASES DUE TO SCHEDULE ADJUSTMENTS:**

**Schedule adjustments may result in a fee reassessment.** The web will inform you of the amount due and the due date. Please note the DUE DATE -- You are responsible for paying fees on time!

[Top Page](#)

## **Wait- Listing**

See the Master Schedule of Classes Bulletin on the web for additional wait-list information. Here are some important reminders about the system:

1. 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.
2. 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 the Master Schedule on the web for details.
3. Students should find out whether or not they have been scheduled from the wait-list or their current position on a wait-list using the web.
4. Your registration into any section of a wait-listed course automatically removes your wait-list entry.
5. The system is course-based, not section-based.
6. If you decide not to take a course for which you are wait-listed, use the web to drop your wait-list request. Otherwise, you may still get scheduled into the course.

**Visit the web site 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.

[Top Page](#)

## **Attendance in Class**

FIRST DAY OF CLASSES:

Spring Quarter classes begin March 29, 2004. 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. 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.

The Master Schedule Supplement is no longer printed. Check the web or your most recently e-mailed schedule for updates.

[Top Page](#)

## **Links to Great Web Sites**

[Fees, Deposits & Disbursements](#)  
[Student Health Insurance Program](#)  
[Financial Aid \(Your Financial Aid Status\)](#)  
[Student Information](#)  
[Registrar's On-Line Services](#)

## **Useful E-Mail Addresses**

Registrar's Office: [registrar@osu.edu](mailto:registrar@osu.edu)  
 Student Financial Aid: [finaid@fa.adm.ohio-state.edu](mailto:finaid@fa.adm.ohio-state.edu)  
 Fees, Deposits, & Disbursements: [bursar@osu.edu](mailto:bursar@osu.edu)  
 Residence and Dining Halls: [housing@osu.edu](mailto:housing@osu.edu)

## **Important Telephone Numbers**

Admissions (Undergraduate) .....	614-292-3980
Admissions (Graduate., International, Professional).....	614-292-9444
Fees & Deposits.....	614-292-FEES
Fees & Deposits ( Toll Free).....	800-635-8944
Student Financial Aid.....	614-292-0300
Student Financial Aid (Toll Free).....	800-678-6440
Registrar.....	614-292-9330

Office of the Registrar, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210

Phone: (614) 292-9330 Fax: (614) 292-7199

Contact Information: [Web Site Maintenance](#)

© Copyright 1994-2003, Office of the University Registrar. The Ohio State University.

**Special Notes**  
 All rights reserved.

**Special Note 1**

**ACTIVATE YOUR OSU INTERNET ACCOUNT NOW!** Grades are readily available via the web. If you need a copy of your grades, print your grade record off the Web. For an official copy of your grades, you may mail us a request for a free verification to: Office of the University Registrar, Verification Services, Room 320, 1800 Cannon Drive, Columbus, Ohio 43210 or you may come by 320 Lincoln Tower 10 days after commencement. If you come by the office and want a copy immediately, there is a \$10 rush fee for same day service.

**Special Note 2**

For your benefit, please maintain a local and home address on the OSU student database at all times. To help us help you, please let the Registrar know your current local and 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> by e-mail [Receipt320@osu.edu](mailto:Receipt320@osu.edu), by calling the Registrar's Office @ 292-9330., or by stopping by the Registrar's customer service counter in Lincoln Tower.

**Special Note 3****STATEMENT OF ACCOUNTS WENT PAPERLESS**

Your Statement of Account is available only via the web. After you register for classes, please access your Statement of Account at: <http://www.treasurer.ohio-state.edu>.

**Special Note 4**

Beginning Spring Quarter 2004, new undergraduate students will be assessed a one-time orientation fee of \$25.00 if entering Spring, Summer, or Winter Quarter. The fee will \$50.00 if entering Autumn Quarter except transfer students and they will be assessed a \$25 orientation fee.

**Special Note 5****Definition of Enrollment Status**

Undergraduate		Graduate/Professional	
Full Time	12 + Credit Hrs	Full Time	10 + Credit Hrs.
3/4 Time	9-11 Credit Hrs	3/4 Time	8-9 Credit Hrs.
Half Time	6-8 Credit Hrs	Half Time	5-7 Credit Hrs.
Part Time	1-5 Credit Hrs	Part Time	1-4 Credit Hrs.