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## University Registrar

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# Registration & Fees at a Glance

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## Registration & Fees at a Glance: Spring 2015 Term

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### **Registration**

#### **Registration & Schedule Adjustments**

##### ***Preparing for Registration***

Select courses based on your program requirements and availability. If the course you wish to take has reached the amount of space available, consider the following;

- Waitlist the course.
- Select another course.
- Consult your advisor on entering the course or other course options.
- As a final option, seek permission from the instructor or department offering the course.

If a hold is preventing you from enrolling in courses, contact the appropriate office to resolve the issue. In order to see hold information on your Student Center, follow the directions on the [Office of the CIO's website](#). If you are unsure of what is preventing you from enrolling, contact your college office, academic advisor, or [Student Service Center](#).

##### ***Web Registration Dates***

The [Important Dates](#) section of the Registrar's website offers more specific registration dates based on career and academic level (rank). After the web registration dates close, contact your college office for adding or dropping courses.

##### **Adding Courses**

Spring Semester: October 20, 2014 – January 16, 2015  
 First Session: October 20, 2014 – January 16, 2015  
 Second Session: October 20, 2014 – March 6, 2015

##### **Dropping Courses**

Spring Semester: October 20, 2014 – February 6, 2015  
 First Session: October 20, 2014 – January 23, 2015  
 Second Session: October 20, 2014 – March 13, 2015

##### ***Web Registration Times***

Monday - Friday 6:30am - 1:30am  
 Saturday 6:30am - Midnight

Sunday 11:00 am – Midnight  
 \*hours subject to change

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## Fee & Schedule Adjustments

Adjusting your schedule may change your Statement of Account in the amount of tuition and fees that are due, including the date by which you are responsible to pay tuition and fees. It is best to verify this information when making any schedule adjustments. Verify your balance and due date on your Statement of Account by logging into your Student Center through [Buckeye Link](#). Directions of how to view your Statement of Account may be found online at: [https://assist-erp.osu.edu/sis/WebHelp/studentcenter/student\\_financials.html](https://assist-erp.osu.edu/sis/WebHelp/studentcenter/student_financials.html).

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## Attendance in Class

Spring semester and First session courses begin on Monday, January 12, 2015. Second session courses begin on Wednesday, March 4, 2015.

If you will be delayed in attending your scheduled course(s) notify the department(s) that offers your course(s) and your academic advisor, before the term begins.

If you will not be attending the term, be sure to contact your college office and drop your courses prior to the first Friday of the term. This will free up your space in classes for other students and prevent the assessment of forfeiture fees. If you have already paid fees, do not stop payment on your check as a way to initiate your withdrawal, contact the [Student Service Center](#) about any refunds owed to you.

For updates, check your class schedule in your Student Center by logging on through [Buckeye Link](#).

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## Definition, Enrollment Status

Undergraduate		Graduate & Professional	
Full Time	12+ Credit Hours	Full Time	8+ Credit Hours
Half Time	6-11.99 Credit Hours	Half Time	4-7.99 Credit Hours
Part Time	0-5.99 Credit Hours	Part Time	0-3.99 Credit Hours

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## Fees

### Tuition and Fees

#### *Tuition and Fee Tables*

Information about the current fee tables may be found at: <http://registrar.osu.edu/FeeTables/MainFeeTables.asp>. This page will also include course fees, an explanation of fees, and fee table archives.

#### *Regional Campus versus Columbus Campus Fees*

Students are billed based on the campus where the student is registered for the majority of credit hours. Students who have been registered through a regional campus may only be switched to Columbus if they meet the selective admission criteria of 2.0 GPA with 30 cumulative semester hours. Students who are taking half of their total credit hours for the term at a regional campus and the other half at the Columbus Campus will remain enrolled at the original campus. Visit "[Multi-Campus Students](#)" for more information regarding this policy.

#### *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, visit the Registrar's website at [Ohio Residency for Tuition Purposes](#). For specific questions, contact the [Student Service Center](#) (SSC), located on the 1st floor Student Academic Services Building, 281 W. Lane Ave, Columbus, Ohio 43210, [ssc@osu.edu](mailto:ssc@osu.edu), (614) 292-0300 or (800) 678-6440. Please note that students are expected to make full payment (including non-resident fees) by their assigned payment due date. Payment deadlines may not be waived or extended while a student's residency status is under review, and non-payment may result in additional fees if charges remain unpaid past the deadline.

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## Payment Deadlines and Penalties

The initial fee deadline for spring 2015 term, including first session and second session, will be Monday, January 5, 2015. It is a student's responsibility to know their payment due date which may be verified on their Statement of Account. The Statement of Account, located on the Student Center, is the official bill from The Ohio State University; paper bills will not be generated. Directions on how to view your Statement of Account may be found at: [https://assist-erp.osu.edu/sis/WebHelp/studentcenter/student\\_financials.html](https://assist-erp.osu.edu/sis/WebHelp/studentcenter/student_financials.html).

Students who have not paid tuition, all fees, and prior term balances **by January 23, 2015 will be dropped** from all enrollments for non-payment. Students dropped for non-payment will be assessed a \$300 fee to re-enroll **beginning January 31, 2015** in addition to any incurred late fees. Columbus Campus students requesting to be re-enrolled into their classes after being dropped for non-payment should contact the Student Service Center (SSC), located on the 1st floor Student Academic Services Building, 281 W. Lane Ave, Columbus, OH 43210, [ssc@osu.edu](mailto:ssc@osu.edu), (614) 292-0300 or (800) 678-6440. Regional

Campus students should contact their academic advisor on their home campus.

If a student has not paid their fees before the last day of the semester or term, they will not be allowed to pay unless approval is obtained through a petitioning process. To initiate the process, contact the Student Service Center (SSC), located on the 1st floor Student Academic Services Building, 281 W. Lane Ave, Columbus, OH 43210, [ssc@osu.edu](mailto:ssc@osu.edu), (614) 292-0300 or (800) 678-6440.

If fees are not paid by the initial due date, penalties will begin to accrue on your account as scheduled below:

Fee	Spring Semester	First Session	Second Session
Initial Late Payment Fee Assessed at \$200	January 6, 2015	January 6, 2015	January 6, 2015
Late Payment Fee Increases to \$300	January 24, 2015	January 24, 2015	January 24, 2015
Late Initial Registration Fee Assessed at \$500	January 24, 2015	January 24, 2015	March 14, 2015
Late Course Add Fee of \$100 (per course)	January 24, 2015	January 24, 2015	March 14, 2015
Re-Enrollment Fee of \$300	January 31, 2015	January 31, 2015	January 31, 2015

[University Residences and Dining Services](#) will assess late penalties in addition to these tuition penalties.

The [TOPP](#) will also have penalties for late installment payments.

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## Forfeiture & Refund Fees

Forfeiture fees will be assessed if a student drops below full time (undergraduate: 12 credit hours; graduate/professional; 8 credit hours), withdraws from the university after the first Friday of the semester, or part-time students who drop classes or withdraw from the university by the schedule below;

	Spring Semester	First Session	Second Session
No Forfeiture Fee, 100% Refund Period Ends	January 16, 2015	January 16, 2015	March 6, 2015
25% Forfeiture Fee, 75% Refund Period Ends	January 23, 2015	Not Applicable	Not Applicable
50% Forfeiture Fee, 50% Refund Period Ends	February 6, 2015	January 23, 2015	March 13, 2015
100% Forfeiture Fee, No Refund Begins	February 7, 2015	January 24, 2015	March 14, 2015

For a break-down of the forfeiture amounts by fee, please view the [Forfeiture Fee PDF document](#).

For information on the Student Financial Aid Title IV refund calculations (60% point-in-time) go to [Student Financial Aid](#), Return of Title IV Process for Federal Aid.

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## Fee Payment Instructions

The Ohio State University offers several options to pay your fees.

**Payment On-Line:** Log in to your Student Center via [Buckeye Link](#). Click "Make Payment" in the Finances section of your Student Center and choose one of the available options.

**Payment by Mail:** Mail your check or money order payable to "The Ohio State University". Be sure write your Student ID or OSU Account Number on the face of the check or money order to ensure proper credit of your payment. Your payment must be postmarked or received by the payment deadline. Do not use campus or metered mail.

Mail payment to:  
Office of the University Bursar  
The Ohio State University  
Department 0997  
Columbus, Ohio 43271-0997

**Payment in Person:** Make payment with check or money order payable to "The Ohio State University. Be sure write your Student ID or OSU Account Number on the face of the check or money order to ensure proper credit of your payment.

Submit your payment in person to:  
Drop-box on the 1st Floor of the  
Student Academic Services Building

OR Office of the University Bursar  
2nd Floor Student Academic Services Building  
281 W. Lane Ave.  
Mon. - Thurs. 8:00am - 4:00pm  
Fri. 9:00am - 4:00pm

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## Payment Plan Options

The Ohio State University offers the Tuition Option Payment Plan (TOPP) to help divide the cost of tuition, housing and fees into installments. Students must enroll in TOPP by the appropriate deadline each term. The TOPP installment payments must also meet the appropriate deadlines to avoid penalties.

For more information about TOPP, visit <http://ssc.osu.edu/TOPP.html>, or contact the [Student Service Center](#) at [ssc@osu.edu](mailto:ssc@osu.edu) or (614) 292-0300.

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## **Other**

### **Financial Aid Recipients**

Please visit the Student Financial Aid website at: <http://sfa.osu.edu/>, for more information.

For assistance with financial aid matters, tuition and fee payments, managing your Student Center or other issues please contact the Student Service Center (SSC), located on the 1st floor Student Academic Services Building, 281 W. Lane Ave, Columbus, OH 43210, [ssc@osu.edu](mailto:ssc@osu.edu), (614) 292-0300 or (800) 678-6440.

If you attend a regional campus or ATI, contact the financial aid office of your respective campus. This contact information may be found on the Student Financial Aid website at: <http://sfa.osu.edu/howitworks/index.asp?tab=e>.

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### **Selective Service Registration**

For more information on Selective Service Registration and how it may affect your tuition rates, please visit The Office of the University Registrar's website at:

[http://registrar.osu.edu/Residency/selective\\_service\\_registration\\_instate\\_tuition.asp](http://registrar.osu.edu/Residency/selective_service_registration_instate_tuition.asp).

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### **Contact Information**

<b>Office</b>	<b>Websites</b>	<b>Email Address</b>	<b>Telephone Number</b>
Student Service Center	<a href="http://ssc.osu.edu">ssc.osu.edu</a>	<a href="mailto:ssc@osu.edu">ssc@osu.edu</a>	(614)292-0300
Office of the University Bursar	<a href="http://bursar.osu.edu">bursar.osu.edu</a>	<a href="mailto:bursar@osu.edu">bursar@osu.edu</a>	(614)292-1056
Student Health Insurance	<a href="http://shi.osu.edu">shi.osu.edu</a>	<a href="mailto:shi_info@osu.edu">shi_info@osu.edu</a>	(614)688-7979
Student Financial Aid	<a href="http://sfa.osu.edu">sfa.osu.edu</a>	<a href="mailto:ssc@osu.edu">ssc@osu.edu</a>	(614)292-0300 - SSC
Current Student Information	<a href="http://osu.edu/currentstudents">osu.edu/currentstudents</a>	<a href="mailto:askabuckeye@osu.edu">askabuckeye@osu.edu</a>	(614)292-3980
Office of the University Registrar	<a href="http://registrar.osu.edu">registrar.osu.edu</a>	<a href="mailto:registrar@osu.edu">registrar@osu.edu</a>	(614)292-9330

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### **Useful Information**

#### ***OSU Internet Account***

Activate Your Internet Account Now at [my.osu.edu](http://my.osu.edu).

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#### ***Grades***

Grades are available through your Student Center via [Buckeye Link](#) and may be printed from there through an Advising Report (unofficial transcript). For an official copy of your grades, you should order at transcript. Additional information is available on the Registrar's Website, [Transcript Ordering](#).

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#### ***Address***

For your benefit, please maintain a current and permanent address on the Ohio State University Student Information System (SIS) at all times. Update your address(es) through your Student Center via [Buckeye Link](#). For directions of how to update your address(es), please visit: [https://assist-erp.osu.edu/sis/WebHelp/studentcenter/sc\\_update\\_address.html](https://assist-erp.osu.edu/sis/WebHelp/studentcenter/sc_update_address.html). Questions should be referred to the [Student Service Center](#) at [ssc@osu.edu](mailto:ssc@osu.edu), (614) 292-0300, or in person at 281 W. Lane Ave, 1st Floor.

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#### ***Student Health Insurance Program***

The deadline to select or waive the [Student Health Insurance Program](#) for students beginning spring 2015 semester is December 31, 2014. Visit [Buckeye Link](#) to make changes to insurance. For directions of how to select or waive through Buckeye Link, please visit: [https://assist-erp.osu.edu/sis/WebHelp/studentcenter/shi\\_intro.html](https://assist-erp.osu.edu/sis/WebHelp/studentcenter/shi_intro.html).

For more information, including rates, contact the [Student Health Insurance Program](#) by email, [shi\\_info@osu.edu](mailto:shi_info@osu.edu), or phone at (614) 292-0113.

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## *The Ohio State University*

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5th Floor Student Academic Services Building | 281 W Lane Ave | Columbus, Ohio 43210  
Phone: Students, call (614) 292-0300 Toll-free: (800) 678-6440 to reach SSC | Faculty and Staff, call (614) 292-9330 | Fax: (614) 292-7199