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Registration & Fees at a Glance: Spring Semester 2016

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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 19, 2015 – January 15, 2016
First Session: October 19, 2015 – January 15, 2016
Second Session: October 19, 2015 – March 4, 2016

Dropping Courses

Spring Semester: October 19, 2015 – February 5, 2016
First Session: October 19, 2015 – January 22, 2016
Second Session: October 19, 2015 – March 11, 2016

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.

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Attendance in Class

Spring semester and First session courses begin on Monday, January 11, 2016. Second session courses begin on Wednesday, March 2, 2016.

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 Residency Department at registrar@osu.edu or (614) 292-8877. 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 2016 term, including first session and second session, will be Monday, January 4, 2016. 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.

Students who have not paid tuition, all fees, and prior term balances **by January 23, 2016 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 30, 2016** 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, (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, (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 5, 2016	January 5, 2016	January 5, 2016
Late Payment Fee Increases to \$300	January 22, 2016	January 22, 2016	January 22, 2016
Late Initial Registration Fee Assessed at \$500	January 23, 2016	January 23, 2016	March 12, 2016
Late Course Add Fee of \$100 (per course)	January 23, 2016	January 23, 2016	March 12, 2016
Re-Enrollment Fee of \$300	January 30, 2016	January 30, 2016	January 30, 2016

[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 15, 2016	January 15, 2016	March 4, 2016
25% Forfeiture Fee, 75% Refund Period Ends	January 22, 2016	Not Applicable	Not Applicable
50% Forfeiture Fee, 50% Refund Period Ends	February 5, 2016	January 22, 2016	March 11, 2016
100% Forfeiture Fee, No Refund Begins	February 6, 2016	January 23, 2016	March 12, 2016

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
PO Box 183248
Columbus, Ohio 43218-3248

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](#).

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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 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, (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.

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Contact Information

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

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Useful Information

OSU Internet Account

Activate Your Internet Account Now at 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. Questions should be referred to the [Student Service Center](#) at ssc@osu.edu, (614) 292-0300, or in person at 281 W. Lane Ave, 1st Floor.

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Student Health Insurance Program

For deadlines relating to the selection or waiver of [Student Health Insurance Program](#), please visit <https://shi.osu.edu/>. 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.

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

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