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HELPFUL HINTS FROM THE REGISTRAR

for AUTUMN QUARTER 2001

Helpful Hints from The University Registrar is published and included with each student's Approved Schedule/Statement of Account each quarter in order to:

- Communicate changes, new features, or other important information concerning registration
- Assist you in understanding your Approved Schedule/Statement of Account
- Provide fee payment information
- Provide useful contact information such as phone numbers, web sites, and e-mail addresses.

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IMPORTANT!!! YOU ARE ABLE TO DROP COURSES THROUGH BRUTUS (WEB OR TELEPHONE) THROUGH THE 3RD FRIDAY (October 5th).

GREAT WEB SITES

Student Information <http://www.ohio-state.edu/student/>
 Registrar's On-line Services <http://www.ureg.ohio-state.edu/ourweb/online.html>
 Financial Aid (Your Financial Aid Status) <http://sfa.osu.edu/status>
 Fees, Deposits & Disbursements <http://www.treasurer.ohio-state.edu>

USEFUL E-MAIL ADDRESSES

Registrar's Office registrar@osu.edu
 Financial Aid finaid@fa.adm.ohio-state.edu
 Fees, Deposits & Disbursements bursar@osu.edu
 Tuition Option Payment Plan (TOPP) topp@osu.edu
 Residence and Dining Halls housing@osu.edu

IMPORTANT TELEPHONE NUMBERS**(Area code 614 unless otherwise noted)**

Address/Phone # Changes	292-7598
Admissions (Undergraduate)	292-3980
Admissions (Grd/Int'l & Prof)	292-9444
BRUTUS	292-9999
BRUTUS Wait-List	292-9696
BRUTUS Grades	292-2299
Fee Balances	292-EASE
Fee Balances (Toll Free)	1-800-678-6270
Fees & Deposits	292-FEES
Fees & Deposits (Toll Free)	1-800-635-8944
Financial Aid	292-0300
Financial Aid (Toll Free)	1-800-678-6440
Registrar	292-8500
TOPP	292-TOPP

FEE PAYMENT DEADLINE

The **Fee Payment Deadline** for AU01 Quarter is **Wednesday, September 19th** except for **LAW** or unless otherwise noted on your Statement of Account. For **LAW** the deadline is **August 20, 2001**.

FEE PAYMENT INSTRUCTIONS

IF AMOUNT DUE IS ZERO because your fees are paid by a third party, financial aid, or a fee authorization, no action is necessary.

- **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 September 21st.

IF YOU OWE MONEY: Payments must be postmarked or made in person by September 19th unless otherwise indicated.

- **Payment by Mail:** Return a check or money order payable to The Ohio State University with the bottom portion of your Statement of Account. Write the student's name and social security number on the check. Do not use campus or metered mail. Use the enclosed return envelope or mail to:

**Office of Fees, Deposits & Disbursements
The Ohio State University
Department 0997
Columbus, Ohio 43271-0997**

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

**Office of Fees, Deposits and Disbursements
220 Lincoln Tower, 1800 Cannon Drive
Sept. 18, 19 & 20 8:00am - 6:00pm
Mon. - Fri. 8:00am - 5:00pm
Saturdays 10:00am - 2:00pm**

TUITION OPTION PAYMENT PLAN (TOPP)

TOPP 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 TOPP now by checking the box on your Statement of Account and sending in the payment for the amount indicated. **BE SURE TO ENROLL IN TOPP BY THE UNIVERSITY DEADLINE TO AVOID LATE PENALTY FEES. SUBMIT FUTURE TOPP PAYMENTS BY THE 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 enroll in and pay for, withdraw from, or change coverage options to the "9" options for the Student Health Insurance Program is:

Autumn Quarter: October 3

Autumn Law: September 4

Winter Quarter: January 21

Winter Law: January 23

Use **BRUTUS (web or telephone), 292-EASE, bursar@osu.edu, 292-FEES, or Fees and Deposits, 220 Lincoln Tower** 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 info about any of the above, go to www.shc.ohio-state.edu or call 292-0113.

TO ADJUST/ADD/DROP ANY FEES

INSURANCE AND OTHER OPTIONAL FEES: To drop or add fees for insurance, scholarship or student government contributions for AU01 only, contact BRUTUS (web or telephone), send your request via e-mail to bursar@osu.edu , or call 292-EASE/1-800-678-6270 through October 3th.

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

PAYMENT DEADLINES AND PENALTIES

PAYMENT DEADLINE: Your payment must be postmarked or made in person by September 19th, 2001 for AU01 Qtr, except for LAW unless otherwise indicated. For LAW it is August 20, 2001.

DO NOT USE 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.

LATE PENALTIES: Late penalties begin to accrue the day after your fees are due (NOT including Saturdays, Sundays, or Holidays) as follows:

2nd Day of Classes thru 2nd Friday-\$100 Penalty

After 2nd Friday-\$300 Penalty

The Late Registration Penalty has been changed to a two-tier fee. For initial registration, a \$100 assessment commences the 2nd day of classes for the quarter and continues through the 2nd Friday. After the 2nd Friday the fee becomes \$500.00 due to the loss of Ohio State subsidy.

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 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.

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 on the Columbus campus for Autumn Quarter 2001, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. You may use the orange 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 contract to the Housing Assignments Office, 350 Morrill Tower, 292-8266.

NON RESIDENT FEES:

- **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 University Registrar, 320 Lincoln Tower, 1800 Cannon Drive, 292-8500, 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>.
- **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 292-8500, 320 Lincoln Tower, 1800 Cannon Drive, 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 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 Autumn 2001). If you are not planning to attend AU01, 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. If you have questions about the availability of those funds and how they will be disbursed, call 292-EASE or 1-800-678-6270 after the financial aid credit date(s) listed.

Direct Deposits of credit balances for Autumn Quarter 2001 are scheduled daily, effective September 9th. Checks may be picked up in 220 Lincoln Tower beginning September 24th. Checks will be mailed to the local address each Friday beginning September 28th. 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: bursar@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?

A. Loan credits require you to sign and return a promissory note or a loan acceptance form; promissory notes are mailed with your award letter or shortly thereafter. (additional copies are in room 500 Lincoln Tower) Acceptance forms are available on the web at <http://sfa.osu.edu> or in room 517 Lincoln Tower. If your loan has not been posted to your account within 5 days of submitting a promissory note/acceptance form, contact the Office of Student Financial Aid at 292-0300 or call your regional or ATI representative.

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

A. For the PLUS Loan, you must complete a PLUS Loan Addendum 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 can obtain a copy of your PLUS Loan Promissory note. If your aid has not been posted within 3 weeks of submitting these materials, contact the Office of Student Financial Aid at 292-0300 or contact 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 292-0300. 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:

- Place your name on the electronic wait-list for the course
- Choose another class and make schedule adjustments through BRUTUS (**web or phone**)
- 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 office.

IF YOU ARE PERMITTED TO USE BRUTUS:

- BRUTUS is open now through September 21nd to add and through October 5th to drop a class during the following hours:
 - Monday through Saturday 7:00 a.m. to 10:00 p.m.
 - 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.
- 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 is also available at <http://www.ureg.ohio-state.edu>.
- **Use the web** or dial **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: 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. BRUTUS will inform you of the amount due and the due date.
- **Please note the DUE DATE -- You are responsible for paying fees on time!**

ATTENDANCE IN CLASSES

FIRST DAY OF CLASSES:

Autumn Quarter classes begin September 19th, 2001. 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.

You should review a copy of the Master Schedule of Classes Supplement, available in many buildings on campus, for updated information on room or class meeting time changes.

CHANGE YOUR MIND ABOUT ATTENDING AUTUMN QUARTER 2001?

Please call your college office to inform them that you are not going to attend. 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.

WAIT-LISTING

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 course drop, a course limit increase, or new 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 (e.g. when you work) from being available for a wait-listed course, use "Free Time." See your Master Schedule for details.
- Students should find out whether or not they have been scheduled from the wait-list or their current position on a wait-list by calling 292-9696. Have your Social Security Number and Personal Access Code available when you use BRUTUS (telephone or the web).
- 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 are wait-listed, call 292-9696 or visit the web to drop your wait-list request. Otherwise, you may still get scheduled into the course.

Call 292-9696 or 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.

SPECIAL NOTE 1 of 6

Effective AU2001 the fee payment due date will be the official first day of classes for each quarter/semester/term.

Why?First, the change was made because it is a convention which is easy for everyone to remember.

Second, the expectation is - if you are here attending classes there is no reason why you should not be paid by the close of business the first day of classes.

SPECIAL NOTE 2 of 6

The **Late Registration Penalty** has also been changed to a two-tier fee. For initial registration, a \$100.00 assessment commences the 2nd day of classes for the quarter and continues through the 2nd Friday. After the 2nd Friday the fee becomes \$500.00 due to the loss of Ohio State subsidy.

The **Late Fee Payment Penalty** structure has also been changed to a two-tier fee of \$100.00/\$300.00. The late fee payment penalty assessment starts the 2nd day of classes and continues through the 2nd Friday of the quarter. After the 2nd Friday, the fee increases to \$300.00. The reason for the change is because the University believes the expectation of both the student and the University is that the fee assessment and penalty process should:

1. allow for the timely payment of fees,

2. be fair and equitable,
3. be simple to understand, remember, and administer,
4. encourage timely registration/payment, and
5. have meaningful and fairly applied consequences for those who do not register initially/pay in a timely manner.

The University believes the new change accomplishes all five.

SPECIAL NOTE 3 of 6

A significant change to your Student Health Insurance Plan has been made. Effective AU2001 students who fall below half time status (below 6 hours for undergraduates and below 5 hours for graduates) will not be eligible to carry university student health insurance. Students in approved courses for co-op, internship, study abroad, and thesis/dissertation research are excluded from this requirement. Your insurance eligibility may change if you add or drop a course during registration, or if a waitlisted course is automatically added. For more information, contact the Student Health Insurance Program on the web at www.shc.ohio-state.edu/shi <<http://www.shc.ohio-state.edu/shi>> , by email at shi_info@osu.edu <mailto:shi_info@osu.edu> , or 292-0113.

SPECIAL NOTE 4 of 6

GRADES HAVE GONE “STEALTH.” LOCK IN ON 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 are no longer mailed via the US mail at the end of each quarter. Grades are e-mailed to students each quarter after processing, and are also readily available via BRUTUS (both on the Web and the Telephone). Mailing and processing savings are being used to resource expanding Web applications (e.g. Web Master Schedule search functions, transfer credit equivalencies, faster advising reports and degree audits). If you need a copy of your grades, print your grade record off the Web. For an official copy of your Autumn grades, you may mail us a request for a free verification to: Office of the University Registrar, Verification Services, Room 410, 1800 Cannon Drive, Columbus, Ohio 43210 or you may come by 320 Lincoln Tower on/or after December 17th. If you come by the office and want a copy immediately, there is a \$10 rush fee for same day service.

SPECIAL NOTE 5 of 6

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), by calling the Brutus Address Line @ 292-7598 or the Registrar’s Office @ 292-8500., or by stopping by the Registrar’s customer service counter in Lincoln Tower.

If you wish to specify a billing address, contact bursar@osu.edu, 292-FEES, or 1-800-635-8944.

SPECIAL NOTE 6 of 6

Enrollment Status

Undergraduate

Graduate/Professional

Full Time	12 + cr hrs	Full Time	10 + cr hrs
3/4 Time	9 - 11 cr hrs	3/4 Time	8 - 9 cr hrs
Half Time	6 - 8 cr hrs	Half Time	5 - 7 cr hrs

Part Time	1 - 5 cr hrs	Part Time	1 - 4 cr hrs
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University Registrar | The Ohio State University

*September 1, 2001: Glenn E. Donaldson, Donaldson.6@osu.edu
Office of the University Registrar Webmaster*