

**HELPFUL HINTS FROM THE UNIVERSITY  
REGISTRAR  
FOR SPRING QUARTER 2000**

**IMPORTANT NOTICES:**

1. Effective Spring you may use BRUTUS to drop courses through the 3<sup>rd</sup> Friday of the quarter (April 14<sup>th</sup>).
2. Effective Spring the optional Student Government contribution has increased from \$1 to \$2.

**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://www.ohio-state.edu/student/finance.html>  
**Fees, Deposits & Disbursements**  
<http://www.treasurer.ohio-state.edu>

**USEFUL E-MAIL ADDRESSES**

**registrar@osu.edu**  
**finaid@fa.adm.ohio-state.edu**  
**bursar@osu.edu**  
**topp@osu.edu**  
**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

**IMPORTANT REMINDERS**

**•The Fee Payment Deadline for SP00 quarter is Wednesday, March 22<sup>nd</sup>, unless otherwise noted on your Statement of Account. You may pay as early as February 5, 2000.**

**FEE PAYMENT**

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

- **IF WE OWE YOU MONEY** refer to section "Financial Aid Recipients" for disbursement information.
- **IF YOU ARE NOT ATTENDING** Contact your college office as soon as possible but no later than March 31<sup>st</sup>.
- **IF YOU OWE MONEY**

**PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY MARCH 22<sup>nd</sup>, UNLESS OTHERWISE INDICATED.**

**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

**IN PERSON:** Make payment in person to:  
**Office of Fees, Deposits & Disbursements**  
 220 Lincoln Tower, 1800 Cannon Drive  
 March 27, 28, & 29 8:00 a.m. – 6:00 p.m.  
 Mon. – Fri. 8:00 a.m. – 5:00 p.m.  
 Saturday 10:00 a.m. – 2:00 p.m.

**TUITION OPTION PAYMENT PLAN (TOPP)**

TOPP is a payment plan that allows you or your family to pay tuition and other University expenses in three 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 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](mailto: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 Spring Quarter 2000 **Comprehensive Student Health Plan** is **Monday, April 10**. No payments or refund requests will be accepted after **April 10**. Use **BRUTUS, 292-EASE, [bursar@osu.edu](mailto: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](http://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 SP00 only, contact BRUTUS (web or telephone), send your request via e-mail to [bursar@osu.edu](mailto:bursar@osu.edu), or call 292-EASE/1-800-678-6270 through April 10<sup>th</sup>.

**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 March 22, 2000 unless otherwise indicated.

**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:

First Day Late: \$30.00 Penalty  
 Each Additional Day Late: Add \$3.00/day

**After April 10, 2000 for SPRING Quarter, the University reserves the right to refuse payment and cancel your registration. IF APPROVED TO PAY AFTER THIS DATE, YOU WILL BE CHARGED A \$125.00 LATE PENALTY.**

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:**

1. Charges appear for contracted services. Do NOT adjust these fees.
2. 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.
3. If you do not intend to enroll on the Columbus campus for Spring Quarter 2000, 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.
4. Direct any questions or requests to change your contract to the Housing Assignments Office, 350 Morrill Tower, 292-8266.

**NONRESIDENT FEES:**

1. **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>.
2. **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 Spring 2000). If you are not planning to attend SP00, 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 Spring Quarter 2000 are scheduled daily, effective March 17th. Checks may be picked up in 220 Lincoln Tower beginning March 31<sup>st</sup>. Checks will be mailed to the local address each Friday beginning April 7<sup>th</sup>. To download a Direct Deposit application, go to [www.treasurer.ohio-state.edu](http://www.treasurer.ohio-state.edu). For more information visit the web site or send e-mail to [bursar@osu.edu](mailto: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 financial statement of account?

A. Call 292-EASE or 1-800-678-6270 weekly to determine whether your aid has been posted. Make sure to follow the instructions in your Award Notification Guide booklet that was enclosed with your original Award Letter. If your aid still does not post to your student account, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

### Q. What if my Federal Direct Loan (Stafford or unsubsidized Stafford) does not appear on my Statement of Account?

A. A Promissory Note will be sent with your award letter, or shortly thereafter. Complete, sign, and return the Promissory Notes. Then call 292-EASE or 1-800-678-6270 frequently to determine if the loan has been posted. If your aid has not been posted within two weeks of when you returned the Promissory Note, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

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

A. For the PLUS Loan, you need to submit your PLUS Loan Addendum and your Promissory Note. Then call 292-EASE or 1-800-678-6270 frequently to determine if your loan has posted. If your aid has not been posted within 2-3 weeks of when you returned

these materials, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

### Q. What if my work-study award does not appear on my Statement of Account?

A. Work-study awards never 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 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 to enter a closed course. As a final option, seek permission directly from the instructor or department office.

## TO MAKE SCHEDULE ADJUSTMENTS

### IF YOU ARE PERMITTED TO USE BRUTUS:

- BRUTUS is open February 10<sup>th</sup> through March 31<sup>st</sup> to add and through April 14<sup>th</sup> to drop a class during 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.
- 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>.
- 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, or 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:

- Spring Quarter classes begin March 27, 2000. 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 time changes.

### CHANGE YOUR MIND ABOUT ATTENDING SPRING QUARTER 2000?

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 checking the web or calling 292-9696. Have your Social Security Number and Personal Access Code available when you use BRUTUS.

**NOTE...Check the web or call 292-9696 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.**

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 and drop your wait-list request. **(NOTE: You may not drop your waitlist request via the web yet but it is coming).** Otherwise, you may still get scheduled into the course.

## SPECIAL NOTE 1 of 2

### SP00 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 will no longer be mailed via the US mail at the end of each quarter (starting this past Autumn). Grades will be 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 SP00 grades, you may mail us a request for a free verification to: Office of the University Registrar, Verification Services, Room 202, 1800 Cannon Drive, Columbus, Ohio 43210 or you may come by 320 Lincoln Tower on/or after June 19<sup>th</sup>. NOTE: If you come by the office and want a copy immediately, there is a \$10 rush fee for same day service.

## SPECIAL NOTE 2 of 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 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.