

New Student To-Do List

1. Open an osu.edu E-Mail Account

- **New students** must be admitted to the university before they can activate their accounts.
- **Returning students** can reactivate their email account 24-48 hours after reactivating their enrollment eligibility.
- Your osu.edu E-mail address is also your username and is used to access student information online.
- All university correspondence is sent to your osu.edu e-mail address.
- **NOTE:** The Ohio State University will **NEVER ask for your OSU Internet Username or password**. If you receive such a message, please report it to report-phish@osu.edu. NEVER reply to any e-mail asking for your OSU Internet Username or password or other personal details.
- You can activate your osu.edu E-mail account:

ONLINE:

OSUID and DOB required
<https://my.osu.edu/public/IdentityManagement/>

IN PERSON:

025 Central Classroom Building
2009 Millikin Rd
The Ohio State University,
Columbus, OH 43210

BY PHONE:

614-688-HELP

2. Schedule Classes

- See Web Registration Instructions on the reverse side of this form.
- Students are responsible to know and observe the registration and payment deadlines. They are available on the Registrar's (registrar.osu.edu) and the Graduate School's website (gradsch.osu.edu).
- Students provisionally admitted to OSU must submit the final and official transcript(s) from the institution(s) where they are completing a degree or required coursework. Students should request that transcripts be sent directly to the Graduate Admissions Office. Failure to do so will result in a hold on their account, preventing current and future registration.

MAIL TO:

Graduate Admissions Office
1st Floor, SAS Building
281 West Lane Avenue
Columbus, OH 43210-1132

ADDITIONAL INFORMATION

614-292-9444
gradadmissions@osu.edu

3. Obtain a BuckID Student Identification Card

- Students must first be enrolled in classes for the current quarter to receive a BuckID.
- Your BuckID also serves as your bus pass for all COTA busses.
- To receive a BuckID, bring a valid photo ID (state ID, passport, or driver's license) to:

University ID Card Services

3040 Ohio Union
1739 North High Street
614-292-0400

ADDITIONAL INFORMATION

buckid.osu.edu

4. Pay Fees

- **All fees will now be due one week prior to the start of classes.** Accounts not paid will receive a Late Payment Penalty.
- The Recreation (RPAC) fee is assessed quarterly for all students enrolled for 4 or more credit hours.
- The Student Activity, Student Union Facility, and COTA bus fees are assessed quarterly for all students.
- Regularly admitted graduate students registered at least half time are automatically enrolled in student health insurance. If a student chooses to waive their health insurance, they must provide proof of alternate coverage.
- Students in a degree granting program at the Columbus campus (who are not regular employees of OSU) are assessed a Student Legal Services fee. This fee is optional and can be waived. See moritzlaw.osu.edu/shlc/
- Fee authorizations cover instructional and general fees only and not the above fees.
- Students do not receive paper statements of account. Students should check their statement of account online and observe all payment and registration deadlines.
- For an explanation of fees and tuition, go to registrar.osu.edu.
- To pay fees:

ONLINE:

1. Go to *Buckeye Link*
2. Log into your *Student Center*
3. Under the *Finances* tab choose *Make a Payment*

IN PERSON:

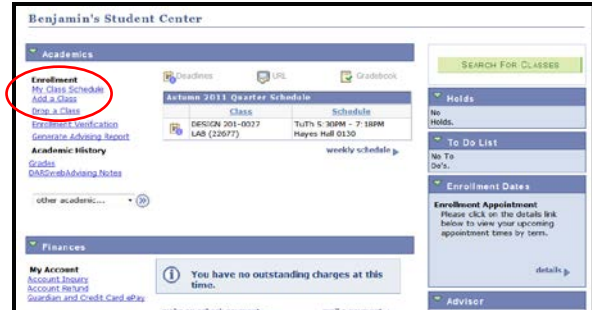
Office of the University Bursar
2nd Floor, SAS Building
281 West Lane Avenue
Columbus, OH 43210-1132

BY MAIL:

Office of the University Bursar
Dept 0997
The Ohio State University
Columbus, OH 43217-099

Web Registration Instructions

1. Go to buckeyelink.osu.edu.
2. Click on **My Student Center** under the *SIS Student Center* header
3. Enter your Username and Password
4. At the Student Center, under *Academics*, click **Add a Class**

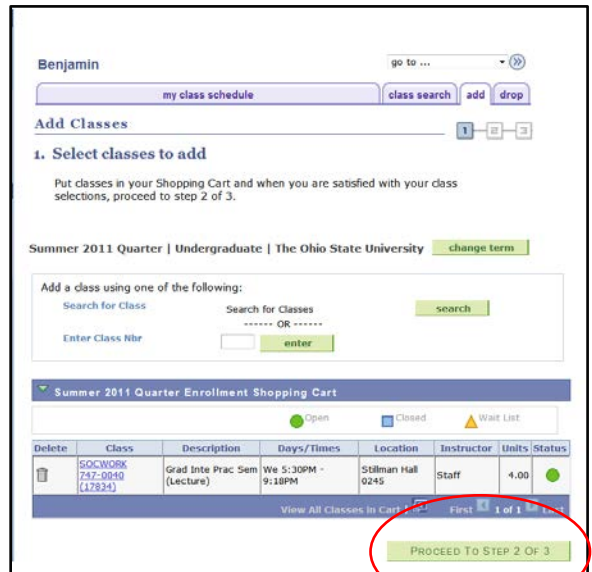


5. On the following page choose the term.
6. Search the Master Schedule or enter the Class Number for the course you wish to register for.

NOTE: The Class Number is a 4-5 digit number included on the Master Schedule after the Course Number and surrounded by parentheses.

DEPARTMENT	COURSE#	CLASS#
SOCWORK	747-0040	(17834)

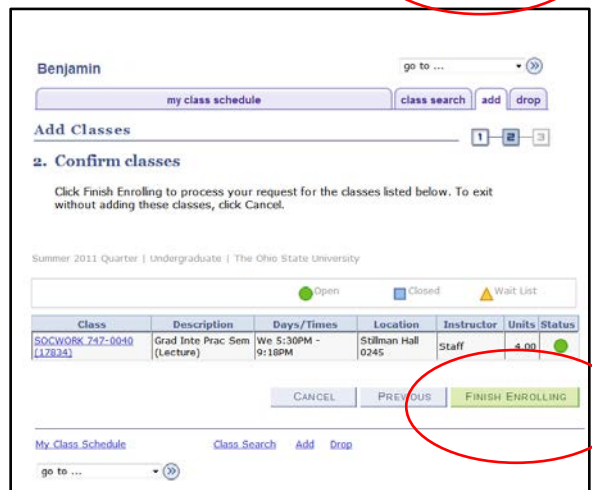
7. Once a specific course is selected, it is placed in your Shopping Cart. It is important to click **PROCEED TO STEP 2 OF THREE**.



8. This will take you to the confirmation page. Select **FINISH ENROLLING** to finalize your registration. If the class has been successfully added to your schedule, a **success message** will appear.

9. If you receive an **error message**, check to see what type of error is indicated (prerequisites required, permission required, if class is full, etc.). Complete a Course Enrollment Permission form (available online at www.gradsch.ohio-state.edu/Depo/PDF/CourseEnrollment.pdf and in department offices), have it signed by your instructor and advisor, and bring it to the Graduate School to have your class(es) added.

NOTE: The Graduate School will accept an instructor email in lieu of his or her signature. Forward the following information to gs-regsrv@osu.edu: your instructor's email response, your Ohio State Username (name.#), quarter and year of course, course department, course number, class number, and number of credit hours.



10. **Health Insurance.** All students, including regional campus students, enrolled at least half time, are automatically enrolled in the Comprehensive Student Health Insurance Plan and are charged health insurance premiums as part of their registration fees unless they waive out of the insurance plan by the published deadline of their first term of enrollment each academic year. Graduate Non-Degree students are not eligible for student health insurance unless granted an exception. Students who opt out of university coverage must provide proof of alternate coverage. In order to select or waive university coverage for the current academic year, students should navigate to their Student Center through Buckeye Link. Under the *Finances* tab, select the link to **Select/Waive Coverage**. For additional information, contact the Student Health Insurance Program: shi.osu.edu or 614-688-7979.