

New Student to Do List

The Graduate School, 247 University Hall
Phone: 614-292-6031 Email: gs-regsrv@osu.edu
Website: www.gradsch.osu.edu

1. Open an OSU E-Mail Account

- New students must have received admission to the university before being able to activate their accounts. The OIT website will ask for the student's Social Security Number and date of birth to assign the OSU email account.
- Upon reactivation of returning students' academic records, returning student accounts can reactivate their email account online within 24-48 hours.
- All information from the university will be communicated via e-mail or through a secure website, including grades, fee statements, confirmed class schedules, etc.
- This e-mail address is also the username used to access student information online.

Online: www.oit.osu.edu
Under "Quick Links," click on "Account Management," then "OSU Internet Username," "Activate Account."
Follow the instructions provided.

In person: 025 Central Classroom Building 2009 Millikin Road
Phone: 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, available on the Registrar's website and the Graduate School website: www.ureg.ohio-state.edu; www.gradsch.osu.edu.
- Students provisionally admitted to OSU must submit the final and official transcript(s) from the institution(s) where they may have been completing a degree or required coursework. Students should request that the 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.

Graduate Admissions Office Phone: 614-292-9444
3rd Floor Lincoln Tower Email all students: gradadmissions@osu.edu
1800 Cannon Drive
Columbus, OH 43210

3. Obtain Student ID

- In order to receive a BUCK ID, students must first be enrolled in classes for the current quarter.
- Students will need to bring a valid photo ID such as state ID, passport, or driver's license.

In person: University ID Card Services, 219 Lincoln Tower
Phone: 292-0400
Info: <https://buckid.osu.edu>

4. Pay Fees

- The Recreation (RPAC) fee is assessed quarterly for all students enrolled for 4 or more credit hours.
- The COTA bus fee is assessed quarterly for all students – the BUCK ID serves as a bus pass.
- The Student Activity fee is assessed quarterly for all students based on the number of credit hours of enrollment.
- Regularly admitted graduate students registered for 5 credit hours or more are automatically enrolled in student health insurance; if a student chooses to waive his or her health insurance, the student must do so online and enter proof of alternate coverage.
- Graduate Non-Degree students are not eligible for student health insurance unless he or she is granted an exception. Please contact the Student Health Insurance office (688-7979) for more details.
- The above fees are not generally covered by fee authorizations, which only cover instructional and general fees.
- Students do not receive paper statements of account in the mail; a reminder to pay fees by the first day of classes should arrive via e-mail and students should check their statement of account online and observe all payment and registration deadlines.
- For an explanation of fees assessed by the University, go to www.ureg.ohio-state.edu, Explanation of Fees. For tuition costs, click on "Current Students" and then "Fees," and "Student Tuition and Fee Tables."

By mail: Office of the University Bursar
Dept 0997
The Ohio State University
Columbus OH 43217-0997

In person: Office of the University Bursar
220 Lincoln Tower

Online: Go to "Buckeye Link" and log into Student Center
Under Finances click on "Make a Payment"

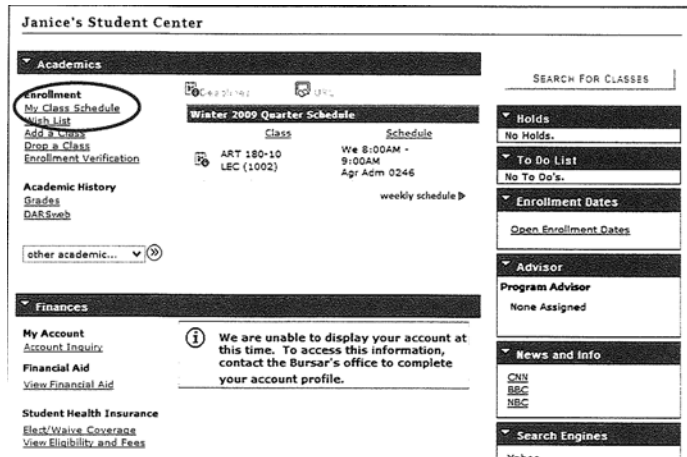
On-Line Course Registration

Plan Your Schedule:

The Master Schedule can be found at the following website:
[www.osu.edu / Buckeye Link /Students / Schedule of Classes](http://www.osu.edu/BuckeyeLink/Students/ScheduleofClasses)

Web Registration Instructions

1. Go to www.osu.edu
2. Click on “Buckeye Link”
3. Scroll down to the “SIS Student Center” click on “Student Center”
4. Enter your Username and Password
5. At the Student Center, under Academics, click on “Add a Class”



6. The following page will allow you to select the appropriate term and search the Master Schedule to select specific courses. Once a specific course is selected, this places it in the shopping cart. It is important to click “**Proceed to Step 2 of Three.**” This will take you to the confirmation page. In order to finalize your registration, select “Finish Enrolling” in order to complete the registration process. If the class has been successfully added to your schedule, a **success** message will appear.
7. If, instead of a **success** message, an **error** message appears, check to see which type of error is indicated (prerequisites required, permission required, if class is full, etc.). You will then need to have the instructor sign the Course Enrollment Permission form, available online (www.ureg.ohio-state.edu/ourweb/more/Content/course_enroll_form.pdf) and in department offices, and bring the signed form to the Graduate School to manually add you to the class. You may also email the instructor for permission. Forward the following information to gs-regsrv@osu.edu: instructor’s email response, the student’s name, Ohio State username (last name.#), quarter and year, course department, course number, class number and the number of credit hours.
8. **Health Insurance.** All students registered for at least half-time must have health insurance. 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 waive university coverage for the 2009-2010 plan year, students should navigate to their student center through Buckeye link. Under the finances section select the link to “Waive Coverage.” For additional information, contact the Student Health Insurance Program: shi.osu.edu, or 688-7979