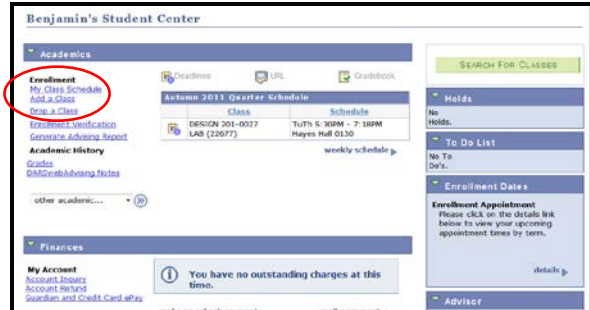


Web Registration Instructions

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**

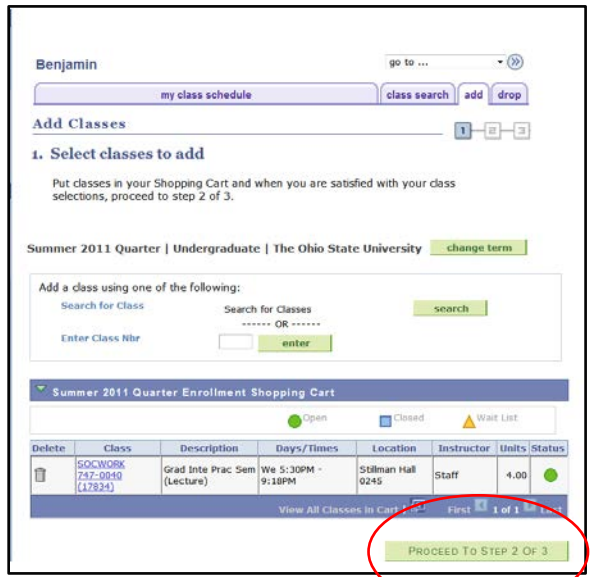


5. On the following page choose the term.
6. Search the Master Schedule or enter the Class Number for the course you wish to register for.

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

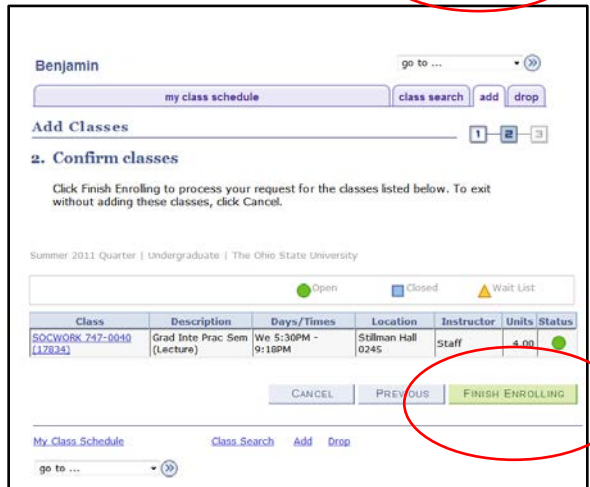
DEPARTMENT	COURSE#	CLASS#
SOCWORK	747-0040	(17834)

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.