

# NEW GRADUATE STUDENT TO-DO LIST

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## 1. Obtain an Ohio State Email Account

- You must be admitted to Ohio State before you can activate your email account.
- If you are a returning student, you can reactivate your email account 24 to 48 hours after reactivating your enrollment eligibility.
- Your osu.edu email address typically serves as your username and is used to access student information online.
- All university correspondence is sent to your osu.edu email address. You are responsible for the content of all official emails sent to your osu.edu account. If you forward osu.edu email to another email account, you are still responsible for those messages.

**NOTE:** Ohio State will never ask for your username or password. Never reply to any email asking for your Ohio State username or password or other personal details. If you receive such a request, please report it to [report-phish@osu.edu](mailto:report-phish@osu.edu).

### Online:

OSUID and date of birth required  
<https://my.osu.edu/>

### In person:

072 Enarson Classrooms BLDG  
2009 Millikin Road  
Columbus, OH 43210

### By phone:

614-688-HELP (4357)

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## 2. Complete the Financial Responsibility Statement

- You must complete the financial responsibility statement before you can register.
- Your record is updated immediately after you complete the financial responsibility statement. Visit [http://ssc.osu.edu/pdf/student\\_view.pdf](http://ssc.osu.edu/pdf/student_view.pdf) for more information.

### Online:

1. Visit [buckeyelink.osu.edu](http://buckeyelink.osu.edu)
  2. Under **HOLDS**, click **DETAILS**
  3. Click **REGISTRATION LOCK**
  4. Follow the instructions
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## 3. Schedule Classes

- See the registration instructions on the reverse side of this form.
- You are responsible for knowing and observing registration and payment deadlines. Visit [registrar.osu.edu](http://registrar.osu.edu) for deadlines.
- If you are a provisionally admitted student, you must submit the final and official transcript(s) from the institution(s) where you completed your degree or required course work. Contact **GRADUATE ADMISSIONS** for more information.

### Online:

See reverse for instructions

### Graduate Admissions

[gpadmissions@osu.edu](mailto:gpadmissions@osu.edu)  
614-292-9444

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## 4. Obtain a Student ID—BuckID

- You must be enrolled for the current term to receive a BuckID
- Your BuckID serves as your bus pass for COTA buses, and is used to access the Recreation & Physical Activity Center (RPAC)

### In person:

University ID Card Services  
3040 Ohio Union  
1739 North High Street  
Columbus, OH 43210

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## 5. Pay Fees

- All fees are due one week prior to the first day of classes. Accounts not paid by that date will receive a late payment penalty.
- The recreation (RPAC) fee is assessed each term for all students enrolled for 4 or more hours.
- All students are assessed the student activity, student union facility, and COTA bus fees each semester.
- Students admitted to a degree program registered at least half-time are automatically enrolled in student health insurance. If you choose to waive your student health insurance, you must provide proof of alternate coverage. Visit [shi.osu.edu](http://shi.osu.edu) for more information.
- Students admitted to a degree program on the Columbus campus are assessed a student legal services fee. Students may waive this fee but cannot re-enroll later in the participation year if a legal issue arises. Visit [studentlegal.osu.edu](http://studentlegal.osu.edu) for more information.
- Fee authorizations cover instructional and general fees, not the student fees above.
- You will not receive paper statements of account. You must check your statement of account online and observe all payment and registration deadlines.

### Online:

1. Visit [buckeyelink.osu.edu](http://buckeyelink.osu.edu)
2. Click **MY STUDENT CENTER**
3. Under the **FINANCES** tab, choose **MAKE A PAYMENT**

### In person:

University Bursar  
2nd Floor, SAS BLDG  
281 West Lane Avenue  
Columbus, OH 43210-1132

### By mail:

University Bursar  
Dept 0997  
The Ohio State University  
Columbus, OH 43271-0997

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For a detailed explanation of fees and tuition, visit [registrar.osu.edu](http://registrar.osu.edu).



# REGISTRATION INSTRUCTIONS

## Complete the Financial Responsibility Statement

1. Visit [buckeyelink.osu.edu](http://buckeyelink.osu.edu).
2. Under the **HOLDS** section, click **DETAILS**. **(A)**
3. Click the hold item titled **REGISTRATION LOCK**.
4. Click **COMPLETE FINANCIAL RESPONSIBILITY STATEMENT**. **(B)**
5. Agree to three statements and click **SUBMIT**.

**NOTE:** Scarlet and Gray Financial Coaching offers a full array of services for students. <http://swc.osu.edu/financial-education-coaching/>



## Schedule Classes

1. Go to [buckeyelink.osu.edu](http://buckeyelink.osu.edu).
2. Click **LOG IN** on **MY STUDENT CENTER** on the student's tab **(A)**.
3. Enter your username and password.
4. At your Student Center, under the **ACADEMICS** tab, click **ADD A CLASS**. **(B)**
5. On the following page choose the term. **(C)**
6. Search the Master Schedule or enter the class number for the course in which you wish to enroll. **(D)**

**NOTE:** The **CLASS NUMBER** is a 4–5 digit number included on the Master Schedule after the course number and is surrounded by parentheses.

DEPARTMENT	COURSE#	CLASS#
SOCWORK	6999-0040	(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 3**.
8. This will take you to the confirmation page. Select **FINISH ENROLLING (E)** to finalize your registration. If the class has been successfully added to your schedule, a message will indicate success.
9. If you receive an error message, check to see what type of error is indicated (prerequisites required, permission required, full section, etc.). Complete a Course Enrollment Permission form (available online at [http://registrar.osu.edu/students/course\\_enroll\\_form.pdf](http://registrar.osu.edu/students/course_enroll_form.pdf) and in department offices), have it signed by your instructor, and bring it to the Graduate School to have your class(es) added.

**NOTE:** The Graduate School will accept a signatory's email in lieu of a signature on a form. To email permission, forward the following information to [grad-schoolregistrationservices@osu.edu](mailto:grad-schoolregistrationservices@osu.edu) from your osu.edu email address:

**YOUR INSTRUCTOR'S EMAIL RESPONSE**  
**YOUR OHIO STATE USERNAME (NAME. #)**  
**TERM AND YEAR OF COURSE**  
**COURSE DEPARTMENT**  
**COURSE NUMBER**  
**CLASS NUMBER**  
**NUMBER OF CREDIT HOURS.**

