

REGISTRATION AND RECORDS

COURSE REGISTRATION

All students are expected to register for classes through OSU's online registration system, accessible via the World Wide Web at www.buckeyelink.osu.edu.

Each term you will receive registration information from the Office of the University Registrar via email. **These notifications will contain all the information needed to register for classes.**

Email Notification

Each term students should receive an email from the Registrar's office containing their enrollment appointment time (the "window" during which you register for classes).

Master Schedule of Classes

Each student will receive an e-mail notifying them that the Master Schedule of Classes information is available on the web (www.buckeyelink.osu.edu). Student Center page under Academics. The Schedule of Classes (Master Schedule) provides a great deal of useful information, including instructions on how to use the registration system, a listing of courses offered for the next term's class numbers, fee information, financial aid, parking, and much more. It is recommended that you bookmark the Master Schedule so you may refer to it during the term to which it applies, since it contains information and deadlines effective throughout the term.

Using Online Registration

You will use the University's online registration system to register for classes; you may access it using the University's website at: www.buckeyelink.osu.edu. Click on the "My Student Center" tab and follow the "Add courses" link. Alternatively, go to Enrollment and Academic History on the home student center page and under register for a class-heading click on add a class. You will need your OSU email account username and password to access online registration. Menus will guide you through the registration process.

IMPORTANT NOTE!

The University uses a live registration process. When you receive your registration materials, you are assigned an enrollment appointment or "window" during which you are to register for your courses. Windows are assigned based on the University priority for scheduling. When you add your courses using the online scheduling system, you are not actually enrolled into those courses as you request them. If you cannot be enrolled at that time, the registration system you are using will explain why it did not put you into the course (e.g., course is full, lack of prerequisites, etc.). **It is extremely important for you to register for your classes as soon as your window opens. Failure to do so will result in loss of priority in scheduling.**

You will need to have any special permission required for your courses posted by Student Affairs. We cannot post permission prior to your enrollment appointment window opening.

Once you have registered, you will receive an e-mail from the registrar's office during the 10th week of the current term verifying the courses you have added to your schedule. During the week before classes begin, you will receive another e-mail finalizing your schedule with updates of ads, drops, class days and times changed, and/or room changes. Billing information will be e-mailed periodically during the term. If you need to make additions to your schedule, you can do so through online registration until the Friday of the first week of classes. You may drop courses from your schedule using online registration until 5:00 p.m. on the third Friday of each term. After those days, schedule adjustments can be handled through the Office of Student Affairs. **The deadlines for adding and dropping courses are listed in the Master Schedule. It is your responsibility to know and observe these deadlines.**

If you are not able to use the online registration system to adjust your schedule (e.g., if you are past the term's deadlines) you can also adjust your schedule using a Change Ticket (see description of this process later in this section). A "Course Enrollment Permission" form (see description in this section) is used for special situations such as needing an instructor's permission for a course. All forms necessary for scheduling are available in the Office of Student Affairs.

If a particular course is closed, students may elect to be placed on a wait list in the event a space becomes available. If on a wait list, students may check their status by visiting the University Registrar's Online Services web page. You will need your email account username and password for the online system to access this information. Please refer to the "Wait Listing" section (below) for further information.

PAYMENT OF TUITION AND FEES

You should access, view, and print your fee statement each term you register for classes. To view your Statement of Account, you will use the Office website at www.buckeyelink.osu.edu. Select the account Inquiry link from the pull down menu. You will need your OSU email account username and password to access this system.

Balances are due no later than the first day of each term and late fees will be assessed for balances paid after that time. Email reminders of the payment deadline and amount due will be sent to your OSU email account after completion of registration.

COURSE CHANGE TICKET

The "Change Ticket" is used to add courses during the first week of the term or to drop courses prior to the seventh Friday of the term. Remember, however, you can add courses via online registration during the first week of the term and you may drop courses via online registration through the third Friday of the term.

During the second and third week of the term, a completed "Course Enrollment Permission" form is required to add a course (see below). After the third Friday of each term, a "Late Add Petition" will be required. You may acquire these forms from Student Affairs, 150 Parks Hall.

Students should fill out the "Change Ticket" completely including their last four digits of their social security number, the term/year, an "A" (add), or "D" (drop) notation, the class number of the course, and the department and course number. The completed form should be submitted to the Office of Student Affairs (150 Parks Hall) where it will be processed the same day it is submitted. Student copies will be placed into their files.

Note: If dropping or adding a course will change the fees you will be charged (i.e., if you have changed from part-time to full-time enrollment or vice versa), it is important that you obtain a revised Statement of Account. For further information on how to do this, please see the section above entitled, "Payment of Tuition and Fees". It is also a good idea to be aware of the refund deadlines as they are published in each term's Master Schedule.

COURSE ENROLLMENT PERMISSION

Students at Ohio State use the online registration system for most of their registration needs; however, occasionally online registration will not allow a student to schedule a specific course. In that instance, the Course Enrollment Permission form is required.

Course Enrollment Permission forms are used for the following purposes:

- A. Waive Prerequisite Requirements - Course instructor is willing to allow student to register without completing all prerequisites. Instructor must sign Instructional Unit Approval segment. In addition, waived prerequisites for Pharmacy courses require a special action petition to the Executive Committee not less than one term in advance of the planned term of course enrollment. Please note that it is unusual for permission to be granted to waive prerequisites for pharmacy courses.
- B. Receive Instructor Permission (if not full) - Course requires permission of the instructor to enroll; however, the instructor is not granting permission to enter if class is filled. Instructor must sign Instructional Unit Approval segment.
- C. Enter the Full Class/Section - Instructor has given the College's Student Affairs Office the authority to add the student to a class or section that is currently filled or above capacity. Instructor must sign Instructional Unit Approval segment.

- D. Schedule Class With a Time Conflict - In order for the student to schedule two classes at the same time, the signature of the instructor not requiring attendance in his/her class is required under the Instructional Unit Approval segment. Please note that pharmacy faculty do not usually allow students to forego attendance of their class due to conflicts with another course and do not typically sign for this under normal circumstances.
- E. Add the Course After the First Week of the Term - Permission from the instructor is required for Student Affairs to add a course to a student's schedule after the first week of the term. After the second Friday of the term, the division chairperson / designee's signature is also required under the Instructional Unit Approval segment. The Enrollment Unit Approval segment must be signed by the College of Pharmacy designee to add a course anytime after the first week of the term. Student Affairs will take care of this after the form is submitted. (After the third Friday of the term, a Late Add Petition must be completed.)
- F. Audit (First Enrollment in Course) - Students wishing to complete coursework for personal reasons or additional background may choose to audit a course. No credit hours or grades are awarded for this option, and the course may not be subsequently retaken for a grade unless permission to do so has been granted by the Dean/Director/Designee of the College of Pharmacy. The instructor of the course and the Dean/Director/Designee must sign the Course Enrollment Permission form in order for a student to audit a course. (Note: Throughout this section of the manual, "Dean/Director/Designee" refers to a member of the Student Affairs staff.) The intention to audit a course, or to change from an audit to a grade, must be declared by 5:00 p.m. of the third Friday of the term or the second Friday of a term (summer). Changes to or from an audit after 5:00 p.m. of the third Friday of a term or the second Friday of a summer term are not permitted.
- G. Repeat the Course for Audit - Students wishing to refresh or update their information relevant to a specific course may wish to audit a course for which they have already received credit. No credit hours or grades are awarded for this option. See item "F" for specific signature and deadline information.
- H. Repeat the Course for Grade - Occasionally it is necessary for a student to repeat a course for a grade. Except as specified by rule 3335-7-27 of the Administrative Code, undergraduate students who have received a mark of "E" or "NP" in an Ohio State course may repeat the course for credit at their option. Undergraduate or professional students, as defined in rule 3335-9-01 of the Administrative Code, who have received a mark of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "EM," "K," or "PA" in an Ohio State course may repeat the course for credit only upon the recommendation of the Dean/Director/Designee of their enrollment unit. Except under exceptional circumstances, approved by the Dean/Director/Designee of the student's enrollment unit, no course for which one of these marks has been received may be repeated more than one time, other than for audit. Additionally, the credit hours for a repeated course shall not be counted more than once in meeting graduation requirements. When a student repeats a course, both grades appear on the student's record, and both are used in computing the point-hour ratio, except as modified by the Freshman Forgiveness Rule. Courses to be repeated must be added prior to the third Friday of the term, or a Late Add Petition must be filed.
- I. Pass/Non-Pass Option – [Note: This option is *not* available to PharmD students.] Pass/non-pass may be chosen for a maximum of 30 credit hours provided the student has a cumulative point-hour ratio of 2.0 or higher. Among these thirty credit hours, an undergraduate pharmacy student may elect this grading option for their free electives courses. The option may also be selected for courses that are not required or designated as required electives in the curriculum leading to a Bachelor of Science in Pharmaceutical Sciences degree. The grade Pass ("PA") means the student has satisfied the stated objectives of the course, and the grade Non-Pass ("NP") is the equivalent of the grade "E." Hours graded Pass count toward hours required for a degree. Pass or non-pass marks are not computed in the point-hour average of the student. A student may change to or from Pass/Non-Pass basis before 5:00 p.m. of the third Friday of the term or the second Friday of a term. The signature of the Dean/Director/Designee is required for this option.
- J. "U" Option - Students enrolled in the Graduate School may use this option to enroll in courses as an undergraduate student. This option does not apply to undergraduate Pharmacy students.
- K. Raise Total Registration Unit Hours - This allows the student to enroll in more than the 23-term hour limit imposed on all undergraduate students. This must be approved by the Dean/Director/Designee of the

student's enrollment unit. In the College of Pharmacy, see an advisor in the Office of Student Affairs for such approval. If this will change the fees for the term, make sure you obtain a revised copy of your fee statement. For further information on how to do this, please see the section above entitled "Payment of Tuition and Fees". **It is your responsibility to make sure you pay additional fees by the deadline set by the Registrar.**

In all of the above cases, students must complete the entire top portion of the Course Enrollment Permission Form. Required signatures are determined by the type of request. Completed forms should be returned to Student Affairs, 150 Parks Hall. It is normally not necessary to wait for this form to be processed. It is sufficient to drop it off at the reception desk with a telephone number where you can be reached if there are any questions or concerns. Undergraduate student copies will be placed into their files. Doctor of Pharmacy student copies of these forms will be returned via the mailboxes in the student mailroom.

WAIT LISTING

Wait listing establishes a list of students who have requested a course but have not been scheduled. As a student drops a course within the first week of classes, the next student on the wait list for that course will be considered and added if the opening fits their schedule and they have met all prerequisites. The wait list will enter a student into a specific requested section once it becomes open. (It is suggested that you waitlist yourself for multiple sections, thus increasing your chances of getting into the course). If the opening does not fit the schedule of the first student on the list, they will remain at the top of the list and the next person on the list will be reviewed and added if they meet the prerequisites and the time is not in conflict. Students who do not meet prerequisites will remain on the list but will not be scheduled unless they either meet the prerequisites or obtain written permission from the instructor to waive the prerequisites.

Students have the option of being placed on the wait list by affirming during online registration that they want to participate in this option. Wait listing is not automatically done for students. The online registration system will prompt students during the registration session regarding wait listing. If the wait listing option has been chosen, the status of the request can also be checked online. This line provides a position update and offers the opportunity to remain on the wait list, remove the request from the wait list, or review course registration.

Students can verify they have been removed from the wait list, i.e., scheduled into the course, by checking their class schedule at: <http://buckeyelink.osu.edu>. Using the Student Center page go to My Student Page and under the heading of enrollment view my class schedule, view the term schedule you registered for. On your schedule under "Status" it will indicate waitlist and give the position number you are on the wait list or it will say enrolled. Wait list additions are updated nightly, so it is important to check your schedule daily.

Once a student has been scheduled, notified, and paid fees, they are considered enrolled and must attend or drop the class. **"Not knowing of the addition"** is not an excuse for late drops, etc. The responsibility to check wait list status and course enrollment is that of the student, since s/he initiated the request.

CHANGE OF RECORDS

The Request for Change of Records form is used to modify data such as a student's name, social security number, relative's address, student's local and/or home address, marital status, place of employment, or your permission to release directory information. (Note: Documentation is required for name or social security number changes). New, current, former, and non-returning students use it so that all information relevant to a student's file may be properly processed. (Note: Permission to release Directory Information authorizes the release of the following: Name, local and home addresses, local and home telephone numbers, major, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.) Your choice to release or not release information can affect you in several ways. For example, if you do not authorize the release of information, the University cannot provide your name, address, etc., to any outside sources. Although this might sound tempting, remember, this includes any prospective employers who may wish to contact you or verify your enrollment at Ohio State, as well as relatives, friends, and the news media (i.e., for local honor rolls or grad lists).

All changes via this form require the student's signature in the certification box. Falsification of any information on this document may result in cancellation of admission or registration or both. When completed, this form should

be returned to Student Affairs (150 Parks Hall) for processing.

Documentation Required for Name Changes

- *Marriage* – Copy of driver's license with new name, social security card with new name, or marriage certificate or license.
- *Divorce* – Copy of Divorce Decree, court entry, or order of legal name change.
- *Legal Name Change* – Court order of legal name change. No documentation is required if going from middle initial to middle name or vice versa.

Documentation Required for Social Security Number Changes

1. Copy of Social Security Card and
2. Driver's License or other government issued picture ID

TRANSCRIPT REQUEST

Official transcripts must be requested by the student from the Office of the University Registrar, 320 Lincoln Tower, and 1800 Cannon Drive, Columbus, OH 43210. The charge for a transcript to be issued within five working days is \$7.00 per copy. There is an additional \$2.25 per copy web service fee when ordering online. Rush processing is available for an additional \$10.00 service charge (this is in addition to the \$7.00 transcript charge). Express mailing service is also available (please see website for more details). The Office of Student Affairs cannot request a transcript on a student's behalf. The request must be initiated and signed by the student. Questions regarding the mailing time, fees and processing delays should be directed to the University Registrar's Office at (614) 292-0300. See http://www.ureg.ohio-state.edu/ourweb/more/Content/Transcript_page/Index.htm for further details.

DEGREE AUDIT REPORTING SYSTEM (DARS)

The Degree Audit Reporting System (DARS) is a document produced by the Office of the University Registrar to help students keep track of their academic progress. Students may go to the website: www.buckeyelink.osu.edu (see instructions below) and view their DARS report. Students should discuss any discrepancies on their DARS report with Student Affairs, 150 Parks Hall.

Directions for Accessing DARS on the World Wide Web

Students can access their Degree Audit Report at any time through the World Wide Web. This tool will allow you to review your progress towards degree in your current major and can provide a summary of what your standing would be in other majors as well. To use this service:

- Access the web site at: www.buckeyelink.osu.edu
- Select My Student Center
- Under Academic History click on "DARSweb."
- Provide your username (e.g., smith.3) and password.
- Follow the additional directions provided.

GRADUATION

PharmD Program Electives Approval Form

Students enrolled in the Doctor of Pharmacy program are required to complete a minimum of 10 hours) of elective courses during their entry-level PharmD Program. While there is no prescribed list from which these electives can be selected, all courses to be taken toward this requirement must be approved by the individual student's faculty advisor. **Electives should be approved prior to taking the course.**

The "Electives Approval Form" is to be used for obtaining this approval. Copies are available online or from Student Affairs, 150 Parks Hall. This form must be completed and submitted to Student Affairs no later than the term prior to graduation.

Application to graduate – Doctor of Pharmacy

A formal Application to Graduate is no longer necessary from Doctor of Pharmacy students. Instead of an application, you will be given materials to fill out and return during Fourth-Year Orientation. You will need to return a form verifying the name you want printed on your diploma and the hometown you want listed in the commencement program. Please note that the name listed on your diploma must match what is listed in the registration system. Some name changes require documentation (see “Request for Change of Records” section above). You should also complete a Record of Extra-Curricular Activities form.

The Record of Extracurricular Activities is used to report activities in which students participated. These activities and academic performance are utilized by the Awards Committee in selecting year-end award recipients. In addition, this information may be helpful if we are asked to provide employment references after you graduate. If information changes (e.g., additions, new offices, etc.), you may update your activities form in the Student Affairs Office.

Student Affairs will conduct an extensive review of all completed, in-progress, and planned coursework and will verify records to determine eligibility for graduation. An important component of this process is the completion and receipt of your Electives Approval form. Student Affairs will have information available during Fourth-Year Orientation about whether we have received this form from you.

Application to graduate – Bachelor of Science in Pharmaceutical Sciences

The Application to Graduate is official notice to the College of your intended term of graduation. **It must be submitted two terms prior to the anticipated term of graduation.** Forms are available in Student Affairs, 150 Parks Hall. This form also asks you to verify the name you want listed on your diploma. Please note that the name listed on your diploma must match what is listed in the registration system. Some name changes require documentation (see “Request for Change of Records” section above). The submission of this form initiates an extensive review of all completed, in-progress and planned coursework, and permits us to verify records to determine eligibility for graduation. Questions/concerns about your Application to Graduate are communicated via e-mail.

Attached to the Application to Graduate is the **Record of Extracurricular Activities**. This form is used to report activities in which students participated. These activities and academic performance are reviewed by the Alumni and Awards Committee for senior honors/recognition. In addition, this information may be helpful if we are asked to provide employment references after you graduate. Each student is required to submit this form with the graduation application. If information changes (e.g., additions, new offices, etc.), you may update your activities form in the Student Affairs Office.

Commencement Absence Excuse Form

Students who are unable or do not wish to attend the commencement ceremony should complete a Commencement Absence Excuse Form no later than three weeks prior to graduation. In the event of an emergency, less than two weeks notice is acceptable. Both the Office of the University Registrar and the Office of Special Events will be notified of your absence. Graduates should specify on the form if they wish to pick up their diploma after the ceremony or if they wish to have it mailed. (Note: Diplomas will be mailed within one month after date of commencement.) Be sure the address you supply on the form is a valid address for at least one month after you graduate. Mailed diplomas cannot be delivered to a post office box. We strongly encourage you to attend commencement. It is an important milestone in your life - one you should celebrate with your classmates in the commencement ceremony.