**SCHEDULING CLASSES**

**A. Enrollment Appointment Time**

Students use a web registration system to schedule courses at The Ohio State University. Your enrollment appointment refers to the date and time you can begin to schedule your classes for the upcoming semester(s). Obviously, to get the best selection of courses, you should plan to schedule as close to this date as possible.

- **How to Find your Enrollment Appointment Time** – Around the fourth week of each semester, you will receive an email from the Registrar’s Office. This email will contain important registration information and will direct you to your Student Center where you can find your enrollment appointment time for the following semester(s). If you accidentally delete the email, or for some reason never receive it, you can simply log–in to your Student Center to find the information.

- **Scheduling Priorities** – Students who meet the following conditions will have the earliest enrollment appointment times: Honors designation; students with documented disabilities; varsity athletes. The remaining students will have a window time based on their rank: Graduating seniors; rank 4 (90 or more credit hours); rank 3 (60–less than 90); rank 2 (30–less than 60); and rank 1 (0–less than 30).

**B. Steps to Take Before Scheduling**

Consult your academic advisor for guidance in selecting courses in your major and for your overall degree.

- Determine how many credit hours you need. Full–time at The Ohio State University is 12 credit hours or more in a semester. For financial aid purposes, 9–11 credit hours is ¾ time; 6–8 credit hours is ½ time. If financial aid is used to pay fees, be sure to check with the Office of Financial Aid before making adjustments to the number of registered credit hours. Exceeding 18 credit hours will result in increased tuition costs.

- Make sure that you, the student, know the GE requirements for your degree.

- What are the major requirements? Are there prerequisite courses that must be met before you can be admitted to the major? Must courses in the pre-major or major area be taken in a particular sequence?

- Have an up–to–date list of major and GE requirements for your major.

**Please Note – Plan to see your advisor well before your enrollment appointment time.** If you wait, you may not be able to get an advising appointment until after your enrollment appointment time opens, and you will lose valuable scheduling priority. The planning process for scheduling for future semesters is ongoing, and much of the work can be done well in advance. You do not need to know when your registration enrollment appointment time opens or have the next semester’s Master Schedule to make good use of a consultation with your advisor. The Master Schedule is available online well before enrollment appointment time opens for scheduling. The longer you wait to plan and to see your advisor, the more likely you will have fewer courses to choose from when you are finally ready to schedule.
Consult the course guide located at http://buckeyelink.osu.edu/ under Academics.

- Read the course descriptions of the courses you may want to take.
- Have you met the prerequisites for the course(s) you wish to take? Are there any restrictions on who may take each course? Is the course limited, for example, to majors only? Do you need instructor permission to take the course?

Consult the Master Schedule (http://www.buckeyelink.osu.edu or http://www.osumarion.osu.edu). Also, consult the Master Schedule, located on BuckeyeLink, for a list of course offerings university-wide. You can search for courses on any of the regional campuses, as well as the Columbus campus for the upcoming semester. Access the schedule of classes for the Marion campus only at: http://osumarion.osu.edu/schedules. You will typically find that this schedule is available two to three semesters in advance. If you click on the number in the “course” column, the course description information, including prerequisites, will appear. Using the Marion schedule and the Master Schedule, you will find detailed course information including:

- Which courses are offered in the upcoming semester.
- Specific days and times courses are offered.
- Class numbers for each section of each course – these are the numbers you will enter when scheduling.
- Class location – Most classes in Marion have an average of 30–45 students in the class. Some classes that utilize computer labs will have less. Abbreviations for classroom facilities are: MR=Morrill Hall; LC=Library Classroom; SD=The Alber Student Center; and MY=Maynard Hall. Campus maps that include classroom locations for all buildings on the Marion campus are available in 100 MY and online osumarion.osu.edu/sites/default/files/u2/osum_map.pdf.

Plan a tentative schedule. Make sure you have backup choices in case your first-choice courses are no longer available when your enrollment appointment time opens. If you plan on taking five courses, select five primary choices and five backup choices. Note your enrollment appointment time. Be prepared to schedule as soon as your appointment occurs to maximize your chances of getting the courses you want.

C. Planning Your Schedule

Timely degree completion requires that you plan well in advance for each semester. Taking the time to plan your schedule for each semester is critical.

Why are you taking the course?

- Is the course required for your pre-major or major? Is it a prerequisite to a required pre-major or major course?
- Does the course meet a GE requirement?
- Is the course an elective? (Electives can be used to explore possible majors or minors, to complement a major or minor, to pursue a personal interest in a subject, to enhance job or life skills, to do internships, to study abroad, etc.)
Is the course part of a sequence, and if so, will you be able to proceed through the sequence in a timely fashion? (Many students make the mistake of taking one or two semesters of a foreign language, then waiting a year or more before taking the next course in the language. This puts them at a great disadvantage and requires extra work in order to catch up. Avoid these situations; plan how you will proceed through sequenced courses.)

Are you eligible to take the course?

- Check prerequisites and restrictions in the online course catalog, accessible through Buckeye Link.
- Do you need instructor permission? If so, obtain it before your enrollment appointment or you may not be able to add the course. If you wait until after your window opens, you have lost the advantage of your scheduling priority. Obtaining permission requires a Course Enrollment Permission Form from the Academic Advising Office (100 Maynard Hall) or from your college office on the Columbus campus and having it signed by the instructor. After getting the appropriate signature, you must return the form to the Advising Office for processing.

Course–specific issues

- How is course content presented? Large lecture? Small discussion groups?
- How will your work be evaluated? Midterms and final only? Papers? Projects? Group work? You can get this information by obtaining a copy of the syllabus from the course department or checking their website to see if the syllabus is on the web.

How much class time is required?

- The length of time you spend in the classroom depends on the credit hours received for the course. Most courses are 3 credit hours, so you will be in class approximately one hour every day, 1.5 hours two days a week, etc. Some subjects have more leeway, so not all class times will be the same.
- How much time will you be able to devote to class preparation and attendance?
- What are your other obligations – employment, family responsibilities, internships, sports and recreation, extracurricular activities, social activities?
- The recommended time for study is two hours outside of class for every hour in class.

How will you balance your schedule?

- If your program permits, schedule a combination of GE courses, major courses, and electives.
- Balance the types of courses – does the course require a great deal of reading and/or writing, memorization of material, frequent homework, laboratory work? Try to take a variety of courses each semester. Balance courses that you know will be difficult with courses that will be easier for you. Balance courses in which you have great interest with those that don’t interest you as much.
Other Considerations

- Do you need to concentrate on raising your GPA? Plan to take courses in which you expect to do well.
- Is it important to establish a relationship with a faculty member in order to get a recommendation in the future, or to do an independent study? Plan on taking a course or courses from a faculty member in your interest area.
- You may have a special window for waitlisted courses. If you want to take advantage of the Wait List priority for these courses, you should schedule them during this special window.
- Check your student “To Do List” to see if there are any holds on your account. Resolve any “To Do List” items before your enrollment appointment. Failure to do so may prevent you from being able to schedule your classes. Something as simple as a small library fee or an unpaid parking ticket can result in a hold being placed on your record.
- Verify the accuracy of your current semester schedule.
- Verify the accuracy of all other information: your college; major; address; etc.

D. Scheduling Resources

Academic Advisors

- Help keep you on track in your major, the GEs, and your progress toward graduation.
- Provide advice based on your individual needs and goals.

Course Catalog and Course Bulletin Online

- Course descriptions, course content.
- Prerequisites, restrictions.
- The Course Catalog is not always reliable when it lists the semesters when courses will be offered. Always refer to the Master Schedule if you need to know which semesters a particular class will be offered.

Master Schedule of Classes Online

- Class schedules for Marion only are accessible from the campus website: osumarion.osu.edu/schedules. This is the best way to locate course offerings for our campus. Schedules are generally posted two semesters in advance.
- Class schedules for all campuses are accessible through Buckeye link: buckeyelink.osu.edu. Look for the academic heading. You will need to enter search criteria such as the department and course number. Schedules via Buckeye link are generally posted one semester in advance.
- Class numbers for each section of each course will be provided. This is the number you will enter when scheduling classes.
GE Curriculum Sheets and Major Information Sheets

- Obtain from your academic advisor, the kiosk outside 100 Maynard Hall, or from the appropriate college or department website: http://www.osu.edu/academics/a-z.html.

Degree Audit and Advising Report

- Accessible through your Student Center via Buckeye Link: http://www.buckeyelink.osu.edu.
- Degree audits compare courses you have taken with specific requirements for a selected major.
- Advising report (unofficial transcript) contain a semester history of your OSU coursework including grades earned.

Schedule Planner

- Available from the front page of your Student Center.
- Allows you to enter courses you wish to take in a given term on a specific campus.
- Displays the various day/time combinations that are available for the courses you entered.
- Allows the scheduling of “breaks” to eliminate courses at times that you have other commitments such as work, travel, family, etc.
- Can send your preferred schedule directly to your Student Center enrollment page rather than entering each class number individually.
- Tends to be more useful when looking for classes on the Columbus campus where many sections of a particular course exist.

E. Registering for Classes

- You should see your advisor BEFORE your enrollment appointment time opens if you have questions about what you should schedule.
- You will schedule your classes online through your Student Center, accessible through Buckeye Link: http://buckeyelink.osu.edu.
- For a helpful tutorial and video tour of your Student Center and how to schedule classes. Visit the Student Center Help option located on Buckeye Link.
- If you need permission to take a class, you should get that permission posted prior to when your enrollment appointment time opens (this may require visiting both an instructor and your advisor).
- If you have a hold on your account (Financial Responsibility Statement, overdue library book, parking ticket, etc.), you must have it cleared BEFORE your enrollment appointment time opens. Contact the office that placed the hold on your account.
- Your priority is built into your enrollment appointment time. Thus, in order to secure your scheduling priority, you must schedule when your enrollment appointment time opens.
- Every minute you wait to schedule after your enrollment appointment time open, someone who has lower priority than you have gets a chance to register for the course(s) you wanted.
• Before you register via the web, plan to schedule ALL of your classes.

• Since it is LIVE registration, you will know immediately whether or not you are in a class. This makes it very important to be prepared with backup times for the classes that you are interested in taking, in case the section you want is filled. You should also have alternate course choices ready in case the course is completely filled.

• Be sure you have completed all steps for course registration by confirming “enrolled” status on your class schedule.

F. Wait List Instructions

• You can choose to be placed on a Wait List if you are unable to schedule a course during registration due to time conflicts, closed sections, or canceled sections. You must meet all prerequisites for the course before you can be waitlisted for the course.

• You are added into a course from the Wait List on a “first-on, first-off” basis as space becomes available that fits your schedule.

• Check your Wait List position weekly before the semester starts on your Student Center.

• Check the Wait List daily during the entire first week of classes.

• The Wait List will be active through the first Friday of the semester.

• You should attend the first week of class with a Course Enrollment Permission Form if your wait list number is low.

G. Adding and Dropping Classes

Adding Classes – Once your Enrollment Appointment Time opens, you are able to add classes (if they are still open) on the web until 8:00 p.m. of the first Friday of the semester.

After the first Friday and through the second Friday, you must have the permission of the instructor to add a class. You will need to obtain a Course Enrollment Permission Form from the Academic Advising Office. After getting the appropriate faculty member’s signature, you must return the completed form to Academic Advising/Registrar’s Office (100 Maynard Hall) for processing.

After the second Friday and through the third Friday, you must have the permission of the instructor AND the permission of the Department Chair of the course you want to take. You will need to obtain a Course Enrollment Permission Form from the Academic Advising Office. After it is signed by both the instructor and the department chair, you must return the form for processing. The only way to add a class after the third Friday is by petitioning your college office. You must also have the above two signatures.

Dropping Classes – You may drop a course online through the fourth Friday of the semester. If you drop on or before the fourth Friday, no record of your enrollment will be recorded on your transcript. If you drop after the fourth Friday of the semester, you will receive a “W” on your transcript, indicating that you withdrew. It does not affect your GPA (grade point average), but please be aware of possible financial aid consequences if you drop below full-time. Too many “W’s” on your record may suggest a pattern of careless enrollment. However, a “W” on your record is more favorable than a poor grade.
After the fourth Friday and through the tenth Friday of the semester, you need to complete a Change Ticket – available in the Academic Advising Office, 100 Maynard Hall – in order to drop a class. Submit the completed form to Academic Advising for processing. Before dropping classes, however, consider how this action will affect both your progress toward your degree and your financial aid status, if applicable. Consult with financial aid and your academic advisor about the consequences of dropping a course.

A course may not be dropped after the tenth Friday of the semester except by petition and not unless there are circumstances beyond a student’s control and sufficient documentation is presented to your advisor. Following the submission to your advisor, the petition will be forwarded on to a committee for review. To petition, please make an appointment to meet with your academic advisor.

Examples of unacceptable reasons for not dropping by the deadline are:

- Forgot to drop.
- Was working and did not have time to drop.
- Underperforming – may be failing.
- Lose financial aid.

**Withdrawing from the University** – If you drop all of your courses for a semester, you should withdraw from the university. An official withdraw form can be obtained from Academic Advising/Registrar’s Office (100 Maynard Hall) on the Marion campus.

**H. Campus Change to Columbus**

You are eligible to enroll in classes on the Columbus campus once you have earned 30 semester credit hours (post–high school graduation, excluding Credit by Examination) with a cumulative Ohio State grade point average of 2.0 or higher. You can complete Campus Change paperwork with your Marion Campus Academic Advisor during the semester you anticipate earning your 30th credit hour.

Some colleges require additional college-specific forms, requirements, and prerequisite courses to change to specific majors. Students who meet campus change criteria but not college-specific criteria can still campus change but may need to be referred to another major.

If you are interested in living in a residence hall once you make the change to the Columbus Campus, you need to email housing@osu.edu and let them know of your intentions. Housing is only available as space permits, and can vary from one semester to the next. You are encouraged to email housing as soon as you know that you are interested in this option, even if your campus change will not occur for two to three semesters.

The Columbus Campus Office of Orientation (Office of Undergraduate Admissions and First-Year Experience) sponsors a Columbus Campus Change Day each Spring semester where Columbus personnel come to the Marion Campus to answer questions about parking, housing, financial aid, visits, tours, and advising. Additionally, the Office of Off–Campus Student Services hosts the Buckeye Welcome each semester, giving new students another opportunity to become more acquainted with the campus. Additional information can be found at campuschange.osu.edu.
I. International Study Opportunities

Today, a university education is a global education. Study tours and studying abroad promotes cross-cultural understanding, broadens your worldview, and prepares you for your future. We are committed to making overseas study accessible to every OSU student who seeks this experience. Students at all levels of study, undergraduate or graduate, and in any major can study abroad.

Programs range from a few weeks up to a year in many countries around the world. Study abroad is a life changing experience. Living and studying in a foreign country provides an extraordinary opportunity for you to learn about another culture from first-hand experience. You will visit new places, make new friends, learn a new language, and experience life in a new environment. Studying overseas offers you a different perspective on global events and prepares you for a lifetime of learning. At the same time, you can impact the lives of those you meet and build lifelong ties and friendships. We encourage you to meet this challenge and gain the experience of a lifetime. For more information, see the Office of International Affairs at http://oia.osu.edu/study-abroad.html.