Graduate Coordinators Meeting Agenda

Tuesday, September 13, 2011
Lazenby Hall, Room 021
8:30-9:30 a.m.

8:30-8:35 — Welcome and Reminder about Graduate School Welcome Event

Ann Salimbene, assistant dean

8:35-8:40 — New Career Resource

Kathy Wallace, assistant dean

8:40-8:55 — Thesis/Dissertation Fees, Combined and Dual Degree Program Processes, Deadlines

Tim Watson, director of graduation services

8:55-9:10 — New Fee Payment Deadlines, New Drop for Non-Payment Date, New Student To-Do List, Changing Passwords on my.osu.edu

Shari Breckenridge, director of registration services
Samuel Jordan, staff assistant

9:10-9:25—Q&A, discussion

9:25 — Wrap-Up
Communicating between graduate programs and Graduate School
What does the Graduate School do?

- We are the college of record for all graduate students at Ohio State
- We set policy and standards for all aspects of graduate education at Ohio State
- We provide strategic leadership for Ohio State's 90 doctoral and 115 master's degree programs
- We provide essential services for
  - Registration
  - Fellowship competitions
  - Degree milestones (examinations, dissertations, and theses) and degree integrity checks
  - Graduate program development

Special programs and initiatives

- Doctoral program assessment
- The future of graduate education
- Professionally-oriented master's programs
- Summer Research Opportunities Program
- Preparing Future Faculty program
- Graduate Associate Teaching Award
- The Versatile Ph.D.
- And others

How can you get Graduate School information?

- Graduate School website www.gradsch.osu.edu
- Graduate School Handbook (rules, policies) http://www.gradsch.osu.edu/graduate-school-handbook1.html
- Contact any Graduate School staff member http://www.gradsch.osu.edu/graduate-school-staff-directory1.html
- Weekly e-newsletter to graduate program coordinators, graduate studies committee chairs, and department chairs http://www.gradsch.osu.edu/graduate-school-newsletter1.html (To subscribe, send a message to osugradsch@osu.edu)
- Graduate School dean's blog http://www.gradsch.osu.edu/graduate-school-blog.html
- Regular announcements on OSU Weekly and Twitter @OSUGradSchool
TO: Deans, department chairs, graduate studies committee chairs, and graduate program coordinators

RE: New alternative career resource, The Versatile Ph.D.

I'm pleased to announce that the Graduate School has purchased a subscription to The Versatile Ph.D., a web-based resource that helps graduate students explore how to pursue non-academic career options. Please let your students, faculty, and staff know about this opportunity and feel free to link to it from your own websites.

This opportunity dovetails nicely with our recent discussions on campus about the future of doctoral education and career development for graduate students. It also connects with national level efforts that I am involved in, including the Commission on Pathways through Graduate School and into Careers, which was recently announced by the Council of Graduate Schools and the Educational Testing Service.

Our subscription gives the entire graduate community at Ohio State—graduate students, faculty, and staff—access to the discussions, panel discussions, and premium content materials available on The Versatile Ph.D. You must access this resource through Ohio State's authentication page, which will lead you to an internal Graduate School webpage. To start this process, go to at http://go.osu.edu/VersatilePhD where you will be prompted to authenticate that you are a member of the Ohio State graduate community.

Highlights of the resource include:

• Complete confidentiality.
• Interactive and archived panel discussions with Ph.D.s who are working in non-academic positions
• Career autobiographies
• Hiring success stories, including sample application materials

I am pleased to note that the founder of The Versatile Ph.D., Paula Chambers, earned her Ph.D. in English from Ohio State. In fact, The Versatile Ph.D. grew out of the listserv for alternative careers that Paula started while she was a graduate student. The College of Arts & Sciences will be hosting Paula for an alternative career day event in October. More information on that will be coming out soon.

If you have any questions, please contact Assistant Dean Kathleen Wallace at wallace.150@osu.edu or 247-7300.
# The Ohio State University
## Graduate School
## Graduation Deadlines
## Autumn 2011 through Autumn 2012

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<td>The approved thesis must be submitted electronically via OhioLINK and accepted by the Graduate School before the Thesis Approval Form, related forms and fees can be turned in by:</td>
<td>November 30, 2011</td>
<td>March 7, 2012</td>
<td>May 30, 2012</td>
<td>August 1, 2012</td>
<td>December 5, 2012</td>
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<td>The Approved Dissertation/DMA Document must be submitted electronically via OhioLink and accepted by the Graduate School before the Final Approval Form, related forms and fees can be turned in by:</td>
<td>November 30, 2011</td>
<td>March 7, 2012</td>
<td>May 30, 2012</td>
<td>August 1, 2012</td>
<td>December 5, 2012</td>
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* All students not attending Commencement must complete a Commencement absence form and submit it to the Graduate School by the Wednesday, one week before Commencement.

** If a student applies to graduate by the posted deadline but is unable to meet either the Examination Deadline or the document deadline for the quarter, they are eligible for the End-of-Quarter option. Students who complete degree requirements by the End-of-Quarter deadline will be awarded their degree/diploma at the following quarter’s Commencement and the student would not have to register or pay fees for the quarter in which the degree is actually received.

#Doctoral Degree candidates must submit a complete, typed Dissertation/DMA document draft and the signed Doctoral Draft Approval/Notification of Final Oral Examination form to the Graduate School at least two weeks prior to the date of the Final Oral Examination.
New Student To-Do List

1. Open an osu.edu E-Mail Account
   - **New students** must be admitted to the university before they can activate their accounts.
   - **Returning students** can reactivate their email account 24-48 hours after reactivating their enrollment eligibility.
   - Your osu.edu E-mail address is also your username and is used to access student information online.
   - All university correspondence is sent to your osu.edu e-mail address.
   - **NOTE:** The Ohio State University will NEVER ask for your OSU Internet Username or password. If you receive such a message, please report it to report-phish@osu.edu. NEVER reply to any e-mail asking for your OSU Internet Username or password or other personal details.
   - You can activate your osu.edu E-mail account:

   **ONLINE:**
   - OSUID and DOB required
   - https://my.osu.edu/public/IdentityManagement/

   **IN PERSON:**
   - 025 Central Classroom Building
   - 2009 Millikin Rd
   - The Ohio State University,
   - Columbus, OH 43210

   **BY PHONE:**
   - 614-688-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. They are available on the Registrar’s (registrar.osu.edu) and the Graduate School’s website (gradsch.osu.edu).
   - Students provisionally admitted to OSU must submit the final and official transcript(s) from the institution(s) where they are completing a degree or required coursework. Students should request that 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.

   **MAIL TO:**
   - Graduate Admissions Office
   - 1st Floor, SAS Building
   - 281 West Lane Avenue
   - Columbus, OH 43210-1132

   **ADDITIONAL INFORMATION**
   - 614-292-9444
   - gradadmissions@osu.edu

3. Obtain a BuckID Student Identification Card
   - Students must first be enrolled in classes for the current quarter to receive a BuckID.
   - Your BuckID also serves as your bus pass for all COTA busses.
   - To receive a BuckID, bring a valid photo ID (state ID, passport, or driver’s license) to:

   **University ID Card Services**
   - 2040 Ohio Union
   - 1739 North High Street
   - 614-292-0400

   **ADDITIONAL INFORMATION**
   - buckid.osu.edu

4. Pay Fees
   - All fees will now be due one week prior to the start of classes. Accounts not paid will receive a Late Payment Penalty.
   - The Recreation (RPAC) fee is assessed quarterly for all students enrolled for 4 or more credit hours.
   - The Student Activity, Student Union Facility, and COTA bus fees are assessed quarterly for all students.
   - Regularly admitted graduate students registered at least half time are automatically enrolled in student health insurance. If a student chooses to waive their health insurance, they must provide proof of alternate coverage.
   - Students in a degree granting program at the Columbus campus (who are not regular employees of OSU) are assessed a Student Legal Services fee. This fee is optional and can be waived. See http://studentlegal.osu.edu/waive-coverage.html.
   - Fee authorizations cover instructional and general fees only and not the above fees.
   - Students do not receive paper statements of account. Students should check their statement of account online and observe all payment and registration deadlines.
   - For an explanation of fees and tuition, go to registrar.osu.edu.
   - To pay fees:

   **ONLINE:**
   - Go to Buckeye Link
   - Log into your Student Center
   - Under the Finances tab choose Make a Payment

   **IN PERSON:**
   - Office of the University Bursar
   - 2nd Floor, SAS Building
   - 281 West Lane Avenue
   - Columbus, OH 43210-1132

   **BY MAIL:**
   - Office of the University Bursar
   - Dept 0997
   - The Ohio State University
   - Columbus, OH 43217-099

GRADUATE SCHOOL
247 UNIVERSITY HALL * 614-292-6031 * gr-regsrvn@osu.edu * WWW.GRADSCH.OSU.EDU
Web Registration Instructions

1. Go to buckeyelinke.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-resrv@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.
Important changes to tuition and fee policies Effective autumn quarter 2011

1. Payment due date: Students must pay tuition, all fees, and prior term balances one week (7 calendar days) before the 1st day of classes. This includes the first installment of the Tuition Option Payment Plan (TOPP).

2. Late payment fees:
   • $200 for failure to pay by the payment due date (see #1)
   • Increases to $300 for failure to pay by the 2nd Friday of classes
   For payment due dates, see chart at right or Registration and Fees.
   Note: separate late fees are assessed on behalf of University Residences and Dining Services.

   In addition, students will be assessed:
   • $100 for each class added after the 2nd Friday of classes
   • $500 for initial registration after the 2nd Friday of classes

3. Drop for non-payment: Students who have not paid tuition, all fees, and prior term balances by the 2nd Friday of classes will be dropped from all enrollments for non-payment.

4. Re-enrollment fee: Students dropped for non-payment will be assessed a $300 fee to re-enroll in addition to any incurred late fees.

5. Forfeitures and refunds: Students who drop below full time or withdraw from all classes after the first Friday of classes until the 4th Friday of the quarter will forfeit a percentage of their tuition and fees depending on when the drop or withdrawal occurs within that timeframe (see chart at right). After the 4th Friday, students will forfeit all of their fees.

Why are we making these changes?

The changes to tuition and fee policies are being implemented to:

- Improve processes
- Encourage payment prior to the start of classes and residence hall move-in
- Avoid **state funding loss to the university** associated with late registration
- Better gauge **class demand**

Ohio State believes that the expectation of both the student and the university is that the fee assessment and penalty process should be **fair and equitable** and have **meaningful and uniformly applied consequences** for those who do not register and pay in a timely manner.

### Tuition and fee payment schedule

<table>
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<th>Term</th>
<th>Tuition and fee payment due</th>
<th>First day of classes</th>
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* Deadline to waive Student Health Insurance, Student Legal Services.

### Forfeiture/refund schedule

- **No forfeiture** (100% refund period) Through the 1st Friday of classes
- **25% forfeiture** (75% refund period) 1st Saturday through the 2nd Friday of classes
- **50% forfeiture** (50% refund period) 2nd Saturday through the 4th Friday of classes
- **100% forfeiture** (no refund) After the 4th Friday of classes
AUTUMN QUARTER 2011 DEADLINES

LATE REGISTRATION FEES

$500 Late Fee for All (unregistered) Students ........................................... Starting October 1
$100 Late Fee per course for All (registered) Students .................. Starting October 1

LATE FEE PAYMENT PENALTY

$200 Late Fee ................................................................. September 15-October 1
$300 Late Fee ................................................................. Starting October 1
Students who remain unpaid after October 1 will be subject to drop for non-payment

COURSE ADDITIONS

Use ON-LINE REGISTRATION .............................................. Through September 23
Use Course Enrollment Permission Form
  • With Instructor and Advisor’s Signatures ...................................... September 24-September 30
  • With Instructor, Advisor, and Dept. Chair’s signatures .................. October 1-7
Use Late Add Petition Form ................................................... Starting October 8

COURSE DROPS / WITHDRAWALS

Use ON-LINE REGISTRATION .............................................. Through October 7
Use Change Ticket with Advisor’s Signature ................................... Starting October 8
("W" Will Appear on Transcript)
Use Late Drop Petition Form ................................................... Starting November 5

COURSE AUDITS

Last Day to Register for Audit Option Without Petitioning .............. October 7

REFUNDS *

Last Day for 100% Refund ...................................................... Fri., September 23
Last Day for 75% Refund ...................................................... Fri., September 30
Last Day for 50% Refund ...................................................... Fri., October 14
Last Day to withdraw from the university with any refund of fees paid .... Fri., October 14

* Please be aware that any schedule adjustments after the 100% refund date may result in less than a full financial credit to your student statement of account.
** VERY IMPORTANT - Please note that special refund and forfeiture policies apply to students receiving financial aid or fee authorizations. Some students may be required to repay and refund a portion of their aid or fee authorization if they withdraw or drop hours.
FORFEITURE FEES are incurred for dropping hours or withdrawing after the first Friday of the quarter. After the first Friday has passed, the University will retain a portion of the tuition for the number of hours dropped. Forfeiture fees will be assessed for all fees that are considered to be tuition:
  Instructional Fee, General Fee, Non-Resident Fee, and the Learning Technology Fee.

For Questions Regarding These Deadlines or For Further Information, Please Consult Your Master Schedule of Classes, or Visit the Registrar’s Website at www.registrar.osu.edu, or Contact the Graduate School at 292-6031 or gs-regsv@osu.edu -- Office Hours are 9 a.m. to 5 p.m.
All documents must be received by close of business day of the deadline
Registration & Graduation Services forms available through www.gradsch.osu.edu
Graduate School Addendum

GRADES

Summer 2011 Incomplete Grades Due ..................... Monday, October 31
Graduating Students Grades Due
  Monday, Tuesday, Wednesday Exams ............. Thur., December 8, midnight
  Thursday Exams ........................................ Fri., December 9, noon
Non-Graduating Students Grades Due ................... Mon., December 12, midnight
Last day grades may be posted electronically .......... Mon., January 2, midnight

OTHER

First Day of Classes ........................................ Wednesday, September 21
Autumn Application to Graduate ......................... Friday, September 30
Enrollment Census Date .................................... Wednesday, October 5
Winter Quarter Registration Opens ....................... Monday, October 17
Master's & Doctoral Exam Forms ......................... Wednesday, November 23
Approved Theses & Dissertations ......................... Wednesday, November 30
Last Day of Classes ......................................... Friday, December 2
Autumn Commencement ..................................... Sunday, December 11
End of Quarter Deadline .................................. Friday, December 30
Winter Quarter Classes Begin ............................ Tuesday, January 3

HOLIDAYS (University and Offices Closed)

Veteran's Day observed ................................. Friday, November 11
Thanksgiving Day ........................................... Thursday, November 24
Columbus Day observed ................................. Friday, November 25
President’s Day observed ............................... Monday, December 26
Christmas Day ............................................... Tuesday, December 27
New Years Day ............................................. Monday, January, 2
Introducing
MY.OSU.EDU
Ohio State's consolidated site to manage your Ohio State Username (lastname.#) and password

Change your password at my.osu.edu.
As a member of the university, you must change your password so that you meet university password requirements.

Your username is your unique identifier and is part of your official university e-mail address (e.g., lastname.#@osu.edu).

Your password's days are numbered.
To protect your online identity and the university's resources, you must change your password every 90 days.

Not sure when your password will expire? Log in at my.osu.edu to check the expiration date.

Why is this important?
Your Ohio State Username and password grant you access to important systems and resources, including:

- Buckeye Mail (e-mail)
- Buckeye Link (registration, financial aid)
- Student Computer Center labs
- Wireless and more!

If you don't change your password at my.osu.edu by October 31, 2011, you will lose access.

Go to my.osu.edu today!

Need help?
Contact Ohio State's IT Service Desk at 8help.osu.edu or 614-688-HELP (4357) (TDD: 614-688-8743).