Summer Quarter 2011 The Ohio State University
History 791 “Picturing History”

Course Registration Instructions

All students will be enrolled in the Graduate School (new students will be admitted as non-degree status). Students must register online using the Office of Continuing Education Contractual Outreach registration form. Please follow all instructions listed below.

1. **All students:** complete the online course registration form at http://www.ced.osu.edu/contractreg.html. Please submit the registration form as soon as possible, but no later than **Wednesday, June 1st**.
   a. read and follow all registration requirements and instructions.
   b. indicate “Picturing History” under "Course Requested" and list “History 791” under “Course #” on the online registration form.
   c. contact Lu Ann Sweet, sweet.23@osu.edu, if you have problems accessing the online form.

2. **New students:** Students enrolling for graduate credit for the first time (no previous enrollment in the Ohio State Graduate School) must also submit a separate online Graduate Non-Degree Application. The application information will be sent to you after you submit the online course registration form; therefore, please submit the course registration form as soon as possible. Please note that proof of highest degree (bachelor’s minimum) must be submitted with the application unless the degree is from The Ohio State University. Proof of degree can either be a copy of your diploma (preferred) or a copy of your final transcript that indicates the degree that was granted.

3. **OSU Internet Username and E-Mail Account Activation:** All Ohio State students should activate their OSU Internet Username and E-mail account. **New Grad Non-Degree students:** Activation is usually available 48 hours after you have been admitted. Students can activate their account at: www.admissions.osu.edu/activate. Please note that your OSU ID# is needed to activate your account. Your OSU ID# is provided when you receive your notice of admission from the Office of Admissions. You also can obtain your OSU ID# by contacting your Ohio State enrollment unit and/or the Continuing Education Contractual Outreach registration coordinator, Lu Ann Sweet, sweet.23@osu.edu. **Currently active graduate students:** Activation information is available at http://8help.osu.edu/ or by calling the Help Desk at 614-688-HELP (4357). **Former graduate credit students** should wait at least 48 hours after their enrollment has been updated before attempting to re-activate their account (please contact the Graduate School to be updated).

   Additional information about OSU account management is available at: https://acctmgmt.service.ohio-state.edu/.

4. **Registration Verification:** After classes begin, all students should verify that they are correctly registered and that there are no incorrect fees appearing on their fee accounts. Students
should check their registration under “My Student Center” which can be accessed through “Buckeye Link” on the Ohio State homepage, www.osu.edu. Please note that students must activate their Ohio State e-mail account and internet username (refer to #3 above) for “My Student Center” access.

5. **Student Fee Accounts:** Fees for contract courses are processed as a group and are not posted to student fee accounts in the same manner as regular course enrollment but will appear as PAID status on the student database.

6. **Name Change:** If you were previously enrolled at Ohio State and your name has changed since your last enrollment at Ohio State, you must contact the Registrar’s Office if you want your current name listed on your student record.

7. **Health Insurance:** It is important that you have coverage for unexpected medical care during the time you are enrolled in your contract course. International registrants are required to have at least $50,000 of medical benefits per accident or illness or be fully sponsored by their government. Please contact the Student Health Insurance Office (614-688-7979) for information if you need short-term health insurance coverage while you are in the Columbus area. Note that enrollment in contract courses is exempt from Ohio State Student Health Insurance coverage.

9. **Registration Cancellation:** Your registration will be cancelled if you do not submit all applicable registration materials and information (Eg. registration form, proof of degree, English proficiency, etc.). If you wish to cancel your registration for this course, please notify Lu Ann Sweet at sweet.23@osu.edu.

10. **Holds on Record:** Your registration will be cancelled if you were previously enrolled at Ohio State and there is a “Hold” on your student record and you do not have the Hold cleared before registration processing. Please refer to your “My Student Center” on Buckeye Link for the department to contact regarding your Hold.

**Grades and Transcripts Information:**

Official/final grades usually are not available until after the designated quarter of enrollment has ended. Ohio State does not mail grades to students. Grades can be viewed online through the University Registrar’s web site at www.ureg.ohio-state.edu. OSU Internet access must be activated to view grades online (refer to #6 above).

**Please note:** All students are responsible for knowing The Ohio State University academic standards requirements. For information, please refer to the “Course Bulletin Text” link on the Registrar’s web site, www.ureg.ohio-state.edu.

**Transcripts:** Information for ordering transcripts is available on the University Registrar’s web site at www.ureg.ohio-state.edu, or by calling the Student Consolidated Services Center, 614-292-0300 (toll free: 1-800-678-6440).
Please Note: the Continuing Education Contractual Outreach Office will submit the course registrations to the Graduate School for processing; students do not register themselves for this course/section.