Complete the Financial Responsibility Statement
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.


Schedule Classes
1. Go to buckeyelink.osu.edu.
2. Click on MY STUDENT CENTER under the SIS Student Center header (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.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>COURSE#</th>
<th>CLASS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCWORK</td>
<td>6999-0040</td>
<td>(17834)</td>
</tr>
</tbody>
</table>

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 to finalize your registration. If the class has been successfully added to your schedule, a message will indicate success. (E)
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 www.gradsch.osu.edu/Depo/PDF/CourseEnrollment.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 an instructor email in lieu of a signature. Forward the following information to 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, 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 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.