Program 60 provides a unique opportunity for Ohio residents age 60 or older to take tuition-free courses at The Ohio State University on a noncredit basis. Discover the steps to participate inside.
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Office of Distance Education and eLearning
Mount Hall, 1050 Carmack Rd, Columbus, Ohio 43210
614-292-8860 | program60@osu.edu | program60.osu.edu
ABOUT PROGRAM 60

The Ohio State University Office of Distance Education and eLearning (ODEE) is committed to offering diverse, quality programs and services that create a desire for lifelong learning. One of those programs is Program 60.

Ohio residents age 60 or older are invited to enrich their lives by experiencing the academic excellence and world-renowned research available at The Ohio State University. Each year, thousands of Ohioans take advantage of this tuition-free, noncredit/non-degree program to connect to the university community. Program 60 students attend courses on a space-available, audit basis at the graduate and/or undergraduate level.

Convenient online registration is available for the Columbus campus prior to the start of the term. Learn more about scheduling on a regional campus by contacting program60@osu.edu.

Access to Resources
Once registered for Program 60, participants will have the ability to enroll in courses on an audit basis during a specified enrollment window. Enrollment in courses provides access to the University library system and resources, a BuckID, campus parking and Carmen, the University’s learning management system.

Access to an Advisor
Participants interested in meeting with an undergraduate nondegree advisor may contact our office at 614-292-8860 to schedule an appointment.
This step only needs to be completed once. If you’re already registered as a student and have activated your Ohio State Username (lastname.#) and BuckeyePass, please continue to Step 3.

Program 60 students must be admitted to the University. A program registration period will open before each term. A link to the program registration form will be available during the registration period at go.osu.edu/p60steps.

If you are unsure of your status please contact our office at 614-292-8860.
STEP 2
ACTIVATE YOUR OHIO STATE USERNAME AND BUCKEYEPASS

This step only needs to be completed once. If you’re already registered as a student and have activated your Ohio State Username (lastname.#) and BuckeyePass, please continue to Step 3.

1. Visit my.osu.edu
2. Select “Activate Now!” in the left sidebar
3. Follow the instructions to activate your Ohio State Username (lastname.#)

You also need to set up BuckeyePass, a multifactor authentication service you will use to log in to many Ohio State services, such as My Buckeye Link, the secure site where you will register for classes.

1. Visit buckeyepass.osu.edu
2. Click “Register/Manage Devices” in the right sidebar
3. Follow the instructions to finish setting up BuckeyePass

For more detailed instructions and help, visit go.osu.edu/duohelp.
STEP 3
SEARCH FOR COURSES

Searching for classes is done online via the University Registrar’s site. An enrollment worksheet is available in the back of this registration guide to help you with this process. Follow the steps below to get started.

2. Select Enrollment and Registration under the Essential Tasks heading.
3. Select Class Search (SIS) under the Tasks heading.

Alternate Option:
To search for classes by subject or topic, rather than by department, visit classes.osu.edu. This option allows you to enter a key word such as “yoga” or “chocolate” and the resulting data will provide all approved courses offered, by department, with the keyword in the title. From there you can filter by term, campus and instruction mode.

Please note this is a different method of searching for classes and is NOT part of the following steps.
Choose the term for which you’d like to enroll by making a selection from the drop-down list.

Select Columbus from the Campus drop-down. If you are interested in another campus, contact your local Program 60 Coordinator.

Select the department you’re interested in from the Subject drop-down.

Select Graduate or Undergraduate (only) from the Course Career drop-down.

If you want your search results to include classes that are full or otherwise not open: unselect the checkbox which defaults to “Show Open Classes Only.”

If you want to see additional search criteria: select the Additional Search Criteria arrow to make more options visible.

To narrow results to a specific term or session: select Session and filter by the session type or term.

To narrow results to online courses only: select Distance Learning from the Mode of Instruction drop-down.

Select “Search” at the bottom of the search box to view the results.
If you get an error suggesting you specify additional criteria, narrow your search.

13 Check the class status. Green circle: Open Blue square: Closed Yellow triangle: Waitlist Recheck class availability before attending to ensure that your section is still open. If a class is full you will be placed on a waitlist once enrolled.

14 Select the Section link for more details on the course.
To ensure that a class is a good fit for you, **check the prerequisites** listed under Enrollment Information.

Review the course description for details.

**Take note of important course details** to be used during Program 60 Registration:
- Department
- Course Number
- Course Name
- Class Number
- Days and Times
- Building/Room
- Instructor
- Course Fee and/or Lab Fee (if applicable)

To return to your search results or to start a new search: select Return to Results.
STEP 4
COMPLETE FINANCIAL RESPONSIBILITY STATEMENT

This step must be completed each term before you enroll in courses.

All students must agree to a Financial Responsibility Statement (FRS) before enrollment in courses can take place each term. A hold will be placed on the account and enrollment will not be possible until the statement is completed. For more information on the FRS, please visit go.osu.edu/financialresponsibility

How to Complete the Financial Responsibility Statement

1. Go to buckeyelink.osu.edu
2. Select My Buckeye Link under the Essential Tasks heading
3. Log in with your Ohio State Username (lastname.#) and password
4. Select Financial Responsibility Statement under the To Do List heading
5. Agree to the three required statements
6. Select Submit
STEP 5
ENROLL IN COURSES

Enrolling in courses is done online via Ohio State’s Online Academic Center, BuckeyeLink. Use the information you recorded on the enrollment worksheet (available in the back of this guide) from your class search to find and enroll in courses.


2. Select My Buckeye Link under the Essential Tasks heading.

3. Log in with your Ohio State Username and Password.
4 Select Add a Class under Academics.

5 Select the appropriate semester for enrollment.

6 Enter Class Number and select Enter.
7 Once added select Proceed to Step 2 of 3.

8 Confirm course information and select Finish Enrolling if correct.

9 Review completed course enrollment and repeat as necessary.
Error Messages

You may encounter an error message when enrolling in courses due to the following reasons:

FINANCIAL RESPONSIBILITY STATEMENT INCOMPLETE

If you have not completed the Financial Responsibility Statement you will receive this error message.

Complete the FRS by following the steps under Step 4 (Page 10) and try enrolling again.

COURSE REQUIRES PREREQUISITES

If a course requires prerequisites that have not been met, and which are not part of your Ohio State transcript, you will receive this error message.

You must receive instructor permission to enroll (Page 15).

COURSE IS OUTSIDE CAREER OF STUDY

If a course is graduate level you will receive this error message.

You must receive instructor permission to enroll (Page 15).
Instructor Permission

If you received an error message when trying to enroll in a course that requires prerequisites or a graduate-level course, you can request permission from the instructor to enroll. Using the instructor’s name(s) you recorded on the enrollment worksheet (available in the back of this guide) during your class search, you can find their contact information through the Find People feature on Ohio State’s website.

Visit osu.edu/findpeople, enter the instructor’s name and select Submit. Results should appear with contact information for the instructor.

Your email to the instructor should include your Ohio State Username (lastname.#), course number, class number and that you are a Program 60 student wanting to enroll in their course. Once permission has been received please forward the communication to program60@osu.edu and include the following information:

- Ohio State Username (lastname.#)
- Course Number
- Class Number
- Recitation and/or Lab (if applicable)
- Instructor Name

Enrollment will be processed within our office and a confirmation will be sent.
STEP 6
PAY COURSE FEES

Enrollment in courses with course fees associated will require payment be made through the University Bursar Office. University fee payment deadlines can be found on the Registrar website at go.osu.edu/deadlines.

How to Make an ePayment

1. Go to buckeyelink.osu.edu
2. Select My Buckeye Link under the Essential Tasks heading
3. Log in with your Ohio State username and password
4. Select Make a Payment under the Finances heading
5. Select Make a Payment on the Payment Options page
6. On the OSU ePayment site, select Make a Payment under the Your Account heading
7. Confirm how much is due and select Checkout
8. Select the method of payment (credit card, electronic check or foreign currency) and select Continue Checkout
9. Enter the required information in the fields and select Continue Checkout
10. Verify that the payment information you have provided is correct and select Submit Payment

How to Mail a Payment

To mail a payment, please print a payment coupon from My Buckeye Link by following the steps above to login at buckeyelink.osu.edu, select Make a Payment and then Mail a Payment. Include your name and Ohio State Username (lastname.#) on the check and mail it with the payment coupon to: Office of the University Bursar, The Ohio State University, PO Box 183248, Columbus OH 43218-3248.

Tuition Option Payment Plan

Program 60 participants are eligible to enroll in Ohio State’s Tuition Option Payment Plan (TOPP). Enrollment in TOPP allows for course fee payments to be made in three equal installments. To note, there is a $30 enrollment fee and fees owed must be $150 or greater. For more information and to enroll, please visit go.osu.edu/paymentplan.
Books | go.osu.edu/p60resources
Books might not be required for every class, but you may have a better experience if you have the materials used for the course. Some instructors may select textbooks after classes are in session. If you purchase books, review all return policies.

BuckID | buckid.osu.edu
Program 60 participants eligible to receive an Ohio State BuckID free of charge following enrollment into courses. You must have a valid driver’s license or two forms of alternative ID and your schedule of classes.

Campus Area Bus Service (CABS) | ttm.osu.edu/cabs
Campus Area Bus Service (CABS) is a free transit service provided by Ohio State. Routes and schedules can be viewed on their website or via the Ohio State mobile app, which you can download at go.osu.edu/osuapps.

Campus Map | osu.edu/map

CarmenCanvas | carmen.osu.edu
CarmenCanvas is Ohio State’s online course management system, which your instructors will use to create and share course materials. Access CarmenCanvas at the above link or the Canvas mobile app. Please note: this information may not be available until 24 to 48 hours before your class start date. For help getting started, check out go.osu.edu/aboutcarmen.

Course Bulletin | registrar.osu.edu/courses
To view the current Course Bulletin, select the “Course Offerings Bulletin” link under “Course Catalog.” The bulletin does not indicate when the courses will be scheduled. For this information, visit My Buckeye Link or classes.osu.edu.
**Department Abbreviations** | go.osu.edu/abbr
Departments are often referenced by their abbreviations rather than their full name.

**Disability Services** | ods.osu.edu
Support services for individuals with disabilities are coordinated through Ohio State’s Office of Disability Services (ODS). Program 60 participants who require accommodations or services must register with Disability Services and submit documentation of a disability to ODS for review.

**Dropping Classes** | program60@osu.edu
Inform the instructor and the Program 60 coordinator at program60@osu.edu if you are unable to continue taking classes.

**Library Access** | library.osu.edu
Active Program 60 students may use the library resources during terms they are enrolled. Present your Ohio State Username (lastname.#) and BuckID or other photo ID at Thompson Library, 1858 Neil Ave., each term to activate your privileges.

**Parking** | osu.campusparc.com
Vehicles parked on campus at any time are required to display a permit, purchase Pay-by-Plate surface lot parking, or pay hourly fees posted at meters and in garages. Program 60 participants may purchase a regular “C”, Buckeye Lot (“CX”) or West Campus (“WC”) permit for the semester or year:

- Online purchase is available only for those who are enrolled in courses during the semester or term by logging in with your Ohio State lastname.# and password on the CampusParc website.
- Holders of a State of Ohio Disability Placard are required to submit the BMV Certificate of Registration to CampusParc to obtain a university permit.
- Ohio State retirees are eligible to purchase an A permit at a discounted rate. Contact CampusParc for more information.

CampusParc is located in the South Campus Gateway at 1560 N. High Street, Columbus, OH 43210. Contact CampusParc at 614-688-0000.
This optional worksheet is designed to assist you with the Program 60 course enrollment process. It is intended to be used to collect and track course information, then secured for future reference.

**Account Info and Security**

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