



# Freshman Orientation Preparation

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## Before Orientation

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### ❑ Review the orientation schedule

Note: Please plan to be on campus from 9:00 AM – 4:30 PM, because you will need to attend the entire Orientation program.

Agenda

9:00 - 9:30 AM Check-in (Reese Center Lobby)

9:10 - 9:40 AM Visit New Student Information Tables

9:45 - 10:45 AM Opening Session

10:45 AM - 12:15 PM Student and Parent/Family Sessions

12:15 PM Lunch, Campus Tour Sign-up & Resource Fair

1:15 - 4:30 PM Academic Advising and Course Scheduling

3:15 PM Optional Campus Tour

### ❑ Information for students requiring testing accommodations

Students who need accommodations for Placement Testing must contact Disability Services and provide documentation at least 5 business days prior to their testing date. For contact information for Disability Services, visit <http://newark.osu.edu/students/support-services/disability-services/>

### ❑ Complete math placement testing online

Students must complete math placement testing online **prior** to their orientation date.

Please visit the [placement testing and orientation page](#) for information about how to complete this test online.

### ❑ Create a list of questions you want answered at orientation

Orientation is your prime opportunity to learn (almost) everything you need to know in order have a successful start at Ohio State in the fall. We don't expect you to have all the answers, and that's why we've designed orientation to provide you with the chance to ask questions.

Jot down your questions and bring your list with you to orientation so that you can be sure ALL your questions are asked and answered.

## ❑ Complete the Financial Responsibility Statement

All students are required to agree to an online Financial Responsibility Statement prior to enrolling in courses each term. This hold will prevent you and your advisors from scheduling your classes. You will not be able to register for classes at Orientation until you complete this.

You can complete this statement from the "To Do List" on your Buckeyelink page, by clicking on the "Financial Responsibility Statement" link. For more detailed instructions, please view this document: [Financial Responsibility Statement Instructions](#)

## ❑ Explore BuckeyeLink

BuckeyeLink is the one-stop, online location you'll need to take care of most day-to-day elements of being an Ohio State student. You'll use it to access academic, financial, and personal information specific to you.

Take some time to learn what exists at BuckeyeLink so that you know how to find it when it comes time to use it. Login to your BuckeyeLink page with your name.# and password.

[Watch BuckeyeLink video](#)

## ❑ Information for Military & Veteran students

Ohio State offers enrollment certification for students participating in the GI Bill program and support programs for veterans and military students. Please contact the Office for Military & Veteran Students to notify the university that you plan to use your educational benefits. Visit [veterans.osu.edu](http://veterans.osu.edu) for more information or contact Mike Forrest on the Columbus campus with questions at [forrest.73@osu.edu](mailto:forrest.73@osu.edu).

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## Academic Preparation

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### ❑ Send final transcripts to Ohio State

**Final high school transcripts** (including date of graduation) should be sent directly from your high school to Ohio State.

**If you have previously completed college courses**, request that an official transcript of your course work be sent to Ohio State from the college(s) you attended. College credit cannot be awarded from a high school transcript.

Send transcripts electronically if possible. If not, mail official transcripts to:

The Ohio State University  
Undergraduate Admissions  
PO Box 182646  
Columbus, OH 43218-2646

## ❑ Have AP/IB scores reported to Ohio State

Bring a copy of your AP and/or IB scores with you to your orientation program, but also **make sure that these scores are reported directly (and officially) to the university.** This is especially true for any examinations you may have completed prior to your senior year, when you may not have known that you were planning to attend Ohio State.

**Ensuring that credit for AP scores has posted to your record and that courses you are registered for do not duplicate credit earned through AP is the responsibility of the student.** If you have any questions about your AP credit after orientation, you must contact your academic advisor.

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## Academic Planning and Course Registration

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### ❑ Watch the instructional video about registering for courses

You will need to learn how through your Buckeyelink page to add your chosen classes to your schedule in order to successfully enroll. What is demonstrated in the video is nearly identical to what you'll do yourself in the registration computer lab on your Orientation day.

[Watch the video](#)

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## Pre-enrollment Planning

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### ❑ Complete any outstanding checklist items through your Student Center

The screenshot shows the Buckeyelink student center interface. The URL [buckeyelink.osu.edu](http://buckeyelink.osu.edu) is displayed at the top. The page includes a navigation menu with options like 'Students', 'Future Students', 'Faculty/Staff', and 'Alumni'. A 'Log in' button is prominent. Below the login area, there are sections for 'Students', 'Academics', 'Financials', and 'To Do List'. A blue arrow points to the 'To Do List' section, with the text 'Check "To Do List" frequently!'. Another blue arrow points to the 'Class Schedule' section, with the text 'Class Schedule'. A third blue arrow points to the 'Financials' section, with the text 'Check your account'. A fourth blue arrow points to the 'Insurance' section, with the text 'Enter Insurance Info to Waive OSU Health Insurance'. A fifth blue arrow points to the 'Financials' section, with the text 'Use menu for financial information'. The 'Academics' section displays a table of classes with columns for Class, Schedule, and Credits. The 'Financials' section shows 'Outstanding Charges' with a total of \$92.50. The 'To Do List' section shows a 'No To Do's' message. The 'Enrollment Information' section shows 'Enrollment Appointment' for the Spring 2015 Regular Academic Term session on November 3, 2014. The 'Advisor' section shows 'Program Advisor' Cheryl Snyder. The 'University Offices' section shows 'Admissions Registration/Readmission/Tuition'.

Please note that some items on your To Do List (like the math test checklist items) may not update automatically upon completion.

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## What to Bring

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- ❑ A picture ID (driver's license, state ID, or passport), required to get your OSU ID card
- ❑ OSU Username and password
- ❑ Be sure that you know your OSU username (last name.#) and password so that you can log in to register for classes at orientation.
- ❑ A transcript of any college course work taken, in case your official college transcript hasn't arrived
- ❑ Student-issued copy of AP scores
- ❑ Original copies must be sent directly from AP to Ohio State
- ❑ Paper, pens and pencils for note-taking

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## Trip Logistics

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- ❑ **Prepare for your trip - know how to get here and where to park**

Get [directions to campus](#) and [campus map](#)

Students and visitors may park in any white-lined parking space.

- ❑ **Prepare for the weather - orientation goes on despite precipitation and temperatures**

[Weather.com for Newark](#)

If the University is closed for a weather emergency, you will see that clearly listed on the Newark campus web site: <http://newark.osu.edu>

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## Review Doing Business Buckeye Style Components

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- ❑ **Review information about the Student Information Release**

The 1974 Federal Educational Rights and Privacy Act (FERPA) governs the release of educational records to third parties. Ohio State interprets FERPA to include academic, financial account, and financial aid records. Without an information release on file, content about any of these areas cannot be released to anyone but the student.

[Watch the Student Information Release video](#)

- ❑ **Set up Guardian ePay**

If you will have someone else (parent, legal guardian, spouse, etc.) financially supporting you while you are in college, you will likely want to set up the Guardian ePay option so that whomever is supporting you can have online access to pay your fees on your behalf using their own unique username and password.

[Guardian ePay information](#)

## ❑ Set up Account Refund

If you anticipate receiving enough financial aid, scholarships, and/or loans to cover the entire cost of tuition and fees each term, plus generate a little something extra for living expenses or to purchase items like books, you'll want to set up the **Account Refund** option online through your Buckeyelink homepage. With this option, your refund will be directly deposited into the banking account of your choice approximately 5-7 days before classes begin. If you do not set up this option through your Buckeyelink page, your refund will be distributed to you in the form of a paper check mailed to your home address 5-7 days after classes begin.

## ❑ Select or waive health insurance

All undergraduate students at the Newark campus of Ohio State who are enrolled in at least six credit hours (part-time) are required to have health insurance coverage. You are automatically enrolled in the University's comprehensive student health insurance plan, and a fee will appear on your fee statement each semester. If you do not wish to pay for the health insurance provided by the university, you do have the option to waive out of the comprehensive plan by providing proof of your own insurance policy online through your Buckeyelink homepage. Under the Finances section, choose the "Select/Waive Coverage" link and then fill in the form with your relevant policy information. **You will need to select or waive health insurance coverage annually** for as long as you are a student at Ohio State; **this will always need to be done on/before seven days prior to the first day of classes** (by August 14, 2018 for Autumn 2018).

For more information about the Student Health Insurance program, go to <http://shi.osu.edu/>

[Watch video about waiving student health insurance](#)

\*Note: the video includes information about the WilceCare insurance supplement, which is only for use in the Columbus campus health center. Additionally, the video includes information on how to opt out of the student legal fee, which is only assessed for Columbus-enrolled students.

## ❑ Change your Ohio State password

Everyone at Ohio State with a username and password will need to change their current password every 180 days. As you may have noticed, your Username (lastname.#) is your key to everything at Ohio State, such as logging in to Carmen, Buckeye Link, Financial Aid, etc.

If you do not change your password before it expires, you will lose access to all systems using your Ohio State Username (lastname.#) and password.

To update your account now, go to [my.osu.edu](http://my.osu.edu) and **log in using your Ohio State Username (lastname.#) and existing password**. If this is your first time visiting my.osu.edu, you will also be required to follow identity activation steps in order to use the self-service features of the site. Don't forget to update saved settings (e.g., your OSU Wireless connections) with your username and new password!

If you have questions or need assistance with this change, please contact the IT Service Desk at 614-688-HELP (4357) (TDD: 614-688-8743).