Transfer Orientation Preparation

Before Orientation

☐ **Be sure you have your orientation date and time on your calendar**

Note: Transfer orientation is approximately 3 hours.

☐ **Information for students requiring testing accomodations**

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 (if applicable)**

Students who need to complete math placement testing must do so 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 for more information or contact Mike Forrest on the Columbus campus with questions at forrest.73@osu.edu.

Academic Preparation

☐ **Send final transcripts to Ohio State**

If you have earned less that 60 credit hours at a previous college or university, then your final high school transcripts (including date of graduation) should be sent directly from your high school to Ohio State.

Final college/university transcripts (including posted grades for alll completed courses) should be sent directly from that institution to Ohio State.

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

<div style="text-align:right">

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

</div>

☐ **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.

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.

Pre-enrollment Planning

☐ **Complete any outstanding checklist items through your Student Center**

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

What to Bring

☐ A picture ID (driver's license, state ID, or passport), required to get your OSU ID card
☐ OSU Username and password
☐ Unofficial transcript(s) of any college course work taken, in case your final college transcript hasn't arrived
☐ Student-issued copy of AP scores (if applicable) in case it has not yet posted to your OSU record
  • Original copies must be sent directly from AP to Ohio State
☐ Paper, pens and pencils for note-taking

Trip Logistics

☐ **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

Review Doing Business Buckeye Style Components

☐ **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 purchases 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 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).