Prior to Registration:

- **Registration Window.** Each student is assigned a unique scheduling window, called an enrollment appointment, at which time you can begin scheduling. To view this specific day AND time, please take a look at the “Enrollment Appointment -> Details” on the right hand side of your Student Center in Buckeyelink.

- **Financial Responsibility Statement.** This needs to be done each and every semester you plan to enroll in classes at OSU. This can be completed in your Student Center on the right hand side under your “To Do” list. You cannot schedule for a given semester until you complete this.

Searching for Courses:

- **Search Schedule of Classes** Filter for courses more efficiently by navigating to https://registrar.osu.edu/courses/ > Schedule of Classes (see Figure 1).
  - Make sure you’re enrolling in graduate sections of courses! See example of CE 5720 below for help with distinguishing sections.
  - Make sure you uncheck the "Show Open Classes Only" checkbox in order to see any wait-listed or closed sections of courses.
  - Expand the "Additional Search Criteria" section and search by Instructor Last Name - especially helpful for finding specific sections of research hours or independent study.

Registering for courses:

- **Graduate School guidelines** regarding registration instructions, course loads, and reactivation are available here:
  - [https://gradsch.osu.edu/pursuing-your-degree/course-registration](https://gradsch.osu.edu/pursuing-your-degree/course-registration)
  - [https://gradsch.osu.edu/handbook/3-1-registration-course-load#](https://gradsch.osu.edu/handbook/3-1-registration-course-load#)

- **Research hours and independent study courses** (6999, 8999, etc.) - If you don’t see a section of a particular course open for your advisor/instructor, please email Dina Galley (galley.4@osu.edu) ASAP so that an additional section can be added.

- **For course registration that requires instructor permission**, in lieu of emailing the Graduate School (see more info under item #5), CEGSP students may forward instructor permission to the CEGE Graduate Program Coordinator (Dina Galley, galley.4@osu.edu) for processing. All detailed information should be included (instructor email, name.# or OSUID, section #, and # of credits hours, if variable).
Related info:

- AU20/SP21 Graduate Tuition and Fee Table
- (International Students) OIA – Maintaining Status:
  - https://oia.osu.edu/immigration-information/maintaining-status.html
  - https://oia.osu.edu/immigration-information/vacation-term.html
- Summer Registration
  - 4 credit hours for a 50% (20-hr) Graduate Assistant (GA) in summer term
  - 6 credit hours for a fellowship student in summer term
  - 3 credit hours for a post-candidacy doctoral graduate student
  - Graduating students should always be enrolled in at least 3 credit hours in the semester they plan to graduate

![Figure 1 - Search for Classes](image-url)