Program 60

Participation Guide

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.
# Table of Contents

About Program 60................................................................. 3

Step 1 - Complete Program Registration.......................... 4

Step 2 - Activate your Ohio State Username and BuckeyePass ...... 5

Step 3 - Log in to Your BuckeyeMail Account ...................... 6

Step 4 - Search for Courses.................................................. 7-9

Step 5 - Review your To Do List.............................................. 10-12

Step 6 - Enroll in Courses....................................................... 13-16
  - Error Messages .............................................................. 16
  - Instructor Permission ..................................................... 17

Step 7 - Pay Course Fees ....................................................... 18

Program 60 Course Enrollment Worksheet .......................... 19
Once registered for Program 60, participants will have the ability to enroll in courses on an audit basis during a specified enrollment window, with instructor permission and when space is available.

For assistance with searching and enrolling in courses, contact a Program 60 coordinator. We are here to help you narrow down your course options and find out what you want to study!

**Contact information for Program 60** (program60.osu.edu/contact) at each Ohio State campus can be found on our website.

**Participant Resources**

Enrollment in courses provides access to University Libraries, the option to obtain a BuckID, the ability to purchase a campus parking pass, and access to CarmenCanvas, the university’s learning management system.

For information on Ohio State services and perks, parking and transportation, frequently asked questions and orientation information, visit [go.osu.edu/P60resources](go.osu.edu/P60resources).
Step 1
Complete Program Registration

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. The Program 60 Enrollment Request (go.osu.edu/P60enrollment) will be available during the registration period.

If you are unsure of your status, please contact our office at 614-292-8860.
Step 2

Activate Your Ohio State Username and BuckeyePass (DUO)

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

Ohio State Username

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

BuckeyePass (DUO)

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.

4. Visit BuckeyePass.osu.edu
5. Select Register and Manage Devices in the right sidebar
6. Follow the instructions to finish setting up BuckeyePass

View DUO instructions and helpful information (go.osu.edu/DUOhelp).
Step 3
Log In To Your BuckeyeMail Account

This step only needs to be completed once. If you have already set up your BuckeyeMail account, please continue to Step 4.

You must complete Step 1 - Registration prior to Steps 2 and 3.

BuckeyeMail

BuckeyeMail (lastname.#@BuckeyeMail.osu.edu) is your official university email account. Important and time-sensitive business communications from Ohio State – such as your enrollment registration window notification and communications from your instructors – will be emailed to your BuckeyeMail account. To log in, visit BuckeyeMail.osu.edu. Check your email several times a week until school begins, and then daily.

Microsoft Office 365

Your BuckeyeMail also gives you access to Microsoft 365 (microsoft365.osu.edu), which Program 60 participants are eligible to use for free. Your Microsoft 365 ID is your full BuckeyeMail address, and your password is the password you chose when you activated your Ohio State username in Step 2. View directions on how to use Microsoft 365 (go.osu.edu/MS365help).
Step 4

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 guide to help you with this process. Follow the steps below to get started.

1. Go to BuckeyeLink.osu.edu
2. Select Class Search (SIS) – Student Information Center

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.” 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.
3. Select the term for which you’d like to enroll from the Term drop-down
4. Select your preferred campus from the Campus drop-down
5. Select the department you’re interested in from the Subject drop-down
6. Select a Course Career from the drop-down menu
7. 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
8. If desired, select Additional Search Criteria to reveal filtering options
9. To narrow results to a specific term or session, select from the Session (or term) drop-down
10. To narrow results to online courses, if desired, select Distance Learning from the Mode of Instruction drop-down
11. Select Search to view the results. If you get an error suggesting you specify additional criteria, narrow your search
12. **Check the class status.**
   A **green circle** means the course is **open**. A **blue square** means the course is **closed**. A **yellow triangle** means the course has a **waitlist**. Recheck class availability prior to requesting enrollment to ensure that your desired section is still open. If a class is full, you will be placed on a waitlist once enrolled.

13. Click the **Section** link for more details on the course.

14. To ensure that a course is a good fit for you, check the details and prerequisites listed under the **Enrollment Information** and **Description** sections.

15. **Take note of important details** to be used during Program 60 enrollment using the worksheet in the back of this guide:
   - **A.** Subject
   - **B.** Course Number
   - **C.** Course Name
   - **D.** Class Number
   - **E.** Days and Times
   - **F.** Building/Room
   - **G.** Instructor
   - **H.** Course Fee and/or Lab Fee (if applicable)

16. To return to your search results or begin a new search, click **View Search Results**.
Step 5
Review Your To Do List

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

Your To Do List houses items or actions that need to be completed. Leaving items or actions on this list uncompleted can result in a hold being placed on your account and can prevent you from enrolling in classes.

1. Go to BuckeyeLink.osu.edu
2. Select My To-Do List
3. Log in with your Ohio State username (lastname.#) and password
4. Select the To Do Item link

Visit the Administrative Resource Center for information on holds (go.osu.edu/P60holds).

Vaccinations

When taking courses on campus, Ohio State may require proof of other vaccinations. If you see vaccinations on your To Do List and have questions about completing the university vaccination requirements (go.osu.edu/student-vax-requirements), contact Student Health Services at vaccination@osu.edu or 614-292-0118.
COVID-19 Vaccination Requirement

Before you begin, you will need a photo of your vaccination card or a completed COVID-19 Vaccination Exemption (PDF) (go.osu.edu/covid-vax-exempt-student).

To complete the vaccination requirement, you must complete the COVID-19 Vaccination Data Consent/Release of Information AND upload either a photo of your vaccination card or a completed vaccination exemption form:

1. Go to My BuckMD (shs.osu.edu/My-BuckMD) on the Student Health Services website, Click the first My BuckMD link
2. Once you are inside your My BuckMD account, click the tab My Forms
3. Locate the COVID-19 Vaccination Data Consent/Release of Information
   A. Type your information into the form
      i. If you decline to share your information with the university’s public health group, you will be assigned for and required to complete weekly COVID-19 testing
      ii. If you approve sharing your information with the university’s public health group, you will not have to complete weekly COVID-19 testing
   B. Click the Submit button
   C. Complete the digital signature
4. Click the tab Document Upload
5. Select COVID-19 Vaccination Records or COVID-19 Vaccine Exemption Form from the Document Type menu
6. Click Browse to browse your computer or device, select a photo of your vaccination card or the completed exemption form, then click Save to upload

If you have any trouble completing these steps, please contact vaccination@osu.edu or shs@osu.edu and let them know you are a Program 60 participant.
Financial Responsibility Statement

The Financial Responsibility Statement (FRS) (go.osu.edu/financial-responsibility) is required before enrollment in courses can take place each term.

To complete the FRS:

1. Go to BuckeyeLink.osu.edu
2. Click My Buckeye Link under Welcome!
3. Log in with your Ohio State username (lastname.#) and password
4. Select Financial Responsibility Statement under the To Do List
5. Agree to the three required statements
6. Click Submit

Sexual Misconduct Prevention Course

All Program 60 participants are required to complete the online course, “U Got This!/U Got This 2!” sexual misconduct prevention course annually. The interactive, easy-to-follow course takes approximately 45-60 minutes and will be available in BuckeyeLearn. It will be assigned to your BuckeyeLearn transcript each year.

To access the course:

1. Go to BuckeyeLearn.osu.edu
2. Log in with your Ohio State username (lastname.#) and password
3. Click the My Transcript button on the BuckeyeLearn homepage

If you do not complete this course before the deadline, your account will be placed on hold. It can take 1-2 business days for this hold to be removed from your account after you complete the training.

Learn more about Title IX trainings and student requirements (go.osu.edu/titleix-trainings).
Step 6
Enroll in Courses

For courses without prerequisites, you will enroll online through BuckeyeLink, Ohio State’s online academic center. Use the information you recorded on the enrollment worksheet in the back of this guide during your class search to find and enroll in courses.

1. Go to BuckeyeLink.osu.edu
2. Select My Buckeye Link

3. Log in with your Ohio State username (lastname.#) and password
4. Select **Add a Class** under the Academics heading

5. Select the **Term** (semester) in which you wish to enroll

6. Enter the class number in the **Enter Class Nbr** field and select **enter**
7. Review course information and select **Next** if correct.

8. Once all courses are added, select **Proceed to Step 2 of 3**.
9. Confirm course information and select **Finish Enrolling** if correct

10. Review completed course enrollment and repeat as necessary

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**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: Review your To Do List” 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 17).

See Page 9 for directions on where to look to determine whether your course has prerequisites.

**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 17).
Instructor Permission

For courses with prerequisites, written instructor permission is required. Permission is requested by filling out the Program 60 Enrollment Request (go.osu.edu/P60enrollment). You must fill out the form for each course you wish to take that requires instructor permission.

Before you get started, you will need to know your Ohio State username (lastname.#) and the following information:

- Department
- Course Number
- Class Number
- Recitation and/or Lab (if applicable)
- Instructor’s Name to find instructor’s email address

To find the instructor’s email address:

1. Visit osu.edu/findpeople and select Find People.
2. Enter the instructor’s name
3. Select Submit and results should appear with contact information for the instructor

Graduate Courses

Please use the enrollment request form to request instructor permission. After the instructor approves your enrollment request, the Program 60 coordinator must request permission from the Graduate school. If there is space and the request is approved, we will enroll you into class.
Enrollment in courses with course fees (go.osu.edu/CourseFees) associated will require payment be made through the University Bursar Office. Program 60 participants will be held to all university and Registrar deadlines (registrar.osu.edu/registration) for course additions, drops and fee payment as well as the possibility of owed fees being sent to Collections (busfin.osu.edu/bursar/collections).

### Make a Payment Online

1. Go to BuckeyeLink.osu.edu
2. Select Payments and Refunds
3. Log in with your Ohio State username and password
4. In the Tasks section, select Payment (Student)
5. Once you’ve been taken to the Ohio State ePayment site, select Make a Payment from the menu
6. Confirm how much is due and select Checkout
7. Select the method of payment (credit card, electronic check or foreign currency) and select Continue Checkout
8. Type the required information in the fields and select Continue Checkout
9. Verify that the payment information you have provided is correct and select Submit Payment

### Tuition Option Payment Plan (TOPP)

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. Please note that there is a $30 enrollment fee and fees owed must be $150 or greater. Learn more about tuition payment plan and enrollment (go.osu.edu/PaymentPlan).
Program 60 Course Enrollment Worksheet

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**

Ohio State Username (lastname.#):

Password:

Answer to Security Questions (my.osu.edu):

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<tr>
<th>A Department</th>
<th>B Course Number</th>
<th>C Course Name</th>
<th>D Class Number</th>
<th>E Days and Times</th>
<th>F Bldg/Rm Number</th>
<th>G Instructor Name</th>
<th>H Course/Lab Fee</th>
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