



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.



THE OHIO STATE UNIVERSITY

Office of Technology and Digital Innovation
Revised 4/28/22

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Office of Technology and Digital Innovation

Mount Hall, 1050 Carmack Rd, Columbus, Ohio 4321

[614-292-8860](tel:614-292-8860) | program60@osu.edu | program60.osu.edu

About Program 60



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**.

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](https://go.osu.edu/P60enrollment) (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](tel:614-292-8860).

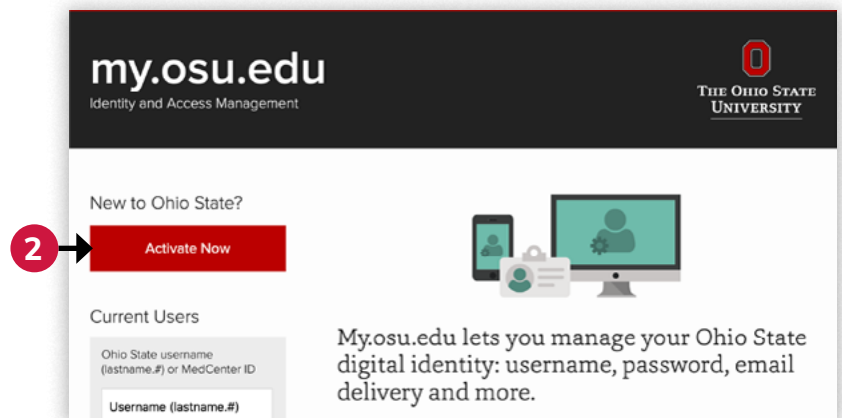
Step 2

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

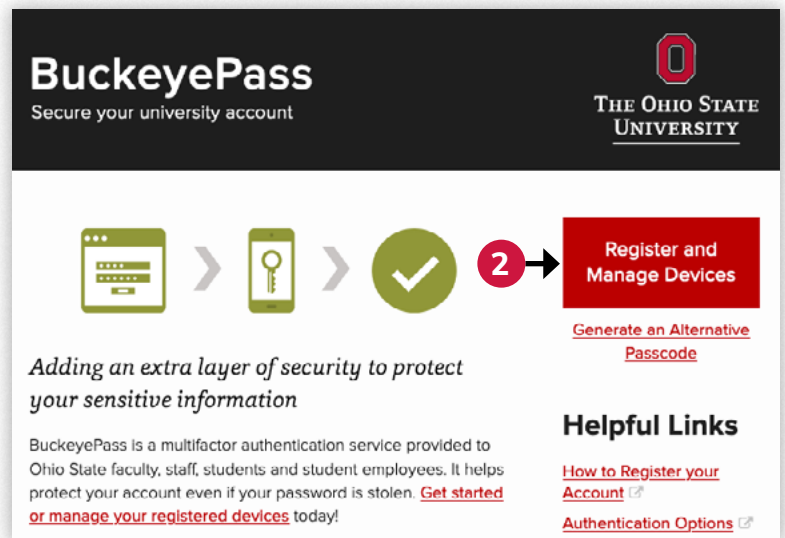
1. Visit my.osu.edu
2. Select **Activate Now** in the left sidebar
3. Follow the instructions to activate your Ohio State Username (lastname.#)



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



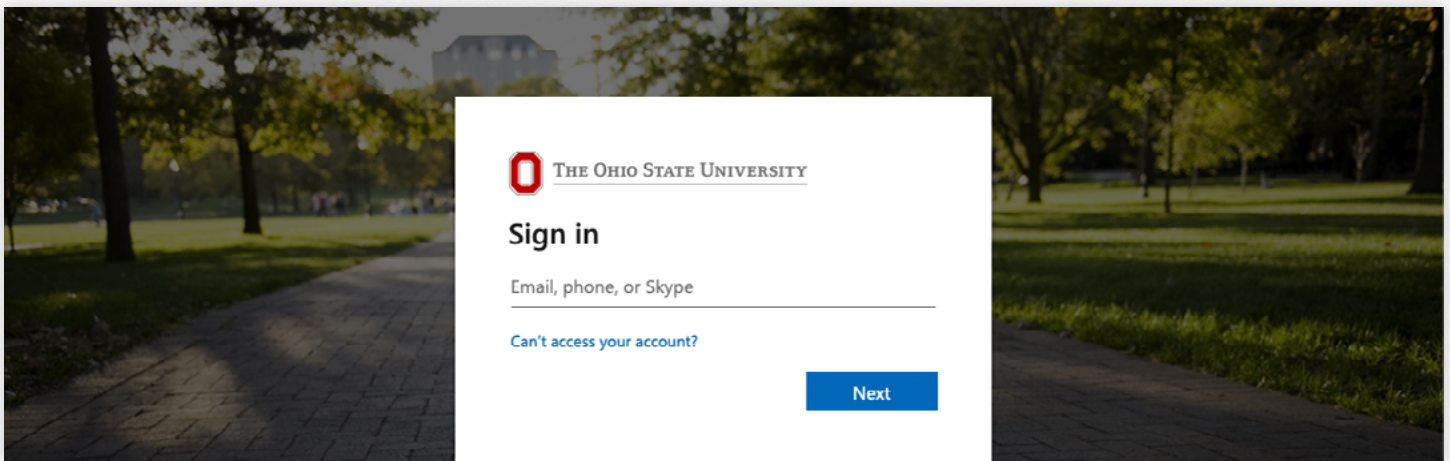
View [DUO instructions and helpful information](https://go.osu.edu/DUOhelp) (go.osu.edu/DUOhelp).

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

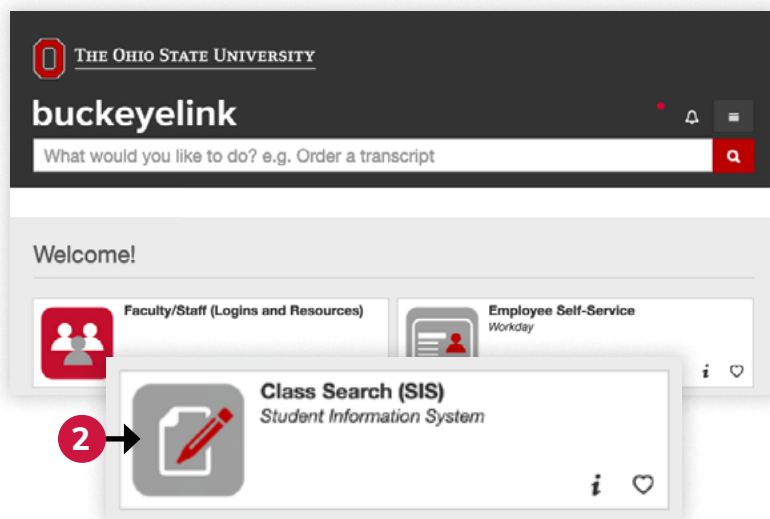
Your BuckeyeMail also gives you access to [Microsoft 365](https://microsoft365.osu.edu) (microsoft365.osu.edu), which Program 60 participants are eligible to use for free. Your Microsoft 365 ID is your full BuckeyeMail address, and your password is the password you chose when you activated your Ohio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

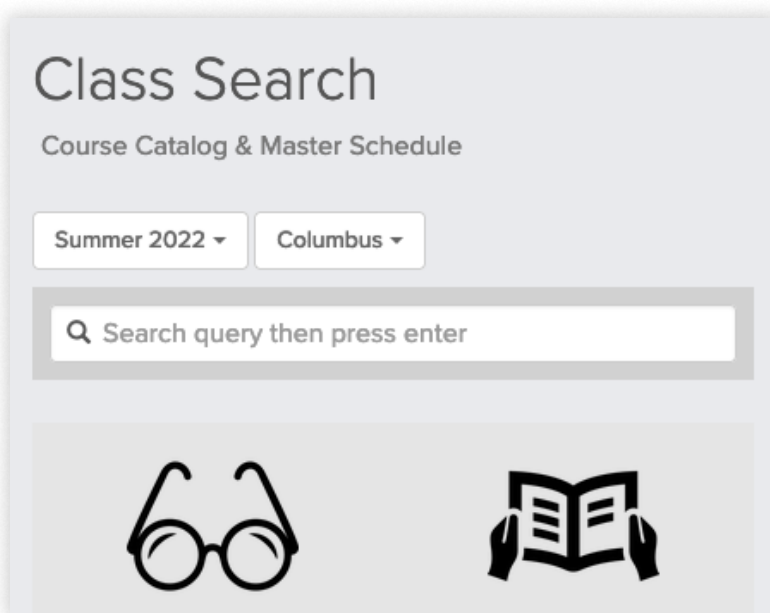
1. Go to BuckeyeLink.osu.edu
2. Select **Class Search (SIS) – Student Information Center**



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

The screenshot shows the OSU.EDU website with the 'Search for Classes' form. The form is divided into two main sections: 'Enter Search Criteria' and 'Additional Search Criteria'.

Enter Search Criteria:

- Institution:** The Ohio State University (selected)
- Term:** (empty dropdown)
- Campus:** (empty dropdown)
- Class Search (select at least 2):**
 - Subject:** (empty dropdown)
 - Course Number:** is exactly (empty text box)
 - Course Career:** (empty dropdown)
 - Show Open Classes Only:** ☒ (selected)
 - Open Entry/Exit Classes Only:** ☐ (unselected)
- Additional Search Criteria:** (expanded section)

Additional Search Criteria:

- Meeting Start Time:** greater than or equal to (empty text box)
- Meeting End Time:** less than or equal to (empty text box)
- Days of Week:** include only these days (empty dropdown)
- Days:** ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun
- Instructor Last Name:** begins with (empty text box)
- Class Nbr:** (empty text box)
- Course Keyword:** (empty text box)
- Minimum Units:** greater than or equal to (empty text box)
- Maximum Units:** less than or equal to (empty text box)
- Course Component:** (empty dropdown)
- Session:** (empty dropdown)
- Mode of Instruction:** (empty dropdown)
- Location:** (empty dropdown)
- Course Attribute:** (empty dropdown)
- Course Attribute Value:** (empty dropdown)

At the bottom of the form, there are two buttons: **CLEAR** and **SEARCH**.

Numbered callouts (3-11) point to specific elements in the form:

- 3. Points to the **Term** dropdown.
- 4. Points to the **Campus** dropdown.
- 5. Points to the **Subject** dropdown.
- 6. Points to the **Course Career** dropdown.
- 7. Points to the **Show Open Classes Only** checkbox.
- 8. Points to the **Additional Search Criteria** section header.
- 9. Points to the **Session** dropdown.
- 10. Points to the **Mode of Instruction** dropdown.
- 11. Points to the **SEARCH** button.

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**

The screenshot shows the OSU.EDU website with search results for 'ENGLISH 1109 - Intensive Writing and Reading'. The results table lists two sections: 12011 (Online, Jennifer Fischer) and 2295 (Hopewell 124, Paul McCormick). A green circle next to section 12011 indicates it is open. A yellow triangle next to section 2295 indicates it has a waitlist. A red circle with the number 12 points to the status column. A red circle with the number 13 points to the 'Section' link for section 2295. Below the search results, a detailed view of section 12011 is shown. A red circle with the number 14 points to the 'Enrollment Information' section, which includes enrollment requirements and class attributes. A red circle with the number 16 points to the 'VIEW SEARCH RESULTS' button at the bottom right.

OSU.EDU Home HR buckeyelink Map Find People Webmail Sign Out

Favorites Main Menu

Open Closed Wait List

NEW SEARCH MODIFY SEARCH

199 class section(s) found

ENGLISH 1109 - Intensive Writing and Reading

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
12011	0010-LEC Regular	WeFr 9:10AM - 10:05AM	Online	Jennifer Fischer	08/25/2020 - 12/04/2020	Open
2295	0010-LEC Regular	Th 8:00AM - 9:20AM Fr 8:00AM - 8:55AM	Hopewell 124 Online	Paul McCormick Paul McCormick	08/25/2020 - 12/04/2020	Wait List

OSU.EDU Home HR buckeyelink Map Find People Webmail Sign Out

Favorites Main Menu

Search for Classes

Class Detail

A **B** **C**

ENGLISH 1109 - 0010 Intensive Writing and Reading

The Ohio State University | Autumn 2020 | Lecture

Class Details

Status	Open	Career	Undergraduate
Class Number	12011	Dates	8/25/2020 - 12/4/2020
Session	Regular Academic Term	Grading	Graded A-E
Units	4 units	Location	Wooster Campus
Instruction Mode	Distance Learning	Campus	Wooster
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
WeFr 9:10AM - 10:05AM	Online	Jennifer Fischer	08/25/2020 - 12/04/2020

Enrollment Information

Enrollment Requirements Prereq: English Placement Test score of 6. Not open to students with credit for 1110.01 (110.01), 1110.01H (110.01H), 1110.02 (110.02), 1110.02H (110.02H), 052, 060, or 110.03, or equiv.

Class Attributes Not eligible for College Credit Plus program

Class Availability

Class Capacity	12	Wait List Capacity	999
Enrollment Total	6	Wait List Total	0
Available Seats	6		

Description

Provides intensive practice in integrating academic reading and writing. Credit may not count toward graduation in some degree programs.

Prereq: English Placement Test score of 6. Not open to students with credit for 1110.01 (110.01), 1110.01H (110.01H), 1110.02 (110.02), 1110.02H (110.02H), 052, 060, or 110.03, or equiv.

Textbook/Other Materials

Textbooks to be determined

16 VIEW SEARCH RESULTS

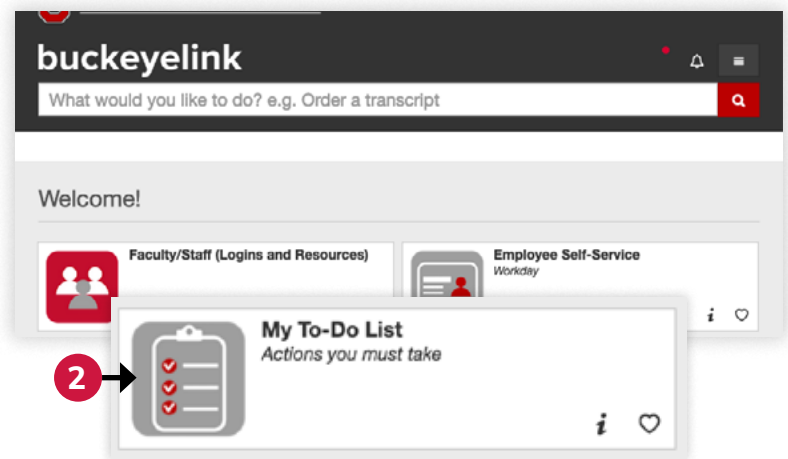
Step 5

Review Your To Do List

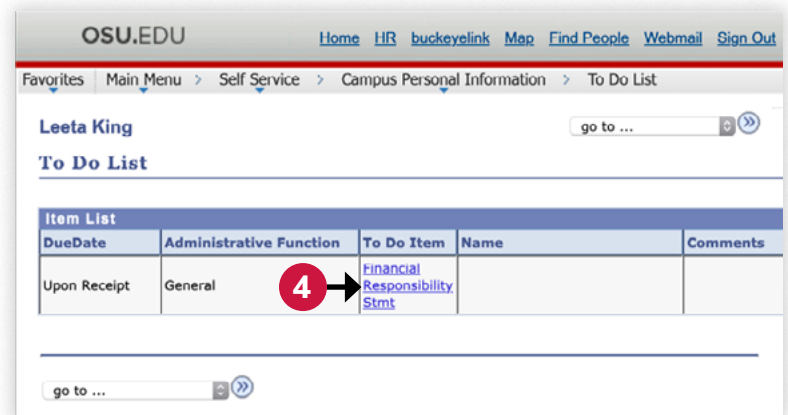
This step must be completed each term before you enroll in courses.

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

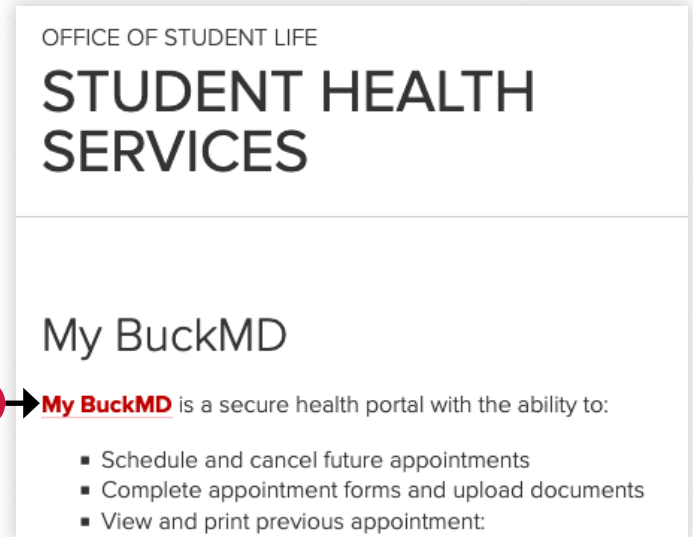
When taking courses on campus, Ohio State may require proof of other vaccinations. If you see vaccinations on your To Do List and have questions about completing the [university vaccination requirements](https://go.osu.edu/student-vax-requirements) (go.osu.edu/student-vax-requirements), contact Student Health Services at vaccination@osu.edu or [614-292-0118](tel: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 \(PDF\)](https://go.osu.edu/covid-vax-exempt-student) (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](https://shs.osu.edu/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 \(FRS\)](https://go.osu.edu/financial-responsibility) (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.



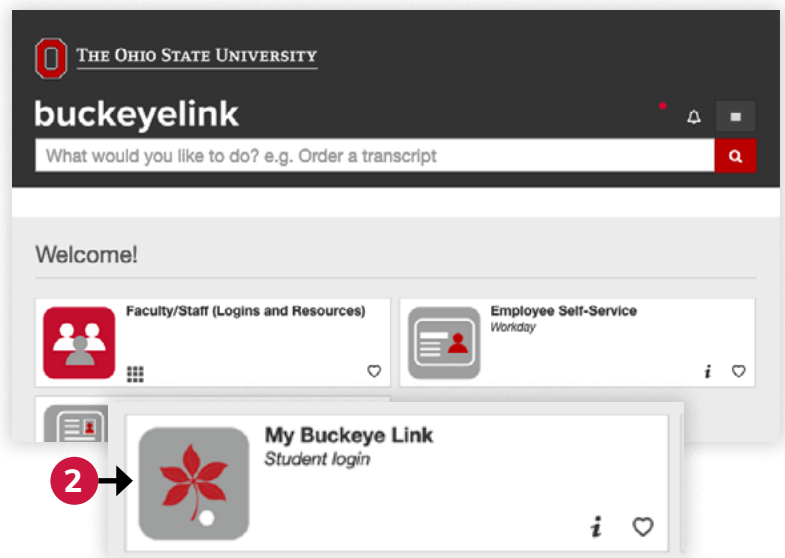
Learn more about [Title IX trainings and student requirements](https://go.osu.edu/titleix-trainings) (go.osu.edu/titleix-trainings).

Step 6

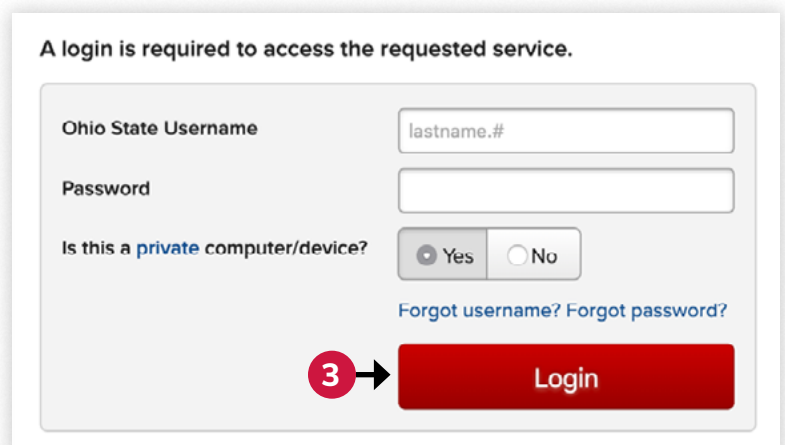
Enroll in Courses

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.

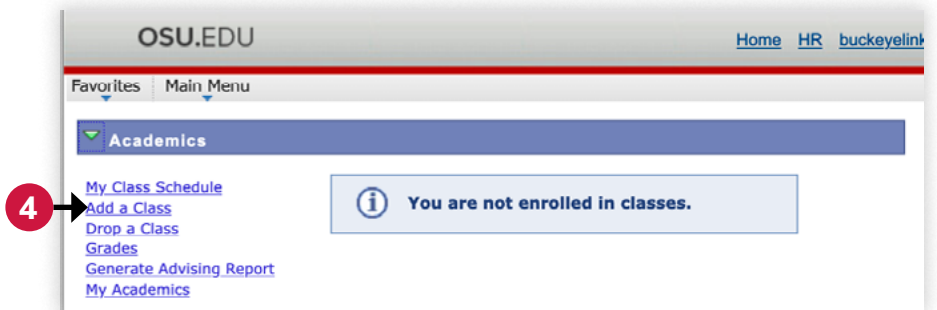
1. Go to BuckeyeLink.osu.edu
2. Select **My Buckeye Link**



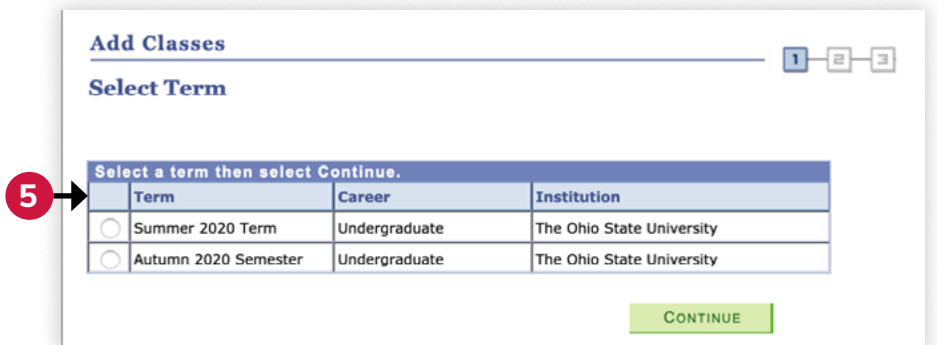
3. **Log in** with your Ohio State username (lastname.#) and password



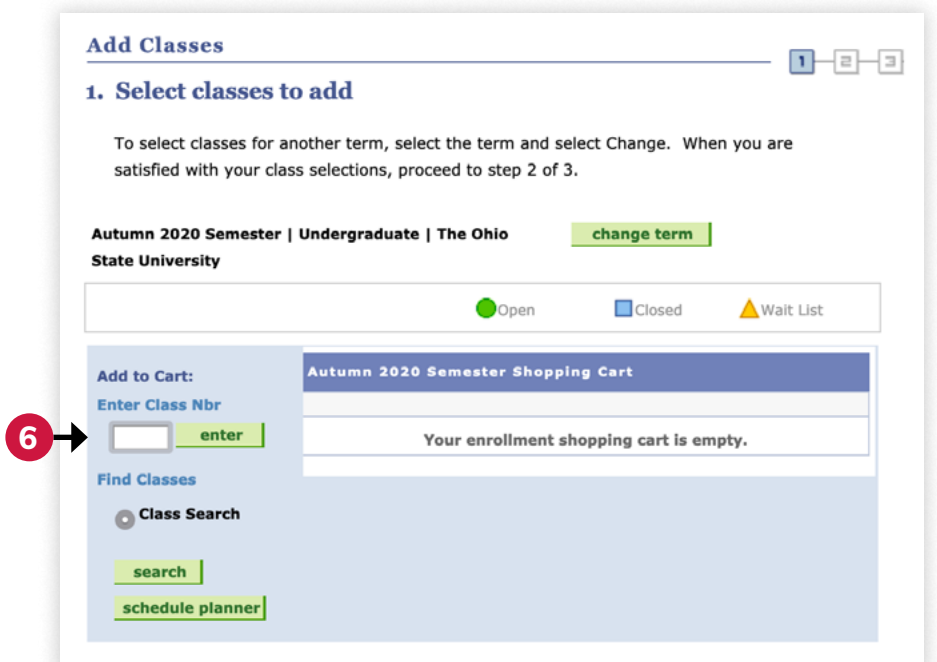
4. Select **Add a Class** under the Academics heading



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

Add Classes

123

1. Select classes to add - Enrollment Preferences

Autumn 2020 Semester | Undergraduate | The Ohio State University

ENGLISH 1109 - Writing & Reading

Class Preferences

ENGLISH 1109-0010 Lecture Open

SessionRegular Academic Term

CareerUndergraduate

Wait List☐ Wait list if class is full

GradingGraded A-E

Units4.00

Enrollment Information

- Prereq: English Placement Test score of 6. Not open to students with credit for 1110.01 (110.01), 1110.01H (110.01H), 1110.02 (110.02), 1110.02H (110.02H), 052, 060, or 110.03, or equiv.
- Not eligible for College Credit Plus program

CAN 7

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
0010	Lecture	WeFr 9:10AM - 10:05AM	Online	Jennifer Fischer	08/25/2020 - 12/04/2020

8. Once all courses are added, select **Proceed to Step 2 of 3**

Add Classes

123

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ENGLISH 1109 has been added to your Shopping Cart.

Autumn 2020 Semester | Undergraduate | The Ohio State University

change term

Open

Closed

Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

search

schedule planner

Autumn 2020 Semester Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENGLISH 1109-0010 (12011)	WeFr 9:10AM - 10:05AM	Online	J. Fischer	4.00	Open

8

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

Add Classes

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Autumn 2020 Semester | Undergraduate | The Ohio State University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGLISH 1109-0010 (12011)	Writing & Reading (Lecture)	WeFr 9:10AM - 10:05AM	Online	J. Fischer	4.00	Open

CANCEL PREVIOUS 9 FINISH ENROLLING

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).

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Autumn 2020 Semester | Undergraduate | The Ohio State University

Success: enrolled Error: unable to add class

Class	Message	Status
ENGLISH 1109	Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	Error

MY CLASS SCHEDULE ADD ANOTHER CLASS

Instructor Permission

For courses with prerequisites, written instructor permission is required. Permission is requested by filling out the [Program 60 Enrollment Request](https://go.osu.edu/P60enrollment) (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.

Search for Classes

Class Detail

Subj./Dept. Course Number

ANATOMY 2300.01 - 0010 Human Anatomy

The Ohio State University | Spring 2021 | Lecture

Class Details	
Status	Open
Class Number	2172 ← Class Number
Session	Regular Academic Term
Units	4 units
Instruction Mode	Distance Learning
Class Components	Laboratory Required, Lecture Required
Career Dates	Under 1/11/2
Grading	Grade
Location	Colum
Campus	Colum

Meeting Information		
Days & Times	Room	Instructor
MoWeFr 8:00AM - 8:55AM	Online	Jennifer Burgoon, Madeline Parker ← Instructor

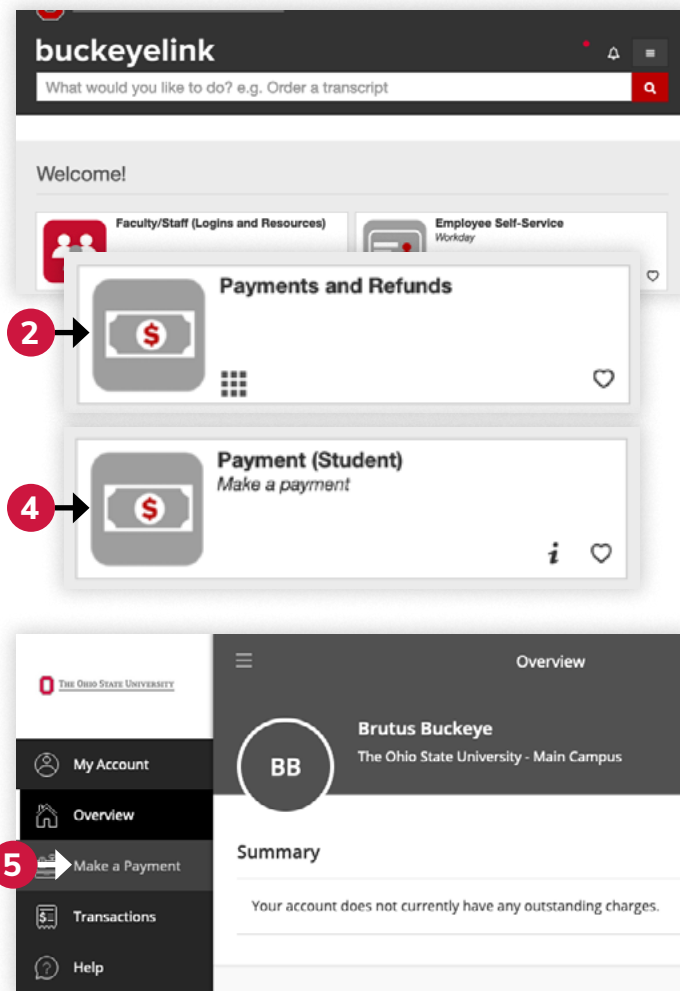
Step 7

Pay Course Fees

Enrollment in courses with [course fees](https://go.osu.edu/CourseFees) (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](https://registrar.osu.edu/registration) (registrar.osu.edu/registration) for course additions, drops and fee payment as well as the possibility of owed fees being sent to [Collections](https://busfin.osu.edu/bursar/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](https://go.osu.edu/PaymentPlan) (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):

A Depart- ment	B Course Number	C Course Name	D Class Number	E Days and Times	F Bldg/Rm Number	G Instructor Name	H Course/ Lab Fee