Buckeye Basics:
Information that all Ohio State students need to know!

BUCKEYE LINK and STUDENT CENTER (buckeyelink.osu.edu)
- Buckeye Link is your portal to valuable information that you need as a student at Ohio State, including access to your personal Student Center.
- Click on “My Student Center” and enter your username and password to access your Student Center. Here you can view your grades, schedule classes, check your financial aid, run a degree audit, and more.
- View the “Student Center Reference Guide” link as a tutorial on how the Student Center works and for the information available.

My Student Center
The Student Center is a self-service page that provides students an entry point to the Student Information System. With Buckeye Link, it provides navigation to tools and information that are important to you, including:
- Search for classes
- Financial Aid
- Student Financial account information
- Grades
- Class Schedule
- “To Do” lists (items and payments required by Ohio State)
- Your personal contact information

BUCKID CARD (buckid.osu.edu)
A student identification card (BUCKID) is required for use of the Campus Recreation Center (CRC), for checking out books at the library, to use the game room at the Student Union, and admission to OSU athletic events. The BUCKID is also good for discounts at many local establishments. BUCKID cards are made in the CRC. Your 9 digit student ID number can also be found in the lower left corner of your ID. Your BUCKID can be used as a debit card (if loaded) at limited locations.

IMPORTANT NOTE: All computer labs at Ohio State Mansfield are Pay to Print. All printing can be paid for by using your BuckID. Visit the BuckID website buckid.osu.edu/manage.asp to put money on your card.

CARMEN (carmen.osu.edu)
Carmen is Ohio State’s online course management system, which is used by instructors, staff, and TAs to create and share materials with students.

CLASSES
Classes are held in Conard Hall (CN), Campus Recreation Center (CR), Eisenhower Memorial Center (EM), Health Sciences (HE), Ovalwood Hall (OV), or Riedl Hall (RL). Dance classes are held at Richland Academy (75 N. Walnut St., Mansfield, OH). Classroom assignments are available on our schedule. To view, go to mansfield.osu.edu, click on “View Schedules” on the home page, and then click on the appropriate semester. Classroom assignments are also available on your class schedule.

EMAIL (my.osu.edu)
Activate/Re-activate your OSU Username! Email is the primary way the University communicates with students. You also need to have an active account to access your fee statement, view your grades, add/drop classes, etc. You are expected to check your email regularly and are responsible for any communication received. Do not forward your e-mail to personal accounts as you may have issues with this not working and not receive important messages.

Important distinctions
- **Student ID Number**: 9 digit number used on many university forms for identification purposes. Found on BuckID and can also be found by going under the personal information box on Buckeye Link, selecting the link to look up your ID and entering your username and password.
- **Username**: lastname.# assigned upon enrollment and used to log into Student Center, Carmen, other university sites and needed for scheduling appointments.
- **Email Address**: lastname.#@buckeyemail.osu.edu and your OSU password are used when logging into the student email service provided by Microsoft Office 365 (buckeyemail.osu.edu).
- **BUCKID Number**: 19 digit number in lower left corner of BuckID used only when ID functions as a debit card (if loaded).

FOOD
The Campus Café is located on the first floor of the Eisenhower Memorial Center and offers a variety of breakfast, lunch, and ala carte options. The Cyber Café is located on the first floor of Ovalwood Hall and offers a variety of deli sandwiches, fresh salads, homemade soups, fresh baked sweets, specialty coffees and made-to-order smoothies. Vending machines are also available in every building.

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FEE PAYMENT
No fee statement will be mailed or e-mailed to you. You are responsible for checking your fees via your Student Center. Tuition, fees, and all outstanding balances must be paid one week (7 calendar days) prior to the beginning of the semester to avoid substantial late fees and penalties. This includes the first installment of the Tuition Option Payment Plan (TOPP). Fees can be paid online, by mail, or at the Business Office, Room 156, Riedl Hall. The Business Office is open Monday thru Friday from 8 am to 5 pm.

FINANCIAL RESPONSIBILITY STATEMENT (buckeyelink.osu.edu)
This statement outlines the terms and conditions of the financial responsibilities and obligations associated with attending The Ohio State University. Students agree to the terms and conditions of the Financial Responsibility Statement each term with an electronic signature through your Student Center.

IMPORTANT DATES & DEADLINES (registrar.osu.edu, click on “Registration”)
Deadlines to add, drop, and withdraw from class, registration information, and the academic calendar can be found on this web site. You can also access this site by clicking on the calendar icon on your schedule in your Student Center.

OHIO RESIDENCY FOR TUITION PURPOSES (registrar.osu.edu/Residency/index.asp)
Students who have been away from the University for 365 days or longer will be sent an email with instructions for completing the Online Residency Form to update their information. It is important you re-activate your OSU email promptly and follow the instructions to ensure you are not being charged incorrect fees. Students who have been away from the University for less than 365 days will not be required to submit updated residency information, and their residency status will carry over from their last term of enrollment.

PARKING
Parking is available in nine centrally-located lots. No parking permit is required with the exception of the Molyet Village apartment parking lots. Parking anywhere not explicitly designated as a parking spot or in any area marked "Restricted" or "No Parking - Tow-Away Zone," is prohibited and subject to fine and possible towing. Parking rules and regulations are strictly enforced on a 24-hour basis.

STUDENT HEALTH INSURANCE (shi.osu.edu)
IMPORTANT NOTE: The Ohio State Student Health Insurance will automatically be added to your fees. If you do not make a selection by the deadline, you will automatically be enrolled in and charged the fee for Ohio State Comprehensive Student Health Insurance when you register for 6 or more eligible credit hours. (4 credit hours for graduate students)

If you need coverage, two options are available to you from OSU: OSU Comprehensive Student Health Insurance Plan or the Wilce Care Supplement. Go to shi.osu.edu for more information about these two choices.

1. From your "Student Center," scroll down to the "Finances" section.
2. Under the "Student Health Insurance" heading, click on "Select/Waive Coverage".
3. Choose an insurance option: OSU Comprehensive Student Health Insurance OR WilceCare Supplement OR Waiver (No OSU student coverage).
4. Select the Academic Term(s) and click NEXT.
   - If you selected the OSU Comprehensive Student Health Insurance option, you will continue to the Election and Dependents page. For Insurance Levels and Dependent information, please visit shi.osu.edu.
   - If you selected either WilceCare Supplement or Waiver option, you will continue to the Waiver Information page.

IMPORTANT NOTE: If you waive Ohio State Student Health Insurance because you are covered by another health care plan, please enter your Insurance Company Information and Policy Holder's Information on the Waiver Information page. If you transition to the Columbus campus, this information will be REQUIRED. If you waive Ohio State Student Health Insurance and do not have your health insurance policy information available, you can simply select the HEALTH INSURANCE INFORMATION NOT AVAILABLE checkbox.

5. Click NEXT to continue and confirm your decision. You will receive a confirmation number. (The process is not complete until you have received your confirmation number.) Print your confirmation.
6. Confirm that you have successfully completed the process by viewing your online Account Statement. Your selection should be reflected on your Account Statement within 1-2 business days.

TEXTBOOKS (efollett.com): Under U.S. Colleges and Universities, select “Ohio” then select “Ohio State University Mansfield.” Click “submit.” Click on “Books.” Under Select Your Program, click “NCSC/OSU-Mansfield,” then continue to select the info for your class.) Students are responsible for getting the required textbooks for their classes. The easiest and most convenient way to do so is through the campus bookstore. If you would like to view the books required for your classes, go to mansfield.osu.edu and click on “Textbooks by Course” on the home page.

WIRELESS INTERNET ACCESS (wireless.osu.edu)
Click on STUDENTS and follow the instructions to configure your device.