BUCKEYE BASICS
Information that all Ohio State students need to know!

BUCKEYE LINK (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 My Buckeye Link.
- Here you can view your grades, schedule classes, check your financial aid, run a degree audit, view timely announcements and more.
- Use the search bar and sort by categories to find what you need. View the essential tasks, most popular tasks, or sign in and favorite those you use most. You can also click on "My Buckeye Link" and enter your username and password.

My Buckeye Link
My Buckeye Link 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

IMPORTANT NOTE: BuckeyePass/Duo is a multifactor authentication service provided to Ohio State faculty, staff, students and student employees. It helps protect your account even if your password is stolen. To learn more about this service, go to buckeyepass.osu.edu. Click on "Get started or manage your registered devices" to register.

BUCKID (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 Ohio State 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 must 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 the following locations:
- Conard Hall (CN)
- Campus Recreation Center (CR)
- Eisenhower Memorial Center (EM)
- Health Sciences (HE)

- Ovalwood Hall (OV)
- Riedl Hall (RL)
- Richland Academy (75 N. Walnut St., Mansfield, OH)

To view the full class schedule, go to mansfield.osu.edu/schedules; Then click on the appropriate semester.

EMAIL (my.osu.edu)
Activate/Re-activate your Ohio State 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 email 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 My Buckeye Link, Carmen, other university sites and needed for scheduling appointments.

- **Email Address**: lastname.#@buckeyemail.osu.edu and your Ohio State password are used when logging into the student email service provided by Microsoft Office 365 (buckeyemail.osu.edu).

FOOD
The Marketplace at Eisenhower is located on the first floor of the Eisenhower Memorial Center and offers a variety of breakfast, lunch, and ala carte options. The Scarlet & Gray 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.

FEE PAYMENT (u.osu.edu/treasurer/bursar/payment)
No fee statement will be mailed or emailed to you. You are responsible for checking your fees via My Buckeye Link. 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 a.m. to 5 p.m.

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 must agree to the terms and conditions of the Financial Responsibility Statement each term with an electronic signature through My Buckeye Link.

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 My Buckeye Link.

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 Ohio State 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 Molyet Village Apartments and the faculty/staff parking lot (Lot 1). 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)
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 Ohio State: OSU Comprehensive Student Health Insurance Plan or the Wilce Care Supplement. Go to shi.osu.edu for more information about these two choices.

Select/Waive Instructions: (shi.osu.edu/select-waive-instructions)
If you waive Ohio State Student Health Insurance because you are covered by another health care plan, you must enter your Insurance Company Information and Policy Holder's Information on the *Waiver Information* page. You will receive a confirmation number. The process is not complete until you have received your confirmation number. Print your confirmation.

TEXTBOOKS (ncsc-osu.bkstr.com)
Under **Select Your Program**, click "OSU Mansfield." Select term, if needed, then click **Find** Courses. Insert course(s) information, then click **Find Materials for Course(s)**.
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.

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