

# Scheduling Difficulties and Questions Guide

Note: If you are unsure how to schedule classes, visit the [“How to Schedule Classes” guide](#) first.

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## Error Messages When Enrolling in Classes

<p style="text-align: center;"><i>You do not have a valid enrollment appointment at this time</i></p>	<p>This means that your enrollment window has not yet opened. Please log in to your BuckeyeLink account and click on the “details” link in the blue “Enrollment Information” box to see the specific day and time after which you can schedule your classes.</p>
<p style="text-align: center;"><i>Error: you are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements</i></p>	<p><u>Engineering 1181/1182</u> – Many of the seats in this class are reserved for students who are already enrolled in the College of Engineering. You have two options – you can add yourself to the waitlist or you can try to find a section that still has seats for non-engineering majors still available</p> <p><u>CSE courses</u> – The enrollment of most of the upper level CSE courses are controlled by the CSE advising office. Please add yourself to the waitlist and then email the CSE advising office (ugadvising@cse-ohio-state.edu) and let them know which course you’ve waitlisted.</p> <p><u>Other classes</u> – Sometimes certain sections of a class are reserved for students in a specific major. If you click on the course information and look at the “Topic” section, you should see an explanation. Please see Figure 1 below for an example.</p> <p>Contact your academic advisor if none of the above seem to apply.</p>
<p style="text-align: center;"><i>Maximum term Unit Load exceeded</i></p>	<p>This means that enrolling in this course will put you over the 18 hour maximum allowed per term. If you want to enroll in more than 18 hours, please contact your academic advisor to fill out and sign an “over 18 hour” petition form.</p>

<p><i>Permission to enroll in this class is required</i></p>	<p>If the course is in the Physics Department, please email Lindsey Thaler (thaler.21@osu.edu) to discuss enrollment.</p> <p>If it is not a physics class, you will likely need permission from the instructor or the department in order to enroll in the class. Please note that no one in the Dept. of Physics can grant enrollment permissions for courses offered by other departments.</p>
<p><i>Time Scheduling Conflict</i></p>	<p>Time conflicts between two classes are generally not allowed so please try to find an alternative schedule.</p> <p>If you'd like to seek permission to take two courses with a time conflict, you will need permission from the instructor of both courses that are in conflict.</p> <p>If the time conflict is small (~5 minutes) and there is no option for an alternative schedule, contact your academic advisor to discuss options.</p>
<p><i>Requisites not met for Class, not enrolled</i></p>	<p>This means you do not meet the prerequisites for the class. If you read the prerequisite list and think you do meet the requirements, please email your academic advisor for assistance.</p>

**Figure 1 - This section of EduT&L 1902 is only open to students in the Fisher College of Business**

Meeting Information				
Days & Times	Room	Instructor	Meeting Dates	Topic
TuTh 2:20PM - 3:40PM	Denney Hall 207	Staff	01/09/2017 - 04/24/2017	FCOB Students Only

Enrollment Information	
<b>Enrollment Requirements</b>	Prereq: A grade of D or above in 1901, or Placement Test.

## Full Classes and Waitlists

If you need to enroll in a class that is full, please add yourself to the waitlist after your scheduling window opens. It's not possible to override the seat limit for a course, so there is really nothing you can do other than add yourself to the waitlist and be patient. Be sure to keep an eye on your waitlist position so you know when you are enrolled in the class. Your waitlist position can be viewed by clicking the "My Class Schedule" link in your BuckeyeLink account. It should look similar to Figure 2. "Waiting" means you are waitlisted for the course and your position on the waitlist will appear in the "waitlist position" column.

Figure 2 - How to Check Your Position on a Waitlist

MATH 2173 - Eng Math B						
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Graded A-E			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
19544	<a href="#">0010</a>	Lecture	MoWe 10:20AM -	Scott Lab	Staff	01/09/2017 -

Once you have been enrolled, your status will be changed from "Waiting" to "Enrolled" as shown in Figure 3.

Figure 3 – How to Check that You Have Been Enrolled in the Course

MATH 2173 - Eng Math B						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded A-E				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
19544	<a href="#">0010</a>	Lecture	MoWe 10:20AM -	Scott Lab	Staff	01/09/2017 -
			11:15AM	E004		04/24/2017

If you add yourself to a waitlist, but sure to keep an eye on your waitlist position. You especially want to know if you have been enrolled in the class because, if you decide not to take it in the end, you will need to make sure to drop it from your schedule before the drop deadline.

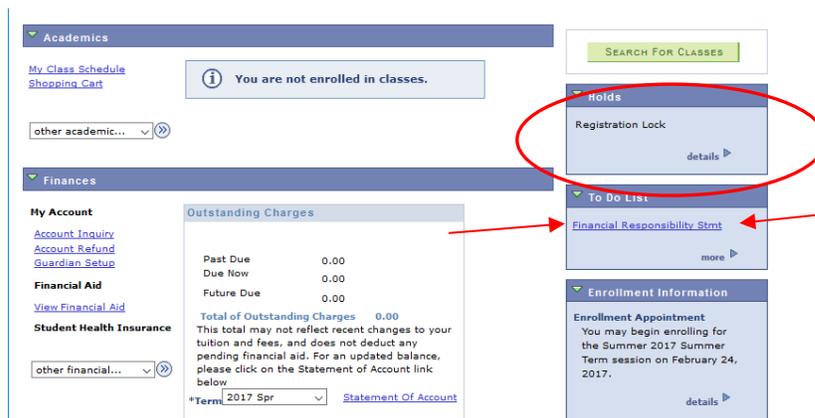
**If you are waitlisted for a Math course and need to enroll**, or if you wish to switch sections of a math course, please follow the directions outlined on the math department website:

<https://math.osu.edu/undergrad/non-majors/scheduling/waitlist>

## Registration Locks and Holds on your Account

If you notice there is a lock on your account or if you receive an error message about a hold while registering for classes, please do the following:

1. Make sure you have completed the “Financial Responsibility Statement” which is something you are required to do prior to registering for classes each term. To do this, log in to your BuckeyeLink account and click the “Financial Responsibility Stmt” link in the “To Do List” section.



2. If you have already completed the Financial Responsibility Statement but there is still a hold on your account, click the “details” link in the “Holds” box to see if there is information there about your hold.

If you are still unsure what the hold is about or how to remove it, contact the office who placed the hold.

Additional information at

<https://assist.ocio.osu.edu/sis/WebHelp/MyBuckeyeLink/holds.html>

**Your Holds**

Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
<a href="#">Registration Lock</a>		USD	The Ohio State University	Summer 2017	Autumn 2017			University Bursar

## I Do Not Have an Enrollment Appointment

This could be due to one of two things.

1. You are checking too soon. If you log in to your BuckeyeLink account and click on the “details” link in the “Enrollment Information” box but do not see an option to choose the term you are looking for, you are probably checking before enrollment appointments have been assigned for that term.

The screenshot shows the 'Finances' section of a student's account. On the right, the 'Enrollment Information' box contains an 'Enrollment Appointment' section with a 'details' link circled in red. Below it are links for 'Schedule Planner', 'Degree Audit', and 'Enrollment Verification'. The 'To Do List' box above it has a 'more' link. The 'Outstanding Charges' section shows zero balances for Past Due, Due Now, and Future Due, with a 'Statement Of Account' link and a 'Term' dropdown set to '2017 Spr'.

Enrollment appointments for spring semester are assigned mid-to-late September. For summer and autumn semesters, your enrollment appointment will be assigned late February or early March.

2. You took time away. If you did not take classes during autumn or spring semester, you may have been placed on Leave of Absence. This just means your account is no longer active. Please contact your academic advisor to request that he or she reactive your account so you can register for classes.

If you do not see the “details” link in the blue “Enrollment Information” box, it usually means your account needs to be reactivated by an advisor.

This screenshot shows the 'Finances' page where the 'Enrollment Information' box is empty, indicating no appointment is assigned. A red arrow points to the 'Open Enrollment Dates' link. The 'Advisor' section shows 'Program Advisor: None Assigned'. The 'Outstanding Charges' section is identical to the previous screenshot, showing zero balances.

## Frequently Asked Questions

**Q:** What should I do if I want to enroll in more than 18 credit hours?

**A:** Send an email to your academic advisor and request a copy of the “over 18 hour petition”. Or you can stop by during walk-in hours to pick up and sign the form.

**Q:** What happens if I don't enroll in classes full-time (fewer than 12 hours)?

**A:** It depends on your situation. Some students are required to take at least 12 credit hours of coursework each term in order to remain eligible for athletics, insurance, financial aid, university housing, and so on. Check with your academic advisor who can provide you with more information specific to your situation.

**Q:** I had my entire future schedule planned out but I found out it is not going to work because two classes I planned to take next semester are offered at the same time. Both courses are required for my major. What should I do?

**A:** Contact the academic advisor for your major. Usually some kind of alternative plan can be made to make everything work without delaying your graduation due to the time conflict.

**Q:** My friend is able to schedule classes much earlier than me. Why?

**A:** Ohio State assigns enrollment appointments based on the student's earned hours. Meaning, the more credit hours you have, including AP and transfer credit, the earlier you will schedule. Additionally, athletes, honors students, and those registered with disability services are given priority scheduling.

**Q:** I want to take a course at a different university or college and transfer the credit to Ohio State. How do I do that?

**A:** Send the information (class number and school name) to your academic advisor who can check to see if the credit will transfer to OSU. If it does, you will need to work with that specific school to figure out how to enroll in the class. After you earn a grade, send your transcript to OSU following the directions on top of the [Transfer Credit webpage](#).

**Q:** What should I do if I want to take classes at both OSU and a different school during the same term?

**A:** Please follow the instructions outlined on the [OSU Financial Aid website](#).

**Q:** How do I enroll in undergraduate research credit?

**A:** Email your academic advisor. Sometimes paperwork is required and sometimes it is not. Note that students cannot enroll in undergraduate research after the add deadline (2<sup>nd</sup> Friday of the semester).

**Q:** I'm trying to enroll in classes for next semester but several classes I need are already full. What should I do?

**A:** If it is a class you know you need to take next semester (physics or math), please add yourself to the waitlist for a section you want. If it is a class that can wait (a GE course, for example), you can add yourself to the waitlist, plan to take the course during a different semester, or choose a different GE course that is open and satisfies the same requirement. Contact your academic advisor if you have additional questions, but please understand that your academic advisor does not have the power to enroll you in a closed class.

**Q:** I am on the waitlist for a class. Who can tell me the likelihood I will be enrolled?

**A:** Unfortunately no one can say for sure, especially it is several months away from the beginning of the term. A good rule of thumb is that 10% of the class size will be enrolled off the waitlist. For example, if there are 100 seats in the class, you can expect 10 students to be enrolled off the waitlist. This isn't always true, however. Please keep an eye on your waitlist status as shown on page 4 and contact your academic advisor if you would like additional guidance.

**Q:** When should I register for classes?

**A:** It is important to register for classes as soon as you can so you do not get closed out of classes you need. The university assigns each student a specific date and time after which they can enroll in classes (this is called an enrollment appointment). In general:

Scheduling for spring semester happens late October through mid November

Scheduling for summer term happens late February through early March

Scheduling for autumn semester happens late March through mid April

After your enrollment appointment begins, you can register for classes up through the first Friday of the term.

**Q:** I logged in to BuckeyeLink and tried to drop a class but I received a message saying that I cannot drop. What should I do?

**A:** If it is past the 4<sup>th</sup> Friday of the term, you will need to contact an academic advisor who will drop the course for you. This is assuming you have not missed the 10<sup>th</sup> Friday drop deadline. If there seems to be a different reason, contact your academic advisor for assistance.