

Special Education License-Only Registration Information

Enrollment

Students can enroll through the School of Physical Activity and Educational Services as an undergraduate, non-degree seeking student, or through the Graduate School as a Graduate Non-Degree Student. **All students applying to the Special Education licensure only program must complete the [Application to Special Education Licensure Only Programs](#) form** and mail it with the appropriate application materials (see the following sections) to:

The School of PAES
A340 PAES Building
305 W. 17th Ave, Columbus, OH 43210
Attention: Special Education Licensure Coordinator
Email: spedlicense@ehe.osu.edu

Undergraduate Registration

First time enrollment as an Ohio State student:

If students have never attended the Ohio State University before, in addition to the [Application to Special Education Licensure Only Programs](#) they must complete a special application entitled [Continuing Education/College Provisional Status Application](#) and pay a \$40 application fee. This application and check is to be sent to:

The School of PAES
A340 PAES Building
305 W. 17th Ave
Columbus, OH 43210
Attention: Special Education Licensure Coordinator.

Once this paperwork is filed with the Undergraduate Admission office and the student is enrolled, the student will be able to access registration information by going to <http://buckeyelink.osu.edu> to access their information, including course enrollment. Please see the New Student To-Do List (below) for a complete list of instructions.

Attended Ohio State previously:

If a student has enrolled at Ohio State as an undergraduate student (and left in good standing) the student will need to contact the Special Education Licensure Coordinator to discuss reactivation into the university.

Graduate Registration

First time enrollment as an Ohio State graduate student:

If a student has never enrolled at Ohio State before and wants to enroll as a Graduate, Non-Degree student, students must apply for enrollment into the Graduate School. The

application can be downloaded at [Graduate Non-Degree Office](#). Students are required to provide a transcript to show the type of degree earned and the date conferred. The Graduate School will provide students with a registration window to schedule classes.

Attended Ohio State previously as a graduate student:

If a student has been previously enrolled through the Graduate School within the past two years, they can return to their former Graduate program by contacting the Graduate School at 614-292-6031 to be reactivated. If it has been over two years since the student has attended the university, the student must contact their previous department to have a letter of reactivation sent to the Graduate School.

Factors to consider when making enrollment decisions:

Fees:

- Undergraduate students pay undergraduate fees, which are lower than graduate fees.
- For students enrolled through the Graduate School, students will be charged graduate student fees, which are significantly higher than undergraduate fees.

Enrollment:

- If students enroll as an undergraduate student and have never attended Ohio State University, their scheduling window will be the last to open, so a possibility exists that they will not be able to register for the courses need.
- Students who enroll into the Graduate program will have higher priority in terms of scheduling for classes, so they are more likely to get into the courses they need when they need them.

Future Graduate Programs:

If students enroll into the Graduate Non-Degree program, a maximum of 10 credit hours of coursework completed in this program can be applied toward a graduate degree seeking program at Ohio State.

New Student To-Do List

1. Submit the [Continuing Education/College Provisional Status Application](#), the [Application to Special Education Licensure Only Programs](#), and the application fee (\$40) to the School of PAES.
2. Activate your OSU Email account:
 - a. If you were a previously enrolled student at Ohio State, and had an Ohio State email account, your email account will be reactivated within 24 hours.
 - b. New students will need to activate their email account. This can be done at: 8help.osu.edu/password or call 614-688-HELP. In person, assistance can be found in room 60A in the Thompson Library located on Neil Avenue
3. Schedule your classes:
 - a. If you need permission to take a course (ex. The course is only offered to undergraduate students, and you are a graduate student, contact the Licensure-Only Coordinator and ask to be enrolled into the course
 - b. Web registration instruction:
 - c. Go to buckeyelink.osu.edu; it is very helpful to watch the Student Center Video tour – a great assistance for students.
4. Obtain your Student Identification Card (ID)
 - a. In order to receive a Student ID (called Buck ID) students must be enrolled in classes for the current quarter.
 - b. To obtain a student ID, go to the University ID Card Services Department located in 219 Lincoln Tower. More information can be found at: <https://www.buckid.osu.edu> or by calling 614-292-0400
5. Pay your fees:
 - a. Please note that a Recreation fee is assessed quarterly for all students enrolled in 4 or more credit hours.
 - b. A. COTA bus fee is assessed quarterly for all students; your BUCK ID serves as your COTA bus pass.
 - c. Graduate Non-Degree students are not eligible for student health insurance unless an exception is granted. Contact the Graduate School for more details.
 - d. The above fees are not generally covered by fee authorizations.
 - e. You will not receive a paper statement in the mail; a reminder to pay fees by the first day of classes should arrive via e-mail.
 - f. To pay fees (by mail) send payment to: Office of Fees and Deposits Dept.0997, Columbus, OH 43217-0997
 - g. To pay fees in person, go to 220 Lincoln Tower, 189000 Cannon Drive.
 - h. To pay fees online go to: www.treasurer.ohio-state.edu, and click on “QuickPay” Fees may be paid **ONLY** from a checking or savings account online.
6. Join Spedchat:

Spedchat is an OSU Special Education mail list. Special Education students and friends of the special education program should sign up for spedchat. To join follow these instructions:

To Subscribe to Spedchat

- Send an email message to: listserv@lists.acs.ohio-state.edu
- Do not include a subject on the subject line
- In the body of the message type the following:
subscribe spedchat First name Last name (replacing First name & Last name with your name).
- For example, Mary Jones would sign up this way: **subscribe spedchat Mary Jones**
- Note: Disable signatures, if you are using them.

To Send A Message To Spedchat

- Send an email messages to: spedchat@lists.acs.ohio-state.edu
- On the Subject line write whatever you want, then write your message as you would any email message.
- REMEMBER: Whatever you send to the list goes to everybody on the list

To Unsubscribe From Spedchat

- Send an email to: listproc@lists.acs.ohio-state.edu
- Do not include a subject
- In the body of the message put: **unsubscribe spedchat**