



# **VIRTUAL ORIENTATION: REGISTRATION**

**FROM THE GRADUATE PROGRAM  
MANAGER**



A decorative graphic on the left side of the slide. It features several vertical stripes in shades of light red and pink. Overlaid on these stripes are five solid orange circles of varying sizes, arranged in a cluster that tapers downwards.

# **REGISTRATION FOR POST-MASTER'S STUDENTS**



# WELCOME TO THE POST-MASTER' S OPTION OF THE GRADUATE NURSING PROGRAM AT THE OHIO STATE UNIVERSITY!

As a Post-Master' s student you are technically a Graduate Non-Degree student in the Graduate School, which is considered your College Office.

**You are not a graduate nursing student because you already have a master' s in Nursing.** Instead, you are taking the classes required to sit for a credentialing exam as a non-degree student.

This means Post-Master' s students follow the guidelines from both the Graduate School as well as the College of Nursing. For assistance with **anything other than curriculum** please contact the Graduate Program Manager. Curriculum planning is done strictly with your faculty advisor, and all students must have a curriculum plan (CP) on file.





# BUCKEYELINK

The Buckeyelink **Student Center** is your “central command center” used by all students to enroll in or drop classes, pay fees, review and accept financial aid, and manage information used by Ohio State to contact students.

[www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)

Review the **Student Center Reference Guide** for tutorials on how to use your Student Center. Following are some helpful tips you will not find in the reference guide, though they will make registration a smoother process.





# REGISTRATION

As a Post-Master's student **you do not have the required criteria of graduate nursing student status and may not enroll yourself in classes.** Instead, once you have your curriculum plan laid out with your advisor, you should email the Graduate Program Manager to request enrollment in the classes you need that upcoming term. Include the following information:

- Full name.# (same as your official OSU email)
- Course number (ie: Nursing 7410)
- Class number (the four or five digit number used to enroll)
- The number of credits, if variable (advisor or handbook will specify)

Your curriculum plan serves as your permission to enroll and must be on file with Student Affairs. The following slides will instruct you on finding the information you will need in order to request enrollment.





# SEARCHING FOR CLASSES

- A list of classes can be found at [www.registrar.osu.edu](http://www.registrar.osu.edu) under Course and Class Information.
- Be sure you are looking at the right term- choosing the wrong term is a common mistake, especially when working quickly.
- Blank out the “Course Career” - classes may be listed as undergraduate or graduate, so if you specify graduate but it is actually UG it will not show.
- Uncheck the “Show Open Classes Only” box- this function was designed to assist in finding open classes, and if checked, does not show the classes that are full or not open for registration at that moment. You cannot waitlist for a class if you cannot pull it up as an option however.
- Include the Course Number- If you know exactly what course you need, include that information in the search. You will be shown only that course instead of every course the College or Department offers.

**Doing these things ensures you are requesting the largest range of results possible instead of limiting the results**





## Search for Classes

### Enter Search Criteria

#### Search for Classes

Institution

The Ohio State University



Term



Summer 2015



Select at least 2 search criteria. Click Search to view your search results.

▼ **Required - If you fail to enter a campus, you risk scheduling a class on the wrong campus.**

Campus

Columbus



▼ **Class Search (select at least 2)**

Subject

Nursing



Course Number

is exactly



Course Career



☐ Show Open Classes Only

☐ Open Entry/Exit Classes Only



▶ **Additional Search Criteria**

CLEAR

SEARCH





# SEARCHING FOR CLASSES

- **Use the “Additional Criteria” feature to narrow your search-** this feature is helpful if you need a class that is Distance Learning only (Mode of Instruction), offered in May Session instead of Summer (Session), or you want Yoga but don't know which department teaches it and can't find it in the system (Course Title Keyword).
- Let's say you want to search for a class that is Distance Learning across the entire University. Leave the Course Subject blank, blank out the Course Career, and uncheck the Show Open Classes Only box. Then use the Additional Search Criteria to specify you want Distance Learning only. This will bring up every Distance Learning class in the University that term.





➡ ▾ Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days ▾

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name begins with ▾

Class Nbr  ?

➡ Course Keyword  ?

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component ▾

➡ Session ▾

➡ Mode of Instruction ▾

Location ▾

Course Attribute ▾

Course Attribute Value

CLEAR

SEARCH





# VIEWING CLASS OPTIONS

- Once you have the class pulled up, check the right side of the page. Under Meeting Dates will be listed the dates you are expected to be in the class, whether it is on campus or online. Some classes only meet on campus or synchronously online once or twice, and are online asynchronous the remainder of the semester or session.
- The left side of the class indicates if it is a Full Semester, Session 1, or Session 2 class.
- The hyperlinks under Class and Section take you to the “details page” for that particular class section.
- The details page tells you the Instruction Mode, how many credits is the class, and if the class is broken into specialties (Assessment for example) the specialty will be listed under the “Topic.” *If the class is for online students only it may be listed as “online FNP/PMH ” under “Topic ” as well.*





9 class section(s) found

▼ NURSING 6410 - Introduction to Health Assessment

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
9091	<a href="#">0010-LEC</a> <a href="#">7Wk Summer</a>	Mo 8:30AM - 12:15PM	Newton Hall 172	Margaret Graham	06/15/2015 - 07/31/2015	

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
9123	<a href="#">0020-LAB</a> <a href="#">7Wk Summer</a>	Tu 8:00AM - 12:00PM	Newton Hall 082	Sinead Yarberry	06/15/2015 - 07/31/2015	

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
9124	<a href="#">0030-LAB</a> <a href="#">7Wk Summer</a>	Tu 1:00PM - 5:00PM	Newton Hall 082	Sinead Yarberry	06/15/2015 - 07/31/2015	

Class	Section	Days & Times	Room	<u>Instructor</u>	Meeting Dates	Status
9125	<a href="#">0040-LAB</a> <a href="#">7Wk Summer</a>	We 8:00AM - 12:00PM	Newton Hall 082	Melody Thomas, Sinead Yarberry	06/15/2015 - 07/31/2015	



## ➡ Class Detail

### NURSING 6410 - 0010 Introduction to Health Assessment

The Ohio State University | Summer 2015 | Lecture

#### Class Details

<b>Status</b>	 Open	<b>Career</b>	Graduate
<b>Class Number</b>	9091	<b>Dates</b>	6/15/2015 - 7/31/2015
<b>Session</b>	Seven Week Summer Session	<b>Grading</b>	Graded A-E
<b>Units</b>	3 units	<b>Location</b>	Columbus Campus
<b>Instruction Mode</b>	Hybrid Delivery	<b>Campus</b>	Columbus
<b>Class Components</b>	Laboratory Required, Lecture Required		

#### Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 8:30AM - 12:15PM	Newton Hall 172	Margaret Graham	06/15/2015 - 07/31/2015

#### Enrollment Information

<b>Enrollment Requirements</b>	Prereq: Enrollment in the graduate entry program. Not open to students with credit for 611.
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#### Class Availability

<b>Class Capacity</b>	80	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	0	<b>Wait List Total</b>	0
<b>Available Seats</b>	80		

Topic-  
Notes  
will be  
here





# ONLINE SYNCHRONOUS OR ASYNCHRONOUS, COMPUTER TAUGHT, AND DISTANCE LEARNING

- Synchronous classes are taught online with all students logging onto Adobe Connect or similar software at the same time. **The course will be listed as online, but with a time and day specified.** A special headset is required for synchronous classes, and suggestions on which headsets work best have been provided by the IT team on the Student Web.
- Asynchronous classes are taught online with students logging in independently to work. **They will be listed as Online with TBD days/times.**
- Computer Taught classes use computers for instruction but may meet on campus also. If there is a room assigned you know it is on campus.
- Distance Learning is completely online only. Students taking only DL classes in a semester will be charged in-state tuition and the distance learning fees rather than out-of-state tuition and the on-campus fees. For additional information visit [www.registrar.osu.edu](http://www.registrar.osu.edu).





## NURSING 7530 - 0010 Instructional Strategies for Clinical Teaching

The Ohio State University | Summer 2012 | Lecture

[RETURN TO RESULTS](#)

### CLASS DETAILS

<b>Status</b>		<b>Career</b>	Graduate
<b>Class Number</b>	2645	<b>Dates</b>	6/18/2012 - 8/3/2012
<b>Session</b>	Seven Week Summer Session	<b>Grading</b>	Graded A-E
<b>Units</b>	2 units	<b>Location</b>	Columbus Campus
 <b>Instruction Mode</b>	Distance Learning	<b>Campus</b>	Columbus
<b>Class Components</b>	Lecture	Required	

### Meeting Information

Days & Times	Room	Instructor	Meeting Dates	Topic
 Mo 5:00PM - 6:30PM	Online	David Paul Hrabe	6/18/2012 - 8/3/2012	synchronous

### CLASS AVAILABILITY

<b>Class Capacity</b>	0	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	0	<b>Wait List Total</b>	0
<b>Available Seats</b>	0		

### DESCRIPTION

Preparation of health professionals to assume the role of clinical educator by examining best pedagogical practices in the classroom, clinical and virtual learning environments.

Prereq: NrsAdvn 2440, or Grad standing in Nursing. Not open to students with credit for 718.

[RETURN TO RESULTS](#)





# COURSE OFFERINGS

- **Not all core classes are taught every term!** While every core course is taught online at some time, a course may be offered online in Autumn but on campus in Spring. Some courses, including specialty and core courses, are only taught once a year.
- To find the list of your specialty's course requirements check the MS Student Handbook.
- Students are required to follow their curriculum plans exactly as laid out, or to obtain the permission of their advisor prior to making any changes to their enrollment. The curriculum plan must be updated to reflect the student's pathway, or the student may be removed from a class. Students must take the available section of a course if required by their curriculum plan.





# COURSE PERMISSION

- Course permission is required for courses in other departments as well as courses with prerequisites you do not meet. Permission of instructor may override **any** restrictions preventing a student from enrolling.
- Email the instructor, request permission to enroll, and copy the Graduate Program Manager. Include details on why you want to take the class, why you are requesting a waiver of the prerequisites, or any other pertinent information.
- Ensure permission is sent to the Graduate Program Manager, who will facilitate enrollment in the course.





# ENROLLMENT APPOINTMENTS

- The enrollment appointment is the unique time and day a student may begin to schedule his or her classes. Your enrollment appointment may be found on the main page of your Student Center on the right side. It is assigned the week prior to enrollment appointments becoming active, and will have a placeholder until assigned. Once assigned, you will find the information under the “details” link of the Enrollment Appointment section. You will not be able to enroll until that time and day.
- General enrollment appointment information for the **upcoming term** may be found at [www.registrar.osu.edu](http://www.registrar.osu.edu) under the Important Dates for the **current term**. Please note the appointments for undergraduate students open the week prior to the graduate students. Be sure you are looking at the graduate student dates rather than the undergraduate dates.





# REGISTRATION LIMITS

- Full time for a graduate student is considered to be 8 credit hours per Summer, Autumn, or Spring semester.
- The maximum number of credit hours a graduate student may take in Autumn or Spring Semester is 18 credits.
- The maximum number of credit hours a graduate student may take in the Summer varies:
  - 12 credits in the 12-week Summer Term
  - 10 credits in a 8-week Summer Session
  - 7 credits in a 6-week Summer Session
  - 4 credits for a 4-week Summer Session
- For additional information on graduate registration limits for Summer please visit the [Graduate School's website on Summer](#).





# STUDENT HEALTH INSURANCE

- Students must be enrolled in at least four (4) credits in order to be eligible for Ohio State Student Health Insurance (SHI).
- If any of your credits are in-person or hybrid you will automatically be eligible for SHI.
- If all of your credits are distance learning you will need to submit a petition form to the SHI office and contact the Graduate Program Manager for a letter of support. Both items are sent directly to SHI separately.
- To check the mode of instruction visit the “details” page of the course.
- For additional details please check the Student Center Health Insurance website at [www.shi.osu.edu](http://www.shi.osu.edu).







# THANK YOU!

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