

Advising Tip: Enrollment Appointments

A student's enrollment appointment is the date and time at which he or she may begin enrolling in classes for the following semester. **Enrollment appointments are assigned around the seventh week of the prior semester and open for enrollment around the eighth week of the prior semester.**

Future semester appointment times may be found on the Registrar's web site at www.registrar.osu.edu -> Registration -> Important Dates. For example, under Important Dates for Autumn you'll see information on enrollment appointments for Spring. **Be sure you are looking for the Graduate and Graduate Professional dates, which can be up to a week later than the University Priority dates.**

Please check your Student Center for your personal enrollment appointment. You will **not** receive an email with this information. Your enrollment appointment will show on your SIS Student Center main page, on the far right side, once it has been assigned by the Graduate School. Click the "details" link and choose the session or semester for which you wish to enroll and you will be shown the exact time and day you may begin enrolling. The Graduate School assigns appointments based on the student's student ID # and number of earned credit hours, so any questions about your assignment can be directed to the Graduate School.

If your appointment automatically populates be sure you are looking at the correct term. If the semester is not correct you will need to change the term. **The information shown for future appointments may not be valid, it may a placeholder only. If there is no time/day showing it is a placeholder.**

If you were not enrolled in classes for the current or previous semester you will not be active and will not have an enrollment appointment assignment. If you do not have an appointment assigned contact the Program Manager for support.

If you have a **Hold** of any kind on your account you will be unable to register for classes. Hold information may be found on your Student Center main page on the far right, above the enrollment appointment information. If you have a note indicating you have a hold you may click the "details" link for additional information. Clicking the hyperlinks will tell you the reason for the hold and which office you must contact in order to resolve the issue. **Please check your Student Center to ensure you do not have a hold prior to your enrollment appointment.**

If a course requires permission to enroll in order to waive a prerequisite or enter a full course, please obtain the permission of instructor via email and forward your Program Manager. She can directly enroll Nursing students and can request that the Graduate School enroll Post-Master's students.