



## ***2011 SUMMER INSTITUTE OF SPEECH AND HEARING SCIENCE DISTANCE LEARNING COURSES***

***Registration Begins Monday April 18<sup>th</sup> 2011***

*Please print and save this information for reference*

**FIRST TERM: *June 20 – July 20***

**SECOND TERM: *July 25 – August 22***

The following are the distance learning courses (5 credits each, undergraduate credit only) that will be offered through the 2011 Summer Institute (**1st and 2nd Term Courses**):

**Please note: students may request no more than 4 courses.**

**First Term** (5 weeks):

Speech and Hearing 320D – Principles of Phonetics

Speech and Hearing 330D – Language Development

Speech and Hearing 340D – Bio-Acoustics for Speech and Hearing Science

Each course will be taught entirely online through the “Carmen” course management system.

Please

access the Carmen system through the following link: <http://carmen.osu.edu>.

**First Term Classes begin Monday, June 20<sup>th</sup>**

(All students are responsible for starting on time)

**Second Term** (5 weeks):

Speech and Hearing 420D-Speech Science (320 and 340 are recommended as prerequisites to this

course but are not required)

Speech and Hearing 440D-Hearing Science (340 is a prerequisite to this course)

Speech and Hearing 540D-Introduction to Audiology (440 is a prerequisite to this course)

Each course will be taught entirely online through the “Carmen” course management system. The Carmen system is accessed through the following link: <http://carmen.osu.edu>. Please note that courses usually are not available on Carmen until the first day of the quarter, or 1-2 days before.

**Second Term Classes begin Monday, July 25<sup>th</sup>**

(All students are responsible for starting on time)

If you do not have the prerequisites, instructor permission is required to register for the course.

**ENROLLMENT IS LIMITED TO THE FOLLOWING:**

1. Students who are not currently (nor plan to be) undergraduate majors in Speech and Hearing Science at the Columbus campus of The Ohio State University.
2. Students who are not taking any other courses Summer Quarter 2011 at The Ohio State University.

**Please note:** all students registering for the Summer Institute courses will be enrolled in CED (Continuing Education enrollment unit) for Summer Quarter 2011 unless enrollment in another unit has been approved by Speech & Hearing.

**The fee schedule for the 2011 Summer Institute will be as follows (\*):**

(You will not receive a bill)

- 1 course (5 credits) \$1,300.00**
  - 2 courses (10 credits) \$2,300.00**
  - 3 courses (15 credits) \$2,700.00**
  - 4 courses (20 credits) \$3,140.00**
- \* Students may take 1-4 courses.

**APPLICATION/REGISTRATION/PAYMENT DEADLINES:**

1. The deadline to apply/register for the 2011 Summer Institute is **June 3, 2011**.
2. The deadline to submit course fee payment is **June 17, 2011**.
3. If you have questions about the Summer Distance Learning Institute courses, or general questions about the Speech and Hearing Science Program, please contact Mary Jo Williamson-Miller, [williamson-miller.1@osu.edu](mailto:williamson-miller.1@osu.edu).

**REGISTRATION and PAYMENT PROCESS:**

(Process for 2011 Summer Institute Distance Learning course enrollment **only**)

1. **All students**: You must complete an online course registration form at <http://ced.osu.edu/contractreg.html> through the Office of Continuing Education’s Contractual Outreach web site. After you have submitted the registration form, you must email Lu Ann Sweet ([sweet.23@osu.edu](mailto:sweet.23@osu.edu)) in the Office of Continuing Education and indicate which course(s) you have requested. **Please note that all course scheduling will be processed by Lu Ann Sweet, students do not register/schedule themselves. Processing/scheduling will not begin until late May.**

2. **New students** (no previous Ohio State enrollment): There is a **\$40 (Non-refundable)** application fee for new Ohio State University undergraduate students (**\$50** application fee for non-U.S. citizens). New students must submit the appropriate application below in addition to the course registration form above. **Please follow the appropriate instructions below (Domestic or International).** Although the courses are taught online, please indicate/request Columbus Campus on the application (all courses are Columbus Campus courses) for Continuing Education/Non-Degree enrollment.

a. Domestic (**U.S. Citizen**) Applications **before May 1<sup>st</sup>**, apply online at: <http://ced.osu.edu/CreditCriteria.html> (click on New Domestic Enrollment Criteria and Application).

b. Domestic (**U.S. Citizen**) Applications **after May 1<sup>st</sup>**: contact Lu Ann Sweet, [sweet.23@osu.edu](mailto:sweet.23@osu.edu) and request application information.

c. International (**Non-U.S. citizen**) Applicants: follow the international application instructions at: <http://ced.osu.edu/CreditCriteria.html> (click on New International Enrollment Criteria and Application).

(Please note that registrations cannot be processed until the application process has been completed)

3. **Course Payment (June 17<sup>th</sup> deadline):** Payment for course(s) must either be a check or money order made payable to **The Ohio State University**. Fee waivers, etc. cannot be accepted for payment. Payment must be received by **June 17<sup>th</sup>** for both 1<sup>st</sup> and 2<sup>nd</sup> Term courses unless a payment extension has been approved (see below).

Payment extension requests must be submitted to Mary Jo Williamson-Miller before the payment deadline. Payment extensions will only be granted if official documentation is provided that guarantees payment (financial aid confirmation, loan confirmation, etc.). **All courses for unpaid students (1<sup>st</sup> and 2<sup>nd</sup> Term) will be dropped on June 24<sup>th</sup> unless a payment extension has been approved. Please note that payment extensions cannot exceed July 8<sup>th</sup>.**

**Payment for courses should be mailed to:**

Department of Speech and Hearing Science  
Attn: Mary Jo Williamson-Miller  
110 Pressey Hall  
1070 Carmack Road  
Columbus, OH 43210

4. **OSU email account/internet access activation:** all Ohio State students must activate their OSU Internet Username and E-mail account. Activation is usually available 48 hours after you have been admitted. Students can activate their accounts at: [admissions.osu.edu/activate](http://admissions.osu.edu/activate). Please note that your OSU ID# is needed to activate your account. Your OSU ID# is provided when you receive your notice of admission from the Office of Admissions. You also can obtain your OSU ID# by contacting your enrollment unit and/or the Contractual Outreach registration coordinator

Former students should wait at least 48 hours after their enrollment has been updated before attempting to re-activate their account.

Additional information about OSU account management is available at: [acctmgmt.service.ohio-state.edu](http://acctmgmt.service.ohio-state.edu).

**5. Drop and Refund Requests:** all requests to drop any/all courses and refund requests must be sent to Mary Jo Williamson-Miller, [williamson-miller.1@osu.edu](mailto:williamson-miller.1@osu.edu). Please note that students cannot drop/withdraw after the second Friday of the Term (July 1<sup>st</sup> for 1st Term courses and August 5th for 2nd Term courses).

**Refunds will NOT be given after June 24th for 1<sup>st</sup> Term courses and July 29th for 2<sup>nd</sup> Term courses.**

6. If you have questions about the Summer Distance Learning Institute courses, or general questions about the Speech and Hearing Science Program, please contact Mary Jo Williamson-Miller, [williamson-miller.1@osu.edu](mailto:williamson-miller.1@osu.edu).

***Please note: Many mail services place email from .osu.edu into the trash or bulk folders. Please add email addresses on this page to your email service address book.***