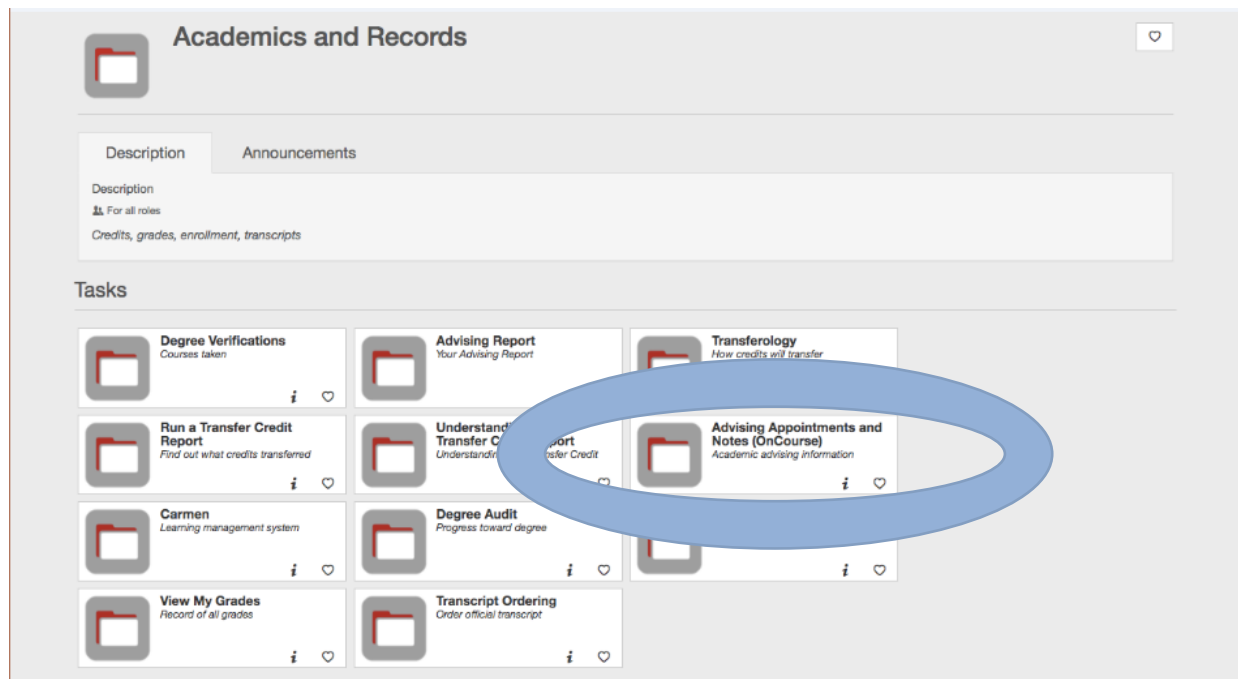
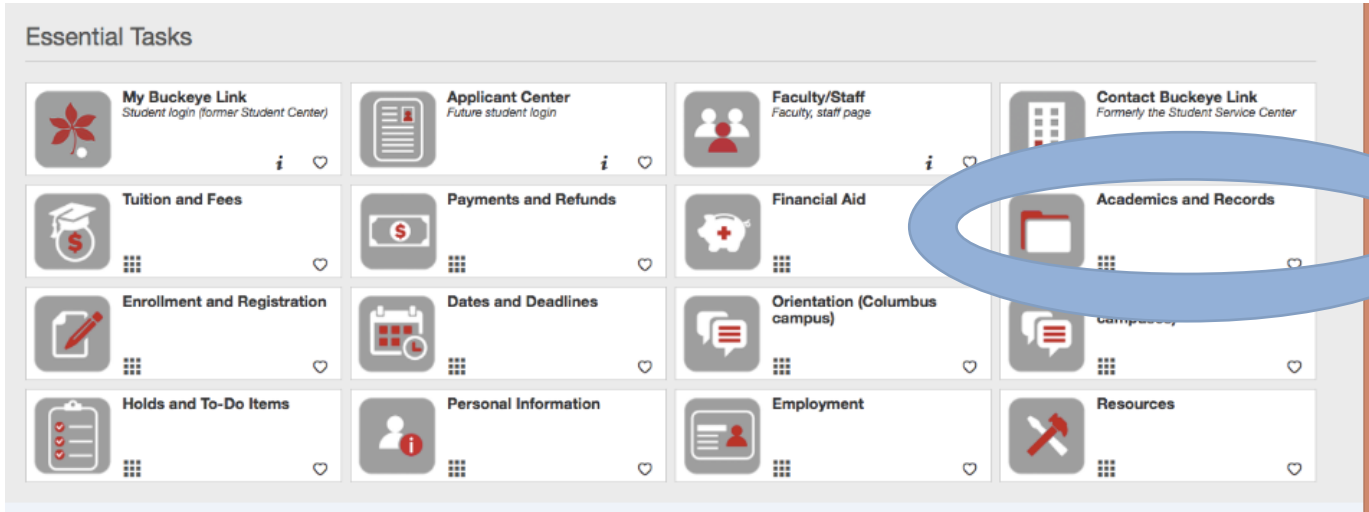


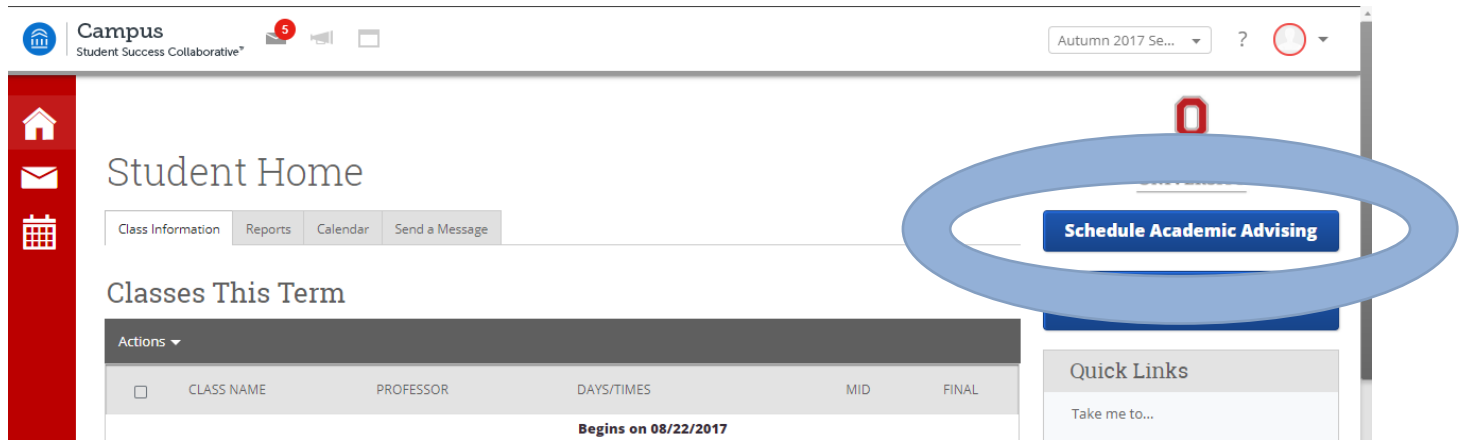
Schedule an Advising Appointment

A Step-By-Step OnCourse Tutorial

Step One: Log in to OnCourse through your **BuckeyeLink**: Go to “**Academics and Records**” than click on “**Advising Appointments and Notes**”. You will use your name.# login to access.

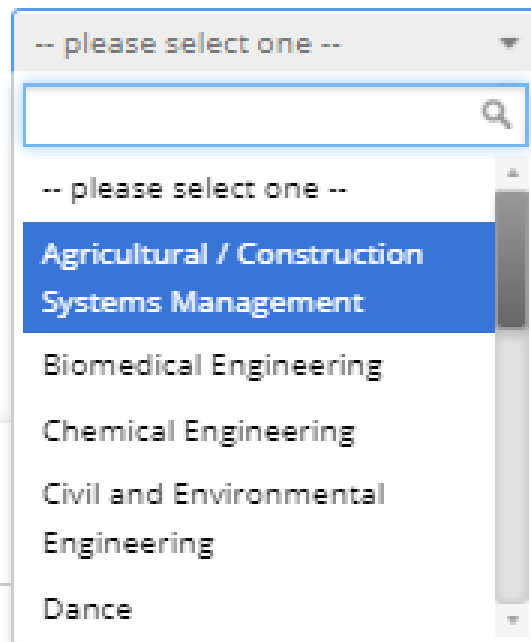


Step Two: On your OnCourse Home page Click “Schedule Academic Advising”



Step Three: Select “Agricultural/Construction Systems Management”.

Please select major/department.



Step Four: Select reason you would like to meet an advisor. If your reason is not listed, select “Other”. You will be able to input comments to clarify the reason for your appointment later.

Please select major/department.

Dance

Please tell us why you would like to see an advisor.

-- please select one --

- please select one --
- Degree Plan
- Explore/Declare Minor
- Explore/Declare New Major
- Other**
- Scheduling

Step Five: Select “Food, Agricultural, and Biological Engineering – 260 Agricultural Engineering Building”

Select the location associated with the major/department in which you would like to meet. Please DO NOT select (Any Location).

Food, Agricultural, and Biological Engineering - 260 Agricultural Engineering Building

Any Location

Chemical Engineering Advising Offices- 6th Floor CBEC

Civil and Environmental Engineering - 495 Hitchcock Hall

Dance- 316 Sullivant Hall

Engineering Undeclared and Re-Exploring Advising Office- 233 140 W 19th Avenue

Extended Education- Mount Hall

Food, Agricultural, and Biological Engineering - 260 Agricultural Engineering Building

Back

Next

Step Six: Select LaShanda Coleman as the advisor who meets with Agricultural Systems Management and Construction Systems Management

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

|

Swackhamer, Kelli

Coleman, LaShanda

Next

Step Seven:

Select the date and time that you would like to meet. OnCourse imports your class schedule, and not allow you to schedule an advising appointment when you have class.

Schedule Advising Appointment

Appointment Times This Week

Mon, Jun 26	Tue, Jun 27	Wed, Jun 28	Thu, Jun 29	Fri, Jun 30
			Morning N/A	Close
			Afternoon N/A	10:30am
				11:00am
				11:30am

◀ Back Next ▶

Step Eight: Review the appointment details. You may also provide additional information for your advisor in the comments box. We appreciate you being as specific and comprehensive as you can about your reason for coming in. This will help us better prepare for your appointment.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: with LaShanda Coleman
Why: Other

When: Tuesday, August 01
9:00am - 9:30am

Where: Food, Agricultural, and Biological Engineering - 260 Agricultural Engineering Building

Additional Details

Is there anything specific you would like to discuss with LaShanda?

Comments for your advisor...

Would you like to set a reminder?

Send Me an Email Send Me a Text

Email will be sent to:

◀ Back Confirm Appointment

Step Nine: You will receive an email reminder the day before the appointment. If you would also like a text reminder, you can click “Send me a text,” and enter your phone number. When you are finished, click “Confirm Appointment.”

Is there anything specific you would like to discuss with Jackie ?

Comments for your advisor...

Would you like to set a reminder?

Send Me an Email Send Me a Text

Email will be sent to

◀ Back

➔ Confirm Appointment

That's it! You should get an email confirmation about the appointment, as well as an email reminder the day before. You will also receive a text reminder about an hour before the appointment if you selected that option.

Success! Your Appointment Has Been Created

Appointment Details

Who: | y with LaShanda Coleman

Why: Other

When: Tue Aug 01, 2017 09:00 am - 09:30 am

Where:

Food, Agricultural, and Biological Engineering - 260
Agricultural Engineering Building

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

Thank you for scheduling an appointment with your advisor!