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”.
**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.

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

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

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.
**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.”

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.

Thank you for scheduling an appointment with your advisor!