Step One: Log in to OnCourse through your BuckeyeLink: Go to “Academics and Records” then click on “Advising Appointments and Notes”. You will use your name.# login to access. Note that “Academics and Records” might be located at another spot in your “Essential Tasks” menu.
**Step Two:** On your OnCourse Home page Click “Schedule Academic Advising”.

**Step Three:** Select “Food, Agricultural and Biological Engineering”.
**Step Four:** Select reason you would like to meet with your 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 Kelli Swackhamer as the advisor who meets with Food Agricultural and Biological Engineering Advisor.
**Step Seven:**

Select the date and time that you would like to meet. OnCourse imports your class schedule, and it does not allow you to schedule an advising appointment when you have class. You may need to click the right arrow button until you find available appointment times.

**Step Eight:** Review the appointment details. You may also provide additional information for your advisor in the comments box on the left side. 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.
Success! Your Appointment Has Been Created

Appointment Details
Who: with Kelli Swackhamer
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!