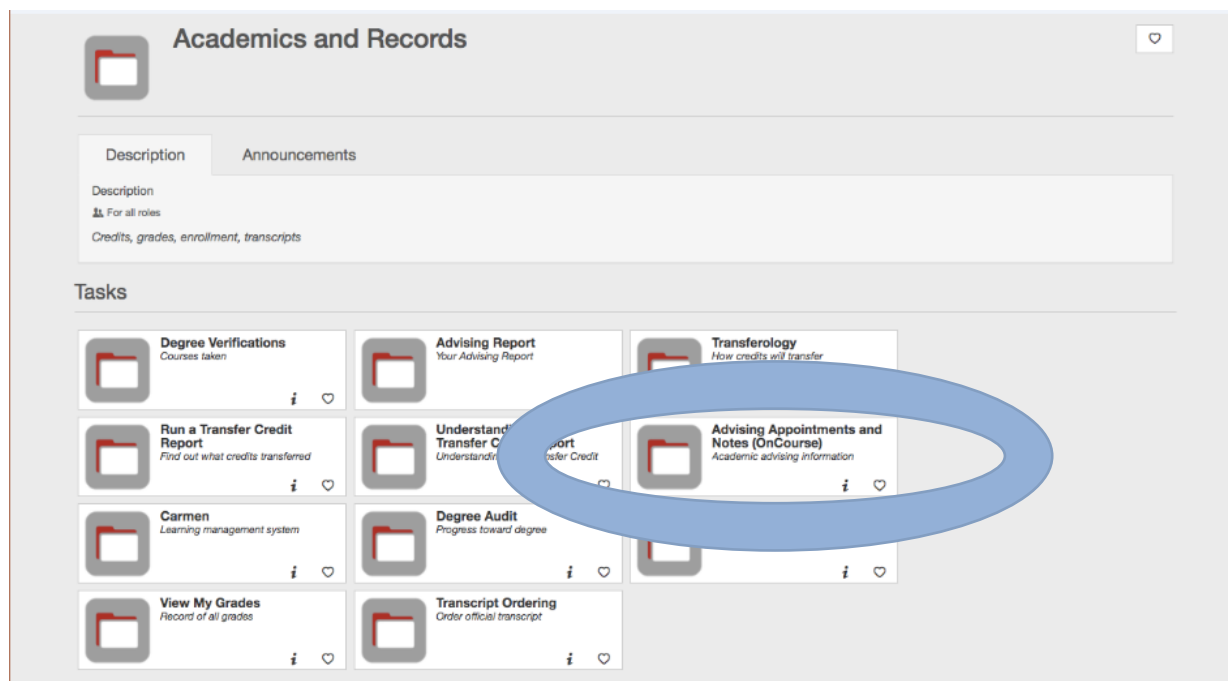
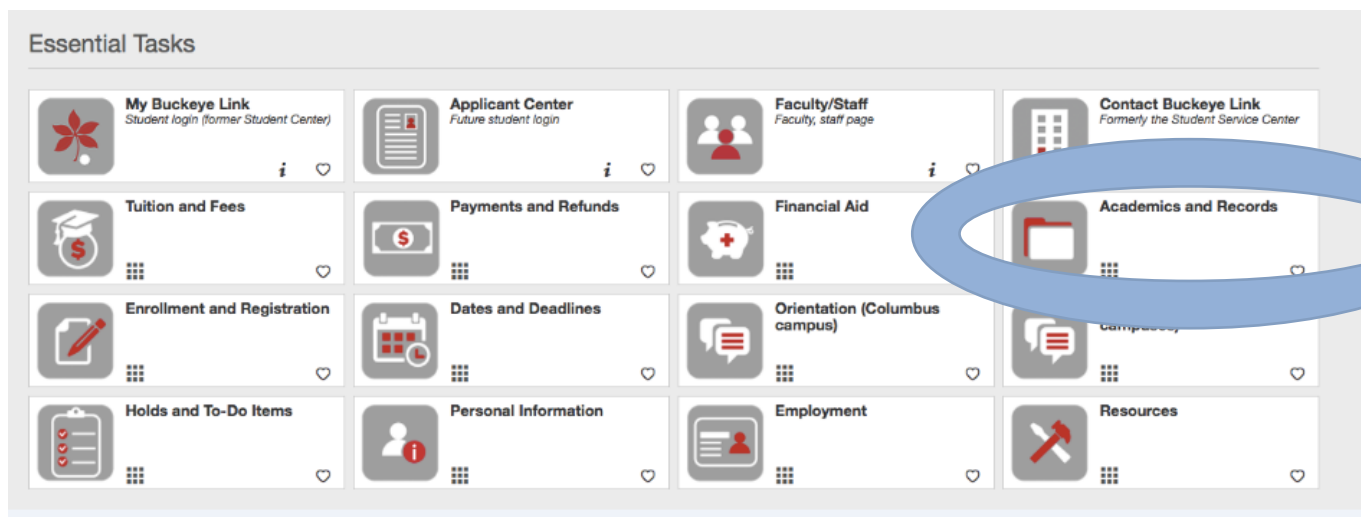


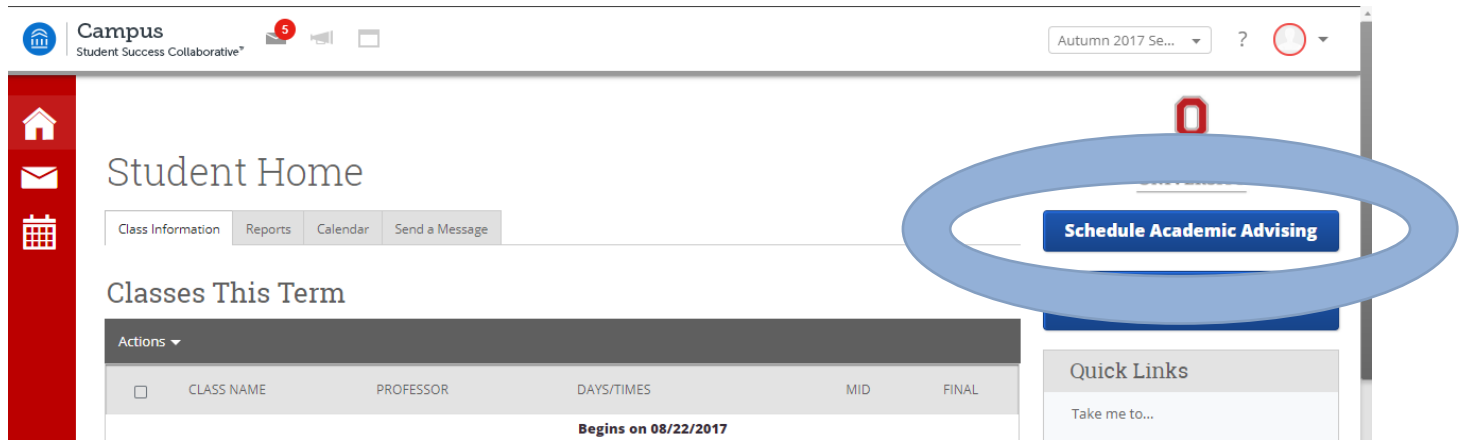
Schedule an Advising Appointment

A Step-By-Step OnCourse Tutorial

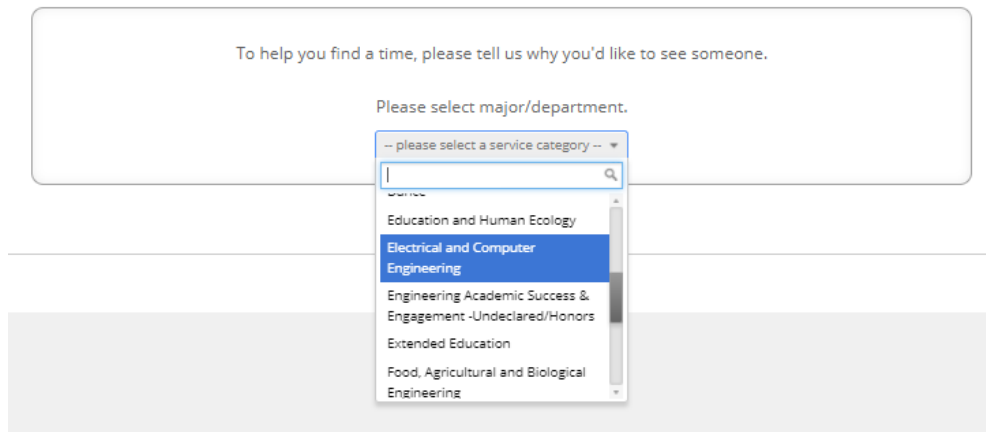
Step One: Log in to OnCourse through your **BuckeyeLink**: Go to **“Academics and Records”** than click on **“Advising Appointments and Notes”**. You will use your name.# login to access.



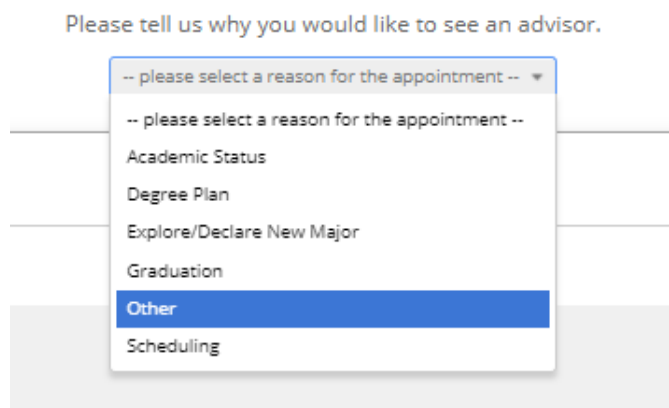
Step Two: On your OnCourse Home page Click “Schedule Academic Advising”



Step Three: Select “Electrical and Computer Engineering”.



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 “Electrical and Computer Engineering- 205 Dreese Laboratories”

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

Electrical and Computer Engineering- 205 Dreese Laboratories

Academy/College Credit Plus

Agricultural/ Construction Systems Management- 260A

Agricultural Engineering Building

Chemical Engineering Advising Offices- 6th Floor CBEC

Civil and Environmental Engineering - 495 Hitchcock Hall

Dance- 316 Sullivant Hall

Electrical and Computer Engineering- 205 Dreese Laboratories

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Step Six: Select your advisor, or just hit next. Please note, different advisors have different availabilities and types of appointments they see.

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

Thomas, Alex

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

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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.”

Schedule Advising Appointment

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

Appointment Details

Who: with Alex Thomas
When: Tuesday, January 23 10:30am - 11:00am
Why: Other
Where: Electrical and Computer Engineering-205 Drees Laboratories

Additional Details

Please check in on the iPad in the main ECE office suite (205 Drees Labs) when you arrive.

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

Comments for your advisor...

Would you like to set a reminder?

Send Me an Email Send Me a Text

Email will be sent to js

◀ 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 two hours before the appointment if you selected that option.

Thank you for scheduling an appointment with your advisor!