

# Schedule an Advising Appointment

## Instructions for the CSE Advising Office

### BEFORE YOU BEGIN:

The CSE Advising Office provides a generous set of **Express Advising** hours each week that are open to all CIS/CSE majors and pre-majors. Express Advising is appropriate for quick questions and actions like adding/dropping classes, reviewing next semester's schedule or checking a deadline. So if you only need 5-10 minutes with the first available advisor, please come to Express Advising rather than scheduling an appointment. Weekly exceptions to these hours can be found on the CSE website.

### Express Advising Hours for CIS/CSE majors and pre-majors

#### **Location: (Dreese 376)**

Monday: 9:00-11:30 a.m. Thursday: 1:00-4:00 p.m.

Tuesday: 9:00-11:30 a.m. Friday: 9:00-11:30 a.m. and 1:00-4:00 p.m.

### **Need an Appointment?**

Appointments are appropriate for anything requiring long-term planning (such as graduation plans, financial aid appeals, reinstatement petitions, ROTC forms, and BS/MS combined program questions) and concerns about academic progress.

Appointments are scheduled in 30-minute time slots. To schedule an appointment, please follow these instructions.

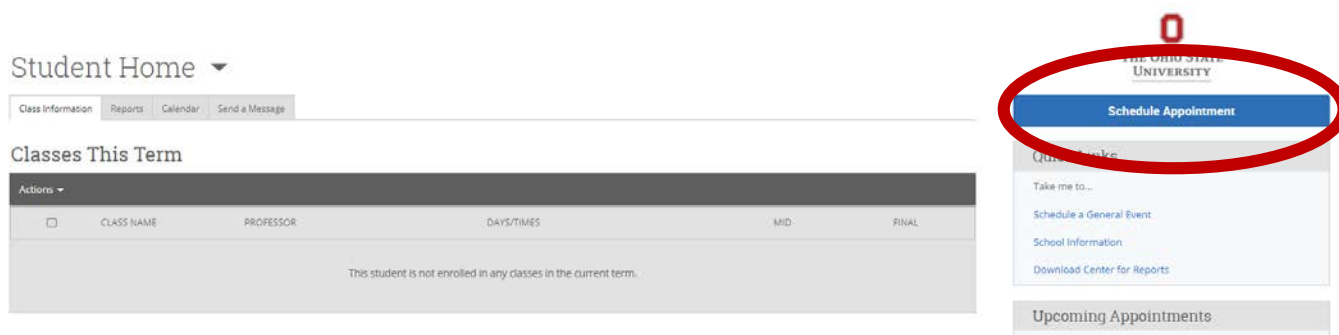
**IMPORTANT:** Appointments are only available for pre-CSE, CSE, CIS BS students. BA CIS students should e-mail Dr. Nikki Strader (strader.1@osu.edu) for an appointment.

Step One: Log in to OnCourse through your **BuckeyeLink** (buckeyelink.osu.edu).

- Type "OnCourse" in the search bar and click on the result.

The screenshot shows the BuckeyeLink search interface. At the top, the search bar contains "OnCourse". Below the search bar, there are two notification banners: "2019-2020 FAFSA is open" and "SEIs for autumn". The main section is titled "Search Results: Tasks" and lists a result for "Advising Appointments and Notes (OnCourse)" which is circled in red. Below this, there is a section for "Search Results: Task Centers" showing a result for "Academics and Records".

Step Two: On your OnCourse Home page click “Schedule Appointment”



Step Three: Choose your appointment type and major/department.

- Select “Advising” as your appointment type.
- Then select “Computer Science and Engineering” *even if you are a CIS student*.  
**IMPORTANT:** No matter what, just choose “Computer Science and Engineering” since we are the department you want to meet with.

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

A screenshot of the 'Schedule Appointment' form. The first question is 'What type of appointment would you like to schedule?' with a dropdown menu showing 'Advising' circled in red. The second question is 'Please select major/department.' with a dropdown menu showing 'Computer Science and Engineering' circled in red.

Step Four: Select a reason for your meeting.

**IMPORTANT:** The only active reasons are “Scheduling” and “Other”. Please only select one of those two options. You will be able to make comments about your reason before you schedule the appointment.

A screenshot of the 'Please tell us why you would like to see an advisor.' dropdown menu. The menu is open, showing options: '-- please select a reason for the appointment --', 'Academic Status', 'Degree Plan', 'Explore/Declare New Major', 'Graduation', 'Other' (circled in red), and 'Scheduling'.

Step Five: Select “CSE Advising Office” as the location. Then select an advisor.

**IMPORTANT:** You can only make an appointment with your assigned advisor

### Schedule Appointment

Select the location associated with the major/department in which you would like to meet.

CSE Advising Office - 376 Dreese Labs

Which advisor? You may select more than one.

Dowler, Leslie (Your Advisor)

Alexander, LaNorris

Westhoff, Kami

Davis, Serena

Wade, CA

Next

Step Six: Choose the date and time that you would like to meet. OnCourse does not allow you to schedule an advising appointment that overlaps with your classes.

### Schedule Appointment

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Times From October 29 To November 02

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Mon, Oct 29	Tue, Oct 30	Wed, Oct 31	Thu, Nov 01	Fri, Nov 02
Morning N/A	Morning 3 Available	Morning N/A	Morning 3 Available	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A

View the times you can see a staff member without an appointment.

View Drop-in Times

Step Seven: Review the appointment details. Please 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. The final step is to confirm your appointment.

## Schedule Appointment

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

### Appointment Details

**Who:** [REDACTED] with  
CA Wade

**When:** Thursday, November 01  
9:30am - 10:00am

**Why:** Scheduling

**Where:** CSE Advising Office - 376 Drees Labs

### Additional Details

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

☒ Send Me an Email

☐ Send Me a Text

Comments for your staff...

◀ Back

Confirm Appointment

Thank you for scheduling an appointment!