

Schedule an Advising Appointment

Instructions for the CSE Advising Office

BEFORE YOU BEGIN:

The CSE Advising Office provides a generous set of **walk-in hours** each week. Walk-ins are open to **all** students and are 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 walk-ins rather than scheduling an appointment. Weekly exceptions to these hours can be found on the CSE website.

Walk-in Hours (Dreese 376)

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

Wednesday: 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.

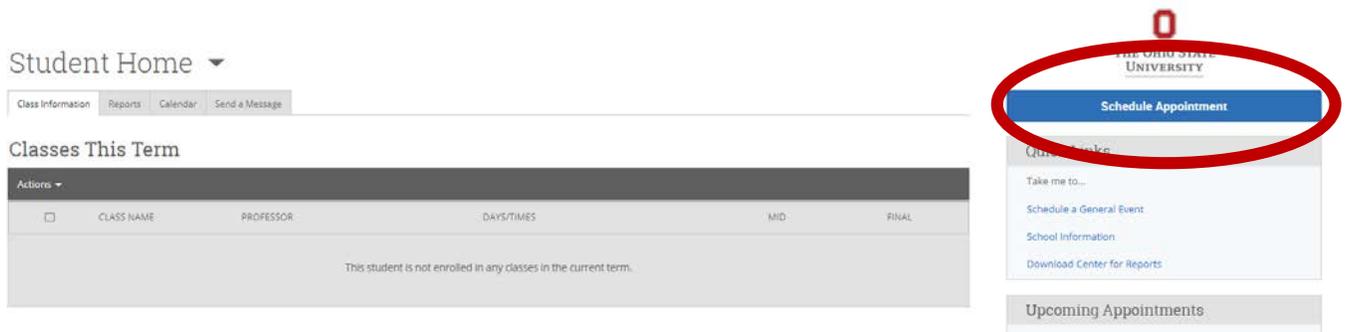
Appointments are scheduled in 30-minute time slots. To schedule an appointment, please follow these instructions. **BACIS and students interested in learning about the BS/MS program**, please skip to Step 5. All others should start at Step One.

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 the text "OnCourse". Below the search bar, there are two notification cards: "2019-2020 FAFSA is open" and "SEIs for autumn". The search results are displayed under the heading "Search Results: Tasks". The first result, "Advising Appointments and Notes (OnCourse)", is circled in red. Below it, there is a "Search Results: Task Centers" section with 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 or a minor 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' selected, circled in red. The second question is 'Please select major/department.' with a dropdown menu showing 'Computer Science and Engineering' selected, also circled in red.

Step Four: Select a reason for your meeting. **IMPORTANT:** Right now 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 dropdown menu for selecting a reason for the appointment. The prompt is 'Please tell us why you would like to see an advisor.' The dropdown list includes: '-- please select a reason for the appointment --', '-- please select a reason for the appointment --', 'Academic Status', 'Degree Plan', 'Explore/Declare New Major', 'Graduation', 'Other' (highlighted in blue and circled in red), and 'Scheduling'.

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

IMPORTANT: Please be sure to select an advisor based on your current student status:

BACIS and students interested in the BS/MS program should not use the OnCourse system to schedule an appointment. Instead, request an appointment by e-mailing Nikki Strader (strader.1@osu.edu).

Pre-CSE majors, CSE majors and BSCIS majors should request your assigned advisor as found on Buckeyelink.

Pre-CIS majors, CIS minors and any prospective major changers to CSE or CIS should request an advisor according to your last name:

- Kami Westhoff (Student last name A-F)
- LaNorris Alexander (Student last name G-K)
- Leslie Dowler (Student last name L-R)
- CA Wade (Student last name S-Z)

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 when you have class.

Schedule Appointment

< Times From October 29 To November 02 >

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. 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.

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

[◀ Back](#) [Confirm Appointment](#)

Thank you for scheduling an appointment!