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.

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

- Type “OnCourse” in the search bar and click on the result.
**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.

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

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

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.
**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
- **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!