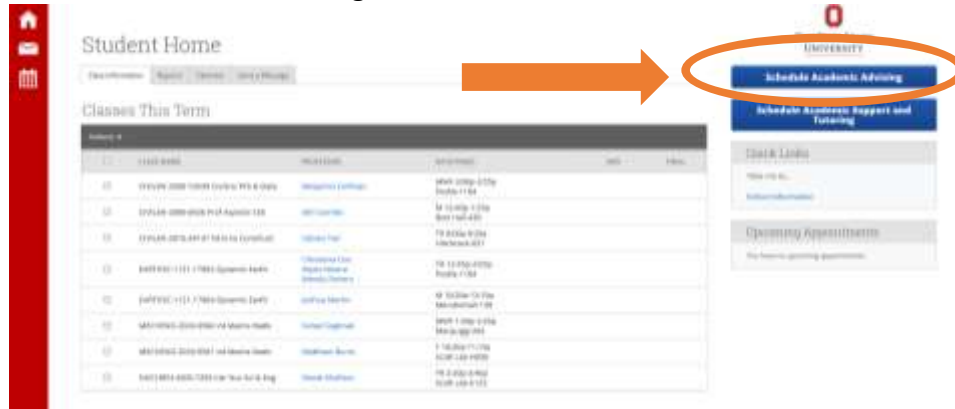


How to Schedule an Advising Appointment

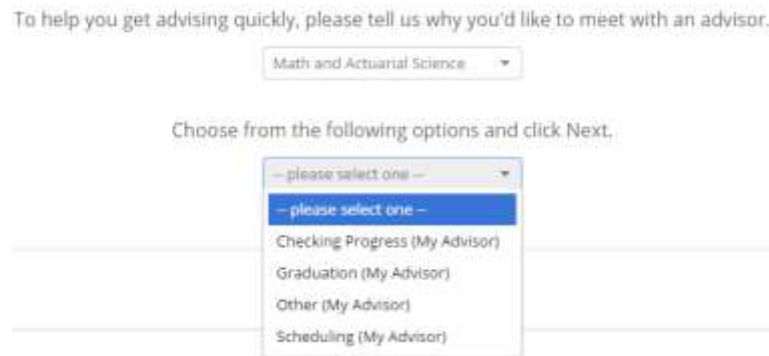
1. Go to www.go.osu.edu/online and login with your OSU username and password. On the right-hand side, click “Schedule Academic Advising”



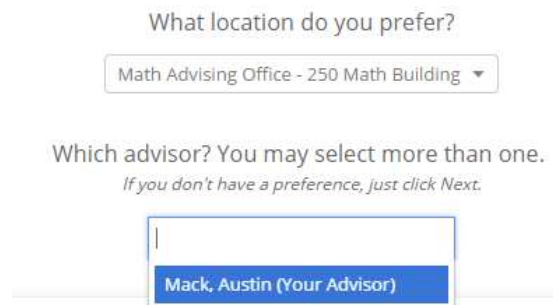
2. Select “Math and Actuarial Science”



3. Select a reason you want to meet with your advisor. If your reason is not there, just select “Other (My Advisor)”. You will need to input comments to clarify the reason for your appointment later.



4. Depending on the reason you choose, you may need to choose a location. Be sure to select “Math Advising Office – 250 Math Building.” Then choose your advisor. You will only be permitted to schedule appointments with your assigned advisor using OnCourse.

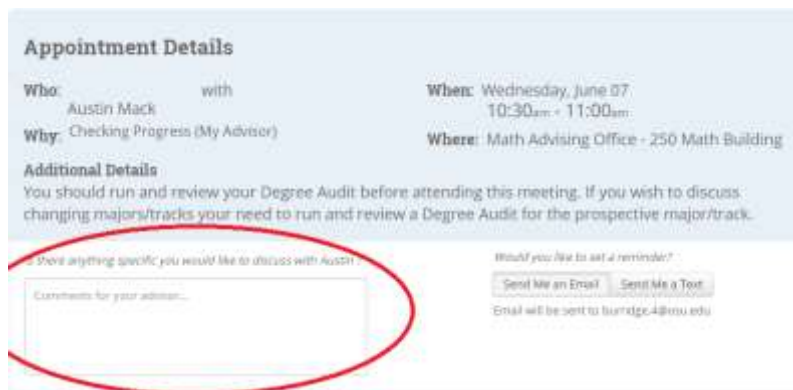


How to Schedule an Advising Appointment

5. Select the date and time that you would like to meet. OnCourse will not allow you to schedule an advising appointment when you have class.



6. Review the appointment details, and make sure to read the additional details to prepare for your appointment. 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.



7. 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."
8. 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.

If you need to cancel or reschedule your appointment, you can do so in OnCourse (www.go.osu.edu/oncourse). If you have any questions, please email mathadvising@math.osu.edu.