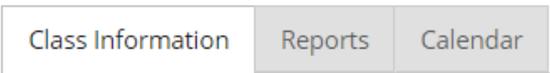# How to Navigate OnCourse

To log into OnCourse, go to go.osu.edu/oncourse. If you are using an iPad, use buckeyes.campus.eab.com instead.

Student Home

Class Information | Reports | Calendar

On your homepage you will have three gray tabs to choose from in the middle of the page.
Class Information will show you your current classes, professors, and class times.
Reports is where you will find any notes entered on your account, including advising and tutoring sessions.
Calendar will show you a calendar view of you courses along with any appointments you have scheduled through OnCourse.

At the bottom right of your homepage, you will see your **success team**. This will list any staff member assigned to you such as: **Academic Advisor, ODI Academic Coach, SASSO Athletic Academic Counselor, Military-Veteran Advisor, etc.**

This list will also include all of your **instructors** for the current term.

Clicking on the envelope below a success team member will allow you to email them through OnCourse.

Your Success Team

Donahue, Amanda
Advisor
✉

Hines, Brandon
Advisor
✉

Louy, Emilia
Military-Veteran Advisor
✉

Your Spring 2021 Semester instructors

Mertus, Benjamin
ANTHROP-2202 (20154)
✉

How to Schedule an Appointment in OnCourse

Click the blue Schedule Appointment button on the right side of your homepage

Schedule Appointment

New Appointment

What can we help you find?

* What type of appointment would you like to schedule?

You will then want to select the type of appointment you want to schedule.

Next you will need to select a service. Select the option that best fits the reason you want to meet.

* Service

(My Major or Minor) In-Person Appointments

Academic Status/Academic Success Support (in-person)

Add or Drop Class (in-person)

Application/Admission to Program (in-person)

Career Exploration/Planning (in-person)

Checking Progress (in-person)

After you select a date, click Find Available Time. You will now see all the available timeslots and staff members available for the type of appointment you selected. Click on the timeslot you want to schedule.

University Exploration

EG BO DT KR MN NV SB   7 People

View individual availabilities

Tue, Apr 13th

| 8:00 - 8:30 AM | 8:30 - 9:00 AM | 9:00 - 9:30 AM | 9:30 - 10:00 AM |
| 1:30 - 2:00 PM | 2:00 - 2:30 PM | 2:30 - 3:00 PM | 3:00 - 3:30 PM |

Would you like to share anything else?

Add your comments here

✓ Email Reminder

Reminder will be sent to test_shores.22@osu.edu

✓ Text Message Reminder

Phone Number for Text Reminder

614-555-5555

Schedule

Review the options you have selected. In the comment box, include what you want to talk about and any other information staff should know ahead of your appointment.

If you want a text reminder 2 hours before your appointment, check the box and add your number. Click the blue Schedule button to finalize your appointment