

HOW TO SCHEDULE AN APPOINTMENT

To schedule a 30 minute academic advising or success meeting:

Go to go.osu.edu/onlinecourse and login with your OSU name.# and password

- Click the blue button on the right side 'Schedule Appointment'
- Select 'Advising'
- Select 'Business'
- Select reason for appointment
- Click 'Next'
- Select 'Fisher College of Business'
 - For first available appointment, leave at 'Any Staff' and click 'Next'
 - To meet with a specific academic advisor, select their name and click 'Next'
- Select an available time to meet
- Review the details of your appointment and click 'Confirm Appointment'

To schedule a 15 minute same-day express appointment with an advisor:

Appointment calendar will be available at 7:00am daily during **weeks 1, 2, 9 & 10**. Same-Day Express appointments ***cannot be scheduled in advance***. Same day appointments are for quick add/drop issues. Follow instructions above to schedule on these days.

You will receive a confirmation email with the details of your appointment.