How to schedule an advising appointment

1. Go to www.go.osu.edu/oncourse and login with your OSU username and password

2. On the right hand side, click the “Schedule Appointment” button

3. The system will ask you what type of appointment to schedule. In the drop down box, select ADVISING.
4. Then select “Industrial and Systems Engineering” as your major/department.

5. Select a reason for the appointment.
6. You will need to choose a location. Be sure to select “Industrial and Systems Engineering – 210 Baker Systems”

7. Select “Krista Trigg” as the advisor (this is your only option) and click the “Next” button
8. Click on the arrows to see upcoming weeks. Then, click on the available morning or afternoon buttons to select the date and time you want to schedule your appointment and click the “Next” button.

   *Note: if no appointments are appearing it means my schedule is full – click the arrow until you find openings*

9. Confirming your appointment:
   a. If you have specific questions or concerns, feel free to write them in the comment box. You may also leave this box blank.
   b. If you would like a text message reminder, be sure to select “Send me a text” and enter your phone number.
   c. When you are finished, click the “Confirm Appointment” button
10. The next screen should confirm your appointment has been scheduled.

![Schedule Advising Appointment]

Success! Your Appointment Has Been Created

11. You should receive an email confirming the appointment and a text reminder, if you selected that option.

12. Please be sure to check-in at the ISE front desk in 210 Baker Systems Engineering Building at your scheduled appointment time. If you are more than 10 minutes late for your appointment, it will be cancelled.