

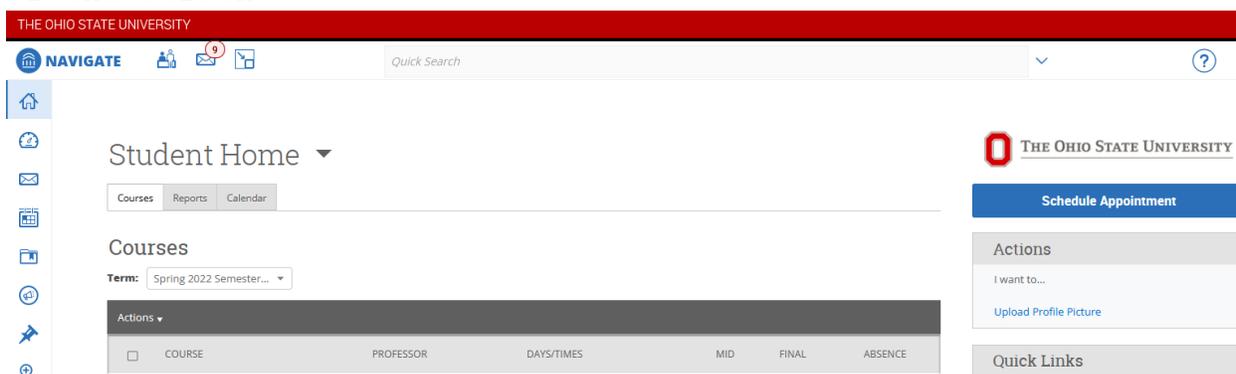
# Scheduling a Tutoring Appointment in OnCourse

Updated February, 2022

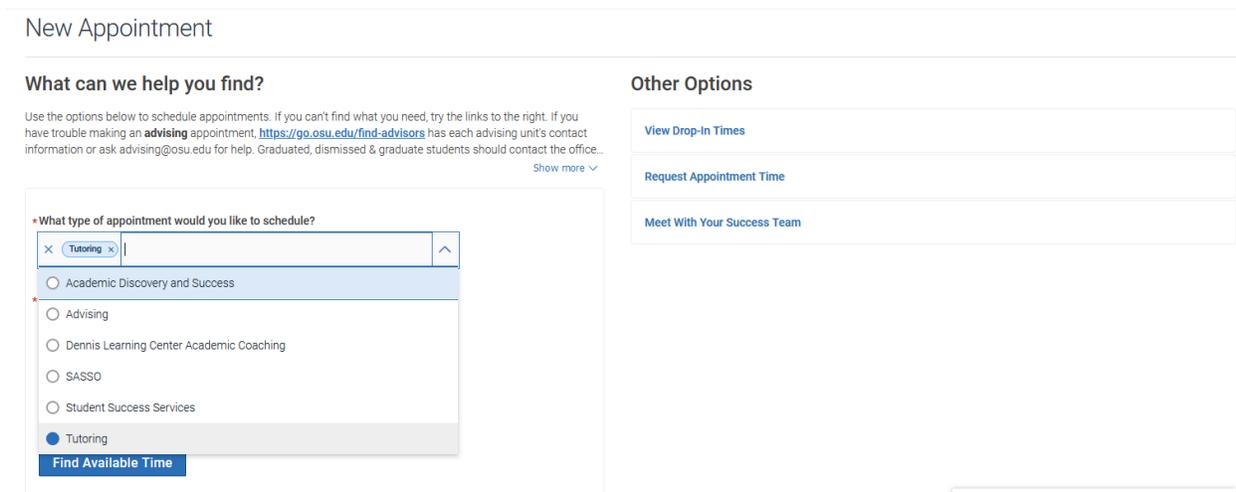
First, Log in to OnCourse.

This can be done by searching "OSU OnCourse", but the direct link is <https://buckeyes.campus.eab.com/>

Click the blue "Schedule Appointment" button on the right side of the screen.



Select "Tutoring" under type of appointment:



**Math, Physics, Chemistry, Ochem, and Biology:**

Select the subject you're looking for. (In this example, we choose Chemistry.)

# New Appointment

## What can we help you find?

Use the options below to schedule appointments. If you can't find what you need, try the links to the right. If you have trouble making an **advising** appointment, <https://go.osu.edu/find-advisors> has each advising unit's contact information or ask [advising@osu.edu](mailto:advising@osu.edu) for help. Graduated, dismissed & graduate students should contact the office...

[Show more](#) ▾

\*What type of appointment would you like to schedule?

× Tutoring × ▾

\*Service

× Chemistry × | ▴

**Residence Life Peer Tutoring (Phone/Remote Appointment)**

Biology

Chemistry

Math

Organic Chemistry

Physics

## Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)

Leave the date the same, it will show the next 7 days. (Students may only schedule up to 7 days in advance. If there are no available appointments, wait for another day. If you wish to reserve a later appointment, email [tutoring@osu.edu](mailto:tutoring@osu.edu).) Click "Find Available Time".

You should see a list of available times. Select a time that works for you. (In this case, we choose Monday, 14 February, 4:00-5:00 PM.)

## Residence Life Online Peer Tutoring



[View individual availabilities](#)

Wed, Feb 9th

9:00 - 10:00 AM 10:00 - 11:00 AM 3:00 - 4:00 PM 5:00 - 6:00 PM

Fri, Feb 11th

9:00 - 10:00 AM 10:00 - 11:00 AM 4:00 - 5:00 PM 5:00 - 6:00 PM

Sun, Feb 13th

2:00 - 3:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM

Mon, Feb 14th

3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM

Tue, Feb 15th

9:00 - 10:00 AM 10:00 - 11:00 AM

Once you select a time, you will be taken to a confirmation screen. You may wish to save the Zoom link and passcode on this screen, though once the appointment is scheduled you should receive an email containing all the same information.

Enter a comment if you wish. (It may be helpful to name the exact course you want help with in this box, the tutor will see what you write.) Make sure the "email reminder" box is checked, and click "Schedule".

Your tutor will be available until the end of your appointment. If you need additional time, consider s  
Updated Late Cancellation and No Show Policy: If you become unavailable for your appointment, p  
the call until 30 minutes into your scheduled time in case you are running late. We reserve the right  
appointment within the first 30 minutes or cancel your appointment less than 12 hours before your

If you have any questions regarding peer tutoring, please reach out to [tutoring@osu.edu](mailto:tutoring@osu.edu).  
We look forward to working with you!

-Peer Tutoring Team

**Would you like to share anything else?**

This is a demonstration for a guide, but pretend I need help with Chem 1210.

**Email Reminder**

Reminder will be sent to [REDACTED]@osu.edu

**Text Message Reminder**

**Schedule**

Your appointment should now be scheduled!

## Requesting an appointment for a different subject

If you wish to request an appointment for a subject outside our usual purview, click "Request Appointment Time" on the first screen.

### New Appointment

#### What can we help you find?

Use the options below to schedule appointments. If you can't find what you need, try the links to the right. If you have trouble making an **advising** appointment, <https://go.osu.edu/find-advisors> has each advising unit's contact information or ask [advising@osu.edu](mailto:advising@osu.edu) for help. Graduated, dismissed & graduate students should contact the office...

Show more ▾

\*What type of appointment would you like to schedule?

× Tutoring × ▾

\*Service

▾

Pick a Date ⓘ

Tuesday, February 8th 2022 ▾

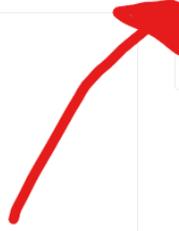
Find Available Time

#### Other Options

[View Drop-In Times](#)

[Request Appointment Time](#)

[Meet With Your Success Team](#)



There's nothing to edit on the next screen, make sure you have "Tutoring" and "Other Subject by Request" selected. Click "Find Available Time."

#### What can we help you find?

\*Available Care Units

× Tutoring × ▾

\*Available Services

× Other Subject by Request × ▾

Find Available Time

On the next screen, select "Residence Life Online Peer Tutoring" for your location, and select the course you want help with. Click "Request Time."

**All Filters** [Start Over](#)

What type of appointment would you like to schedule?

Tutoring

Service

Other Subject by Request

Location

Residence Life Online Peer Tuto

Course

Residence Life Online Peer Tutoring

Request Time

On the next screen, enter your availability. (It's recommended that you enter general weekly availability instead of specific dates, as this way we are more likely to be able to match your request.) Click "Request."

## Request Another Time

What type of appointment would you like to schedule?

Tutoring

Service

Other Subject by Request

Location

Residence Life Online Peer Tutoring

Course

STAT

\*Add your availability

Mondays 2-3 PM, Wednesdays after 5 PM, all day Sundays

Request

Your appointment has now been requested, and an email has landed in the [tutoring@osu.edu](mailto:tutoring@osu.edu) inbox. At some point over the next few days a manager will either match your request with a tutor, or they will reach out to you to let you know if we can't honor your request. (If your request is matched with a tutor, you will be notified of the upcoming appointment.)

Thank you for your interest in using the Residence Life Peer Tutors, and we hope to see you soon!