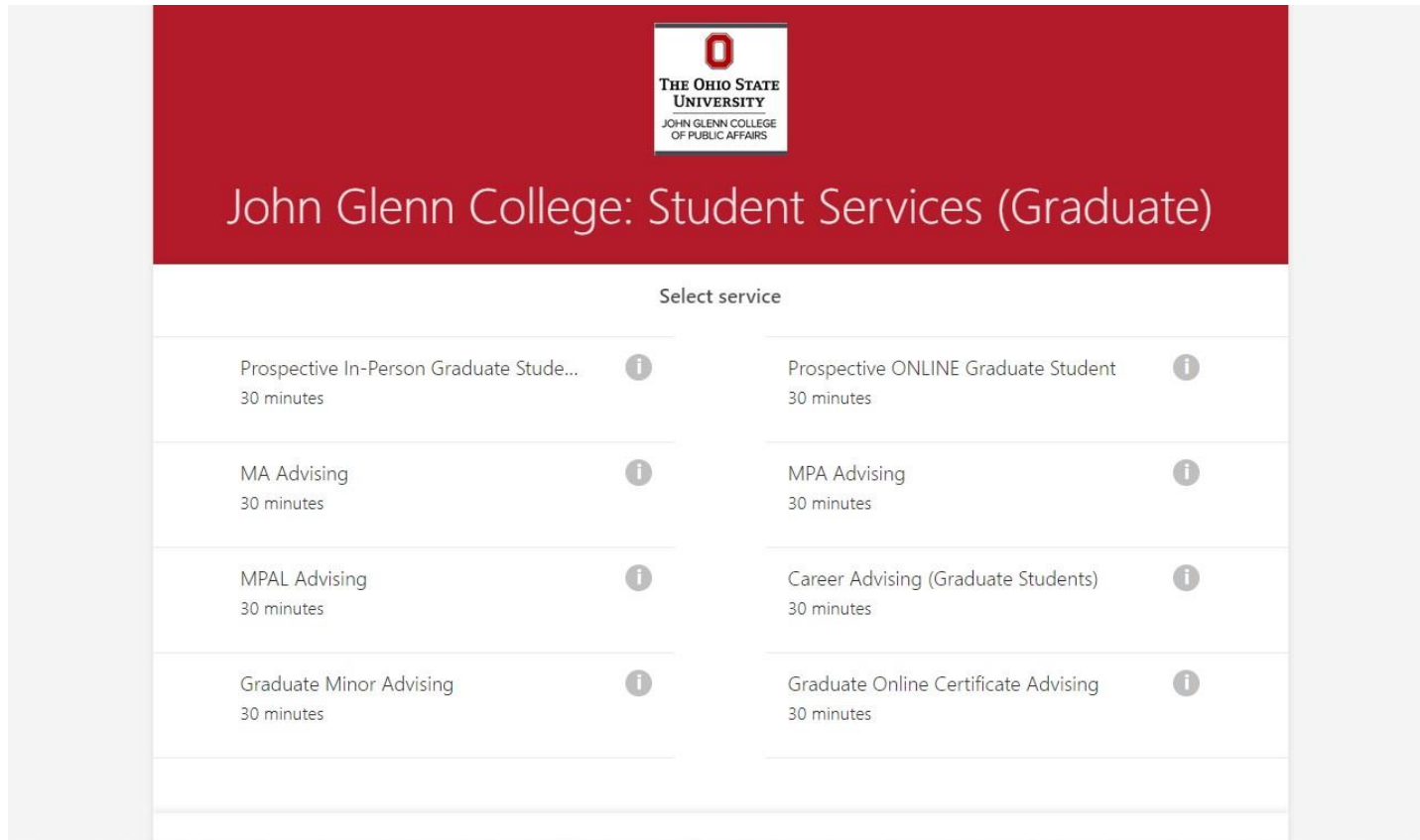


How to Schedule a Graduate Student Appointment through Microsoft Bookings









1. Visit go.osu.edu/glenngradappt to begin.
2. Select the appropriate appointment or service type.



The screenshot displays the booking interface for John Glenn College's Graduate Student Services. At the top, there is a red banner with the university logo and the text "John Glenn College: Student Services (Graduate)". Below this banner is a section titled "Select service" which contains a grid of appointment options. Each option includes a service name and a duration of 30 minutes. An information icon (i) is present next to each service name.

Select service	
Prospective In-Person Graduate Stude... 30 minutes	Prospective ONLINE Graduate Student 30 minutes
MA Advising 30 minutes	MPA Advising 30 minutes
MPAL Advising 30 minutes	Career Advising (Graduate Students) 30 minutes
Graduate Minor Advising 30 minutes	Graduate Online Certificate Advising 30 minutes

3. Scroll down to view available days/times.

Prospective In-Person Graduate Stude... 30 minutes		Prospective ONLINE Graduate Student 30 minutes	
MA Advising 30 minutes		MPA Advising 30 minutes	
MPAL Advising 30 minutes		Career Advising (Graduate Students) 30 minutes	
Graduate Minor Advising 30 minutes		Graduate Online Certificate Advising 30 minutes	

September 07

< > September 2021

Su	Mo	Tu	We	Th	Fr	Sa	4:00 pm
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	

4. Select the appropriate day/time for the appointment.

30 minutes

30 minutes

September 15, 2:00 pm

< > September 2021

Su	Mo	Tu	We	Th	Fr	Sa	11:00 am	11:30 am	1:00 pm
			1	2	3	4	1:30 pm	2:00 pm	2:30 pm
5	6	7	8	9	10	11	3:00 pm	3:30 pm	4:00 pm
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

Add your details

Name

5. Scroll down to enter required details and additional information. *Note: Each appointment or service type will request different information and have different details.*

ⓘ All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

Add your details

Name

Email

Provide additional information

Please provide a brief overview of what you would like to discuss at your advising appointment:

Are you scheduling an in-person or virtual appointment with Meagen?

▼

6. Some appointments or services will offer both in-person and virtual appointments. *Note: Be sure to check all details to make sure that the appropriate option is selected and that the option is available at that day/time.*

ⓘ All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

Add your details

Brutus Buckeye

Buckeye.1@osu.edu

Provide additional information

Please provide a brief overview of what you would like to discuss at your advising appointment:

Scheduling for spring term

Are you scheduling an in-person or virtual appointment with Meagen?

--select an option--

--select an option--

In-Person (In-person appointments are NOT available on Tuesdays from 6-8pm or on Fridays)

Virtual (Virtual appointments are available at all times, including Tuesdays from 6-8pm & Fridays)

Book

7. After you have entered all the details and information, click Book

① All times are in (UTC-05:00) Eastern Time (US & Canada) ▼

Add your details

Brutus Buckeye

Buckeye.1@osu.edu

Provide additional information

Please provide a brief overview of what you would like to discuss at your advising appointment:

Scheduling for spring term

Are you scheduling an in-person or virtual appointment with Meagen?

In-Person (In-person appointments are NOT available on Tuesdays from 6-8pm or on Fridays) ▼

Book

8. Students will receive a confirmation email with additional details shortly after booking, followed by a reminder email 24 hours before their scheduled appointment. *Note: Students should be able to edit and cancel their own appointments via the confirmation email.*