What do academic advisors do?

Advisors are academic experts of their institutions. They:

- Provide students with options regarding their academic career
- Alert students to established University policies
- Connect students to resources on campus
- Positively challenge students to make the most of their time in college

While students are ultimately responsible for ensuring all graduation requirements have been met, advisors serve as a guide to students every step of the way.

Who are the academic advisors?

- **Fran Bowes**  
  233 Ovalwood Hall  
  419-755-4035  
  bowes.12@osu.edu

- **Jessica Luttrell**  
  104 Riedl Hall  
  419-755-4158  
  luttrell.36@osu.edu

- **Jeanne Mauriocourt**  
  224 Riedl Hall  
  419-755-4091  
  mauroicourt.2@osu.edu

- **Darla Myers**  
  283 Ovalwood Hall  
  419-755-4036  
  myers.811@osu.edu

- **Jamie Stima**  
  225 Ovalwood Hall  
  419-747-8519  
  stima.5@osu.edu

Who is my academic advisor?

To learn your advisor’s name:

1. Log in to Buckeye Link (https://buckeyelink.osu.edu).
2. On the right side under “Quick Links”, click on “My Buckeye Link”.
3. Look on the right side for the box labeled “Advisor”.

How do I make an appointment with my advisor?

Students use OnCourse to schedule appointments with their Academic Advisor. Scan the QR code to the right for a link to OnCourse and tutorials on how to use it.

What is an advising report?

Your Advising Report acts as an unofficial transcript. It provides critical information including courses you have taken and grades you have earned, as well as your term & cumulative GPA.

Students can access their Advising Report by searching “Advising Report” in Buckeye Link.

Important: You need to view your Advising Report at the end of each semester to know what your overall and semester GPAs are. The final grade for a course listed in Carmen Canvas may not be the final grade you receive for the class.
## Advisor & Student Responsibilities

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<th><strong>Advisor Responsibilities</strong></th>
<th><strong>Student Responsibilities</strong></th>
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<tr>
<td>Assist students with <strong>planning</strong> academic paths consistent with their abilities, interests, and goals.</td>
<td><strong>Read and respond</strong> to your <strong>Ohio State email daily</strong> and do not forward your Ohio State email to another email platform.</td>
</tr>
<tr>
<td>Aid students in <strong>exploring majors</strong> and finding an appropriate field of study.</td>
<td><strong>Know your schedule</strong>, attend all classes, and submit all work prior to the due date.</td>
</tr>
<tr>
<td>Provide <strong>academic support</strong> to ensure successful progression to declaring and completing a major.</td>
<td><strong>Complete</strong> all items on your <strong>To Do List</strong> in Buckeye Link as soon as possible and understand your <strong>Statement of Account</strong>.</td>
</tr>
<tr>
<td><strong>Communicate</strong> the University’s <strong>deadlines, policies, and procedures</strong>.</td>
<td><strong>Learn</strong> University policies, procedures, and deadlines, especially those related to schedule changes.</td>
</tr>
<tr>
<td>Advise students regarding <strong>general education requirements, major/minor curriculum</strong>, and class selections.</td>
<td>Use <strong>OnCourse</strong> to make regular appointments with your academic advisor.</td>
</tr>
<tr>
<td><strong>Respond</strong> to student emails in a timely manner <strong>(within 2 business days)</strong>.</td>
<td><strong>Respond</strong> to advisor emails in a timely manner <strong>(within 2 business days)</strong>.</td>
</tr>
<tr>
<td>Make appropriate <strong>referrals to campus resources</strong> and provide information and strategies for using University resources and services.</td>
<td><strong>Schedule</strong> appropriate general education, major and minor courses to meet graduation requirements.</td>
</tr>
<tr>
<td>Offer a <strong>safe and respectful space</strong> for students to ask questions, discuss interest, and express concerns.</td>
<td><strong>Engage</strong> with campus resources and get involved in campus activities.</td>
</tr>
<tr>
<td>Maintain appropriate <strong>confidentiality</strong> including FERPA regulations.</td>
<td>Be an <strong>active participant</strong> in advising appointments. Have a purpose and ask relevant questions.</td>
</tr>
<tr>
<td>Enter notes in <strong>OnCourse</strong> after each appointment.</td>
<td><strong>Take ownership</strong> for your decisions.</td>
</tr>
</tbody>
</table>

## Academic Resources

- **Academic Advising**  
  https://mansfield.osu.edu/academics/academic-advising
- **Academic Calendar**  
  https://registrar.osu.edu/academic-calendar/
- **Career Resources**  
  https://careers.osu.edu/students/career-resources
- **Course Schedule**  
  https://mansfield.osu.edu/academics/course-schedules
- **Ohio State Majors**  
  https://undergrad.osu.edu/majors-and-academics/majors
- **Ohio State Minors**  
  https://undergrad.osu.edu/majors-and-academics/minors
# Technology Resources

<table>
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<tr>
<th></th>
<th>What Is It?</th>
<th>How Often Do I Use it?</th>
<th>Why Do I Use it?</th>
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<tbody>
<tr>
<td><strong>Buckeye Link</strong>&lt;br&gt;(buckeyelink.osu.edu)</td>
<td>OSU critical access point. Contains tools needed to be an OSU student.</td>
<td>Daily</td>
<td>Check class schedule, grades, financial aid, statement of account. Access OnCourse, Buckeye Mail, and To Do List.</td>
</tr>
<tr>
<td><strong>Buckeye Mail</strong>&lt;br&gt;(buckeyemail.osu.edu)</td>
<td>Official OSU email. Log in with: last.#@buckeyemail.osu.edu</td>
<td>Multiple Times per Day</td>
<td>All critical communication will come to this email. DO NOT forward to another email account.</td>
</tr>
<tr>
<td><strong>Carmen Canvas</strong>&lt;br&gt;(carmen.osu.edu)</td>
<td>Ohio State’s online learning management system.</td>
<td>Multiple Times per Day</td>
<td>Portal to find assignments, drop boxes, due dates, and materials for most in-person and all online classes.</td>
</tr>
<tr>
<td><strong>nCourse</strong>&lt;br&gt;(buckeyes.campus.eab.com)</td>
<td>Self-service appointment scheduling.</td>
<td>As Needed</td>
<td>Schedule appointments for advising, tutoring, financial aid, career services, and study skills.</td>
</tr>
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</table>

## Advising Dates and Deadlines

**Before semester begins** – Remember to check email daily throughout the semester.

**Week 1**  
Fri. of Week 1: last day to add a class without instructor permission.

**Week 2**  
Fri. of Week 2: last day to add a class without a petition & late fee.

**Week 3**  
Faculty members submit notification if student is having difficulty in class.

**Week 4**  
Fri. of Week 4 is the last day to withdraw from a class and not receive a “W” grade.

**Week 5**

**Week 6**  
Enrollment Appointment to schedule for next semester is assigned and sent via email.

**Week 7**

**Week 8**  
Faculty members submit notification if student is having difficulty in class. Session 2 classes begin.

**Week 9**

**Week 10**  
Fri. of Week 10 is the last day to withdraw from a class and receive a “W”.

**Week 11 - 14**  
Scheduling processes begins - meet with your academic advisor.

**Week 15**  
Final Exams - Good Luck!
Important Campus Resources

These are the resources advisors most frequently refer students to:

**Conard Learning Center**
100 Conard Hall
Walk In or [Schedule an Appointment](https://go.osu.edu/CLConline)
[Conard Learning Center Webpage](https://mansfield.osu.edu/conard-learning-center)

**Kendra Boggs, Financial Aid Coordinator**
104 Riedl Hall  
[Email:](mailto:boggs.1202@osu.edu)
[Schedule an Appointment](https://buckeyes.campus.eab.com)
[Financial Aid Webpage](https://go.osu.edu/mansfieldsfa)

**New Directions, Student Assistance Program**
2nd Floor Ovalwood  
[Phone:](419-529-9941)
[Request an Appointment](https://go.osu.edu/mansfieldcounseling)

**Michelle McGregor, Disability Services Coordinator**
136 Ovalwood
[Email:](mailto:mcgregor.40@osu.edu)  
[Phone:](419-755-4304)
[Disability Services Webpage](https://go.osu.edu/mansfieldSLDS)

**Office of Technology and Digital Innovation**
[Email:](mailto:servicedesk@osu.edu)  
[Phone:](614-688-4357 (HELP))  
[IT HelpDesk Webpage](https://it.osu.edu/help)

**Buckeye Bar, Appointment and Walk-In IT Help**
Bromfield Library & Information Commons (BLIC)  
Monday - Friday, 10 am - 2pm  
[Schedule a Buckeye Bar Appointment](https://go.osu.edu/bbarmans)

**Additional Resources**
[BuckID Picture Upload](https://buckid.osu.edu/orientation)  
[Campus Map](https://mansfield.osu.edu/campus-map)  
[Career Services](https://go.osu.edu/mansfieldcareers)  
[Housing (Molyet Village)](https://go.osu.edu/mansfieldhousing)  
[Library (BLIC)](https://mansfield.osu.edu/academics/blic)  
[Ohio State App](https://it.osu.edu/offerings/ohio-state-app-suite)  
[Safety Services](419-565-2432)  
[Textbooks](https://go.osu.edu/mnstextbooks)