

OnCourse Appointment Emails

OnCourse Guide to Appointment Messaging

Student Uses Self-Schedule:

Appointment Notification Email:

The student and advisor will both receive an email confirmation notifying them of the appointment.

Sender: This will appear from the Student's OSU email account
i.e. Eric Jaburek <jaburek.1@osu.edu>

Subject: [Appointment Notification] Reason for Appointment @ Date Time
i.e. [Appointment Notification] Scheduling @ Apr 26 2018 3:30p-4:00p



Body of Email: This will appear different for student versus advisor:

Student: An Appointment has been Scheduled.

You have been sent this email because an appointment has been scheduled with you as an attendee. Details are included below.

Advisor: An Appointment has been Scheduled.

You have been sent this email because you have been scheduled as the advisor for this appointment. Details are included below.

 Eric Jaburek <jaburek.1@osu.edu> |  Jaburek, Niki
[Appointment Notification] Scheduling @ Apr 26 2018 3:30p-4:00p



THE OHIO STATE UNIVERSITY

An Appointment has been Scheduled.

You have been sent this email because you have been scheduled as the advisor for this appointment. Details are included below.

Attendees:
Eric Jaburek

Organizer: Niki Jaburek

Type: Advising Appointment
Topic: Scheduling

Comments:
Eric Jaburek: COMMENT STUDENT PUTS IN WHEN SCHEDULING

Location: OnCourse TESTING

Date of Appointment: Apr 26 2018

Time: 3:30p-4:00p

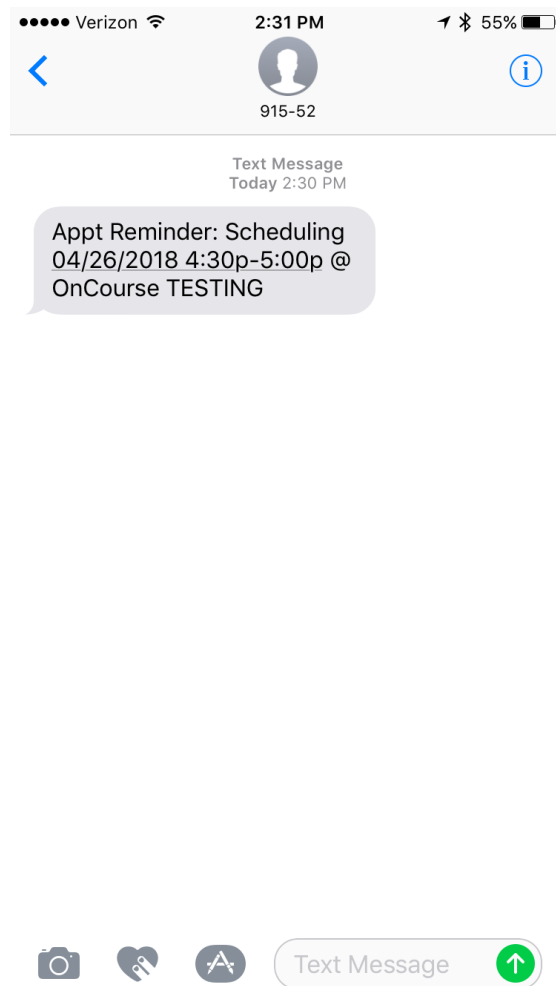
Additional Details: INFORMATION ADVISOR PUTS UNDER THEIR AVAILABLE TIME FOR STUDENTS TO SEE HERE

 Campus
Student Success Collaborative™

Appointment Reminder Text: Students have the option to receive a text message reminder when they use OnCourse self-schedule. They choose the number in which the message will be sent 2 hours before their appointment.

This includes the Reason for the Appointment, Date, Time and Location

Appt: Reminder: Scheduling 04/26/2018 4:30p-5:00p @ OnCourse TESTING



Staff Member Schedules Appointment through Appointment Center: The student and advisor will receive an email confirmation notifying them of the appointment.

Sender: This will appear from the person who scheduled the appointment, this could be a specific staff member or an organizational account that the staff member used to log in.

i.e. ADMIN OCTST <admin-octst@osu.edu>

Subject: [Appointment Notification] Reason for Appointment @ Date Time

i.e. [Appointment Notification] Scheduling @ Apr 26 2018 4:30p-5:00p

Body of Email: This will appear the same for student and advisor:

Appointment Scheduled.


An appointment has been scheduled for 04/26/2018 4:30p-5:00p. Details are included below.



ADMIN OCTST <admin-octst@osu.edu>

Jaburek, Niki

[Appointment Notification] Scheduling @ Apr 26 2018 4:30p-5:00p


THE OHIO STATE UNIVERSITY

Appointment Scheduled

An appointment has been scheduled for 04/26/2018 4:30p-5:00p. Details are included below.

Attendees:
Eric Jaburek

Organizer: Niki Jaburek


Topic:
Scheduling

Comments:
INFORMATION FRONT DESK PUT IN COMMENTS WHEN SCHEDULING APPOINTMENT

Location:
OnCourse TESTING

Date of Appointment:
04/26/2018 4:30p-5:00p

Time:
4:30p-5:00p

 **Campus**
Student Success Collaborative™

Appointment Cancellation: Student and advisor will both receive an email confirmation notifying them of the cancellation.

Sender: This will appear from the OSU email account of the individual that canceled the appointment

i.e. Niki Jaburek <jaburek.2@osu.edu>

Subject: [Appointment Cancelled] Reason for Appointment


i.e. [Appointment Cancelled] Scheduling

Body of Email: This will appear the same for student and advisor:

Appointment Meeting Cancelled

*You have cancelled the appointment scheduled for
04/26/2019 3:30p-4:00p*

Niki Jaburek <jaburek.2@osu.edu> | Jaburek, Niki
[Appointment Cancelled] Scheduling



Appointment Meeting Cancelled

You have cancelled the appointment scheduled for 04/26/2018 3:30p-4:00p.

Reason:
Cancel by Staff Member

Comment:
COMMENTS ENTERED BY PERSON RESPONSIBLE FOR CANCELING THE APPOINTMENT

Cancellation Date:
04/26/2018 02:16 PM

Cancelled By:
Niki Jaburek

Appointment Detail

Attendees:
Eric Jaburek (Cancelled)

Organizer: Niki Jaburek

Topic:
Scheduling

Comments:
Eric Jaburek: COMMENT STUDENT PUTS IN WHEN SCHEDULING

Location:
OnCourse TESTING

Date of Cancelled Meeting:
Apr 26 2018 3:30p-4:00p

Appointment Edited: Student and advisor will receive an email notifying them when an appointment has been edited.

Sender: This will appear from the advisor of the appointment
i.e. Niki Jaburek <jaburek.2@osu.edu>

Subject: [Appointment Update] Reason for Appointment
i.e. [Appointment Update] Scheduling

Body of Email: This will appear the same for student and advisor:
An appointment has been updated.

One of the events on your calendar has changed. Details are included below.



Niki Jaburek <jaburek.2@osu.edu>

Jaburek, Niki

[Appointment Update] Scheduling

Archive 7/25/2018



THE OHIO STATE
UNIVERSITY

An appointment has been updated.

One of the events on your calendar has changed. Details are included below.

Topic:

Scheduling

Comments:

INFORMATION FRONT DESK PUT IN COMMENTS WHEN SCHEDULING APPOINTMENT

Location:

OnCourse TESTING

Organizer:

Niki Jaburek

Date and Time:

04/27/2018 >> 3:00p-3:30p

Additional Details:

INFORMATION ADVISOR PUTS UNDER THEIR AVAILABLE TIME FOR STUDENTS TO SEE HERE

Attendees:

Eric Jaburek

Organizer: Niki Jaburek