Scheduling Advising Appointments
Associate in Arts Students – as of fall 2018 Semester

1. **Step One:** Associate in Arts students now have access to schedule advising appointments with their major advisor in the Blue Hen Success Collaborative system’s SUCCESS portal. This system will replace the UDSIS appointment scheduling.
   - Login to BHSC Platform – [www.udel.edu/bluehensuccess](http://www.udel.edu/bluehensuccess) - SUCCESS Login
   - Use UDSIS login credentials

2. **Step Two:** From the home page, click **Get Assistance**.

3. **Step Three:** Click through the Schedule Advising Appointment workflow:
   - Type of Appointment – select **Advising**
   - Reason – select **Academic Advising**; select reason (e.g. **Meet with Assigned Advisor**)
   - Location – select e.g. **Associate in Arts Advisor’s Office**
   - Advisor – select advisor; your assigned advisor will be indicated as **(Your Advisor)**

4. **Step Four:** Select **Appointment Time** or **Drop-in Time**
   - **Appointment** – If your advisor has created Appointment availability, click into blue availability blocks to select the desired appointment time; proceed through the appointment workflow
      - You must click **Confirm Appointment** to officially schedule the appointment!
   - **Drop-in time** – If your advisor has created Drop-in/Walk-in availability, click the **View Drop-in Times** to see details of their office hours & location. Please note that hours are subject to change.

5. **Step Five:** As with any system, remember to **Logout** when you’re done.

Other Reminders

1. **Select Students/Advisors Only:** Student access is being implemented in a phased rollout. Your friends or roommates in other colleges may not have access yet. Additionally, not all advisors may be utilizing the system yet.
   - If you can’t find your advisor’s availability, please contact them directly via phone/email/office hours to learn how to best schedule with them.

2. **Tutoring Assistance:** The Tutoring Assistance service is not available yet to the majority of students. Please visit [http://ae.udel.edu/tutoring](http://ae.udel.edu/tutoring).