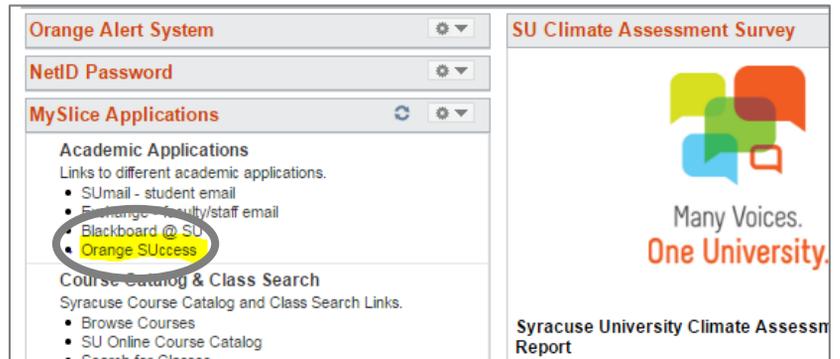
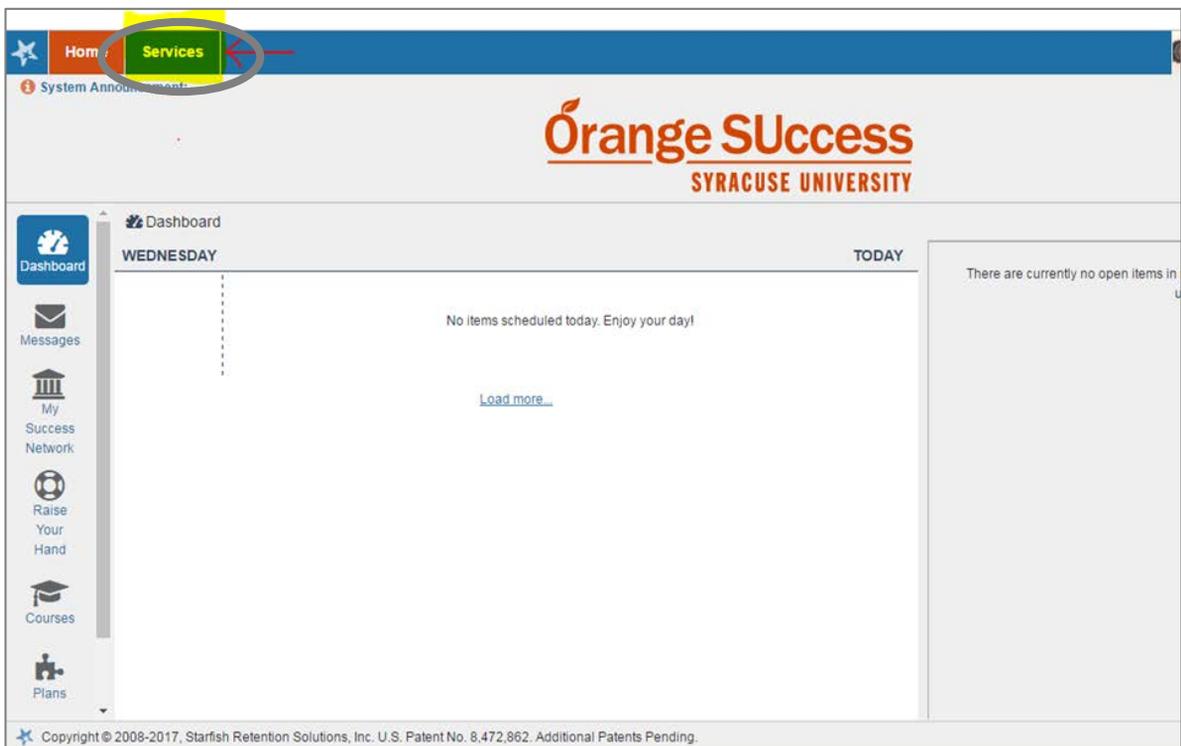


1) Login to your MySlice account to see a link to Orange Success

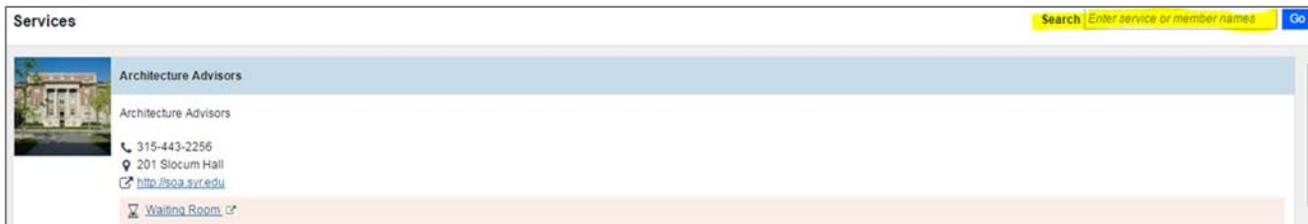


** you can also access Orange Success from Blackboard*

2) Go to the “Services” section at the top of the window.
Even though it only says services, you can still look up people here.



3) The search box at the top right will allow you to look up an Honors advisor, view their calendar, and book an appointment .



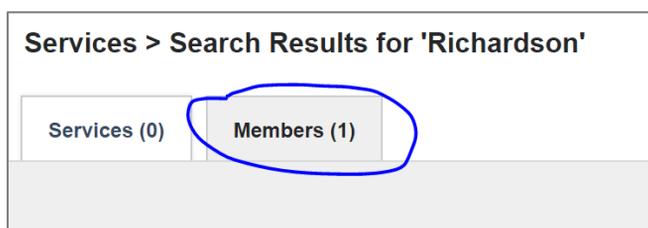
The search can be a little funky. Do not enter “Honors” in the service search box. You’ll find us listed on the “services” tab, but you won’t be able to click through to an advisor’s calendar. *With our office, you have to look up the exact person you want to see.* Our advisors are:

- Hanna Richardson,
- Karen Hall,
- Naomi Shanguhya,
- Kate Hanson,
- Jolynn Parker

Also, it is easiest to simply enter the last name only of the person you want to see.



Once you hit ‘Go’, make sure you click on the “Members” results tab. Since you’ve searched for a person (member), you have to select the members tab. There is only one result for ‘Richardson’



Once you have found the advisor you want to see, view their open advising hours which will be listed if they have prescheduled times open. Click on the “Schedule Appointment” link to be taken to Hanna Richardson’s appointment calendar.



RICHARDSON, HANNA (General Advisor, HONORS ADVISOR)
Member of: [Honors Program](#)

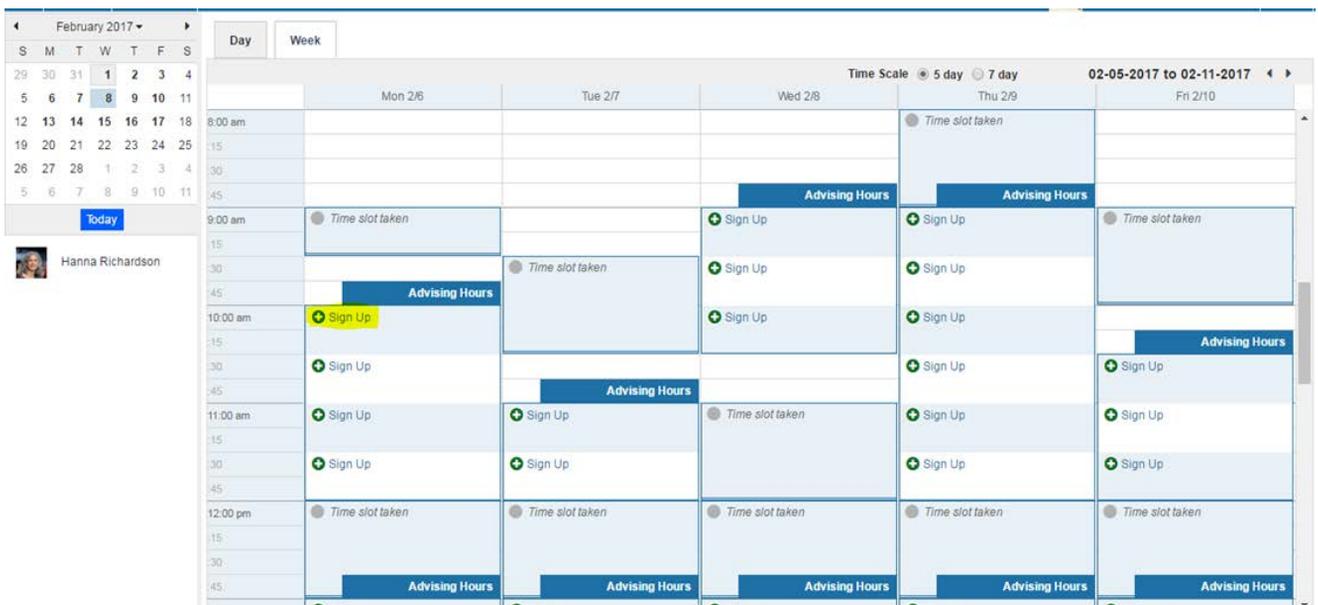
Contact Info

Institution Email: hricha01@syr.edu
Phone: 3154432759

[Schedule Appointment](#)

Office Hours
Advising Hours: Wed Feb 1 1-4:30PM
Advising Hours: Thu Feb 2 9AM-12PM
Advising Hours: Thu Feb 2 1-4:30PM
Advising Hours: Fri Feb 3 11AM-12PM
Advising Hours: Fri Feb 3 3-4:30PM
Advising Hours: Mon Feb 6 10AM-12PM
Advising Hours: Mon Feb 6 1-4PM
Advising Hours: Tue Feb 7 11AM-12PM
Advising Hours: Tue Feb 7 1-2:30PM

Just find an open slot and click on the “+ Sign up” button to reserve that advising appointment on her calendar. The booking function will allow you to optionally enter a note as to what you would like to discuss in your appointment.



February 2017

Day Week

Time Scale: 5 day 7 day 02-05-2017 to 02-11-2017

	Mon 2/6	Tue 2/7	Wed 2/8	Thu 2/9	Fri 2/10
8:00 am				Time slot taken	
9:00 am	Time slot taken		Advising Hours	Advising Hours	Time slot taken
10:00 am	+ Sign Up		+ Sign Up	+ Sign Up	Advising Hours
11:00 am	+ Sign Up	+ Sign Up	Time slot taken	+ Sign Up	+ Sign Up
12:00 pm	Time slot taken				

Follow the prompts to book your appointment

If you need to cancel, just look up your existing appointment in the system, open the appointment, and cancel.