How do you schedule your VSTAR advising appointment?

Within a week of completing VSTAR and the Student Information Form (SIF), you will receive an email to your Purdue email address from an academic advisor requesting you to schedule an appointment in our Student Success and Scheduling platform, BoilerConnect. The email will look something like this:

You can click on the Schedule an Appointment link, or cut and paste the URL provided in the email into your internet browser.

You will be taken to a New Appointment Invitation screen where you will see dates and times your advisor is available for the appointment. You can narrow down the appointment options by using the “Pick a Date” calendar on the left side of the screen.

Alternatively, you can directly select a date and time by using the time bubbles listed on the main section of the screen.
Click on a time slot/date bubble to select your appointment time. You will be taken to a screen that will display the appointment details. On this same page, you will be able to provide comments to your advisor as well as list a phone number you’d like to receive a reminder text message to.

Review Appointment Details and Confirm

<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAR Meeting</td>
<td>04/15/2021</td>
<td>11:30 AM - 12:00 PM</td>
</tr>
</tbody>
</table>

Location
Engineering Technology

Staff
Cassandra Pendleton

Details
Notes/Comments from your advisor will be listed here.

URL / Phone Number
https://zoom.us/mypersonalpage

Would you like to share anything else?
Add your comments here

Email Reminder
Reminder will be sent to jstudent@purdue.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

Once you are satisfied with your selections, click Schedule to complete the scheduling process.

Once your appointment has been scheduled, you will see the Appointment Scheduled screen below.
What do I do if I have completed VSTAR and the Student Information Form (SIF) and have not heard from my academic advisor yet?

If it has been a week or more since you completed VSTAR and the Student Information Form (SIF) and you still have not heard from an academic advisor try the options below:

1. Check your Purdue email account. If an appointment request is not in your inbox, check the Junk Folder. If the appointment request is in your Junk Folder, be sure to mark it as “not junk”,

2. Log into BoilerConnect using your BoilerKey credentials. Once you are logged in, you will see a yellow banner at the top of your student home page. To respond to the appointment request, click on the **Schedule This Appointment** button located in the yellow banner.

   **Tip: Do not click the Make an Appointment button. You will not be able to schedule an appointment this way until the fall semester begins.**

3. If you have not received an appointment request by email and you do not see a yellow bar when you log into BoilerConnect, please contact studentsuccess@purdue.edu using your Purdue email. Include your PUID and the date you completed VSTAR and the SIF.