



## How to Schedule an Appointment

- Login in to BoilerConnect at *[purdue.campus.eab.com](http://purdue.campus.eab.com)*.
- On the far right side of your **Student Home screen**, click on the blue **Make an Appointment** button:



- On the **New Appointment screen**, you will be asked a series of questions to explain why you would like to meet with someone. To begin, from the first drop down box, select the option that represents what type of appointment you'd like to schedule.
- Depending on what you choose, you may have just one option in the **Service** drop-down box, or you may have several options to choose from. Services, or reasons for your appointment, are listed in groups by the office/department offering them.

### Academic Success Center

- ASC Academic Consultation
- ASC Follow-up Consultation
- ASC Resource Information

### National & International Scholarships Office

- NISO First Appointment
- NISO Follow-up Advising



# Purdue University West Lafayette

Last Updated August 2021

- If there is a specific date you'd like to schedule your appointment for, you can select that in the final drop-down box. Otherwise, you can leave it displaying today's date and the results will show available times beginning with that date. Click the **Find Available Time** button.

## New Appointment

### What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

\*What type of appointment would you like to schedule?

× Academic Advising ×

\*Service

× Drop/Add Classes ×

Pick a Date ⓘ

Tuesday, June 1st 2021

**Find Available Time**

- The next screen will display all available appointment times/dates for all staff members meeting your criteria. At the top of the page, you'll see the options you chose on the previous page. These options cannot be changed unless you select the Start Over link. These options are shown as "locked".



# Purdue University West Lafayette

Last Updated August 2021

**New Appointment**

**All Filters** Start Over

Choose the type of appointment you would like

- Advising
- Choosing Major

**Support Service**

- Choosing Major

**Pick a Date**

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Staff**

Search by name

**3 Locations**

**Academic Success Center**  
Drop-in Times Available

BB AB 4A CB KB 5 People

1:00 - 1:30 PM 1:15 - 1:45 PM 1:30 - 2:00 PM 1:45 - 2:15 PM 2:00 - 2:30 PM 2:15 - 2:45 PM 2:30 - 3:00 PM 2:45 - 3:15 PM 3:00 - 3:30 PM  
2:15 - 2:45 PM 3:00 - 4:00 PM 3:45 - 4:15 PM 4:00 - 4:30 PM 4:15 - 4:45 PM 4:30 - 5:00 PM

Show more

**Central Advising Building**  
Drop-in Times Available

JO KB MB RR 5 People

1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM

**West Campus Building**  
Drop-in Times Available

- On the left side of the screen is a filter panel that also shows the selections made on the previous page. Note: when you select a date, the system will display appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the date picker calendar.

**All Filters** Start Over

Choose the type of appointment you would like

- Advising
- Choosing Major

**Support Service**

- Choosing Major

**Pick a Date**

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Staff**

Search by name

**How would you like to meet?**

Search by name

**Location**

Search by name

**Course**

Select course



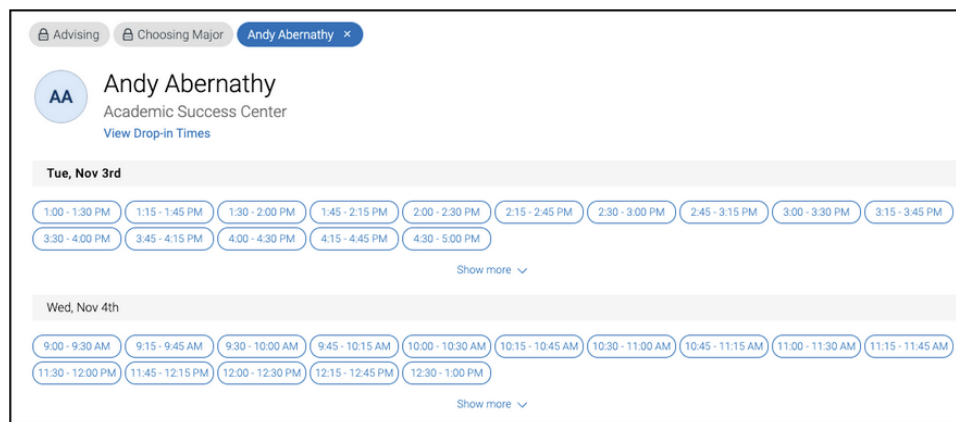
# Purdue University West Lafayette

Last Updated August 2021

- You can select one of the time slot bubbles from the main portion of the screen. You can also select the link that says **# People** to open a list of available staff members.



- If you choose a staff member from the list, the available appointment list shows only time slot bubbles for the selected staff member.



- When you choose an appointment time slot, you will be taken to the **Review Detail** page.



[Go Back | Dashboard](#)

## Review Appointment Details and Confirm

<b>What type of appointment would you like to schedule?</b> Academic Advising	<b>Service</b> STAR Appointment
<b>Date</b> 08/04/2021	<b>Time</b> 1:30 PM - 2:00 PM
<b>Location</b> Honors College and Residences North	
<b>Staff</b> Jessica Ramsey	

**\*How would you like to meet?**

**Virtual** Search by name

You are seeing the only meeting type available for this time slot.

**Would you like to share anything else?**

Add your comments here

**Email Reminder**  
Reminder will be sent to jstudnt1@purdue.edu

**Text Message Reminder**

**Phone Number for Text Reminder**  
7654122002

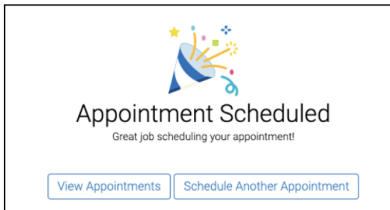
- Review the information on this screen because there may be special instructions there. You will be required to choose if you'd like to meet Virtually or In Person. If there is only one option, it will be pre-populated for you and you will not be able to change it. You can also enter your own comments and decide if you want email or text message reminders. Unless you uncheck the boxes, you will receive both **email and text reminders** for your appointment. If there is no cell phone listed or the number is incorrect, please update it here. The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.
- Click the **Schedule** button



# Purdue University West Lafayette

Last Updated August 2021

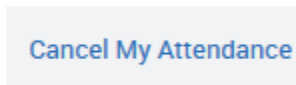
**Until you do this, your appointment has not been scheduled!** Your appointment has successfully been scheduled when you get the success message below and the option to View Appointments or Schedule Another Appointment.



- Your appointment will now appear on your **Student Home** page under the **Upcoming Appointments** section on the right side of the screen.



- If you need to **cancel** an upcoming appointment, click on the appointment under “Upcoming Appointments” on your home page. A pop-up box will appear; click on “Cancel My Attendance” in the bottom left.



Keep in mind that appointments cancelled less than 12 hours prior to the start of the appointment will be considered a no-show. It is still preferable that you cancel an appointment even at the last minute rather than not showing up, but if you have three no-shows in any 30-day window, you will need to contact your academic advisor before you are able to schedule any future appointments via BoilerConnect.



# Purdue University West Lafayette

Last Updated August 2021

## Scheduling with your Student Success Team

- Login in to BoilerConnect at *[purdue.campus.eab.com](http://purdue.campus.eab.com)*.
- On the far right side of your **Student Home** screen, click on the blue **Make an Appointment** button:



- On the **New Appointment** screen, choose **Meet With Your Success Team** from the Other Appointment Options section.

### New Appointment

#### What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

\*What type of appointment would you like to schedule?

\*Service

Pick a Date ⓘ

Wednesday, June 2nd 2021

[Find Available Time](#)

#### Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

- A list of your success team (faculty/staff assigned to you) will appear.



# Purdue University West Lafayette

Last Updated August 2021

## Appointments

[My Appointments](#) **My Team** [History](#)

[Make an Appointment](#)

### Meet Your Success Team

- BB** Bruce Bins  
Advisor
- CD** Cleo (space) Dietrich  
custom-Tutor
- GC** Grace Cruickshank  
custom-Advisor

- Click the name of a success team member to open the New Appointment page. Some of the information may be pre-populated for you. Choose **Find Available Time** to go to the page with the available date/time bubbles.

## New Appointment

### What can we help you find?

**Choose the type of appointment you would like \***

Advising

**Support Service \***

**Pick a Date**

[Find Available Time](#)

### Other Appointment Options

[See All Scheduling Options](#)

You are currently viewing options that are limited to your success team. [Click here](#) to go back to main scheduling workflow for all other options.

- Follow the steps outlined above to complete the scheduling process.