Scheduling a Pre-Professional Advising Appointment
Last Updated January 2023

SCHEDULING AN APPOINTMENT
1. Login to BoilerConnect at purdue.campus.eab.com.
2. Click the Make an Appointment button on the right of your Student Home screen.
3. To meet with someone in the Pre-Professional Advising office, select the following drop-downs:
   - What type of appointment would you like to schedule? Career/Pre-Professional Advising
   - Service: Pre-Professional Advising [Select Appointment Type]
4. Select the specific date you’d like to schedule your appointment for or leave it displaying today’s date to see all available times. Click the Find Available Time button.
5. The next screen will display all available appointments with PPA staff. At the top of the page, you’ll see the options you chose on the previous page. These options are shows as “locked” and cannot be changed unless you select the Start Over link to their left.
6. The filter panel on the left displays selections made on the previous page.

New Appointment

Note: The system displays appointments for up to 30 days from selected start date. Dates with available times have a dot beneath the number.
7. Select a time slot bubble or click the **3 People** link to choose an available staff member.

*If you choose a staff member, only their available appointment times will show.*

8. After selecting a time, you will see the Review Detail page. Here you can review appointment information. Please select to meet Virtually or In Person (If there is only one option, it is pre-populated and cannot be changed) and write the reason for your appointment (e.g. Pred-Med Letters of Rec) in the Add Your Comments Here text box.

9. Be sure to review any instructions in the Details box, then click **Schedule**. Your appointment is **not** confirmed until you see the following message:

**CANCELLING AN APPOINTMENT**

1. Go to the **Student Home** screen on Boiler Connect.
2. Find the Upcoming Appointments box on the right side of the home page and select the blue hyperlink for the appointment you would like to cancel.
3. A **Manage Appointment** window will appear.
4. Within the Manage Appointment window, select the following drop-downs:
   - **Cancel Appointment For:** Entire Appointment.
   - **Reason:** [Your Reason]
     *You are given the option to insert comments, but they are not required.*
5. Within the Manage Appointment window, select the blue **Mark as Cancelled** box.
6. Your appointment is **not** confirmed until you see the red **Appointment Cancelled** message:

*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 a 30-day window, you will need to contact your academic advisor before you are able to schedule any future appointments via BoilerConnect.*