

# Scheduling a Pre-Professional Advising Appointment

Last Updated April 2022

1. Login to BoilerConnect at [purdue.campus.eab.com](http://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: **CCO/Pre-Professional Advising**



Make an Appointment

\*What type of appointment would you like to schedule?  
Career/Pre-Professional Advising x

\*Service  
PhD Student Career Planning  
**CCO/Pre-Professional Advising**  
Health Mock Interview  
Health/Law Career Exploration  
Health/Law Personal Statement  
Health/Law Progress Check-In  
Health/Law School Application

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 shown as "locked" and cannot be changed unless you select the **Start Over** link to the left.
6. The filter panel on the left displays selections made on the previous page.

## New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?  
Career/Pre-Professional Advising

Service  
Health/Law Progress Check-In

Pick a Date  
April 2022  
S M T W T F S  
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 type

CCO/Pre-Professional Advising  
3 People  
[View individual availabilities](#)

Mon, Apr 18th  
1:30 - 2:00 PM 2:00 - 2:30 PM

Tue, Apr 19th  
10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 3:30 - 4:00 PM

Wed, Apr 20th  
9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM

Thu, Apr 21st  
9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM

Fri, Apr 22nd  
9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM

Mon, Apr 25th

*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 # **People** link to choose an available staff member.

Career/Pre-Professional Advising | Health/Law Progress Check-In

Amy Terstrie >

Caralynn Hines-Pham >

Cristy Gosney >

Career/Pre-Professional Advising | Health/Law Progress Check-In | Cristy Gosney X

**Cristy Gosney**  
CCO/Pre-Professional Advising

Mon, Apr 18th

2:00 - 2:30 PM

Tue, Apr 19th

3:30 - 4:00 PM

Wed, Apr 20th

9:00 - 9:30 AM | 9:30 - 10:00 AM | 10:00 - 10:30 AM | 10:30 - 11:00 AM | 11:00 - 11:30 AM | 11:30 - 12:00 PM

*\*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.

What type of appointment would you like to schedule?  
Career/Pre-Professional Advising

Service  
Health/Law Progress Check-In

Date  
04/18/2022

Time  
2:00 PM - 2:30 PM

Location  
CCO/Pre-Professional Advising

Staff  
Cristy Gosney

**Details**  
The appointment will be by videoconference. You will receive a separate meeting request with a videoconference link. If you prefer to meet by phone, please call me at 765-496-2645. Remember that Purdue is on Eastern time.  
Thank you for making an appointment with Pre-Professional Advising. I look forward to assisting you with your planning for medical school, other human and animal health fields, and law careers. Please fill out the comment section so that I may better assist you.

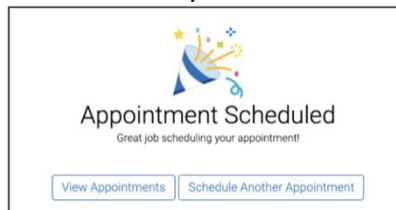
How would you like to meet?  
Virtual X

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

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

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:

Schedule



10. To cancel, go to Student Home > Upcoming Appointments > **Cancel My Attendance**

*\*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.*