

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]



*What type of appointment would you like to schedule?

CAREER/PRE-PROFESSIONAL ADVISING X

*Service

.Pre-Professional Advising

Health/Law Career Exploration

Health/Law Personal Statement

Health/Law Progress Check-in

Health/Law School Application

CCO/Career Development and Job Search

Career Closet

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 their 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 Career Exploration

Pick a Date

January 2023						
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	31			

Pre-Professional Advising

3 People
[View individual availabilities](#)

Wed, Jan 18th

9:00 - 9:30 AM

Fri, Jan 20th

9:00 - 9:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM

Mon, Jan 23rd

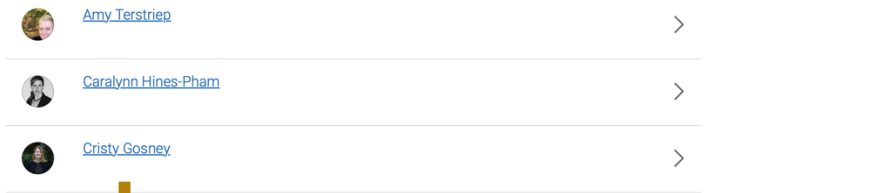
9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 1:30 - 2:00 PM 2:00 - 2:30 PM

Tue, Jan 24th

11:00 - 11:30 AM 11:30 - 12:00 PM 2:30 - 3:00 PM

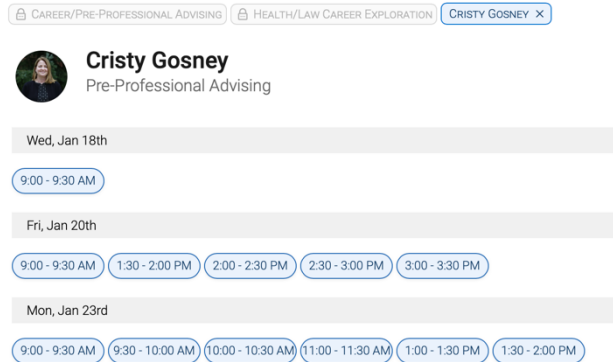
Note: The system displays appointments for up to 30 days from selected start date. Dates with available times have a dot beneath the number.

7. Select a time slot bubble or click the **3 People** link to choose an available staff member.



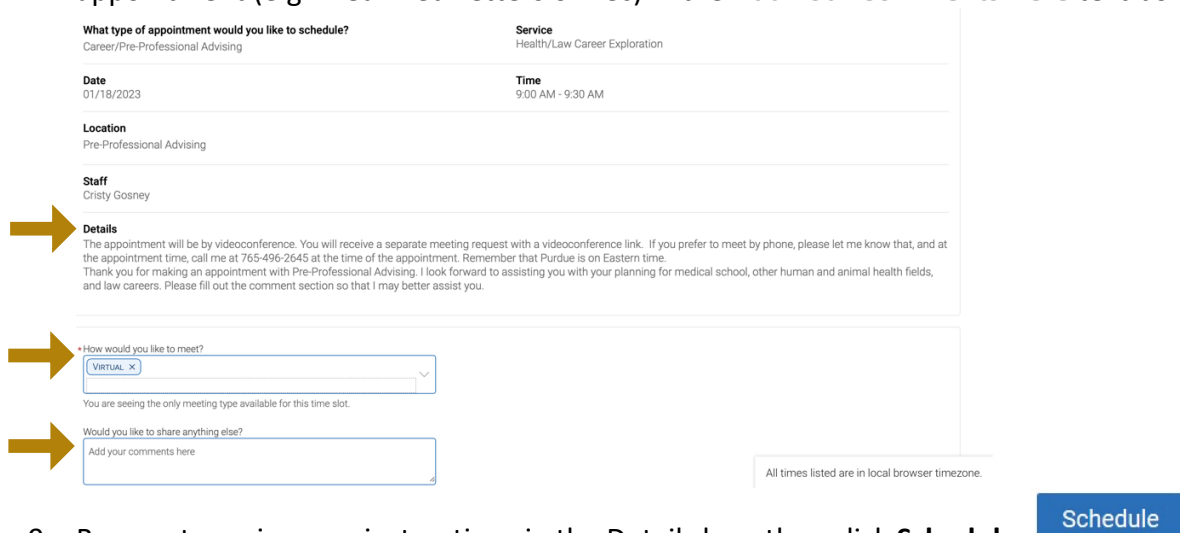
A vertical list of three staff members, each with a profile picture, name, and a right-pointing chevron icon. The names are Amy Terstriep, Caralynn Hines-Pham, and Cristy Gosney.

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



A screenshot showing the appointment interface for Cristy Gosney. At the top, there are filters for 'CAREER/PRE-PROFESSIONAL ADVISING' and 'HEALTH/LAW CAREER EXPLORATION', and a 'CRISTY GOSNEY X' button. Below is a profile card for Cristy Gosney, Pre-Professional Advising. The main area shows a calendar view with three dates: Wed, Jan 18th; Fri, Jan 20th; and Mon, Jan 23rd. Under each date, there are time slot bubbles. For Wed, Jan 18th, the 9:00 - 9:30 AM slot is selected and highlighted in blue.

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.



A screenshot of the 'Review Detail' page. It contains several sections: 'What type of appointment would you like to schedule?' (Career/Pre-Professional Advising), 'Service' (Health/Law Career Exploration), 'Date' (01/18/2023), 'Time' (9:00 AM - 9:30 AM), 'Location' (Pre-Professional Advising), and 'Staff' (Cristy Gosney). Below these is a 'Details' section with a paragraph of text. There are three yellow arrows pointing to the 'Details' section, the 'How would you like to meet?' dropdown menu (which is set to 'VIRTUAL'), and the 'Add your comments here' text box. A 'Schedule' button is located at the bottom right. A note at the bottom states 'All times listed are in local browser timezone.'

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:



A confirmation message with a colorful logo of a person with arms raised. The text reads: 'Appointment Scheduled' and 'Great job scheduling your appointment!'. Below the text are two buttons: 'View Appointments' and 'Schedule Another Appointment'.

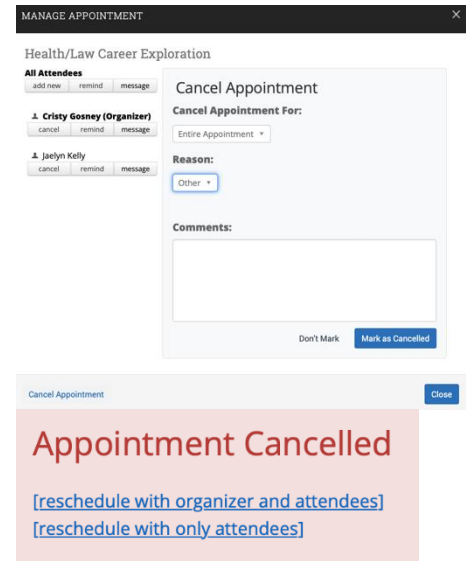
CANCELLING AN APPOINTMENT

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.



A box titled 'Upcoming Appointments' with a calendar icon. The text inside reads: 'Health/Law Career Exploration With Cristy Gosney', '01/18/2023 9:00am ET', and 'Online Check-in is Not Available'.

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.*