

Scheduling a Pre-Professional Advising Appointment

Last Updated August 2025

SCHEDULING AN APPOINTMENT

1. Login to BoilerConnect at <https://purdue.navigate.eab.com>.
2. Click the **Login** button on the right of your 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]

 Navigate360

Login with your school account

[Need help logging in?](#)

*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				

CAREER/PRE-PROFESSIONAL ADVISING HEALTH/LAW CAREER EXPLORATION

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

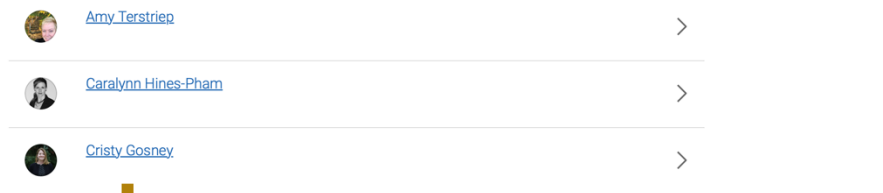
12:00 - 12:30 PM

12:30 - 1:00 PM

1:00 - 1:30 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.



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

CAREER/PRE-PROFESSIONAL ADVISING HEALTH/LAW CAREER EXPLORATION CRISTY GOSNEY X

Cristy Gosney
Pre-Professional Advising

Wed, Jan 18th

9:00 - 9:30 AM

Fri, Jan 20th

9:00 - 9:30 AM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM

Mon, Jan 23rd

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

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 Career Exploration

Date
01/18/2023

Time
9:00 AM - 9:30 AM

Location
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 let me know that, and at the appointment time, call me at 765-496-2645 at the time of the appointment. 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

All times listed are in local browser timezone.

Schedule

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:

The image shows two screenshots from a web application. The top screenshot is a 'MANAGE APPOINTMENT' window for 'Health/Law Career Exploration'. It lists attendees: 'Cristy Gosney (Organizer)' and 'Jaelyn Kelly'. The 'Cancel Appointment' panel is open, showing 'Cancel Appointment For:' set to 'Entire Appointment' and 'Reason:' set to 'Other'. There is a 'Comments:' text area and buttons for 'Don't Mark' and 'Mark as Cancelled'. The bottom screenshot shows a red 'Appointment Cancelled' message with two links: '[reschedule with organizer and attendees]' and '[reschedule with only attendees]'. A 'Close' button is visible in the top right of the message box.

**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.*