

Quick Reference for College of Science Students

Requesting an Appointment with an Academic Advisor

- Login to BoilerConnect <https://purdue.campus.eab.com> using your Purdue username and password
- On the far right side of your **Student Home** screen, click on the blue “Get Advising” button:



- On the **Schedule Advising Appointment** screen, select why you would like to meet with an advisor. From the drop down menu, select a reason type:

Schedule Advising Appointment

Reason > Location & Advisor > Time Select > Confirm

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

-- please select one --
-- please select one --
Center for Career Opportunities
Meet with My Assigned Advisor
Student Success Programs

- In the next drop down box, provide additional detail on the reason for your request.

Choose from the following options and click Next.

-- please select one --

-- please select one --

Career Planning

Change of Major (CODO)

Check-In Appointment

Drop/Add Classes

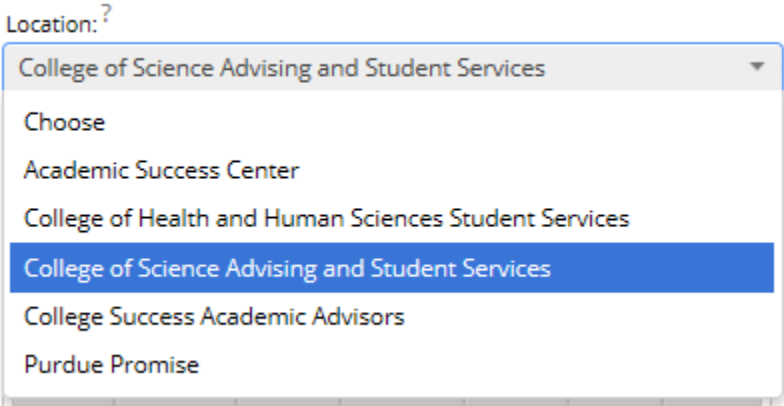
Other

Probation Status

- Click on **Next**

Next ►

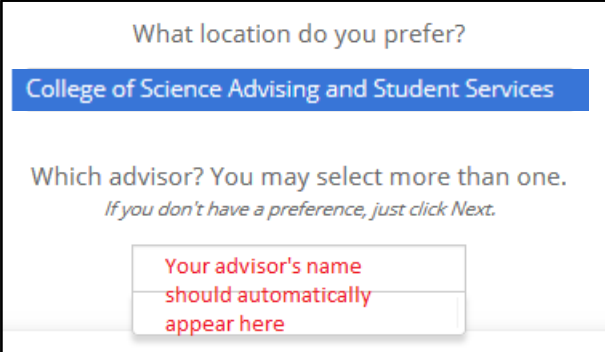
- From the drop down box, select the location you prefer. Note, this should automatically be populated with the location of your assigned academic advisor (College of Science Advising and Student Services).



A screenshot of a web form showing a dropdown menu for location selection. The label "Location:?" is above the menu. The menu is open, showing a list of options. The first option, "College of Science Advising and Student Services", is highlighted with a blue background. Other options include "Choose", "Academic Success Center", "College of Health and Human Sciences Student Services", "College Success Academic Advisors", and "Purdue Promise".

Location:?
College of Science Advising and Student Services
Choose
Academic Success Center
College of Health and Human Sciences Student Services
College of Science Advising and Student Services
College Success Academic Advisors
Purdue Promise

- Select your advisor from the drop down box.



A screenshot of a web form with two sections. The first section is titled "What location do you prefer?" and has a dropdown menu with "College of Science Advising and Student Services" selected. The second section is titled "Which advisor? You may select more than one. If you don't have a preference, just click Next." and has a text box with the red text "Your advisor's name should automatically appear here".

What location do you prefer?

College of Science Advising and Student Services

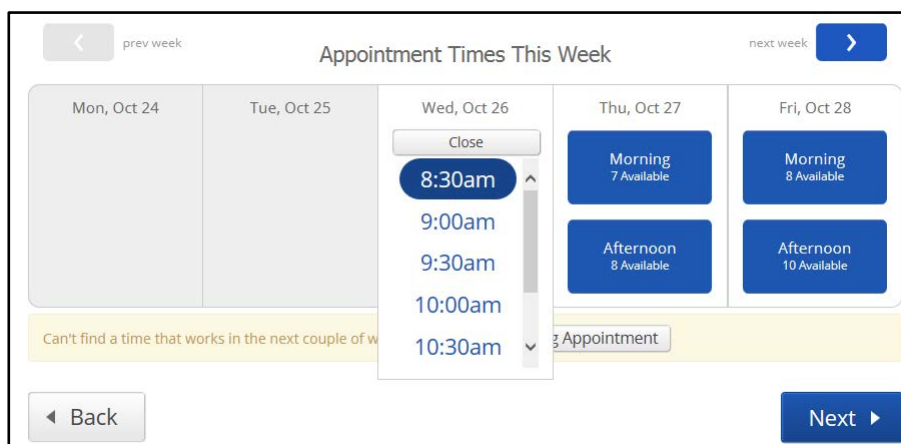
Which advisor? You may select more than one.
If you don't have a preference, just click Next.

Your advisor's name
should automatically
appear here

- Select the Appointment Time. If none of the available times for the week being displayed will work with your schedule, click on the arrow in the blue icon to move to the next week's list of available times.



- To schedule the time, click on any of the buttons directly under the date column for the date you would like to schedule the appointment for. A drop down box will appear that will give you the list of available times.



- Highlight the time you would like to schedule for the appointment, then click **Next**.

If you can't find a time that works, your advisor might have a Walk-in time available, so click on the View Walk-in Times button in the yellow section of the screen. If it does not appear, then your advisor does not have Walk-in times set in BoilerConnect. Please refer instead to the College of Science Walk-in website: https://www.science.purdue.edu/Current_Students/advising/advisor-walk-in-schedule.html. There are no Tutoring appointments loaded in to BoilerConnect.



- On the **Schedule Advising Appointment** screen, review the **Appointment Details**. If there is anything else you would like to include in order to help your advisor prepare for your appointment, enter it in the **Additional Details** box.

A screenshot of the "Appointment Details" screen. The title "Appointment Details" is at the top left. Below it, "Who: Imogene Student with" is followed by a red note "The selected advisor name will appear here". To the right, "When: Wednesday, October 26" is followed by "8:30 am - 9:00 am" in red. Below "Who", "Why: Registration" is shown. To the right, "Where: College of Health and Human Sciences Advising Office" is shown. A red box highlights the "Additional Details" section, which contains the text "Is there anything specific you would like to discuss with advisor name will appear here" and a text input field labeled "Comments for your advisor...". To the right of the red box, there is a section "Would you like to set a reminder?" with two buttons: "Send Me an Email" and "Send Me a Text". Below these buttons, it says "Email will be sent to jstndnt1@purdue.edu" and there is a text input field containing "765555". At the bottom left is a "Back" button with a left arrow, and at the bottom right is a blue "Confirm Appointment" button.

- You can request a reminder email or text to be sent to you by clicking on one of the two **reminder** buttons.

The screenshot shows a web form titled "Appointment Details". It contains the following information:

- Who:** Imogene Student with *The selected advisor name will appear here*
- When:** Wednesday, October 26
8:30 am - 9:00 am
- Why:** Registration
- Where:** College of Health and Human Sciences Advising Office

Below this is a section titled "Additional Details" with a text input field for "Comments for your advisor...". To the right of this field is a red-bordered box containing the following elements:

- A question: "Would you like to set a reminder?"
- Two buttons: "Send Me an Email" and "Send Me a Text"
- A line of text: "Email will be sent to jstudnt1@purdue.edu"
- A text input field containing "765555"

At the bottom of the form are two buttons: "Back" (with a left arrow) and "Confirm Appointment" (in blue).

- Click on **Confirm Appointment**

The screenshot shows a confirmation page titled "Success! Your Appointment Has Been Created". It is divided into two main sections:

- Appointment Details:** A light blue box containing:
 - Who:** Imogene Student with *advisor name will appear here*
 - Why:** *Reason for your appointment will appear here*
 - When:** *Day and time of your appointment will appear here*
 - Where:** *The selected location will appear here*
- What would you like to do now?:** A list of links:
 - [Create Another Appointment](#)
 - [View My Calendar](#)
 - [Go Home](#)

BoilerConnect will send you a confirmation email or text confirming your appointment. It will also send you an email reminder the morning of the appointment or a text message reminder one hour prior to the appointment.

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