



Quick Reference for College of Science Students

Requesting an Appointment with an Academic Advisor

1. Login in to [BoilerConnect](https://purdue.campus.eab.com) (<https://purdue.campus.eab.com>) using your Purdue username and password.
2. On the far right side of your **Student Home page**, click on the blue **Get Advising** button.
3. On the **Schedule Advising Appointment page**, select why you would like to meet with an Academic Advisor. From the drop down menu, select a reason type.
4. In the next drop down box, provide additional details regarding the reason for your request to meet with an Academic Advisor.
5. Click on **Next**.
6. From the drop down box, select the advising location you prefer (College of Science Advising and Student Services). Note, this should automatically be populated with the location of your assigned Academic Advisor.
7. Select your Academic Advisor from the drop down box.
8. 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.
9. 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.
10. Highlight the time you would like to schedule for the appointment, then click **Next**.

If you cannot find a time that works, your Academic Advisor might have a Drop-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.

11. On the **Schedule Advising Appointment page**, review the **Appointment Details**. If there is anything else you would like to include in order to help your Academic Advisor prepare for your appointment, enter it in the **Additional Details** box.
12. You can request a reminder email or text to be sent to you by clicking on one of the two **reminder** buttons.
13. Click on **Confirm Appointment**. 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.
14. Your appointment will now appear on your **Student Home page** under the **Upcoming Appointments** section on the right side of the screen.