

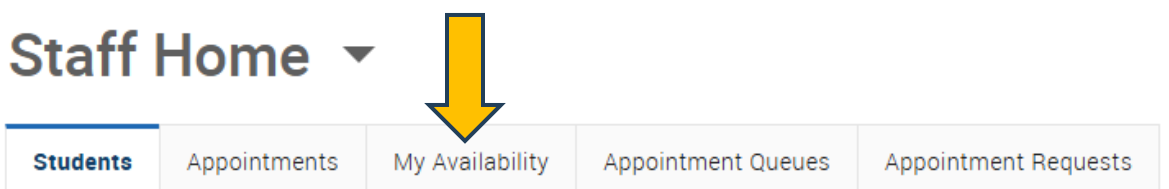


## FOR THE APPROVED ROLE REQUESTOR IN THE COLLEGE

### Advisor Moves From one College to Another

- The role in the previous department needs to be removed before a new one can be added. If the previous role has not been removed, you will need to contact the role requester in the previous college to remove the role. You can use the following link to see all the approved role requesters.  
<https://www.purdue.edu/em/esarolerequest/RoleRequesters>
- Once the old role has been removed, you will need to request the new role assignment in the new college.

After the new role assignment has been assigned, the advisor will then need to go into BoilerConnect, click on **My Availability**, and do the following:



- **Update the change in availability.**

**ADD AVAILABILITY**

When are you available to meet?

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

From  To

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Add to your personal availability link?

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments	Drop-ins	Campaigns
--------------	----------	-----------

- **Update the new location.** Once you have updated the Location, **update the Services** you will be providing in the new College. You may also need to update any information you included in the **Special Instructions** box.



## PURDUE UNIVERSITY

Updated on 10/2/2025

### Meeting Type

Please select Meeting Types

### Care Unit

Please select a care unit

### Location

Please select a location

### Services

Please select services

### URL / Phone Number

### Special Instructions for Student

**B** *I* | |

e.g. room 23, please bring paper

## Advisor Moves From One Department to Another in the Same College

When an advisor moves to a new department within the same college, a new role will not need to be requested since the Advising role is the same across all Colleges and Departments.

In this case, the advisor will then need to go into BoilerConnect, click on **My Availability**, and do the following:

Staff Home ▼



Students	Appointments	My Availability	Appointment Queues	Appointment Requests
----------	--------------	-----------------	--------------------	----------------------

- Update the change in availability.



## PURDUE UNIVERSITY

Updated on 10/2/2025

### ADD AVAILABILITY

When are you available to meet?

Mon	Tue	Wed	Thu	Fri	Sat	Sun
-----	-----	-----	-----	-----	-----	-----

From

8:00am

To

5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Please select a duration

Add to your personal availability link?

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments	Drop-ins	Campaigns
--------------	----------	-----------

- **Update the new location.** Once you have updated the Location, **update the Services** you will be providing in the new College. You may also need to update any information you included in the **Special Instructions** box.

Meeting Type

Please select Meeting Types

Care Unit

Please select a care unit

Location

Please select a location

Services

Please select services

URL / Phone Number

Special Instructions for Student

**B** *I* | |

e.g. room 23, please bring paper