



Appointments in BoilerConnect Student (Desktop Version)

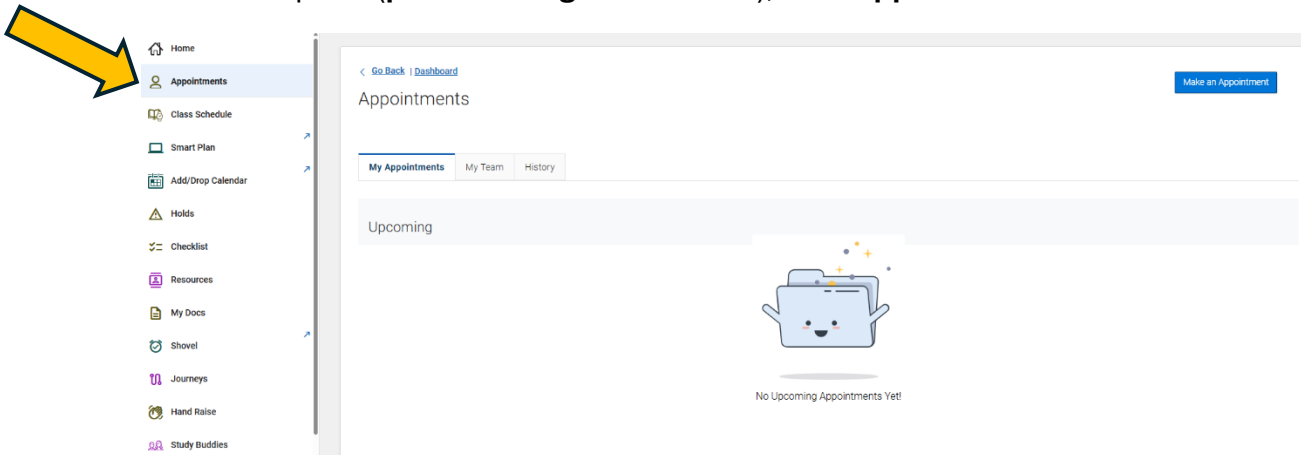
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Appointments tab

Students can schedule appointments through the **Appointments tab** of their BoilerConnect Student mobile app or desktop site.

On the desktop site (purdue.navigate.eab.com), click **Appointments** on the side menu.



- **My Appointments:** your upcoming appointments and appointment requests
- **My Team:** view your Success Team members and schedule an appointment with a specific person
- **History:** view past appointments



Scheduling an appointment

Click the blue **Make an Appointment** button.

Make an Appointment

The **New Appointment** page opens.

[Go Back](#) | [Dashboard](#)

New Appointment

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

What can we help you find?

What type of appointment would you like to schedule? *

Service *

Pick a Date ⓘ

August 18, 2025

Find Available Time

Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

Choose your Care Unit and Service. In the example above, these are the fields named *What type of appointment you would like to schedule?* and *Service*.

What can we help you find?

What type of appointment would you like to schedule? *

Career/Pre-Professional Advising

✕ ▼

Service *

Mock Interview

✕ ▼

Pick a Date ⓘ

August 18, 2025

▼

Find Available Time



New Appointment

All Filters

Start Over

ACADEMIC ADVISING

ACADEMIC PLANNING

What type of appointment would you like to schedule?

Academic Advising

Service

Academic Planning

Pick a Date

August

▼

2025

<

18

>

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						

Staff

Search by name

Tricia Tort

School of Business Advising (PWL)

Wed, Aug 20th

10:30 - 11:00 AM

11:00 - 11:30 AM

Thu, Aug 21st

9:00 - 9:30 AM

9:30 - 10:00 AM

10:30 - 11:00 AM

11:00 - 11:30 AM

12:30 - 1:00 PM

1:00 - 1:30 PM

3:30 - 4:00 PM

Fri, Aug 22nd

9:00 - 9:30 AM

9:30 - 10:00 AM

10:30 - 11:00 AM

11:00 - 11:30 AM

Mon, Aug 25th

3:30 - 4:00 PM

Tue, Aug 26th

10:30 - 11:00 AM

11:00 - 11:30 AM

Wed, Sep 2nd

10:30 - 11:00 AM

11:00 - 11:30 AM

If more than one person is listed for a location, you can also select the link that says **# People** to open a list of staff members to select a specific person to meet with. If you choose a staff member from the list, the appointment list shows only time slot that the staff member has available.

Service

Success Coaching - Initial

Pick a Date

September

2025

<

29

>

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			

Staff

Search by name

How would you like to meet?

Search by type

College of Liberal Arts (Online)

1 Person

9:00 - 9:30 AM

12:30 - 1:00 PM

1:00 - 1:30 PM

Daniels School of Business (Online)

MR

3 People

9:00 - 9:30 AM

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

Purdue Polytechnic Institute (Online)

SS

2 People

11:00 - 11:30 AM

11:30 - 12:00 PM

12:00 - 12:30 PM

1:00 - 1:30 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM



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Last Updated August 2025

PURDUE UNIVERSITY ONLINE SUCCESS COACHING - INITIAL



[Jamie Solomon](#)



[Michelle Regan](#)



[Tiffany Ledonne-Smith](#)



Once you choose an appointment time, the **Review Detail** page opens.

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Purdue University Online	Service Success Coaching - Initial
Date 09/02/2025	Time ⓘ 12:30 PM - 1:00 PM
Location College of Liberal Arts (Online)	
Staff Tiffany Ledonne-Smith	
Details I'm looking forward to connecting with you! Below are several reminders to make sure our time together is as productive as possible! <ul style="list-style-type: none">• If you are a newly admitted student scheduling your first coaching appointment, please make sure you have completed the New Student Survey prior to our meeting. You should have received a link for this survey to your Purdue University Email after accepting your enrollment.• If you are a currently registered student scheduling a reoccurring coaching appointment please make sure you alert me to any questions, issues, or processes you wish to discuss during our meeting in advance so we can make the most of our time together.• If for whatever reason you need to reschedule or cancel our appointment, please do so under "Upcoming Appointments" on your BoilerConnect student homepage.• If a student does not join a meeting within 10 minutes of our scheduled meeting time with no communication, I will consider that a no-show appointment, and you will need to reschedule for a different time that works for you.	

Review the information on this screen because there may be special instructions there.



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URL / Phone Number

<https://purdue-edu.zoom.us/j/3632780922>

How would you like to meet? *

Virtual

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder



Reminder will be sent to istuden@purdue.edu

Text Message Reminder



Phone Number for Text Reminder

5557009800

You will be required to choose if you'd like to meet Virtually or In Person. If there is only one option, it will be pre-populated for you and you will not be able to change it.

You can also enter your own comments and decide if you want email or text message reminders.

Unless you uncheck the boxes, you will receive both email and text reminders for your appointment. If there is no cell phone listed or the number is incorrect, please update it here.

The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.

Once all the options are set, click **Schedule**.

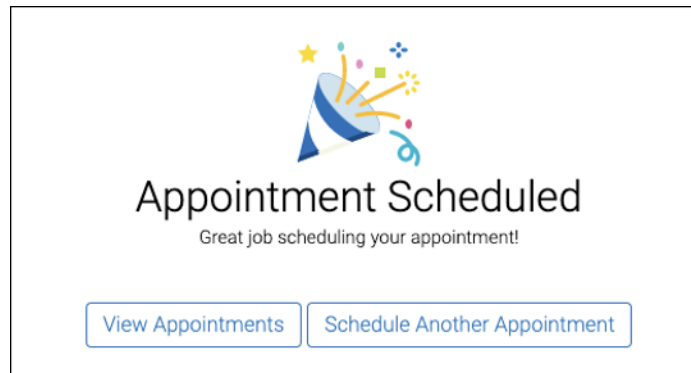
Schedule

If your appointment is scheduled, you will get a success message and the option to **View Appointments** or **Schedule Another Appointment**.

Additionally, you can download a scheduled appointment to their calendar.



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Scheduling with my Success Team

You can schedule with your success team by clicking **My Team** on the main Appointments page.


[Go Back](#) | [Dashboard](#)

[Make an Appointment](#)


Appointments

[My Appointments](#) **[My Team](#)** [History](#)


Meet With Your Success Team

[Ashlyn Ruff](#)
Academic Advisor, Primary Academic Advisor


>

[Kathryn Chaney](#)
Grad Registration Advisor

>

[Molly Gilbert](#)
Academic Advisor

>

[Sarah McCann](#)
Success Coach

>

Click the name of a success team member. The **New Appointment** page will open.

If the staff member has more than one service available, select a service before seeing the page with time slots.



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What can we help you find?

What type of appointment would you like to schedule? *

Academic Support/Coaching

Service *

BST Students

Pick a Date ⓘ

September 2, 2025

Find Available Time

After choosing a service, you will be taken to the page with time slot options.

New Appointment

All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Academic Support/Coaching

Service

BST Students

Pick a Date ⓘ

September	2025	<	2	>		
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				

Staff

Ashlyn Ruff (Your Academic Advisor and Prii

ACADEMIC SUPPORT/COACHING BST STUDENTS ASHLYN RUFF



Ashlyn Ruff
Office of the Provost

Wed, Sep 3rd

1:00 - 1:30 PM

Don't see anything that works for you?

Once you choose an appointment time, the **Review Detail** page opens.



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Review Appointment Details and Confirm

What type of appointment would you like to schedule? Academic Support/Coaching	Service BST Students
Date 09/03/2025	Time ⓘ 1:00 PM - 1:30 PM
Location Office of the Provost	
Staff Ashlyn Ruff (Your Academic Advisor and Primary Academic Advisor)	

Review the information on this screen because there may be special instructions there.

How would you like to meet? *

Virtual ✕ ▼

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

I need to add a class.

Email Reminder

☒ Reminder will be sent to istuden@purdue.edu

Text Message Reminder

☒

Phone Number for Text Reminder

5557009800

Schedule

You will be required to choose if you'd like to meet Virtually or In Person. If there is only one option, it will be pre-populated for you and you will not be able to change it.

You can also enter your own comments and decide if you want email or text message reminders.

Unless you uncheck the boxes, you will receive both email and text reminders for your appointment. If there is no cell phone listed or the number is incorrect, please update it here.

The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.

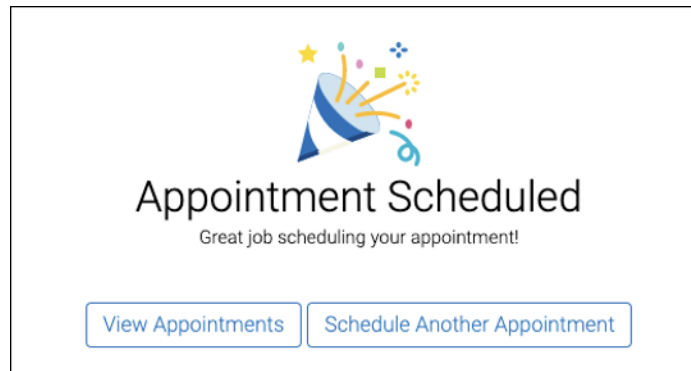
Once all the options are set, click **Schedule**.



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[Schedule](#)

If your appointment is scheduled, you will get a success message and the option to **View Appointments** or **Schedule Another Appointment**.

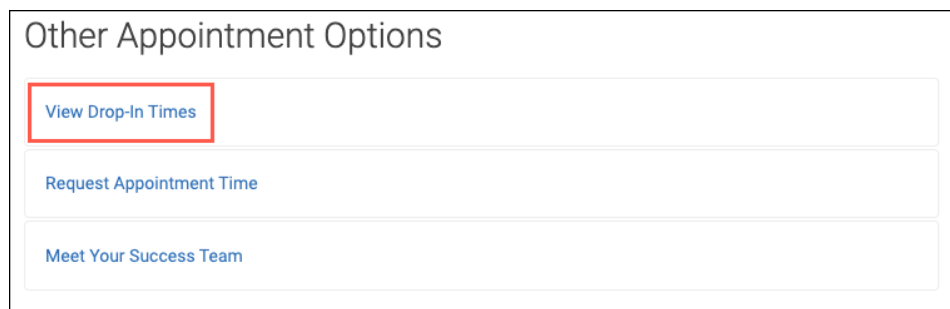


Your appointments will appear on the main Appointments page under **Upcoming**.

Making a Drop-In Visit

You can set up a drop-in appointment from several places if the other party has drop-in availability.

1. **New Appointment** page in the Other Appointment Options section.



2. On the appointment list: select **View Drop-in Times**.



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[Tutoring](#) [Writing Help](#)

AB

Alice Boehm

Tutoring Center

[View Drop-in Times](#)

Wed, Nov 4th

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

11:30 - 12:00 PM

12:00 - 12:30 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

[Show more](#)

3. Bottom of the appointment list under *Don't see anything that works for you?*, click **View Drop-in Times**.

Don't see anything that works for you?

[Request Alternate Appointment Time](#)

There may be other locations that support Appointment Requests.

[View Drop-in Times](#)

There may be other locations that support Drop-ins.

Note: only locations that have set up drop-in availability will show availability.



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[Go Back](#) | [Dashboard](#)

View Drop-In Times

All Filters

[Start Over](#)

Choose the type of appointment you would like

☒ Advising

Support Service

☐ Choosing Major

Pick a Date

< 3

November 2020

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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					

☒ Advising ☐ Choosing Major

[Academic Success Center](#)

[West Campus Building](#)

[Central Advising Building](#)

Don't see anything that works for you?

[Schedule an Appointment](#)

There may be other locations that support scheduling Appointments.

Choose the location where you want the drop-in appointment.

☒ Advising ☒ Academic Challenges ☒ Mae Abbott X ☒ A1 Advising X

A1 Advising

test

[Check-in with first available](#)

Mae Abbott

Monday-Friday
9:00 AM - 7:00 PM

Please wait for the Zoom password before starting the meeting

[Drop-in Online](#)

Don't see anything that works for you?

[Schedule an Appointment](#)

There may be other locations that support scheduling Appointments.

There are two options to choose from:



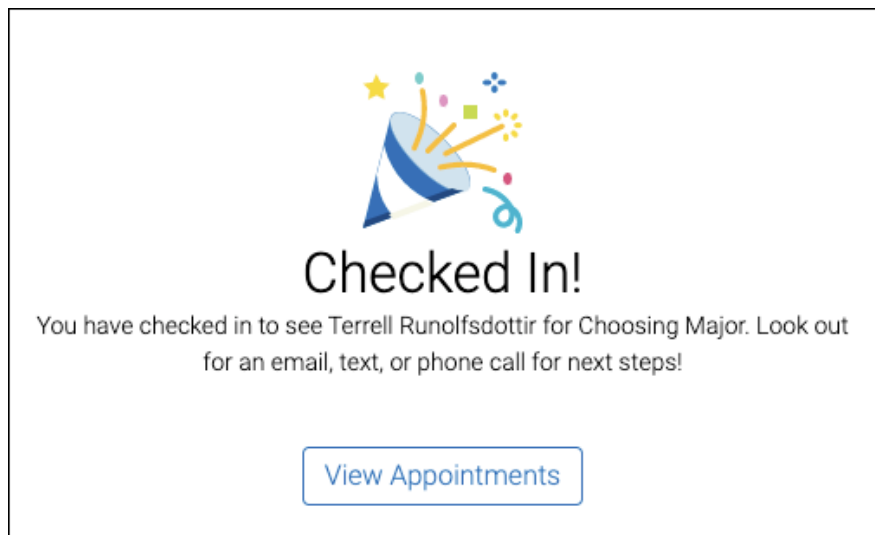
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- Select a specific staff member to schedule the drop-in with.
- Select **Check-in with first available** to pair you with the first staff member available.

Any information from the **Additional Details** field in **My Availability** shows under the staff member's name.

Once you have selected your option, you will see a success message with more information.



Making an Appointment in response to a request from a staff member (Appointment Campaign)

When someone invites you to an appointment or Appointment Campaign invitations are sent out, it appears in the **Appointment Invites** panel on the **Appointments** tab.

Appointment Invites



The request will be titled “**Appointment Invitation**”.



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Home

Appointments

Class Schedule

Smart Plan

Add/Drop Calendar

Holds

Checklist

Resources

My Docs

Journeys

Hand Raise

Study Buddies

Surveys 2

Job Simulations NEW

My Appointments My Team History

Upcoming

No Upcoming Appointments Yet!

Appointment Invites

[Appointment Invitation for Advising - Course Registration](#)

Please respond by 09/01/2025

Click the appointment invitation.

The details of the appointment invitation will appear.

[Go Back](#) | [Dashboard](#)

Appointment Invitation

Please respond to this appointment by **Monday, September 1**

Service

Advising - Course Registration

Location

College of Liberal Arts (Online)

People

Advisor Purdue

[Find Time Availabilities](#)

Click **Find Time Availabilities**.

[Find Time Availabilities](#)

A selection of dates and times available will appear for you.



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Please schedule a time to meet with me for a time and date that works best for you. If you cannot make your scheduled time, please reschedule or cancel the appointment before it occurs.

All Filters

What type of appointment would you like to schedule?

Purdue University Online

Service

Advising - Course Registration

Pick a Date

August 2025 < 19 >

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						

Staff

Advisor Purdue

PURDUE UNIVERSITY ONLINE ADVISING - COURSE REGISTRATION ADVISOR PURDUE X COLLEGE OF LIBERAL ARTS (ONLINE)



Advisor Purdue
College of Liberal Arts (Online)

Thu, Aug 21st

8:00 - 8:30 AM	8:30 - 9:00 AM	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	11:30 - 12:00 PM	12:00 - 12:30 PM	12:30 - 1:00 PM	1:00 - 1:30 PM	1:30 - 2:00 PM
2:00 - 2:30 PM	2:30 - 3:00 PM	3:00 - 3:30 PM			

Show More

Fri, Aug 22nd

8:00 - 8:30 AM	8:30 - 9:00 AM	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	11:30 - 12:00 PM	12:00 - 12:30 PM	12:30 - 1:00 PM	1:00 - 1:30 PM	1:30 - 2:00 PM
2:00 - 2:30 PM	2:30 - 3:00 PM	3:00 - 3:30 PM			

Show More

Mon, Aug 25th

8:00 - 8:30 AM	8:30 - 9:00 AM	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	11:30 - 12:00 PM	12:00 - 12:30 PM	12:30 - 1:00 PM	1:00 - 1:30 PM	1:30 - 2:00 PM
2:00 - 2:30 PM	2:30 - 3:00 PM	3:00 - 3:30 PM			

Select a date and time that works for you.

Review Appointment Details and Confirm

What type of appointment would you like to schedule?

Purdue University Online

Service

Advising - Course Registration

Date

08/21/2025

Time

2:00 PM - 2:30 PM

Location

College of Liberal Arts (Online)

Staff

Advisor Purdue

Details

If you cannot make the appointment, please cancel and then reschedule for a new time!

How would you like to meet? *

Search by type

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

Review the information on this screen because there may be special instructions there.

You will be required to choose if you'd like to meet Virtually or In Person. If there is only one option, it will be pre-populated for you and you will not be able to change it.



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Last Updated August 2025

You can also enter your own comments and decide if you want email or text message reminders.

How would you like to meet? *

In Person X V

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

I am interested in adding a minor to my degree!

Email Reminder

☒ Reminder will be sent to istuden@purdue.edu

Text Message Reminder

☒

Phone Number for Text Reminder

5557009800

Schedule

Unless you uncheck the boxes, you will receive both email and text reminders for your appointment. If there is no cell phone listed or the number is incorrect, please update it here.

The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.

Once all the options are set, click **Schedule**.

Schedule

You will see a success message once you have scheduled your appointment.



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Appointment Scheduled
Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)

You will also get links in your email when an invitation is sent out. Clicking the link will take you to the same page as if you had clicked the Appointment Invitation link in your app.

Select a time and date that works for you.

Review details of your appointment.

After scheduling an appointment, the appointment shows in the My Appointments panel under Upcoming.