



Scheduling Appointments in BoilerConnect Student App

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Appointments tab

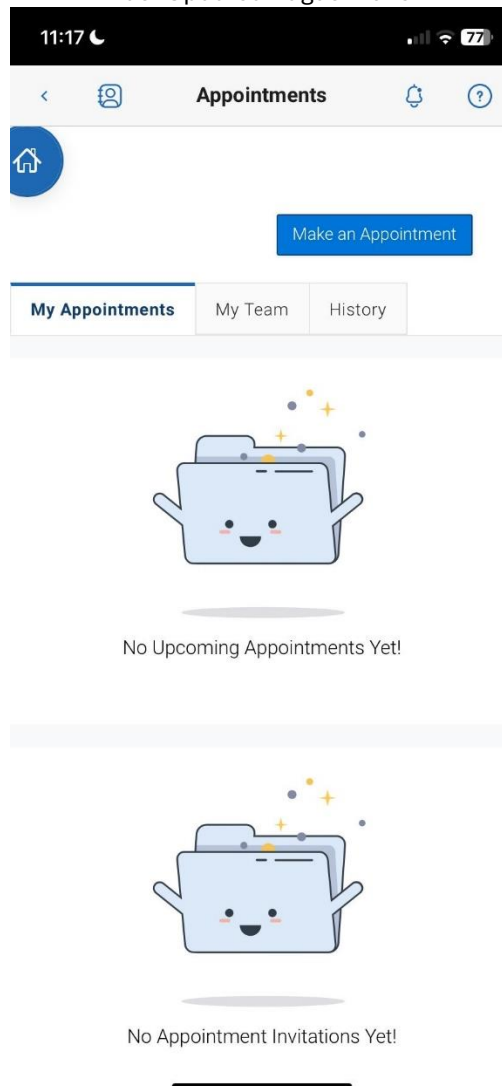
Students can schedule appointments through the **Appointments** tab of their BoilerConnect Student mobile app or desktop site.

On the BoilerConnect Student app, go to All Apps and click **Appointments**.



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- **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.



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10:46

83

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Appointments

?

Home

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

Show More

What can we help you find?

What type of appointment would you like to schedule? *

Purdue in Indianapolis

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*.



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< Appointments

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

[Show More](#)

What can we help you find?

What type of appointment would you like to schedule? *

Purdue in Indianapolis

Service *

Registration

Pick a Date

August 18, 2025

[Find Available Time](#)

Other Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

Once the Care Unit and Service are chosen, choose a date and click **Find Available Time**. The next page appears.



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< Appointments

PURDUE IN INDIANAPOLIS REGISTRATION

JT Jane Talla
Indy Academic Advising
[View Drop-in Times](#)

Mon, Aug 25th

1:30 - 2:00 PM 3:00 - 3:30 PM
3:30 - 4:00 PM

Tue, Aug 26th

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

Thu, Aug 28th

9:30 - 10:00 AM 12:00 - 12:30 PM
1:30 - 2:00 PM 2:00 - 2:30 PM
2:30 - 3:00 PM

Fri, Aug 29th

Select one of the time slots from the list.

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 the you choose a staff member from the list, the appointment list shows only time slot that the staff member has available.

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



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The left screenshot shows the 'Appointments' screen with the following details:

- What type of appointment would you like to schedule?**
Purdue in Indianapolis
- Service**
Registration
- Date**
08/25/2025
- Time**
3:00 PM - 3:30 PM
- Location**
Indy Academic Advising
- Staff**
Jane Talla (Your Academic Advisor and Primary Academic Advisor)
- URL / Phone Number**
<https://purdue.campus.eab.com/pal/as7xUIBwHD>

The right screenshot shows the 'Appointments' screen with the following options:

- How would you like to meet? ***
In Person (selected)
- Would you like to share anything else?**
Add your comments here
- Email Reminder**
☒ Reminder will be sent to [redacted]
- Text Message Reminder**
☒
- Phone Number for Text Reminder**
[empty field]
- Schedule** (button)

The bottom screenshot shows the 'How would you like to meet? *' dropdown menu with 'In Person' selected and the 'Would you like to share anything else?' text field.

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.

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.

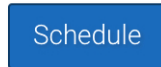
The reminder email is sent out 24 hours before the appointment, and the text reminder is sent out one hour prior to the scheduled appointment.



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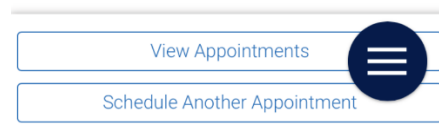
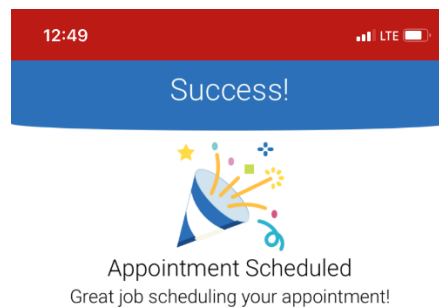
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Once all the options are set, click **Schedule**.



Until you do this, your appointment has not been scheduled! Your appointment has successfully been scheduled when you get the success message below and the option to View Appointments or Schedule Another Appointment.

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



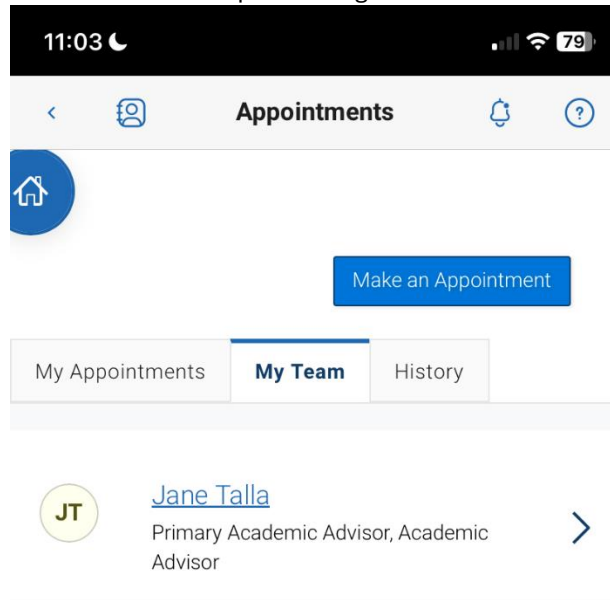
Scheduling with my Success Team

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



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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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Appointments

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

[Show More](#)

What can we help you find?

What type of appointment would you like to schedule? *

Purdue in Indianapolis

Service *

Registration

Pick a Date

August 18, 2025

Find Available Time

Other Options

[See All Scheduling Options](#)

You are currently viewing options that are limited to your success team. [Click here](#) to go back to main scheduling workflow for all other options.

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

In some cases, you may need to see more options, or the staff member has no availability. In **Other Appointment Options**, click **See All Scheduling Options** to broaden the options available.