



## **BCOM Student's Guide to Academic Advising**

### **Academic Advising Appointment Information**

Appointments are approximately 20 minutes long and can be scheduled up to two weeks in advance. Students who require more in-depth advising are encouraged to schedule an appointment with an Academic Advisor.

Academic Advising appointments are best used for questions about:

- Review your degree requirements and monitor your progress;
- Plan and sequence your courses that relate to your goals and interests;
- Explore program options, such as major, minors, and certificates;
- Understand university Academic Regulations and processes;
- Help students experiencing academic difficulty and develop a plan;
- Understand transfer credit and Letter of Permission;
- Discover and discuss your education and career goals;
- Develop and use strategies for academic success;
- Identify opportunities to build skills in the university community (e.g. study abroad, Co-op)
- Get support and referrals for academic or personal concerns.

### **Why Speak with an Academic Advisor?**

Your Academic Advisor can help you understand your degree requirements, academic expectations, where and how to get help, and how to design and plan your undergraduate student experience at SMU.

Your academic success is a shared responsibility where students work together with their Academic Advisor, professors, and other resources on campus to meet your goals. Students should speak with an Advisor at least once a year to review your progress and plan your next steps to ensure you are on track and meeting your goals. We are here to answer your questions and check-in on your progress.

### **How do I prepare to meet with an Academic Advisor?**

Not sure how to prepare to meet with your Advisor? Academic Advising appointments are private meetings to offer students customized, individual support. This allows students to have discussions unique to their needs. Here are some suggestions to consider before attending your appointment:

1. Create a list of questions or concerns you want to ask;
2. Check [Degree Works](#) to review your degree progress and what questions you have;
3. Review your academic program/major/minor in the [Undergraduate Calendar](#) for information;
4. Review [important academic dates and deadlines](#) and [Course Registration dates](#);
5. If you need to cancel or change your appointment, please do so using the [link](#) or contact [sobey.bcomm@smu.ca](mailto:sobey.bcomm@smu.ca)

## **What Happens in an Advising Appointment?**

Your Advisor wants to help you as much as possible. When meeting with your Advisor try to provide as much information as possible to help us understand your situation and how we can best help. Advisors can work with students to help record important information or suggestions discussed during the meeting. Many times, during appointments advisors and students discuss and plan for next steps and students can schedule a follow-up appointment.

## **Where Can I find Academic Advising and Program Information**

Students can ensure they are registered in the [BCOM Academic Success & Advising Brightspace](#). Here we post important announcements, virtual drop-in advising sessions, and provide academic success, BCOM program, and advising information.