

Academic Advising Syllabus 2018-2019

BComm Advising Centre
Sobey Building, Room 252
T: 902-491-6532 | F: 902-491-6531 | E: sobey.bcomm@smu.ca

WELCOME TO ACADEMIC ADVISING AT THE SOBEY SCHOOL OF BUSINESS

The ultimate goal of academic advising is to help you get the most from your university education. No matter what interests you, the university will have something special to offer, but it might not be easy to find. Your advisor will help you:

- Learn about majors, minors and Certificate programs
- Sequence your courses
- Use your degree evaluation (CAPP)
- Understand University Regulations
- Learn about when to Study Abroad
- Learn about the requirements for Cooperative Education (Co-op)
- With other Academic matters that pertain to your program

YOUR ACADEMIC ADVISOR WILL:

- Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns.
- Understand and effectively communicate Bachelor of Commerce degree requirements.
- Assist and support you in making decisions with your program.
- Provide resources and referrals to other departments on campus.
- Keep written records of your advising sessions.

WHAT YOUR ADVISOR WILL EXPECT FROM YOU:

- Keep written records of your advising sessions.
- Visit and/or contact your advisor regularly.
- Be engaged in the decisions and actions concerning your degree
- Come to your advising session prepared with a list of questions and/or topics to discuss.
- Research University programs, policies, procedures, and opportunities as appropriate.
- Turn off your cell phone prior to advising appointments.

ADVICE FROM YOUR ADVISOR

- Get to know your instructors-visit each of them in their offices at least once a term to ask questions about material you find difficult or to pursue ideas in more depth.
- Meet with an academic advisor at least once a year
- Create an advising folder to organize your advising-related materials (e.g. degree audits, schedule plans, notes from advising meetings) and keep it updated.
- Read your email regularly. This is how your advisor will communicate with you.
- Keep your address and phone information up to date on Banner Self Service.
- Review your grades and degree audit on Banner Self Service at the end of each term.
- Print your class schedule
- Read information on bulletin boards on campus
- Get Involved!

HOW DO I CONTACT MY ACADEMIC ADVISOR?

Visit the BComm Advising Centre for Drop-In Office Hours

- Visit www.sobey.smu.ca/advising for current drop- in office hours
- Check in with the secretary in SB 252
- Drop in on a first-come, first-serve basis.
- During busy times - the first week of the term, registration periods,- wait times may be longer than usual

If you cannot make it during Drop-In Office Hours

- Email sobey.bcomm@smu.ca (include your name and student number in subject line)
- Phone 902-491-6532 (secretary)

BComm Learning Goals

- Communication
- Information literacy
- Critical thinking
- Global perspective
- Ethics, corporate social responsibility and leadership
- Business knowledge and competency

****IMPORTANT DATES TO REMEMBER for the 2018-2019 Academic Year****

| | |
|---------------------------|---|
| September 5 | Classes Begin |
| September 14 | Last day for registering and changing classes in the Fall term |
| September 14 | Fall tuition is due |
| September 28-29 | Fall Convocation |
| October 1 | Deadline to submit Spring Graduation Application |
| October 8 | Thanksgiving- University is Closed |
| November 7 | Last day to drop a 3 and 6 credit hour course taught only in the 1st term |
| November 12-18 | Fall Break- No Classes |
| November 11 | Remembrance Day- University is Closed |
| December 3 | Last day of classes in the Fall Term! |
| December 5-18 | Exam Period |
| December 8 | Patronal Feast of the University- No exams scheduled on this day |
| December 21- January 3 | University is Closed for the Holidays |
| January 8 | Classes Resume |
| January 16 | Last day for registering and changing classes in the Winter term |
| January 16 | Winter tuition is due |
| January 25 | Winter Graduation |
| February 12 | Last day to drop a 6 credit hour course which began in September |
| February 18 | Heritage Day- University is closed |
| February 19-23 | Winter Break! No classes |
| March 13 | Last day to drop a 3 and 6 credit hour course taught only in the 2 nd term |
| April 3 | Last day of classes in the Winter Term! |
| April 5-18 | Exam Period |
| April 19 | Good Friday- University is Closed |
| April 22 | Easter Monday- University is Closed |
| May 13-17 | Spring Convocation Week |

RECOMMENDED READINGS AND RESOURCES

Academic Calendar: www.smu.ca/calendar

Success Maps: www.smu.ca/successmaps

Career Services: www.smu.ca/campus-life/career-services

Cooperative Education: www.smu.ca/coop

Counselling Centre: www.smu.ca/counselling

Financial Aid and Awards: www.smu.ca/financialaid

Fred Smithers Centre: www.smu.ca/campus-life/fred-smithers-centre-about-us

Saint Mary's University Students' Association: www.smusa.ca

Service Centre: www.smu.ca/servicecentre

Study Abroad: www.smu.ca/international/studying-or-working-abroad

The Writing Centre: www.smu.ca/academics/writing-centre

