

ACADEMIC ADVISING SYLLABUS

St. Mary's University, Calgary



CONTACT

Location

Main Floor,
Administration Building

Email

advising@stmu.ca

Office Hours

M-F: 9:00am - 4:00pm
(by appointment)

OUR PURPOSE

Academic Advising fosters student learning and success by empowering undergraduate students in creating a fulfilling educational experience that is compatible with their academic and career goals. Academic Advisors help students understand program requirements and inform students of university policies and processes in an environment of integrity, inclusion, and respect where all students can expect to feel supported and welcomed.

ADVISORS



she/her

ROBYN MARGESON

Academic Advising
Officer



she/her

MEGAN SILVER

Academic Advising
Officer



he/him

SPENCER WISHART

Career Advisor
& WIL Coordinator

LEARNING OUTCOMES

By participating in the academic advising process, students will be able to:

- Meet their academic goals in a realistic timeline aligned with their abilities, circumstances, and interests.
- Develop an understanding of academic policies and procedures as outlined in the Academic Calendar.
- Navigate campus wide resources.
- Develop the skills and commitment needed to seek out opportunities for lifelong learning.
- Take ownership of their degree process and university experience.

ADVISOR AND STUDENT RESPONSIBILITIES

Advisors will:

- Explore program options and navigate program planning guides.
- Guide students in developing a program plan that fits with their life circumstances, goals and abilities.
- Clarify academic policies, procedures and degree requirements.
- Actively listen and refer students to campus resources for assistance such as the Student Success Centre, Counselling, Financial Aid, Career Services, Faculty etc. as necessary.
- Review course registration and make recommendations as necessary.
- Provide a safe and confidential space for students to discuss concerns and questions.
- Complete degree audits for students who believe they are ready to graduate
- Have timely communication in a respectful and supportive manner.

Students will:

- Recognize that this is their education, and are responsible for their choices. Student will own their own education journey.
- Check their StMU e-mail regularly and pay attention to dates, deadlines and details.
- Be proactive and seek help when needed.
- Come prepared with questions and ideas.
- Familiarize themselves with their degree planning guide, required courses and any prerequisites needed.
- Utilize the Academic Calendar as a first point of reference.
- Inform advisors of changes to their contact information, program plans or career goals.
- Educate themselves with the resources and support services available on campus.
- Have realistic expectations for their academic goals and workload.
- Cancel or reschedule appointments when needed by emailing advising@stmu.ca.

ADVISING APPOINTMENTS

Advising appointments are available to all undergraduate StMU students. Students who have been accepted (conditionally, fully, or on probation) can book an appointment using the Booking tab on Self-Service or by emailing advising@stmu.ca. Drop-in appointments are available during specific periods of the year which will be communicated to students at the beginning of each semester.



TIPS FOR SUCCESS

- **Go to class.** This is the easiest way for students to be successful. Attend faculty office hours when questions arise or extra attention is needed; professors are here to help!
- **Ask for help when needed.** Staff and faculty want students to succeed but cannot provide support unless students are willing to accept it. Access resources provided on campus.
- **Recognize there is no “normal way” to complete a degree/diploma.** Tailor your journey to fit your financial capacity, extra-curricular activities, family commitments and personal interests.
- **Find purpose.** Participate in the Student Association, join a club or start volunteering to get the most out of your university experience.

LATE ARRIVALS AND CANCELLATIONS

Appointments can be cancelled or rescheduled through the Microsoft bookings confirmation email or by emailing advising@stmu.ca. Students should inform academic advising as soon as possible if they are unable to attend or will be late to their appointment. Should students arrive more than 10 minutes past their scheduled appointment time, there is no guarantee all required material can be covered therefore advisors may require students to rebook.

PRIVACY STATEMENT

Any information collected, used, disclosed by the Academic Advising Office is protected in accordance with Alberta's Personal Information Protection Act and St. Mary's University Privacy Policy. If students have any questions about the collection and use of this information, contact the Privacy Officer at 403.254.3132 or privacy@stmu.ca.



CAMPUS RESOURCES

Service	Location
<u>Accessibilty Services</u> _____	C114
<u>Athletics and Recreation</u> _____	C100
<u>Awards</u> _____	Administration Building
<u>Bookstore</u> _____	Heritage Centre
<u>Campus Ministry</u> _____	M109
<u>Counselling</u> _____	C115
<u>Financial Aid</u> _____	Administration Building
<u>Indigenous Initiatives</u> _____	C127
<u>Library</u> _____	St. Basil's Hall
<u>Peer Tutors</u> _____	C111 (by appt)
<u>Student Association</u> _____	Student Association Building
<u>Testing Centre</u> _____	B104