



Bachelor of Arts – Advising Syllabus

BA Advising Centre
McNally Main Building, room 214B

E: BAadvising@smu.ca

(Note: Saint Mary's has temporarily shifted to virtual operations. B.A. Program Advisors are available by email and through online appointments.)

WELCOME TO BACHELOR OF ARTS ACADEMIC ADVISING

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
- degree and program planning
- use your Degree Works (degree evaluation tool)
- understand University Regulations
- learn about when to study abroad and other opportunities you have as a BA Student
- 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 Arts degree requirements
- assist and support you in making decisions about 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

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?

Students can email questions directly to BAadvising@smu.ca or book an appointment through our online booking system. When booking, select your preference from the current range of advising options: by telephone, online Zoom meeting, or video chat with Microsoft Teams (available through Office 365, using your SMU email address).

[BOOK NOW](#)

****IMPORTANT DATES TO REMEMBER for the 2020-2021 Academic Year****

September 9	Classes begin
September 15	Last day for registering and changing classes in the Fall term
September 18	Last day for dropping courses in the Fall term
September 18	Fall tuition is due
September 25-26	Fall Convocation
October 1	Deadline for filing applications for Spring 2020 Convocation
October 12	Thanksgiving – University is closed
November 9-15	Fall Break – no classes
November 11	Remembrance Day – University is closed
November 19	Last day to drop a 3 and 6 credit hour course taught only in the 1st term
December 8	Patronal Feast of the University
December 9	Last day of classes in the Fall term
December 10-11	Study Days. No Classes
December 12-22	Exam Period
December 23- January 3	University is closed for the holidays
January 6	Classes resume
January 12	Last day for registering and changing classes in the Winter term

January 15	Last day for dropping courses in the Winter term
January 15	Winter tuition is due
January 29	Winter Graduation
February 15	Heritage Day – University is closed
February 25	Last day to drop a 6-credit hour course that began in September
February 17	Heritage Day – University is closed
February 15-21	Winter Break – no classes
February 22	Last day for withdrawing, without academic penalty, from 6 credit hour courses
March 15	Last day to drop a 3 and 6 credit hour course taught only in the 2 nd term
April 2	Good Friday – University is closed
April 4-5	Easter Monday – University is closed
April 7	Last day of classes in the Winter Term
April 8-9	Study Days. No classes.
April 10-20	Exam Period
May 17-22	Spring Convocation Week

RECOMMENDED READINGS AND RESOURCES

Academic Calendar: www.smu.ca/calendar

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

Cooperative Education: www.smu.ca/coop

Counselling Centre: www.smu.ca/counselling

Field Schools: <https://smu.ca/academics/arts-field-schools.html>

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

The Studio (Academic Learning Services): www.studio.smu.ca/studio-for-students