SAINT MARY'S UNIVERSITY | CAREER & EXPERIENTIAL LEARNING
STUDENT AFFAIRS AND SERVICES

Student Guide: Appointments

Career Counselling

Career Counselling is a speciality of counselling, delivered by trained counselling therapists. These confidential, ongoing sessions help students reflect on their academic and career plans, explore goals, values, interests, strengths and career opportunities and design the best next steps at both the practical and emotional level. Learn more about your personality and strengths through assessments and how that translates to you academic and career path.

Co-Curricular Record

The Co-Curricular Record provides opportunities to get involved and to track and verify your activities. Add experiences, reflect on your learning, identify competencies you developed and prepare for your future.

Job Preparation

Meet with one of our Career & Employment Coaches for assistance in developing your job search strategy. They will help you source jobs, create and target your resume, and succeed in an interview.

Sobey Graduate Student Career Services

As a MBA, MTEI, MFIN, or MAE student, you can access career readiness preparation such as coaching, resume writing, interview preparation or networking skills. You can learn about on and off campus job and career opportunities.

How do I book an appointment?

1. Login to **career360.smu.ca**
2. Click **‘Students’** on the top navigation bar, click **‘Login’**
3. Enter S# and password
4. On the left navigation bar, click **‘Career Appointments’** then select appointment type
5. Select a booking option:
    a. **‘View Calendar’**: view a calendar of available appointments
    b. **‘Book by Appointment Type’**: view various types of appointments
    c. **‘Book by Appointment Provider’**: view a list of appointment providers

'View Calendar'

1. Select the grey **‘Toggle Filters’** button to the top right of the calendar, then filter by appointment type and/or provider
2. Review the calendar and select a blue **‘Open’** slot
3. Complete the appointment information as required, then click the blue **‘Book Appointment’** button

'Book by Appointment Type'

1. Read through the various appointment types and select applicable appointment type
2. On the right side of the page, view the **'Next Available Appointments'** for your selected appointment type
3. Select desired appointment date/time
4. Complete the appointment information as required, then click the blue **‘Book Appointment’** button

'Book by Appointment Provider'

1. Select the provider you would like to book an appointment with
2. Review the calendar and select a blue **‘Open’** slot
3. Complete the appointment information as required, then click the blue **‘Book Appointment’** button

CAREER 360°

Still Have Questions?
Please contact Career & Experiential Learning at career360@smu.ca for any further questions and assistance.