

How to Book an Appointment?

Students can book an appointment through our [online booking system](#) to meet with an Academic Advisor. Appointments are available in person or online via Teams. Appointment delivery method is identified when booking your appointment.

Appointments can be booked up to two weeks in advance. If no times are available, please check again the next day as new slots open regularly. You may also email your questions or attend drop-in hours.

Students are strongly recommended to book their appointment using their @smu.ca email. If you are not SMU student yet, please use your preferred email.

If you need to cancel or change your appointment, please do so using the link in your confirmation email or by emailing bcomm.advising@smu.ca

Academic Advising appointments are individualized meetings to offer students customized support. This allows students to have discussions unique to their needs.

Academic Advisors can help with:

- Making informed decisions about which courses to take and how to sequence your courses;
- Determining an academic plan to achieve your educational goals;
- Exploring program options (majors, minors, certificates);
- Learning about experiential opportunities in your degree such as co-op, study abroad, case competitions, and more;
- Understanding University regulations and processes;
- Navigating University services, resources, and supports available to you;

Things Academic Advisors cannot do:

- Add or remove you from courses or waitlists.
- Provide overrides for full courses.
- Provide prerequisites overrides – except for a few rare cases.
- Tell you what the easiest elective is. It's different for every person!
- Change how a professor teaches or grades their course.
- Bypass University regulations or policies.

Here are ways you can prepare for your advising appointment:

- Create a list of questions or concerns you want to ask;
- Check your [Degree Works](#) to review your degree progress;
- Review your academic program/major/minor in the [Academic Calendar](#) for information;
- Review [important academic dates and deadlines](#) and [course registration dates](#);