

As an undergraduate student at McGill, and in the Department of Geography, you may have **questions** about a number of things, including:

- Program selection and/or degree evaluation
- Course selection
- Scheduling conflicts
- Study Away / Exchange
- Field courses / Field semesters
- Research opportunities
- Academic and career goals
- Support services for students

There are numerous resources¹ around McGill to help you with these questions – your primary contact is your Undergraduate Program Advisor, Michelle Maillet.

How to I reach Ms. Maillet?

- Drop by her office in **Burnside Hall, room 323** during her regular **advising drop in hours** (hours are [listed online](#), below her signature in emails, and posted on her office door).
- **Send her an email** with your questions at advisor.geog@mcgill.ca (always use your McGill email when contacting your advisor, and include your student ID number in the body of the text). Given the high volume of emails that the advisor receives during the add/drop period and at the end of term, please allow for at least 3 business days for a response.

What can I expect from my Geography Advisor?

- That she will treat you as an individual – with your own background, your own grades and your own reasons and motivations for coming to McGill – and help you reach your own potential.
- That she will be on time for her appointments.
- That she will respect your confidentiality.
- That she will not discuss your record with a 3rd party (including your parents) without written consent (handwritten, or email from your McGill email)
- That she will be non-judgmental - her office is a safe space.

¹ **[Student Services](#) and Resources include:**

Faculty advisors / Program advisors, [Scholarships and Student Aid](#), [Student Health Services](#), [Mental Health / Counselling Services](#), [Career Planning Service \(CaPS\)](#), [Service Point](#), [Tutoring Service](#), [Office for Students with Disabilities \(OSD\)](#), [Campus Life and Engagement](#), [First Peoples' House](#), [International Student Services](#), [Office of Religious and Spiritual Life](#), [Sexual Identity Centre](#)

- That she will help you recognize and articulate your goals and objectives, and will advise you on the ways and means McGill can help you reach those goals.
- That she will be well informed about the rules and regulations in the university– and that she know how they can be best applied to your particular circumstances.
- That she will help you navigate the consequences of any difficult circumstances (personal or academic) that you might encounter during your time at McGill.
- That she will not make your decisions for you – she will advise you on choices, directions, opportunities, courses, and resources so that you have the information you need to make informed decisions yourself.
- That she will refer you to other resources and contact people that can help you when your questions are outside her scope of expertise

What does my advisor expect from me?

- That you will make every effort to inform yourself about your degree requirements, and the way your program works. This includes:
 - Being familiar with [undergraduate section](#) of the Department of Geography’s website.
 - Being very familiar with the **Course Checklist** for your program (available on the Department website), and the [eCalendar](#).
 - Reading informative emails sent by Ms. Maillet.
- That you check your Unofficial transcript on Minerva regularly to ensure everything is in order.
- That you will take responsibility for your own actions and decisions.
- That you will come prepared to advising meetings.
- That you will receive the information provided/discussed, reflect on it during and following the meeting, and then follow-up if need be.

Advising as teaching and learning:

Through the advising relationship, which consists of in-person meetings as well as email conversations, the student will develop the following skills:

1. Communication, decision-making, and planning skills;
2. Personal balance and wellness;
3. Resource identification;
4. Curriculum integration: Understanding the relationship between your classroom and campus experiences and your academic, career, and personal goals;
5. Understand the importance of “experiential learning” in your educational plan;
6. Relational development;