

How to Prepare for a Meeting with Your Academic Advisor

- ☐ Check first to see if you should make **an appointment** with your advisor (usually by email) or if they have **drop-in hours**. You can typically find this information on the website of the relevant [Department](#) or Faculty [Student Affairs Office](#).
- ☐ Remember that during **peak advising periods** (i.e. the Add/Drop period, after midterms, the end of the semester, etc.), your advisors will be very busy and **there may be a delay** to email replies or in making an appointment. *(Be proactive and meet with your advisors well in advance of registration or other deadlines!)*
- ☐ Carefully read over important information such as your **program and degree requirements**, and any related university or Faculty policies, and **write down** any **specific questions** that you have. You can find detailed information on your degree and program requirements in the [eCalendar](#) and on your [Departmental and Faculty websites](#).
- ☐ For questions about your **course selection**, review the course options available to you in [Minerva](#) and the [eCalendar](#), and write down the **course name, number** and **CRN** for any that you want to discuss with your advisor.
- ☐ Your program or degree may have an audit form, handbook, course lists, etc. that you can use to **track your progress**. If this is the case for you, bring a copy of these documents with you for review with your advisor. *(These documents can often be found on the Departmental or program website.)*
- ☐ If it is your first year at McGill and you have [advanced standing credits or course exemptions](#) from previous studies (i.e. AP exams, IB, A-levels, French Baccalaureate, university/college courses, etc.), bring a copy of your grades or final test results, as well as any related course syllabi, with you to your appointment. This information might be helpful for your advisor.
- ☐ Bring a pen and paper, laptop or other device to **take notes** during your meeting. *(You can use the back of this sheet for questions and to take notes, too!)*
- ☐ After your meeting, **follow-up** by email to confirm what you discussed and ask any further questions that you might have.

If you meet with your advisors regularly throughout your studies at McGill, they will help guide you through your degree and program requirements, course selection and registration, and can offer support and referrals if you have academic or personal difficulty.

Your advisors are a valuable resource, use them!

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