

# CENTRAL ADVISING

## ACADEMIC ADVISING GUIDE

### WHY SEE AN ACADEMIC ADVISOR?

Academic Advisors are committed to student success and to helping students become self-directed learners and responsible decision makers. Academic Advisors offer assistance, support and guidance, which empowers each student to take an active role in creating their pathway to academic success.

Academic advising is a developmental, collaborative, continuing process. Advisors can help you to identify areas of interest, strengths and goals to make informed decisions about your future.

### HOW CENTRAL ADVISING ASSISTS FIRST YEAR STUDENTS:

#### EVALUATING ACADEMIC OPTIONS

- What your course options are based on interests, strengths and future goals.
- How to choose a concentration based on academic, personal and potential career options.
- How to connect with other student services as needed.
- How to navigate your first semester successfully, including academic planning, registration and study skills resources.
- How to effectively balance your academic workload with non-academic responsibilities such as work, family and lifestyle.

#### ACADEMIC PLANNING

- How to read and use the KPU Academic Calendar.
- How to check if a course has prerequisites or co-requisites.
- How to review the registration process to ensure effective class selection.
- How to understand the structure of your Certificate/Diploma/Degree.

### WHEN SHOULD I SEE AN ACADEMIC ADVISOR

You can and should check in with academic advising on a regular basis to ensure that you are on track, but it's especially important to visit before you enroll in your first term and before your second term.

- For Fall Semester – book in early June
- For Spring Semester – book in early October
- For Summer Semester – book in early February
  
- If you need guidance on your academic pursuits and you are not sure where to go for assistance, Central Advisors can assist you by providing you with direct contacts to the assistance you need.

### HOW TO CONTACT US FOR AN APPOINTMENT:

- To make an appointment you can book online on [Advisor Connect](#) or call 604-599-2828.
- Your appointment confirmation will be sent to your KPU email, so make sure to log in to your KPU [email](#) regularly and especially prior to your online advising session.
- It is recommended that students book appointments early as availability is limited. We suggest that you meet with an advisor once you receive your KPU student number.

### OTHER WAYS OF CONNECTING WITH AN ADVISOR:

- Drop-in advising are micro sessions for small, specific questions, typically 10 minutes in length.
- Send us an [email](#).
- For more detailed information and hours visit our [website](#).

### HOW TO PREPARE FOR YOUR APPOINTMENT:

During your appointment we will develop an academic plan that is tailored to your interests, skill sets and lifestyle. Prior to your appointment there are certain things you can do to ensure you make the most of your advising time.

### BEFORE YOUR APPOINTMENT:

- Review the [KPU Academic Calendar](#), particularly the program requirements, courses, majors and minors you are interested in, [www.kpu.ca/calendar](http://www.kpu.ca/calendar).
- Prepare any questions you have beforehand.
- Become familiar with campus services available under [Student Affairs](#).

### DURING YOUR APPOINTMENT:

- Ensure you are available at your given appointment time. Scheduled appointments are 30 minutes in length. For online appointments, it is advisable to log-in to your appointment a little earlier than the appointment. For instructions on how to log into an MS Teams appointment, [visit this video](#).
- Come prepared to ask questions! Once you have reviewed the [Academic Calendar](#), your understanding of your program requirements will be much broader and you will gain more insight and direction from your session.

### ONGOING:

- Always check your [KPU email](#), it is the only way KPU communicates directly with students.
- Review important [dates and deadlines](#) in the [Registration Guide](#).
- Meet with an advisor regularly, especially prior to the start of registration.

### CENTRAL ADVISING'S COMMITMENT TO YOU:

- We provide a confidential, respectful and professional space to discuss your concerns.
- We are here to help explore areas of study, appropriate classes and to develop a customized academic plan.
- We connect students with resources and other help services to ensure their transition to KPU is as seamless as possible.
- We will assist with understanding and interpreting KPU policies, procedures and processes.