

Education Advising Syllabus

Education advising is a collaborative planning process between you and an advisor to assist with education and career goals.

PREPARING FOR YOUR ACADEMIC ADVISING APPOINTMENT

1. **Be on time**
If you need to cancel or reschedule, contact Student Services
2. **Bring a copy of past transcripts**
high school/post-secondary
3. **Bring a list of questions**
and something to take notes



ADVISOR Responsibilities

- Maintain confidentiality.
- Listen with no judgements and respect your decisions.
- Assist you in exploring your interests, skills and abilities.
- Empower you to make informed decisions with your education and career goals.
- Ensure you are aware of support services available to you.
- Assist you with understanding student related policies.
- Support you with identifying graduation or transfer requirements.
- Make internal/external referrals as needed.

STUDENT Responsibilities

- Make appointments when needed.
- Seek out supports and resources.
- Take responsibility for planning and making decisions related to your educational and career pathway.
- Ask for clarification if you don't understand something we discuss.
- Provide information on your interests, skills, abilities, experiences and personal situation to help us assist you.
- Know the important dates (e.g. fee deadlines, withdrawal dates, exam dates).
- Be aware of student policies and procedures.

Looking for GUIDANCE? Contact Student Services

250-489-8243
or
toll free
1-877-489-2687 x 3243

studentservices@cotr.bc.ca

Striving to create and deliver the most personal student experience in Canada

