



## Contact Us!

The Academic Advising Centre is here to support students with their academic endeavours. Students should visit the Academic Advising Centre or contact one of our advisers to ensure they are on the right track and that they fully understand their program of study. We are here to help students succeed!

## Contact Information

The Academic Advising Centre is located on the fourth floor of the Science Building, room SN 4053.

We are open Monday to Friday from 8:45 a.m. to 4:45 p.m.\* (\*4:15 p.m. June to August)

You can also contact us by:

Tel: 709 737 8801

Fax: 709 737 2404

E-mail: [advice@mun.ca](mailto:advice@mun.ca)

Website: [www.mun.ca/advice](http://www.mun.ca/advice).

015-389-12-09-500



**MEMORIAL  
UNIVERSITY**

NEWFOUNDLAND & LABRADOR, CANADA

advice...



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Advising  
Centre**

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## What is the Academic Advising Centre?

The Academic Advising Centre is responsible for easing the transition from high school to university for entering students and ensuring that all students obtain sound and accurate academic information and advice.

The Academic Advising Centre is in communication with and collaborates with all faculties, schools and various departments throughout the university. The Academic Advising Centre is also in contact with Newfoundland and Labrador's five College of the North Atlantic campuses in the province offering the Comprehensive Arts and Science (CAS) Transfer: College-University program.

## Is the Academic Advising Centre for me?

The Academic Advising Centre has a special responsibility to students who are:

- entering Memorial for the first time
- in their first year
- undecided about their academic goals and/or program
- uncertain about course selection
- in the faculties of Arts or Science but who have not declared a major and/or minor
- not accepted into their chosen school or faculty
- thinking about making changes in their academic program, such as changing their faculty or major
- readmitted with an academic warning
- returning to their studies after a required withdrawal

## What can the Academic Advising Centre do for me?

For all students, the Academic Advising Centre can:

- assist with appropriate course selection
- help with the registration process
- provide advice on the chosen major, minor, faculty or school
- make referrals to appropriate help centres and units within the university
- provide advice and assistance to undeclared students for cancellation of registration and retroactive withdrawals
- assist those seeking readmission after a second or third withdrawal

## For students in their first year, the Academic Advising Centre also:

- conducts spring interviews with high school students who will attend Memorial in the upcoming fall semester
- assigns a faculty adviser from among course instructors
- publishes a newsletter, *Advice*, throughout the academic year
- organizes a series of information sessions on admission into the university's faculties and schools
- co-ordinates the delivery of progress reports from instructors
- discusses academic progress with students experiencing academic difficulty
- helps all students with achieving academic success
- compiles the *Guide to First Year*

## The Academic Advising Centre's website

The Academic Advising Centre's website contains a great deal of important information, for example:

- FAQ
- *Advice* newsletter
- information for Faculty Advisers and Guidance Counsellors
- *Guide to First Year*
- presentation, "Guide to Memorial Self-Service"
- link to *Become Acquainted with...*
- presentation, "Setting up @MUN.ca"
- schedule for information sessions during the fall and winter semesters
- links to help centres on campus

## Additional Student Support

**Maintaining Student Relationships Project (MSRP)** focuses on supporting undeclared students who are beyond their first year of study. The MSRP engages in proactive e-mail contact to assist these students with their academic plan and to foster academic success. To learn more, go to: [www.mun.ca/advice/undeclared](http://www.mun.ca/advice/undeclared).

**Establishing Student Relationships Project (ESRP)** focuses on supporting prospective students and helping to ease their transition into university life. The ESRP reaches out to prospective students through phone calls, e-mails and live chat. To learn more go to: [www.mun.ca/advice/ESRP](http://www.mun.ca/advice/ESRP).

