

# Visiting a Post-Secondary Advisor

An Educational or Program Advisor is someone that provides you with information about post-secondary programs. They can help you can make decisions about how to reach your personal goals. Each post-secondary institution offers educational advising support. It is a must for you to meet with one to help decide your program.

*It is up to you to act on it, follow up, and track your progress.*

## Here's What You Need to Do:

**BE SURE** to have selected only one or two programs that you are inquiring about. If you are not sure what programs an institution offers or what programs you might be interested in then use **Education Planner.ca** first to explore your options.

**MAKE AN APPOINTMENT** to deal with the following issues:

- Mapping out an educational plan specific to your career goal
- Inquiring about specific program admission requirements and your qualifications
- Asking for assistance with post-secondary course selection
- Transferring course credits from one institution to another

### Book Your Appointment in First Semester, Attend Info Sessions or Drop-In Sessions!

**KPU Surrey Campus:** 1pm-4pm Tuesday & Thursday, 1pm-3pm Friday

**SFU Surrey Campus:** Tuesday-Friday, 1-3pm

**UBC:** go to [www.students.ubc.ca/enrollment/courses/academic-planning/advising](http://www.students.ubc.ca/enrollment/courses/academic-planning/advising) to book an appointment

**Douglas College:** Monday-Thursday- 2-4pm/Monday, Tuesday, Thursday, Friday- 10:30am-12:30pm

**BCIT:** Tuesday & Thursday- 1:30-3:30pm & Wednesdays 9:30-11:30am

**Langara College:** Monday-Friday 8:30am-4pm. Book an appointment by calling (604) 323-5221

**Capilano University:** Monday-Friday- 8:30am-4pm. Book an appointment by calling (604) 984.4900

**Vancouver Community College:** Monday-Friday 9am-3:30pm. Call (604)871-7000

**University of the Fraser Valley:** Monday-Friday 9am-5pm. Call (604)864-4674

**NVIT (Burnaby Campus):** Call 604-602-9555 to make an appointment

**JIBC:** Email [studentadvising@jibc.ca](mailto:studentadvising@jibc.ca) for advice and to make an appointment

**BE PREPARED** for your meeting. Be sure to:

- Read all the information about your program. Start with their website online
- Attend a general advising or program information session.
- **Prepare specific questions you would like to discuss.**
- Bring transcripts, progress records or other documents that may be needed
- Bring a note pad and paper to make an Action List.

**KEEP RECORDS** of the advice you are given and follow up



# Questions to Ask Your Advisor

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## Preparedness and Resources

- ☐ Do I have the time, energy and financial resources required to be successful in the program?
- ☐ What type of job am I seeking when I finish the program and how much money do I hope to earn? Are my expectations realistic?

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## Admissions

- ☐ What are the pre-requisites for admission?
- ☐ How many students apply for the course or program and how many are accepted?
- ☐ Do I need to take a test to be considered for acceptance? If so, what score do I need to achieve to be considered?
- ☐ Are there waitlists for the program or courses I am interested in?

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## Financial Considerations

- ☐ What is included in the price of tuition? What other costs are necessary for me to complete the program?
- ☐ Are grants, bursaries or scholarships available?
- ☐ Is it possible for me to borrow resource materials, or do they need to be purchased?
- ☐ Is there anyone at the institution to help you to submit an application for student assistance?

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## Employment Opportunities and Job Placement

- ☐ Is it expected that there will continue to be opportunities in the field I have chosen?
- ☐ What types of employers have hired recent graduates of the program?
- ☐ Does the institution offer job placement services? What do these services involve?
- ☐ Does the institution have any information about how many previous graduates of the program have been successful in finding jobs?
- ☐ Is a practicum or work term component a mandatory part of the program? How long is it? Is the work term paid?
- ☐ Will the institution arrange a practicum for you or are you expected to take on that responsibility?
- ☐ Will my potential employers recognize this training?
- ☐ If the institution is privately operated, is it registered with the Private Career Training Institutions Agency?
- ☐ Is the credential that you hope to achieve through the program recognized by the profession or industry?

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## Facilities, Services and Equipment

- ☐ Is there any tutoring, advising or support service available?
- ☐ Are classes a reasonable size for one instructor? What's the institution's student/instructor ratio?
- ☐ What type of equipment is used, and how does it measure up to what industry uses?

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## Training and Instruction

- ☐ How long is the course or program?
- ☐ Does the program cover all of the subject matter you are hoping to learn?
- ☐ What percentage of the training or instruction is theory and what percentage practical experience?
- ☐ What are the completion/dropout rates for the program/institution/campus?
- ☐ What are the pass/fail rates for the program/institution/campus?

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## Course and Program Transfer

- ☐ Does the institution have any transfer arrangements with other institutions?
- ☐ What opportunities for further education will you have after you graduate?
- ☐ Will other post-secondary institutions recognize the training, and if so, how much credit will they assign?