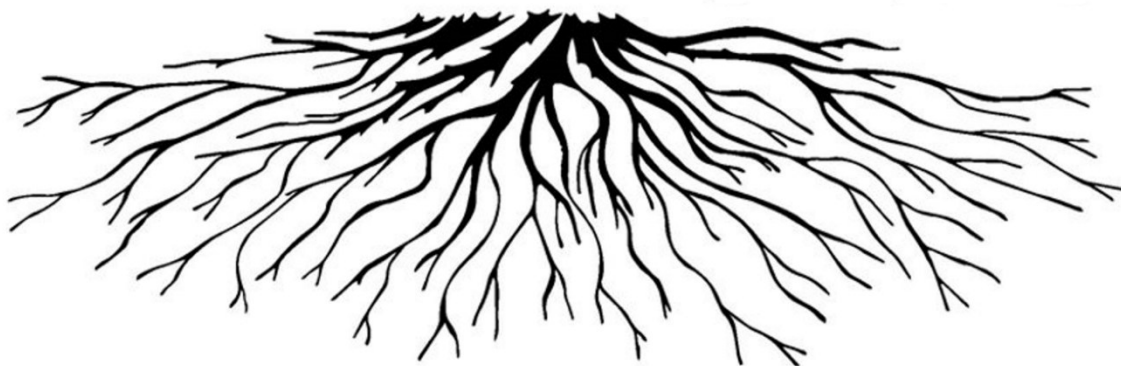




McGill

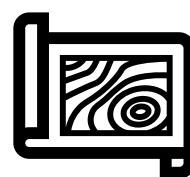
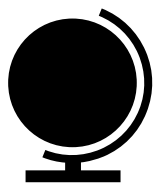
Department of
Geography



Advising Syllabus

2026-2027

An advising guide for undergraduate students in **Geography, Urban Studies,**
& **Sustainability, Science and Society** programs



Introduction

As an undergraduate student at McGill, you may have questions about several things, including but not limited to:

- Choice of degree program(s) to study (majors, minors, etc.)
- Program requirements and course selection
- Registration issues
- Study away and exchange opportunities
- Field courses and [Field Study Semesters](#)
- Internship and research opportunities
- Academic and career goals
- Services available on and off campus

There are countless resources at McGill to help you find the answer to these questions- your first points of contact are your Academic Advisors. **Department-level Advisors** collaborate with **Faculty-level Advisors** to help support you throughout your studies. Department Advisors are responsible for overseeing progress with majors, minors, etc., providing course registration support, and sharing advice about research opportunities and careers in a specific field of study. Faculty Advisors (also known as “Degree Advisors”) oversee degree requirements including Foundation requirements, as well as University and Faculty policies, exam issues, exchange applications, Interfaculty transfers and readmission. Advisors will collaborate to process your graduation approval at the end of your degree. It is therefore important to **check in with both Department and Faculty-level Advisors at least once per year** if not more, to ensure you are on track for graduation and to help you identify any requirements or issues you may have missed.

Geography Undergraduate Advisor

In the Department of Geography, our **Undergraduate Program Advisor**, or Department Advisor, is **Michelle Maillet** (she/her). Michelle is responsible for [all undergraduate programs that fall under the Department of Geography](#) (including majors, minors, honours, joint honours, and Interfaculty programs). She holds a wealth of knowledge about navigating the McGill bureaucracy and can help you be strategic with your undergraduate studies.

Michelle's office, the Geography Undergraduate Advising Office, is located in [Burnside Hall, room 322](#). She is available to answer your questions **by email**, **by virtual appointment held on [MS Teams](#)**, or **via in person weekly drop-in office hours** Mondays and Wednesdays from 1-4pm.

If there are changes to the weekly drop-in office hours schedule, announcements are shared ahead of time on the [Department website Advising page](#) and a similar alert will be posted on the Advising Office door. Announcements will be distributed in tandem to students enrolled in undergraduate programs under the Department via the Geography Advising Office mailing list.

What can you expect from your Advisor?

- ✓ She will **treat you as an individual**– with a unique background, personal preferences and individual circumstances.
- ✓ She will be respectful with you.
- ✓ She will **respect confidentiality**; she will not discuss your record with unauthorized 3rd parties (including your parents) without your explicit consent.
- ✓ She will help you recognize and articulate your goals and objectives, and will advise you on the ways and means McGill can help you reach these goals.
- ✓ She will be well informed about the rules and regulations in the university, and know how they can be best applied to your particular circumstance(s).
- ✓ She will help you navigate any difficult situation(s) (personal or academic) that you might encounter during your time at McGill in a non-judgmental manner.
- ✓ She **will not make your decisions for you**– she will advise you on choices, directions, opportunities, courses of action, and resources at your disposal in a non-directional way, so that you can make your own informed decisions.
- ✓ She will **refer you to appropriate resource(s) or people** when your questions are outside of the scope of her expertise.

What does your Advisor expect from you?

- ✓ You will make an effort to **inform yourself about your degree and program requirements**. This includes:
 - Being familiar with the [undergraduate programs](#) and [advising](#) sections of the Department of Geography website, as well as the [University Course Catalogue](#).
 - Being familiar with your Faculty's degree requirements and Faculty-level policies via the relevant advising office websites.
 - Checking in regularly with both your Department and Faculty Advisors.
 - Verifying your **unofficial transcript in Minerva** to ensure that the program and course registration information is accurate, and that your record is up to date.
 - Checking your **McGill email** regularly so as not to miss any important information.
- ✓ You will come prepared for advising meetings and arrive on time.
- ✓ If you cannot attend a scheduled virtual meeting, you will cancel it ahead of time via the link in your meeting confirmation email to leave the meeting slot available for other students who may need it.
- ✓ You will be accountable and take responsibility for your actions and decisions.
- ✓ You will be honest and respectful with your advisor and understand the limitations of their power.
- ✓ You will not only see your advisor to help troubleshoot problems, but also to share success stories and good news as things develop throughout your degree.



Learning Outcomes

Through the advising relationship, which consists of in-person meetings, virtual meetings as well as email conversations, the student will develop the following skills:

1. Effective communication, degree planning, and decision-making.
2. Personal balance and wellness.
3. Strategic resource identification.
4. Curriculum integration: Understanding the relationship between your classroom and campus experiences and your academic, career, and personal goals.
5. Relational development.