



# Academic Advising

---

## MEDICINE HAT

Location: Centre Core Main Floor  
Phone: 403-529-3819  
Email: [info@mhc.ab.ca](mailto:info@mhc.ab.ca)  
Office Hours: Monday-Friday  
8:00am-4:30pm  
Appointment times vary by Advisor  
Online Booking:  
[www.mhc.ab.ca/bookanadvisor](http://www.mhc.ab.ca/bookanadvisor)

## BROOKS

Location: Information and Registration  
Desk  
Phone: 403-362-1677  
Email: brooks [info@brooks.mhc.ab.ca](mailto:info@brooks.mhc.ab.ca)  
Office Hours: Monday-Thursday  
9:00am-7:00pm  
Friday  
9:00am-4:00pm  
Appointment times vary by Advisor  
Online Booking:  
[www.mhc.ab.ca/bookanadvisor](http://www.mhc.ab.ca/bookanadvisor)

## MISSION STATEMENT

Academic Advisors at Medicine Hat College collaborate with student development professionals, faculty, and stakeholders to empower students to make informed decisions, become self-reliant problem solvers, and active participants capable of developing a plan to realize their educational goals while attending Medicine Hat College.

## **Advisor / Student Expectations and Responsibilities**

### *Advisor Expectations/Responsibilities*

- Provide a safe, respectful, and confidential space to discuss your questions and concerns.
- Adhere to the highest principles of ethical behaviour and maintain confidentiality. Your advisor will not discuss issues with parents or non-college persons without your written permission.
- Encourage you to take an active role in the advisement process.
- Help you develop an academic plan that takes into account your educational goals.
- For University Studies programs (i.e. University Studies: Arts, University Studies: Education), we will support you with understanding the process of transferring to a university and course selection.
- Help you understand college policies, regulations, and program requirements.
- Refer you to appropriate campus resources for specific assistance including Counselling, Career Services, Academic Coaching, Writing Assistance, Financial Aid, International Student Services, Indigenous Student Services, Tutoring, Students' Association, Student Residence, Accessibility Services, and Daycare.

### *Student Expectations/Responsibilities*

- Display respect for the advisor and have a positive attitude toward the advising process.
- Take the initiative to contact us by email, phone, or by booking an appointment when you need assistance.
- Arrive on time for advising appointments. If you are going to be late or unable to attend your appointment, please contact us as soon as you know.
- Be an active learner by participating fully in advising appointments and ask questions if you do not understand an issue or have a specific concern.
- If you are planning to attend another institution after Medicine Hat College, it is your responsibility to contact that institution directly for program information. We are not able to advise for other institutions.
- Check your @mymhc email regularly for communication from Medicine Hat College.
- Make note of important dates in the academic year (i.e.: add/drop deadlines, withdraw deadline, and tuition fee deadlines).
- Review relevant sections of the MHC Academic Calendar pertaining to your program (i.e. continuation and graduation requirements). Also be familiar with college policies and procedures (i.e. Grade appeal process).
- Accept responsibility for your decisions and (in)actions which affect your educational progress and goals.
- Familiarize yourself with the campus resources available to you.

## **Preparing for an Advising Appointment**

- Be prepared to discuss the following: your career aspirations; educational interests and goals; and educational plan, including course selection.
- Come prepared with questions and to discuss your concerns.
- If you are a student in a University Studies program, review the University Studies Planner before your first meeting with your advisor. The University Studies Planner is available on the Academic Advising webpage: [www.mhc.ab.ca/advising](http://www.mhc.ab.ca/advising)
- If you are a current student, come prepared with a current copy of your program planning guide and knowledge of what courses you have already taken towards your program. Medicine Hat College Program Planning Guides can be found on your program page: [www.mhc.ab.ca/programsandcourses](http://www.mhc.ab.ca/programsandcourses)
- If you have not applied to a program, bring a copy of your high school and all post-secondary transcripts or be aware of completed courses and grades.

## **Expected Outcomes of Advising**

As a result of Academic Advising you will be able to:

- Identify a program that aligns with your interests, values, strengths, career and educational goals.
- Find and understand information about institutional program policies, regulations and procedures to make informed educational decisions.
- Utilize campus resources to develop the academic skills and resilience needed to succeed.
- Identify program requirements and develop a plan to graduate in the expected graduation time frame.
- Recognize the value of developing a relationship with faculty and staff to build a network that supports your goals.
- Understand that participating in extra-curricular and educational opportunities will advance your professional and personal development (i.e. work experience, clubs, volunteering and supplementary training).

## Campus Resources

### Academic Support

- Academic Advising  
<https://www.mhc.ab.ca/Services/AcademicSupport/Advising>
- Academic Coaching  
<https://www.mhc.ab.ca/Services/AcademicSupport/AcademicCoaching>
- Accessibility Services  
<https://www.mhc.ab.ca/Services/AcademicSupport/AccessibilityServices>
- Indigenous Student Support  
<https://www.mhc.ab.ca/Services/IndigenousSupport>
- International Student Support  
<https://www.mhc.ab.ca/InternationalStudents/ISS>
- Library Services  
<https://www.mhc.ab.ca/Library>
- Tutoring  
Brooks: <https://www.mhc.ab.ca/Services/AcademicSupport/BrooksOpenLearningCentre>  
Medicine Hat: [https://www.mhc.ab.ca/Services/AcademicSupport/ARC\\_TutoringExams](https://www.mhc.ab.ca/Services/AcademicSupport/ARC_TutoringExams)
- Writing Support  
<https://www.mhc.ab.ca/Services/AcademicSupport/WritingSupport>

### Counselling and Health Services

- Chaplaincy Services  
<https://www.mhc.ab.ca/Services/CounsellingAndCare/InterfaithCentre/Chaplaincy>
- Fitness, Health, Recreation, and Wellness Services  
Brooks:  
<https://www.mhc.ab.ca/AboutMHC/ContactMHC/BrooksCampus/FacilitiesBrooks/BrooksRecreation>  
Medicine Hat: <https://www.mhc.ab.ca/Services/HealthandWellness>
- Medical Clinic  
<https://www.mhc.ab.ca/Services/HealthandWellness/HealthServices>
- Mental Health & Counselling Services  
<https://www.mhc.ab.ca/Services/CounsellingAndCare/StudentCounselling>
- Students-At-Risk Support  
<https://www.mhc.ab.ca/Services/CounsellingAndCare/SARS>

### Student Employment and Career Centre

- <https://www.mhc.ab.ca/Services/CareerCentre>

### Technology Support

- <https://www.mhc.ab.ca/Services/TechnologyAndSupport>

### Student Financial Aid

- <https://www.mhc.ab.ca/Services/FinancialAid>

**Bookstore**

- <https://www.mhc.ab.ca/Services/Bookstore>

**Residence Services**

- Brooks: <https://www.mhc.ab.ca/BrooksCampus/BrooksResidence>
- Medicine Hat: <https://www.mhc.ab.ca/Services/Residence>

**Students' Association (SAMHC)**

- <https://www.mhc.ab.ca/Services/StudentsAssociation>

**Daycare**

- <https://www.mhc.ab.ca/Services/DayCare>

**External Resources****Alberta Learning Information Services**

- <https://alis.alberta.ca/>

**Transfer Alberta**

- <http://transferalberta.alberta.ca/>