

University of Guelph
School of English and Theatre Studies

Advisor: Professor Troy Hourie

ADVISING SIGN UP FORM:

Please note that during the current pandemic situation, student advising will be completed entirely online. Students may set up appointments to have virtual meetings with advisor using this form.

Please note the following:

1. Student advising is available **by appointment only**. If you have a class conflict with this allocated time, please forward a copy of your class schedule in your request for accommodation.
2. Students must make an appointment for advising and receive an email confirmation from one of the advisors.
3. Students must come prepared with specific questions and have researched their options online prior to scheduled appointment.
4. Students must email their **most recent transcript 24 hours prior** to the meeting. If this is not received your meeting will be rescheduled.
5. Most issues can be resolved by email. Please use the form below to explain your issue.
6. Any student who schedules a meeting and then does not show up will not be seen for at least 7 days after the missed appointment.
7. Do your homework so you're prepared for your appointment. Bring in necessary documents/emails needed to resolve your issue. If you are not prepared, your meeting will be rescheduled.
8. Fill in a Curriculum planning worksheet if the meeting involves curriculum planning or course selection. Please email advisors to request a copy of the form should it be necessary.

Student Name and Number _____

Student Email: _____

Preferred advising date: _____

Please describe what the issue to be resolved by advisement. You should outline possible options for how this issue can be resolved.

Meeting scheduled for:

Approved by: