



# Academic and Career Advising

## Role of an Edwards Advisor

### Undergraduate Programs

Provide a safe place for students to discuss academic goals and personal challenges.

Support students to develop decision-making skills required to make informed academic decisions.

Assist students in relating personal aptitudes and passions to relevant majors.

Assist students in developing a plan for successful program completion.

Show students where to find information related to specific university procedures, policies and regulations, and provide referrals to campus services.

### Edwards Career Services

Guide students to identify personal aptitudes and passions, to select a major that supports future career aspirations.

Guide and support students through the co-op admission process, professional development workshops, and work placements.

Assist and advise students through the personal job search process and identify strategies to find employment.

Inform and develop opportunities for students to engage with the local business community.

Promote students and alumni to local, national, and international employers.

### International Student Supports & Study Initiatives

Facilitate and promote study abroad opportunities for students.

Advise students considering or currently enrolled in the Global Business Stream or Advanced Global Business Stream.

Discuss funding available for students interested in attending international conferences, study abroad placements, and summer school opportunities.

Be the first point of contact for all international students within Edwards.

## Role of a Student

Familiarize yourself with the University Course Calendar, important dates, policies and procedures.

Meet regularly with an undergraduate programs advisor for advice and support.

Take responsibility for your academic decisions and the outcomes.

Define academic and career goals that align with prior learning experiences, personal aspirations and aptitudes.

Build a personal path to degree completion, review your academic progress regularly, and understand the impact of your grades in terms of promotion standards, choosing a major, and graduation.

Developing business  
professionals to build nations



**EDWARDS**  
SCHOOL OF BUSINESS  
UNIVERSITY OF SASKATCHEWAN



## Academic Success

- ❑ Maintain a minimum yearly average of 60% to advance to the next year of the program.
- ❑ First year marks matter – major acceptance is based on your cumulative average to the end of Term 1, Year 2.
- ❑ Utilize Student Learning Services.  
[library.usask.ca/studentlearning](http://library.usask.ca/studentlearning)
  - Math & Stats Help
  - Study Skills Help
  - Writing Help
  - Tutoring
- ❑ Select 100-Level Non-Commerce Electives that support your professional goals. At least 4 of the 6 must be social sciences or humanities.
- ❑ Apply for Edwards scholarships, awards and bursaries in September and March.

## Career Goals

- ❑ Take the CliftonStrengths assessment to recognize your natural talents, so you can focus on building them into strengths.  
[students.usask.ca/jobs/careers.php#TakeACareerAssesment](http://students.usask.ca/jobs/careers.php#TakeACareerAssesment)
- ❑ Access career resources to build an amazing resume and prepare for upcoming interviews.  
[edwards.optimalresume.ca](http://edwards.optimalresume.ca)
- ❑ Access the School of Business tab within CareerLink to review resources and as well as part-time summer job postings  
[careerlink.usask.ca/home](http://careerlink.usask.ca/home)
- ❑ Review the calendar of career events. [careerlink.usask.ca](http://careerlink.usask.ca)

## Get Involved

- ❑ Familiarize yourself with the university's new student website.  
[students.usask.ca/new/transition](http://students.usask.ca/new/transition)
- ❑ Build a support network within the campus community. Introduce yourself to professors, classmates, and an academic advisor.
- ❑ Consider joining a club; visit the Edwards Business Students' Society (EBSS) website for a full list.

## Global Mindset

- ❑ Attend a Global Business Stream Information Session if you are interested in international business.

**Seek out leadership and volunteer opportunities to build your skills and increase your network.**



## Academic Success

- ❑ Major acceptance target averages to aim for:
  - Accounting – 76%
  - Finance, Operations Management, Marketing, and Human Resources – 70%
  - Management – 60%
- ❑ Attend a Second Year Advising Session to learn more about program planning. Program options:
  - Co-op
  - Study Abroad
  - Honours
  - (Advanced) Global Business Stream
  - B.Comm./JD Combined Program
- ❑ Attend a Pick-A-Major info session to learn about the B.Comm. majors.
- ❑ Access the Program Planning Guide to familiarize yourself with the process.

- ❑ After being accepted into a major, begin requesting permission for 300/400 level classes through Program Planning.  
[edwards.usask.ca/planner](http://edwards.usask.ca/planner)

## Career Goals

- ❑ Take the CareerLeader assessment through Edwards Career Services to recognize how your interests, motivators and skills relate to your future career success and satisfaction.
- ❑ Engage with business professionals at the Edwards Networking Event in January.
- ❑ Make a career advising appointment at Edwards Career Services to identify career options related to majors you are considering.
- ❑ Apply to the Co-op Program and gain 8 months of paid work experience in your area of study. Attend a co-op info session for more details.

## Get Involved

- ❑ Volunteer for Open House to tell prospective students all about Edwards.
- ❑ Consider becoming a peer mentor.  
[library.usask.ca/studentlearning/pal-peer-mentors](http://library.usask.ca/studentlearning/pal-peer-mentors)
- ❑ Consider joining a club; visit the Edwards Business Students' Society (EBSS) website for a full list.

## Global Mindset

- ❑ Consider study abroad - deadline to apply for January is October 1, and for September is February 1. Visit the International Initiatives in Room 187 for details.



## Academic Success

- ❑ Complete program planning for your final year.
- ❑ Register in an experiential learning class (manage a stock portfolio, complete a consulting project, participate in a not-for-profit internship, etc.).
- ❑ If you are interested in completing a research project alongside a faculty member, apply for the Honours Program by April 30th.

## Career Goals

- ❑ Research careers and related professional associations – consider signing up for a student membership to access additional resources.

**Make sure to meet with an advisor if you have any questions or concerns about your average.**

## Get Involved

- ❑ Apply for a case competition or a conference coordinated by EBSS.
- ❑ Apply for funding for a competition or conference through the Edwards Co-Curricular Fund (in September or January).
- ❑ Become a Mentee in the Edwards Mentorship Program.
- ❑ Tryout for a JDC West Business Case Competition Academic Team.
- ❑ Consider joining a club; visit the Edwards Business Students' Society (EBSS) website for a full list.
- ❑ Attend the Edwards Formal hosted by the Edwards Business Students' Society.

## Looking Ahead

If you are interested in the combined B.Comm/JD program take your LSAT by December for September admission - deadline to apply is February 1st. Information is available on Careerlink under School of Business tab. [careerlink.usask.ca](https://careerlink.usask.ca)

- ❑ Attend a Masters of Professional Accounting (MPAcc) Info Session –deadline to apply is November 30th to start in September after your 4th year.

## Global Mindset

- ❑ It's still not too late to study abroad! Contact International Initiatives in Room 187 for details.
- ❑ Consider attending a conference abroad – funding opportunities may be available.



## Academic Success

- ❑ Meet required averages to graduate:
  - 60% (major, yearly, and cumulative)
  - With Distinction – 75%
  - With Great Distinction – 80%
- ❑ Apply to graduate by March 31st for Spring Convocation, or August 31st for Fall Convocation.

## Career Goals

- ❑ Request a cover letter and resume review from Edwards Career Services.
- ❑ Edwards Career Services provides resume books to interested employers. For more information, including how to participate, email: [careers@edwards.usask.ca](mailto:careers@edwards.usask.ca)

- ❑ Ensure your LinkedIn profile is up-to-date and reflective of your career goals.

## Get Involved

- ❑ Tryout for a JDC West Business Case Competition Academic Team.
- ❑ Attend the EBSS Graduation Banquet.
- ❑ Participate in the Edwards Mentorship Program.

**Apply for Edwards scholarships, awards and bursaries in September and March.**

## Looking Ahead

- ❑ If you are interested in Graduate Programs, plan when you will take your GMAT.
- ❑ Attend M. Sc. Finance, MSc. Marketing, or MBA Info Sessions.

## Keep in Touch

- ❑ Make sure to update your PAWS account with your contact information upon graduation.
- ❑ Join the Edwards Alumni Network.



## Edwards Resources

### International Student Supports & Study Initiatives

Room 187  
(306) 966-1837  
[usunier@edwards.usask.ca](mailto:usunier@edwards.usask.ca)  
[edwards.usask.ca/centres/hanlon](https://edwards.usask.ca/centres/hanlon)

### Student and Faculty Services Office

Room 185  
(306) 966-4785  
[undergrad@edwards.usask.ca](mailto:undergrad@edwards.usask.ca)  
[students.edwards.usask.ca](https://students.edwards.usask.ca)

### Career Services

Room 141  
(306) 966-2586  
[careers@edwards.usask.ca](mailto:careers@edwards.usask.ca)  
[students.edwards.usask.ca/careers](https://students.edwards.usask.ca/careers)



### Hours

Mon to Fri  
8:30 am - 4:30 pm  
(closed between  
12:00-12:30pm)

## Campus Resources

### Academic Assistance

#### Edwards Academic Advising

Edwards, Room 185  
(306) 966-4785  
[edwards.usask.ca/apps/advisorbooking](https://edwards.usask.ca/apps/advisorbooking)

#### Rawlinson Centre for Aboriginal Business Students

Edwards, Room 91  
[edwards.usask.ca/centres/rawlinson](https://edwards.usask.ca/centres/rawlinson)

### Student Learning Services

3 Campus Drive, Murray, Room 106  
(306) 966-2886  
[library.usask.ca/studentlearning](https://library.usask.ca/studentlearning)

### Registration & Finances

#### Student Central

Admin. Building,  
105 Administration Place  
(306) 966-1212  
[ASKUS@USASK.CA](mailto:ASKUS@USASK.CA)  
[students.usask.ca/student-central.php](https://students.usask.ca/student-central.php)

### Classes and Registration

[students.usask.ca/academics/classes.php](https://students.usask.ca/academics/classes.php)

### International Students & Study Abroad

#### International Student & Study Abroad Center (ISSAC)

Lower Level Place Riel, Room 80  
(306) 966-4925  
[international.students@usask.ca](mailto:international.students@usask.ca)  
[students.usask.ca/international/issac.php](https://students.usask.ca/international/issac.php)

Drop-in advising for international students  
Mon to Fri, 9:00 am - 12:00 pm.

### Health & Wellness

[students.usask.ca/health/centres](https://students.usask.ca/health/centres)

#### Student Wellness

4th floor Place Riel Room 41.1  
(306) 966-5768  
[student.wellness@usask.ca](mailto:student.wellness@usask.ca)

#### Counselling Services

3rd floor Place Riel  
(306) 966-4920

#### Access and Equity Services

E1 Admin. Building  
306.966.7273  
[aes@USASK.CA](mailto:aes@USASK.CA)

## What's Happening at Edwards



### Website

Visit our website for more information on programs, careers, research, faculty and alumni  
[edwards.usask.ca](https://edwards.usask.ca)



### Newsletters

Monday: Student & Faculty Services, The Latest  
Wednesday: EBSS  
Friday: Edwards Career Services



### Edwards App

Available on Android and Apple, access all of our services in one place and ensure you don't miss out on important events or deadlines.