

How to Book an Advising Appointment?

Book online with Advisor Connect!

Study Abroad Advising Schedule

Students seeking information, advice or assistance about studying abroad (e.g. academic exchange, field schools, short-term study abroad programs, etc.) are welcome to book a **30-minute, one-on-one appointment** at our Richmond or Surrey campus with one of our International Exchange Coordinators.

Richmond: Room 1400

Surrey: Cedar Building, Room 1145

How to book an appointment with an International Exchange Coordinator, using Advisor Connect:

1. Go to **advisorconnect.kpu.ca**
2. Enter your User Name (9-digit KPU student ID) and KPU Password to **LOG IN**
3. Click "**SEARCH AVAILABILITY**" under **STUDENT OPTIONS** on the left
4. Choose "**Study Abroad/Exchange Program**" under **Academic Advising Center**:
5. Select the **LOCATION** – Richmond or Surrey – and modify the search options (dates, times, etc.)
6. Click "**SEARCH**"
7. Select one of the available times displayed on the right. Scroll to the right to find more available appointment times.
8. Write a **REASON** and enter your **PHONE NUMBER** for your advising appointment
9. Add any **NOTES** that will be helpful to your Advisor.
10. Click **SAVE**.
11. You will receive a confirmation email in your **@email.kpu.ca** inbox.

How to cancel your appointment using Advisor Connect:

1. Go to **advisorconnect.kpu.ca**
2. Enter your User Name (9-digit KPU student ID) and KPU Password to **LOG IN**
3. Under the **Main Menu**, click the **X** next to your appointment time to cancel it
4. Enter your reason for cancelling the appointment (optional) and click the "**CONFIRM CANCELLATION**" button.