College of Management undergraduate students who have an assigned college based academic advisor, can make an appointment with their advisor by calling the Undergraduate Program Office at 617.287.7760. Below are some policies and tips regarding our advising appointments to help us meet the needs of all of our students:

- Advising appointments are scheduled to last 30 minutes, usually beginning on the hour or half hour.
- No same-day appointments can be made.
- You are expected to be on-time for your advising appointment. If you arrive more than 10 minutes late for their appointment, the advisor will determine if the appointment needs to be re-scheduled. Consider this practice for being on time to job interviews and other professional engagements!
- If you cannot make a scheduled advising appointment, it is expected that you call our office as soon as possible, so that another student might be able to be seen during that time. If you do not show to three appointments, you will not be able to schedule another appointment without first seeing your advisor during walk-ins.
- No appointments will be available during the add/drop period of the fall or spring semester (usually the first 5-8 school days of the semester) or the weeks when registration opens for the upcoming term. Instead, each advisor will be on walk-ins for the majority of the day.
- You can see any CM advisor during the walk-in hours, but appointments can only be made with your own academic advisor. If you have a concern about your academic advisor, please email the Undergraduate Program Director.
- In person appointments are always preferred. However, if your schedule is demonstrably booked between full time employment and classes, your advisor will determine if a phone appointment is appropriate. Please email your advisor directly to discuss your personal case further. If you are able to schedule a phone appointment, it is expected that you will be in a place where there would be no noise distractions and where you can easily take notes about the meeting. Scheduling an advising appointment while you are commuting or otherwise occupied is not recommended.
- Mandatory advising appointments are needed to have an advising or academic hold removed and for any student picking up completed study abroad approval paperwork. If you need an appointment with an advisor in our office, it is suggested that you call us as soon as possible to be scheduled; appointments will go quickly at busy times of the semester.
- Before you meet with your advisor, take a few minutes to think of the questions you wish to discuss. Some students are overwhelmed with or excited by information from their advisor and might not remember all of their questions during the meeting. Coming prepared to the meeting will help you ensure you are getting everything you need out of the meeting as well.

College of Management students of all credit levels who are need of CM policy exception should meet with a CM advisor first, and will be directed on the best next steps from there. Please keep in mind that not all policy exceptions are handled through the College of Management. Exceptions to university deadlines or policies must be reviewed by the Undergraduate Studies Office (Campus Center, Room 1300).