

# CAREER RESOURCE CENTRE, STUDENT EMPLOYMENT & ACADEMIC ADVISING

## CHEAT SHEET

### CAREER RESOURCE CENTRE

#### Common Questions:

- What occupations can my university program lead to?
- I want to be a \_\_\_\_, what pathway/program should I pursue?
- I am no longer interested in my current program, but I want to stay in a similar field, what can I do?
- Where can my current program lead me?

#### What we cover:

- Individual career counselling (formulating career pathways through exploration around identity development)
- Career assessments (available in workshops only)
- Outreach (ex. intercollegiate Career Q&As)
- Career workshops
- Drop-ins (for general questions)
- Career resources (available on our website)

#### How to contact us:

crc@dawsoncollege.qc.ca  
Room 6D.05



### ACADEMIC ADVISING

#### Common Questions:

- How do I apply to university?
- Do I have the pre-requisites for the program I am interested in?
- How do I do a program transfer?
- If I change programs, what happens to my current accumulated courses/credits?
- How do I transfer schools?
- How does summer school work?
- I am failing a course, what are my options?
- How do I go about reducing my course load?
- How do I drop a course?

#### What we cover:

- Support services available to students
- College policies and processes like registration, course change, course drop
- Follow up on mid-term assessments
- The academic calendar for the semester, the final exam schedule and other key dates & deadlines
- Course load, course sequencing and graduation requirements
- Summer school offerings
- What an authorized absence is and how to request one
- Transferring to a different program/college
- The specific course prerequisites for a particular college or university program, and where, when and how to take them
- The admission requirements for a particular college or university program, including R Score
- How to apply to a college or university program
- Making strategic applications

#### How to contact us:

advsecretary@dawsoncollege.qc.ca  
Room 2D.4



### STUDENT EMPLOYMENT

#### Common Questions:

- How do I write a CV?
- Where can I get help for interview preparations?
- Where can I look for a job ?
- Where can I look for volunteering opportunities?

#### What we cover:

- Résumé building
- Job search assistance
- Interview techniques
- Job fairs
- Cover letters
- Student job bank
- Volunteering opportunities off campus
- Coordinates the Alternance Travail-Études (ATE) summer stage program in Chemistry, Photography, and Computer Science

#### How to contact us:

amsoulis@dawsoncollege.qc.ca  
Room 4E.2



## FOR QUESTIONS ABOUT:

#### French placement level:

- Contact your French teacher
- Or the Chair of the French Department

#### Student fees:

- Visit room 4B.5
- studentfees@dawsoncollege.qc.ca

#### Submitting an authorized absence request:

- authorizedabsence@dawsoncollege.qc.ca

#### Awards and scholarships:

- awards@dawsoncollege.qc.ca

#### Loans and bursaries:

- ydudley@dawsoncollege.qc.ca

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