College of Business
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COB/AAO Staff

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Manager, Student Advisor

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Coordinator, Student Advisor

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Coordinator, Student Advisor

Katie Kern
Coordinator, Student Advisor

Office Associate
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MISSION STATEMENT

The College of Business prepares students for careers by providing quality education in business disciplines, creating and disseminating knowledge, and assisting in Wyoming’s economic development. The College of Business expects the highest level of integrity from our administration, faculty, staff, students, and alumni.
CODE OF PROFESSIONAL EXPECTATIONS FOR STUDENTS

The College of Business expects the highest level of integrity from our administration, faculty, staff, students, and alumni. As students of the College of Business at the University of Wyoming, you are expected to conduct yourselves in a professional manner as described below and to adhere to the ethical principles of this College as well as the University’s Standards as outlined in the University Regulations.

The College of Business Code of Professional Expectations is built on the foundation of respect for others, personal responsibility, the creation and maintenance of trust, and honesty and truthfulness. The administration, faculty, staff, students, and alumni of the College of Business at the University of Wyoming should strive to set an example of ethical leadership and professional behavior as those traits are essential for good social and business interactions. **Students should exhibit professional conduct,**

**In the classroom by:**
- Turning off cell phones and other potentially disruptive electronic devices unless they are being used for class or emergencies, being on time, staying through the entire class, not reading outside materials, and refraining from disruptive conversations. (See UNIREG 30, Revision 1)
- Showing respect for colleagues and instructors by listening to others’ points of view, staying attentive, offering one’s opinion in a courteous, respectful manner, and avoiding inappropriate body and verbal language.
- Being prepared (reading the assigned materials and doing the assigned homework on time), taking an active role in cooperative-learning activities, participating in class discussions, and understanding the importance and connectedness of course content.

**In all curricular and co-curricular activities by:**
- Dressing appropriately and being on time for club and professional meetings, appointments, recruiting events, and job interviews.
- Showing respect for faculty, staff, colleagues, and guests by using appropriate body and verbal language during club and professional meetings, appointments, recruiting events, and job interviews.

**In the academic environment by:**
- Upholding academic integrity by avoiding intellectual theft of any kind. Students will adhere to requirements for academic honesty as set forth in UNIREG 802, Revision 2. Under no circumstances will violations to this regulation be tolerated.
- Avoiding cheating in any form: plagiarism (if you didn’t write it, cite it), falsification, unauthorized use of educational materials (for example, using a solution manual without permission), and facilitation of another student’s intellectual theft and other violations set forth in UNIREG 802, Revision 2.
**Undergraduate Majors**
- Accounting (ACCT)
- Online Business Administration (BSAD OS)
- Business Economics (CBEC)
- Economics (ECON)
- Finance (FIN)
- Management (MGT)
  - Concentrations:
    - Entrepreneurship (ENTR)
    - Management Consulting (MGC)
    - Supply Chain Management (SCM)
- Marketing (MKT)
  - Concentrations:
    - Customer Experience Management (CEM)
    - Supply Chain Management (SCM)
    - Sustainability & Global Markets (SGM)
- Undeclared Business (CBGN)

**Graduate Degrees**
- MBA
- MS – Accounting
- MS – Economics
- MS – Finance
- PhD – Economics
- PhD – Marketing

**Minors**
- Accounting (ACCT)
- Banking & Financial Services (BANK)
- Decision Sciences (DSCI)
- Economics (ECON)
- Entrepreneurship (ENTR)
- Finance (FIN)
- Information Management (IMGT)
- International Business (INBU)
- Management (MGT)
- Marketing (MKT)
- Marketing Communication (MCOM)
- Sustainable Business Practices (SBP)

You must apply and have a **minimum 2.50** UW institution GPA for a business minor. For more information, contact the College of Business.

**Accreditation**
- **AACSB International** – The Association to Advance Collegiate Schools of Business
- North Central Association of Colleges and Secondary Schools

**Contact Information**
- **Dean's Office** Rm. 310E, Sanjay Putrevu, Dean, 766-4194
- **Accounting Department** Rm. 247E, Penne Ainsworth, Department Chair, 766-3136
- **Economics & Finance Department** Rm. 289W, Robert Godby, Department Chair, 766-2178
- **Management & Marketing Department** Rm. 349E, Grant Lindstrom, Department Chair, 766-3124
- **Academic Advising Office** Rm. 175W, 766-2063
  - Denise Sheen, Manager, Student Advisor
  - Ema Shenefelt, Coordinator, Student Advisor
  - Karin Sybert, Coordinator, Student Advisor
  - Katie Kern, Coordinator, Student Advisor
  - **vacant**, Office Associate

**Scholarships**
- Complete Financial Aid forms (FAFSA) through the Office of Student Financial Aid
- Awarding of scholarships is based on eligibility; see COB Dean’s Bulletin Board for special College Scholarships: [http://www.uwyo.edu/business/scholarships/](http://www.uwyo.edu/business/scholarships/)
- Contact: Kathleen Vick, College of Business Dean’s Office, Rm. 310E, 766-4194

**Internships** – **Peter M. & Paula Green Johnson Career Center**
- Contact person: Jennie Hedrick or Lindsay Kiefer, Rm. 187W, 766-4807
- Business student career advisement
- Local, regional, and international opportunities
NEW STUDENT “TO DO” CHECKLIST

- Comply with the MMR immunization requirement by providing documentation to Student Health.
- Decide on medical insurance coverage through Risk Management. You must select “yes” or “no” to this question before you can register for courses.
- Read/complete Student Financial Responsibility Agreement.
- Request official transcripts from all previous institutions if you have completed college-level course work elsewhere. Transcripts must be sent directly to UW Admissions Office.
- Get your student ID (WyoOne), Knight Hall, Rm. 28.
- Check your uwyo.edu email account (cowboyjoe@uwyo.edu). If we need to contact you, we will only use your uwyo.edu e-mail. address, mailing address and phone number which you have listed via WyoWeb portal. Students are expected to check their UW email on a frequent and consistent basis in order to stay current with University related communications.
- Be aware of when tuition and fees are due. Check the Calendar/Deadlines each semester. Be sure to pay on time; otherwise, you will be administratively dropped from your courses. If you are unsure of a deadline or a procedure, contact the Office of the Registrar (Knight Hall, Rm. 167W, 766-5272) or COBAAO (Business Building, Rm. 175W, 766-2063).
- Memorize your “W” number. This is your student identification number. Anytime your records are accessed by UW personnel you must provide your “W” number.
- Become familiar with the University Catalog. Know your responsibilities.
- Learn how to use the WyoWeb portal to do the following:
  - Register for courses.
  - Update local, permanent addresses and phone numbers.
  - Check your financial aid status.
  - Check your Degree Evaluation. If there is a problem, bring it to the attention of AAO.
  - Check your mid-term and final grades.
  - Access to online student forms and petitions including FAFSA.
  - Look at the next semester’s course schedule as soon as it’s posted.
# CAMPUS RESOURCES QUICK REFERENCE

(Refer to the “A-Z Directory” directory on the UW home page for the most current contact information)

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<tr>
<th>Alcohol Wellness Alternatives, Research, &amp; Education (AWARE)</th>
<th>PreProfessional Health Advising Office</th>
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<tbody>
<tr>
<td><a href="http://www.uwyo.edu/ucc/aware">www.uwyo.edu/ucc/aware</a></td>
<td><a href="http://www.uwyo.edu/preprof">www.uwyo.edu/preprof</a></td>
</tr>
<tr>
<td>Knight Hall 341</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>(307) 766-2187</td>
<td>110/112</td>
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<td></td>
<td>(307) 766-3499</td>
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<tr>
<th>Center for Advising and Career Services</th>
<th>STEP Success Center</th>
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<tr>
<td><a href="http://www.uwyo.edu/cacs">www.uwyo.edu/cacs</a></td>
<td><a href="http://www.uwyo.edu/studentaff/step/">http://www.uwyo.edu/studentaff/step/</a></td>
</tr>
<tr>
<td>Knight Hall 222</td>
<td>Step Tutor Center &amp; Supplemental Instruction</td>
</tr>
<tr>
<td>(307) 766-2398</td>
<td>Jessica Willford: <a href="mailto:bettergrades@uwyo.edu">bettergrades@uwyo.edu</a></td>
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<td></td>
<td>(307) 766-4354</td>
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<thead>
<tr>
<th>College of Business Internship Contact</th>
<th>Student Financial Aid</th>
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<tr>
<td>Peter M. &amp; Paula Green Johnson Career Center</td>
<td><a href="http://www.uwyo.edu/sfa/">http://www.uwyo.edu/sfa/</a></td>
</tr>
<tr>
<td><a href="http://www.uwyo.edu/business/johnson-career-center/internships/index.html">http://www.uwyo.edu/business/johnson-career-center/internships/index.html</a></td>
<td>Knight Hall 174</td>
</tr>
<tr>
<td>College of Business 187 West</td>
<td>(307) 766-2116</td>
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<tr>
<td>(307) 766-4807</td>
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<tr>
<th>Freshman Interest Groups (FIGs)</th>
<th>Student Success Services (SSS)</th>
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<tr>
<td><a href="http://www.uwyo.edu/figs">www.uwyo.edu/figs</a></td>
<td><a href="http://www.uwyo.edu/seo/sss/">http://www.uwyo.edu/seo/sss/</a></td>
</tr>
<tr>
<td>Coe Library 219</td>
<td>Knight Hall 330</td>
</tr>
<tr>
<td>(307) 766-4322</td>
<td>(307) 766-6189</td>
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<tr>
<th>Honors Program</th>
<th>Study Abroad Office</th>
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<tbody>
<tr>
<td><a href="http://www.uwyo.edu/honors">www.uwyo.edu/honors</a></td>
<td><a href="http://www.uwyo.edu/intpro">www.uwyo.edu/intpro</a> ...</td>
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<tr>
<td>Red House 116</td>
<td>(click on Study Abroad)</td>
</tr>
<tr>
<td>(307) 766-4110</td>
<td>Cheney International Center 103</td>
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<tr>
<td></td>
<td>(307) 766-3677</td>
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<tr>
<th>International Students &amp; Scholars</th>
<th>Synergy Program</th>
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<tr>
<td><a href="http://www.uwyo.edu/iss">www.uwyo.edu/iss</a></td>
<td><a href="http://www.uwyo.edu/SYNERGY">www.uwyo.edu/SYNERGY</a></td>
</tr>
<tr>
<td>Cheney International Center Suite 5</td>
<td>Coe Library 219</td>
</tr>
<tr>
<td>(307) 766-5193</td>
<td>(307) 766-4322</td>
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<tr>
<th>Learning Resource Network (LeaRN)</th>
<th>University Counseling Center</th>
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<tr>
<td>(academic success resources and tutoring)</td>
<td><a href="http://www.uwyo.edu/UCC">www.uwyo.edu/UCC</a></td>
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<tr>
<td><a href="http://www.uwyo.edu/learn/">http://www.uwyo.edu/learn/</a></td>
<td>Knight Hall 341</td>
</tr>
<tr>
<td>Coe Library 219</td>
<td>(307) 766-2187</td>
</tr>
<tr>
<td>(307) 766-4430</td>
<td></td>
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<tr>
<th>Math Placement &amp; Math Assistance Center</th>
<th>University Disability Support Services</th>
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<tr>
<td><a href="http://www.uwyo.edu/math">www.uwyo.edu/math</a></td>
<td><a href="http://www.uwyo.edu/UDSS">www.uwyo.edu/UDSS</a></td>
</tr>
<tr>
<td>“Math Placement Testing” Ross 202</td>
<td>Knight Hall</td>
</tr>
<tr>
<td>(307) 766-4221</td>
<td>109</td>
</tr>
<tr>
<td>“Math Assistance Center (MAC)” Ross 29</td>
<td>(307) 766-6189</td>
</tr>
<tr>
<td>(307) 766-4221</td>
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<tr>
<th>Office of the Registrar</th>
<th>University Testing Center (UTC)</th>
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<tr>
<td><a href="http://www.uwyo.edu/registrar">www.uwyo.edu/registrar</a></td>
<td><a href="http://www.uwyo.edu/utc">www.uwyo.edu/utc</a></td>
</tr>
<tr>
<td>Knight Hall 167</td>
<td>Knight Hall 4 (basement)</td>
</tr>
<tr>
<td>(307) 766-5272</td>
<td>(307) 766-2188</td>
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<tr>
<th>Pre-law Advising</th>
<th>Writing Center</th>
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<tr>
<td><a href="http://www.uwyo.edu/as/current-students/pre-law.html">www.uwyo.edu/as/current-students/pre-law.html</a></td>
<td><a href="http://www.uwyo.edu/writingcenter">www.uwyo.edu/writingcenter</a></td>
</tr>
<tr>
<td>Arts &amp; Sciences 152</td>
<td>Coe Library 302</td>
</tr>
<tr>
<td>(307) 766-2641</td>
<td>(307) 766-5250</td>
</tr>
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ACADEMIC ADVISING OFFICE

When to see the advisors in the College of Business Academic Advising Office (AAO):

- Planning next semester’s schedule and to obtain a PERC number during assigned times.
- Help with understanding your degree requirements and degree evaluation to develop an academic plan.
- Declare or change your major. Apply for a minor.
- Get advisor’s signature on forms and petitions.
- Ask about additional services on campus.
- Receive course suggestions.
- Apply for graduation.

When to see the Peter M. & Paula Green Johnson Career Center (JCC):

- Discuss internship possibilities.
- Build your résumé.
- Learn career management and self-marketing skills.

When to see the Business Communications Office:

- To brainstorm, organize ideas and arguments
- Develop and refine thesis and papers
- For feedback on presentation delivery, audience analysis, and needs

When to see your assigned Career Advisor:

- Discuss course choices for a specific focus within your major.
- Discuss career considerations.
- Discuss the current job market in your field and region.
- Discuss graduate school possibilities.

Your responsibilities as a College of Business student:

- Maintain both UW institution and College of Business 2.50 GPA’s. ECON and CBEC students must also maintain a 2.50 in econ courses.
- Keep your address and phone number updated in WyoWeb.
- Keep current on academic policies, procedures, and requirements. Become familiar with the information in the University Catalog. Study carefully the semester schedule booklets prior to each registration period.
- Know the graduation requirements of your chosen major and/or minor. Curriculum sheets for college majors are available in the Academic Advising Office.
- Be sure that any academic records from other universities are transferred and received by the Admissions Office.
- Prepare a list of questions or concerns before each meeting with your advisor.
- Know the academic Calendar/Deadlines for advising dates, registration, drop/add, or withdraw dates.
- Have a tentative written schedule prepared for your advising day.
- Communicate with your advisor regarding class scheduling, class withdrawals and degree plan changes.
- Keep appointments or call if it is necessary to change or cancel an appointment.

There are 10 graduation requirements you must meet to graduate:

1. Advanced Business Standing (ABS)
2. Non-College of Business courses (39 credit hours)
3. Common Body of Knowledge
4. Major/Minor requirements
5. Upper Division requirements (42 or 48 credit hours at 3000+ level with at least 30 credit hours taken from UW)
6. University Studies Program (USP 2003 or 2015)
7. Total required hours (120 credit hours)
8. Grade Point Average (GPA) requirements (four GPAs, each 2.500 or higher):
   - Cumulative GPA – all courses attempted at UW
   - Business GPA – all business courses attempted at UW
   - Minor GPA – all courses required for minor
   - ECON GPA – all ECON courses taken at UW
   - Transfer work is not calculated into UW cum or college GPA’s
9. Grades of C or above (not C-) required for ABS, common body of knowledge, and major specific core courses
10. Pass MGT 4800 including a passing score on the ETS standardized test for College of Business majors
UNIVERSITY STUDIES PROGRAM (USP) 2015

The University Studies Program provides a common experience for all undergraduate students. Through the pursuit of a baccalaureate degree, UW students will: develop knowledge of human culture, the physical and natural world, and the U.S. and Wyoming constitutions; acquire a core set of intellectual and practical skills; and develop personal and social responsibility. UW aspires for its graduates to become life-long learners, ethical leaders, and contributing members to society. Students who enter UW or a Wyoming community college beginning in fall 2015 will be required to meet the USP 2015 requirements for graduation. Requirements of the USP are divided into categories based on the student learning outcomes. All courses are mutually exclusive of each other; no single course may count in more than one category. USP designated courses are open to all UW students (with a few exceptions for the Synergy and Honors Programs).

STUDENT LEARNING OUTCOME CATEGORY CREDITS

Knowledge of Human Culture, the Physical and Natural World, and the U.S. and Wyoming Constitutions

Students will develop knowledge of human culture, the physical and natural world, and the U.S. and Wyoming Constitutions through study in the arts, humanities, histories, languages, mathematics, sciences, and social sciences.

Human Culture (H) 6
Students will understand human behaviors, activities, ideas, and values in different situations and contexts. Two courses required. Fulfilled by ECON 1010 and ECON 1020 for ACCT, FIN, MGT or MKT majors. CBEC or Econ majors will need two non-Economics courses (6 credit hours).

Physical and Natural World (PN) 6
Students will understand the fundamental concepts of scientific and quantitative inquiry and develop the ability to understand the relevance of scientific, technological, and quantitative skills to contemporary society. Two non-business courses required.

U.S. & Wyoming Constitutions (V) 3
Students will demonstrate an understanding of the U.S. and Wyoming constitutions in order to develop the combination of knowledge, skills, values, and motivation to participate in and improve the life of our local and global communities.

Intellectual and Practical Skills

Students will develop foundational intellectual and practical skills essential to live and work in a rapidly changing world and to be part of an informed citizenry. These skills include communications skills, critical and creative thinking, and quantitative reasoning.

Critical and Creative Thinking (FY) 3
First-Year Seminar provides the skills and philosophy necessary for success as a student and life-long learner. Students will critically examine and evaluate evidence, claims, beliefs, or points of view about meaningful, relevant issues. Students will be introduced to active learning, ethical reasoning, and individual and collaborative processing of FY. FY must be completed with a C or better.

Communication Skills (C1, C2, & C3) 9
Students will develop skills in written, oral, and digital communication as appropriate to specific disciplines and courses at the introductory, intermediate, and advanced level. Through repeated instruction, practice, and feedback, the communication sequence will emphasize and progressively develop transferrable skills. The introductory course (C1) will emphasize foundational skills for academic writing. C1 must be completed with a C or better. Intermediate courses (C2) will emphasize foundation oral and digital communication skills and continue to build on writing skills. Successful completion of C1 is required prior to enrolling in a C2 course. C2 must be completed with a C or better. Advanced courses (C3) will emphasize using the discourse of a discipline or interdisciplinary field to communicate to academic or professional audiences through written, oral, and digital communication. Successful completion of C2 is required prior to enrolling in a C3 course.

Quantitative Reasoning (Q) 3
Students will reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations. All students must fulfill the Q requirement, either by placing out of the course or through successfully completing the Q course.

Personal & Social Responsibility

No mandatory USP courses. Students will have varied experiences depending coursework and co-curricular activities.
ADVANCED BUSINESS STANDING (ABS)

Undergraduate students with majors in the Departments of Accounting, Management & Marketing, and Economics and Finance must meet the Advanced Business Standing (ABS) prerequisite as indicated on the course listings in the UW catalog. Completion of ABS is required to enroll in most upper division (3000/4000 level) business courses.

The three components of Advanced Business Standing are:

1. Completion of the ten prerequisite core courses or their equivalents with a grade of “C” or better in each (not C-).
2. 2.50 cumulative UW institution GPA or 2.50 transfer GPA.
3. 60 earned hours or junior class standing.

The ten courses are:

C1 See list of approved courses
C2 See list of approved courses
MATH 2350 Business Calculus
MATH 2355 Mathematical Applications for Business

Or, if you are an ECON, CBEC or FIN major, you are encouraged to complete

MATH 2200 Calculus I
MATH 2205 Calculus II

STAT 2010, 2050 or 2070 Statistics
ACCT 1010 Principles of Accounting I
ACCT 1020 Principles of Accounting II
ECON 1010 Principles of Macroeconomics
ECON 1020 Principles of Microeconomics

IMGT 2400 Introduction to Information Management

NOTE: Undergraduate students who are enrolled in upper-division business courses without Advanced Business Standing or other prerequisites are identified and administratively dropped at the beginning of each semester. Transfer and re-enrolling students must satisfy the same requirements as continuously enrolled students. Once you have been dropped from a course, verification of prerequisites does not guarantee re-enrollment if the class is full.
MATH COURSE ELIGIBILITY INFORMATION

Math Review Course Sequence

- Math 0900
- Math 0921
- Math 0925

Prerequisite

None

Math 0900 or MPE 1

Math 0921 or MPE 2 or ACT 21

Note: These courses do not count toward full time enrollment for purposes of maintaining a Hathaway Scholarship.

You have the option of taking the MPE in an attempt to test out of the math review courses up through Math 1400, 1405, or 1450.

- Prerequisites are based on ACT, SAT, or MPE test scores.
- Cannot receive credit in both MATH 1400 and 1450 or MATH 1405 and 1450.
- You must earn a C or better to advance to the next MATH course.

The appropriate course sequence depends on your major.

If your major is ACCT, BSAD, MGT, or MKT:  

With appropriate prerequisites

Math 1400  
MPE 3 or ACT 23

Math 2350  
MPE 4 or ACT 26

Math 2355

If your major is CBEC, ECON, or FIN:

With appropriate prerequisites

Math 1400  
MPE 3 or ACT 23

Math 1405  
MPE 4 or ACT 25

Math 2200  
MPE 5 or ACT 27

Math 2205
PLANNING TIPS AND HINTS

HOW TO BE A SUCCESSFUL STUDENT

- Attend class and take good notes. You are expected to attend class.
- Be prepared for class by completing all assignments on time.
- Use a day planner! This lets you be in control of your time.
- Don’t expect faculty to accept late assignments.
- Don’t expect faculty to accommodate your plans when it is test time.
- A student may add, drop classes or change sections of the same course through the drop/add period of each semester. **Be aware of your deadline dates. They are available through WyoWeb portal.**
- Be sure you have completed prerequisites before you register for courses. You are at risk of being dropped if you lack prerequisites.
- Save copies of your business course notes, grade reports, course request forms and syllabi.
- Check WyoWeb portal for important dates.
- Update addresses and/or phone numbers through WyoWeb portal.
- Check your UW e-mail account. Don’t miss important mailings.
- Plan ahead when needing a copy of your transcripts. You can request your official UW transcripts via WyoWeb portal. You are the only person who can request a copy of your grades or transcripts.
- Request transfer transcripts from the institution from which you took the course to be sent to UW.

REGISTRATION

- Next time you need to be advised, you’ll go to the College of Business Academic Advising Office. Advising schedules are posted online in October for spring advising and March for fall advising. When planning your class schedule, always determine several alternative classes in case some of your preferred classes are closed. This is particularly important for sophomores.
- Watch your uwyo.edu e-mail for your advising day.
- Become familiar with your degree evaluation.
- Summer advising is not mandatory. COBAAO encourages you to check with us regarding your summer academic plans.
- Your PERC number, registration day and time will be released after your Course Request Form has been approved by an advisor.
- Answer the Medical Insurance Coverage question via WyoWeb portal.
- Read Student Financial Responsibility Agreement.
- Always advise and register during your scheduled time. Even if you’re not certain you are returning the following semester. It’s easier to register and drop classes than to wait and realize you’re limited in your class selection because of closed classes.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA

Information regarding the Family Educational Rights and Privacy Act (FERPA) is contained in the class schedule each semester. This Federal law indicates that you have a right to request that your “directory information” not be made public. “Directory Information” includes:

- your name
- your local address and phone number
- your permanent address and phone number
- your college, department, major
- dates of enrollment
- degrees received
- honors received
- full or part-time status
- email address
- participation in officially recognized activities and sports
- weight and height of members of athletic teams

The University of Wyoming has the responsibility for effectively supervising any access to and/or release of official data/information about our students. However, because Wyoming is a Public Records state, the above information may be released to any outside entity that requests it unless a student has requested that a Privacy Flag be placed on his or her records.

If you do not want any of the above information to be released to anyone outside the university, you need to complete a Request for Privacy Flag form and submit it to the Office of the Registrar. This form must be received no later than the 10th class day in order for your information not to be included in the Campus Directory. A Privacy Flag means that your name and address will not appear in the Campus Directory, that your name will not be included in any news releases (including honor rolls or graduation). Information will not be released to prospective employers, insurance companies, credit agencies, etc. If anyone requests information in person, by fax, mail or telephone, UW will respond to the requestor with the following statement: “We do not have any information available on that individual.”
College of Business Academic Advising Office
Advising Schedule EXAMPLE

Advising times: 9:00 a.m. to 4:00 p.m.
Advising location: Business Building Room 175 West

<table>
<thead>
<tr>
<th>Priority Groups / Second Bachelors (SBA)</th>
<th>Advising Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>All W#’s</td>
<td>Monday, October 27 –</td>
</tr>
<tr>
<td></td>
<td>Friday, October 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seniors (90+ earned hours)</th>
<th>Advising Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Digit of W#</td>
<td></td>
</tr>
<tr>
<td>2, 3</td>
<td>Thursday, October 30</td>
</tr>
<tr>
<td>4, 5</td>
<td>Friday, October 31</td>
</tr>
<tr>
<td>6, 7</td>
<td>Monday, November 3</td>
</tr>
<tr>
<td>8, 9</td>
<td>Tuesday, November 4</td>
</tr>
<tr>
<td>0, 1; Make-up for Priority Groups/ SBA / SR</td>
<td>Wednesday, November 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freshmen (0-29.5 earned hours)</th>
<th>Advising Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Digit of W#</td>
<td></td>
</tr>
<tr>
<td>2, 3, 4</td>
<td>Thursday, November 6</td>
</tr>
<tr>
<td>5, 6, 7</td>
<td>Friday, November 7</td>
</tr>
<tr>
<td>8, 9, 0</td>
<td>Monday, November 10</td>
</tr>
<tr>
<td>1; Make-up for Priority Groups / SBA / SR / FR</td>
<td>Tuesday, November 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Juniors (60-89.5 earned hours)</th>
<th>Advising Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Digit of W#</td>
<td></td>
</tr>
<tr>
<td>2, 3, 4</td>
<td>Wednesday, November 12</td>
</tr>
<tr>
<td>5, 6, 7</td>
<td>Thursday, November 13</td>
</tr>
<tr>
<td>8, 9, 0</td>
<td>Friday, November 14</td>
</tr>
<tr>
<td>1; Make-up for Priority Groups / SBA / SR / FR / JR</td>
<td>Monday, November 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomores (30-59.5 earned hours)</th>
<th>Advising Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Digit of W#</td>
<td></td>
</tr>
<tr>
<td>2, 3, 4</td>
<td>Tuesday, November 18</td>
</tr>
<tr>
<td>5, 6, 7</td>
<td>Wednesday, November 19</td>
</tr>
<tr>
<td>8, 9, 0</td>
<td>Thursday, November 20</td>
</tr>
<tr>
<td>1; Make-up for Priority Groups / SBA / SR / FR / JR / SO</td>
<td>Friday, November 21</td>
</tr>
</tbody>
</table>

Make-up advising for all COB students Monday, November 24 and Tuesday, November 25
Appointment advising at 9:30 a.m. and 2:30 p.m. begins Monday, December 1

NOTE: This is not the preferred method of advising since your registration will have already started.

ADVISING DATES ARE STRICTLY ENFORCED
ACCESSING YOUR DEGREE EVALUATION

How to access your **DEGREE EVALUATION** through **WyoWeb** Portal:

1. Click on **Students** under **WyoRecords** area.
2. Click on **Student Records** button.
3. Click on **Degree Evaluation** button.
4. You may get a popup blocker warning; if so, allow the popup.
5. Please wait while your request is processed...
6. Select the **“Save as PDF”** button which will save your degree evaluation as a PDF.
7. Right click on the PDF screen or press CTRL “P”.
8. Print the PDF and bring it with you on your advising day.
**COURSE REQUEST FORM EXAMPLE**

**Name:** Pistol Pete  
**E-mail Address:** username@uwyo.edu  
**Major:** Management  

<table>
<thead>
<tr>
<th>Subject Description</th>
<th>Course Number</th>
<th>Section</th>
<th>Hours</th>
<th>CRN</th>
<th>Meeting Times/Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>1010</td>
<td>01</td>
<td>3</td>
<td>13016</td>
<td>MWF 9:00 am–9:50 am</td>
</tr>
<tr>
<td>Economics</td>
<td>1010</td>
<td>02</td>
<td>3</td>
<td>14351</td>
<td>TR 01:20 pm–02:35 pm</td>
</tr>
<tr>
<td>Economics</td>
<td>1200</td>
<td>01</td>
<td>3</td>
<td>14151</td>
<td>MWF 02:00 am–03:10 pm</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1010</td>
<td>33</td>
<td>3</td>
<td>13762</td>
<td>MWF 10:00 am–10:50 am</td>
</tr>
<tr>
<td>English</td>
<td>1010</td>
<td>35</td>
<td>3</td>
<td>17516</td>
<td>TR 09:35 am–10:50 am</td>
</tr>
<tr>
<td>Alternatives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>1400</td>
<td>02</td>
<td>3</td>
<td>13686</td>
<td>MWF 11:00 am–11:50 am</td>
</tr>
<tr>
<td>Anthropology</td>
<td>1300</td>
<td>02</td>
<td>3</td>
<td>16352</td>
<td>MW 03:10 pm–04:25 pm</td>
</tr>
</tbody>
</table>

**Student Signature:** Pistol Pete  
**Advisor Signature:** Denise or Ema or Karin or Katie  
**Date:**

Approval of your schedule may be void if any of the situations have occurred:

- Your advisor is unable to access an official transfer transcript
- You have dropped or repeated courses
- You have courses in which you received grades of D or F
- You lack completion of all prerequisites

It is your responsibility to mention these or other problems to your advisor.

You will be dropped from all COB courses if you lack prerequisites.

**Notes:** Final responsibility for meeting graduation requirements and deadline dates resides with the student.

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*Advanced Business Standing requires a 2.50 UW GPA. Graduation requires a 2.50 UW, COB and ECON GPA.*