



UNIVERSITY OF WYOMING

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## College of Business

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### *COB/AAO Staff*

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Manager, Student Advisor**

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**Karin Sybert  
Coordinator, Student Advisor**

**David Fonda  
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## **TABLE OF CONTENTS**

<b>MISSION STATEMENT</b>	<b>3</b>
<b>COLLEGE OF BUSINESS CODE OF PROFESSIONAL EXPECTATIONS FOR STUDENTS</b>	<b>4</b>
<b>COLLEGE OF BUSINESS FACT SHEET</b>	<b>5</b>
<b>NEW STUDENT “TO DO” CHECKLIST</b>	<b>6</b>
<b>CAMPUS RESOURCES QUICK REFERENCE</b>	<b>7</b>
<b>ACADEMIC ADVISING OFFICE</b>	<b>8</b>
<b>UNIVERSITY STUDIES PROGRAM (USP)</b>	<b>9</b>
<b>ADVANCED BUSINESS STANDING (ABS)</b>	<b>10</b>
<b>MATH COURSE ELIGIBILITY INFORMATION</b>	<b>11</b>
<b>PLANNING TIPS AND HINTS</b>	<b>12</b>
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA</b>	<b>13</b>
<b>ADVISING SCHEDULE EXAMPLE</b>	<b>14</b>
<b>ACCESSING YOUR DEGREE EVALUATION</b>	<b>15</b>
<b>COURSE REQUEST FORM EXAMPLE</b>	<b>16</b>

# College of Business

## Leadership

## Innovation

## Stewardship

### **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 University Regulation 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 University Regulation 802. 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 University Regulation 802.

# COLLEGE OF BUSINESS FACT SHEET

## Undergraduate Majors

Accounting (ACCT)  
Online Business Administration (BSAD OS)  
Business Economics (CBEC)  
Economics (ECON)  
Finance (FIN)  
Management (MGT)  
Concentrations:  
    Entrepreneurship (ENTR)  
    Human Resource Management (HRM)  
    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](#)

## **Accreditation**

[AACSB International](#) – *The Association to Advance Collegiate Schools of Business*  
*North Central Association of Colleges and Secondary Schools*

## **Contact Information**

- [Dean's Office](#) Room 310E, 766-4194
- [Accounting & Finance Department](#)  
Room 247E, Penne Ainsworth, Department Chair, 766-3136
- [Economics Department](#)  
Room 289W, Jay Shogren, Department Chair, 766-2178
- [Management & Marketing Department](#)  
Room 349E, Grant Lindstrom, Department Chair, 766-3124
- [Academic Advising Office](#) Room 175W, 766-2063  
Denise Sheen, Manager, Student Advisor  
Ema Shenefelt, Coordinator, Student Advisor  
Karin Sybert, Coordinator, Student Advisor  
David Fonda, 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/index.html>
- Contact: Kathleen Vick, College of Business Dean's Office, Room 310E, 766-4194

## **Internships** – [Peter M. & Paula Green Johnson Career Center](#)

- Contact: Jennie Hedrick, Room 187W, 766-4807
- Business student career advisement
- Local, regional, and international opportunities

## Minors

Accounting (ACCT)  
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 grade point average for a Business minor. For more information, contact the College of Business Academic Advising Office.

## 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.**
- Verify/update your Addresses and Phone numbers.
- 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, Room 28.
- Check your uwyo.edu email account (e.g., UWusername@uwyo.edu). If we need to contact you, we will *only* use your uwyo.edu email address, mailing address and phone number which you have listed in your WyoRecords student account via [WyoWeb](#) portal. Students are expected to check their University of Wyoming (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, Room 167W, 766-5272) or [COBAAO](#) (Business Building, Room 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 access you WyoRecords student account via 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)*

<p><b>Alcohol Wellness Alternatives, Research, &amp; Education (AWARE)</b>  <a href="http://www.uwyo.edu/ucc/aware">www.uwyo.edu/ucc/aware</a>                  Knight Hall 341                  (307) 766-2187</p>	<p><b>PreProfessional Health Advising Office</b>  <a href="http://www.uwyo.edu/preprof">www.uwyo.edu/preprof</a>                  Health Sciences 236B                  (307) 766-3499</p>
<p><b>Center for Advising and Career Services</b>  <a href="http://www.uwyo.edu/cacs">www.uwyo.edu/cacs</a>                  Knight Hall 222                  (307) 766-2398</p>	<p><b>STEP Success Center</b>  <a href="http://www.uwyo.edu/studentaff/step/">http://www.uwyo.edu/studentaff/step/</a>                  Step Tutor Center &amp; Supplemental Instruction                  Jessica Willford: <a href="mailto:stepatuw@uwyo.edu">stepatuw@uwyo.edu</a>                  (307) 766-4354</p>
<p><b>College of Business Internship Contact</b>                  Peter M. &amp; Paula Green Johnson Career Center  <a href="http://www.uwyo.edu/business/johnson-career-center/for_students/internships/index.html">http://www.uwyo.edu/business/johnson-career-center/for_students/internships/index.html</a>                  College of Business 187 West                  (307) 766-4807</p>	<p><b>Student Financial Aid</b>  <a href="http://www.uwyo.edu/sfa/">http://www.uwyo.edu/sfa/</a>                  Knight Hall 174                  (307) 766-2116</p>
<p><b>Freshman Interest Groups (FIGs)</b>  <a href="http://www.uwyo.edu/figs">www.uwyo.edu/figs</a>                  Coe Library 219                  (307) 766-4322</p>	<p><b>Student Success Services (SSS)</b>  <a href="http://www.uwyo.edu/se0/sss/">http://www.uwyo.edu/se0/sss/</a>                  Knight Hall 330                  (307) 766-6189</p>
<p><b>Honors Program</b>  <a href="http://www.uwyo.edu/honors">www.uwyo.edu/honors</a>                  Red House 116                  (307) 766-4110</p>	<p><b>Study Abroad Office</b>  <a href="http://www.uwyo.edu/studyabroad/">http://www.uwyo.edu/studyabroad/</a>                  Cheney International Center 103                  (307) 766-3677</p>
<p><b>International Students &amp; Scholars</b>  <a href="http://www.uwyo.edu/iss">www.uwyo.edu/iss</a>                  Cheney International Center Suite 5                  (307) 766-5193</p>	<p><b>Synergy Program</b>  <a href="http://www.uwyo.edu/synergy/">http://www.uwyo.edu/synergy/</a>                  Coe Library 219                  (307)766-4322</p>
<p><b>Learning Resource Network (LeaRN)</b>                  (academic success resources and tutoring)  <a href="http://www.uwyo.edu/learn/">http://www.uwyo.edu/learn/</a>                  Coe Library 219                  (307) 766-4430</p>	<p><b>University Counseling Center</b>  <a href="http://www.uwyo.edu/ucc/">http://www.uwyo.edu/ucc/</a>                  Knight Hall 341                  (307) 766-2187</p>
<p><b>Math Placement &amp; Math Assistance Center</b>  <a href="http://www.uwyo.edu/math">www.uwyo.edu/math</a>                  Math Registration and Placement Exams                  Ross Hall 202                  (307) 766-4221</p>	<p><b>University Disability Support Services</b>  <a href="http://www.uwyo.edu/udss/">http://www.uwyo.edu/udss/</a>                  Knight Hall 109                  (307) 766-6189</p>
<p><b>Office of the Registrar</b>  <a href="http://www.uwyo.edu/registrar">www.uwyo.edu/registrar</a>                  Knight Hall 167 West                  (307) 766-5272</p>	<p><b>University Testing Center (UTC)</b>  <a href="http://www.uwyo.edu/utc">www.uwyo.edu/utc</a>                  Knight Hall 4 (basement)                  (307) 766-2188</p>
<p><b>Pre-law Advising</b>  <a href="http://www.uwyo.edu/as/current-students/pre-law.html">www.uwyo.edu/as/current-students/pre-law.html</a>                  Arts &amp; Sciences 152                  (307) 766-2641</p>	<p><b>Writing Center</b>  <a href="http://www.uwyo.edu/ctl/writing-center/">http://www.uwyo.edu/ctl/writing-center/</a>                  Coe Library 302                  (307) 766-5250</p>

# ACADEMIC ADVISING OFFICE

When to see the advisors in the College of Business [Academic Advising Office](#) (COBAAO):

- 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.
- 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 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 Economics courses.
- Keep your address and phone number updated in your WyoRecords student account.
- 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 (48 or 42 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)
  - 50% of the Business course credit hours must be from UW
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 ideas. 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.

	Course Prefix	Course Number	Credits
<b>STUDENT LEARNING OUTCOME CATEGORIES</b>			
<i>Knowledge of Human Culture, the Physical and Natural World, and the U.S. and Wyoming Constitutions</i>			
<b>Human Culture (6 credits)</b>			
H	Two courses required.		6
<b>Physical and Natural World (6 credits)</b>			
PN	Your Choice	Non-Business	3
PN	Your Choice	Non-Business	3
<b>U.S. &amp; Wyoming Constitutions (3 credits)</b>			
V	Your Choice	One Required	3
<i>Intellectual and Practical Skills</i>			
<b>Critical and Creative Thinking (3 credits)</b>			
FY	Your Choice	One Required	3
<b>Communication Skills (9 credits)</b>			
C1	ENGL	1010	3
C2	Your Choice	One Required	3
C3	Fulfilled by major requirements		3
<b>Quantitative Reasoning (3 credits)</b>			
Q	MATH	1400	3

## ADVANCED BUSINESS STANDING (ABS)

### The three components of Advanced Business Standing are:

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

### The ten courses are:

Communication 1 (C1)	See list of approved courses
Communication 2 (C2)	See list of approved courses
MATH 2350 <b>or</b> MATH 2200	Business Calculus <b>or</b> Calculus I
MATH 2355 <b>or</b> MATH 2205	Mathematical Applications for Business <b>or</b> Calculus II
If you are an ECON, CBEC or FIN major, you are <u>encouraged</u> to complete MATH 2200 and MATH 2205	
STAT 2010, 2050 or 2070	Principles of 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

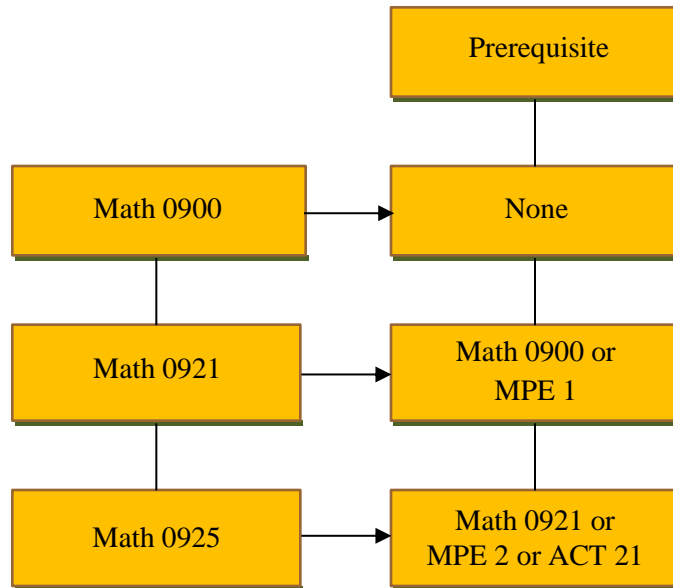
NOTE: Undergraduate students with majors in the Departments of Accounting, Management & Marketing, and Economics & Finance must meet the ABS prerequisite as indicated on the course listings in the University of Wyoming (UW) Catalog. Undergraduate students enrolled in upper-division (3000/4000-level) business courses without ABS 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.

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<sup>1</sup>Transfer grades are not counted in the UW GPA (see UW Catalog [http://www.uwyo.edu/registrar/university\\_catalog/grade.html](http://www.uwyo.edu/registrar/university_catalog/grade.html) for additional information). Transfer students who have not attended the University of Wyoming, and therefore do not have an established UW institution cumulative GPA, and who have completed the required ten (10) courses with a C or better, have 60 earned credit hours, and have a 2.50 cumulative TRANSFER GPA will be awarded ABS.

# MATH COURSE ELIGIBILITY INFORMATION

## Math Review Course Sequence



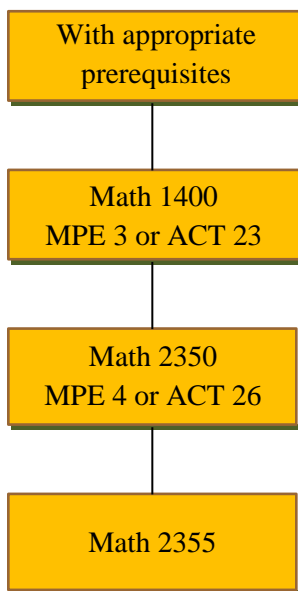
**Note:** These courses do not count toward full time enrollment for purposes of maintaining a Hathaway Scholarship.

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

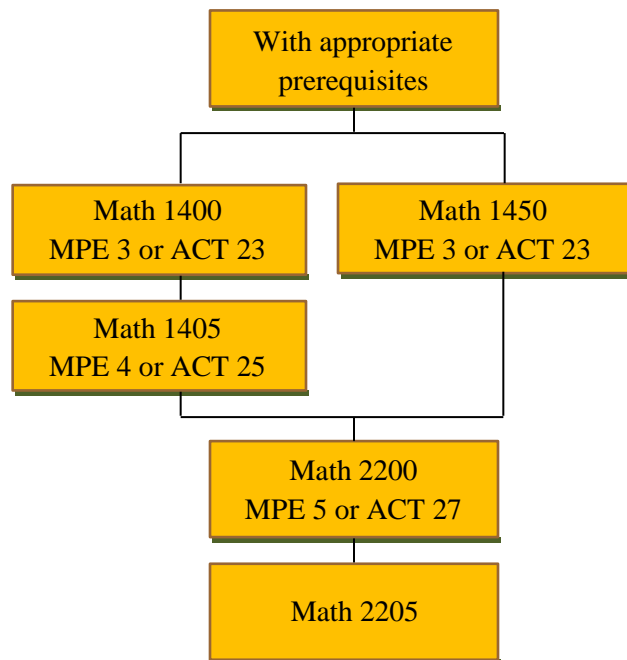
- Prerequisites are based on ACT, SAT, or MPE test scores.
- Cannot receive credit in both MATH 1400 and 1450 or MATH 1405 and 1450.
- You must earn a C or better to advance to the next MATH course.

The appropriate course sequence depends on your major.

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



If your major is CBEC, ECON, or FIN:



# PLANNING TIPS AND HINTS

## HOW TO BE A SUCCESSFUL STUDENT

- Check your UW email account. Don't miss important mailings.
- 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 in your WyoRecords student account via [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 your WyoRecords student account for important dates.
- Update addresses and/or phone numbers in your WyoRecords student account.
- Plan ahead when needing a copy of your transcripts. You can request your official UW transcripts in your WyoRecords student account. 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 the UW Admissions Office.

## 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 email 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 in your WyoRecords student account.
- 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
- affirmation of current enrollment
- dates of enrollment
- degrees received
- honors received
- 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](#) (scroll down to P-R and click on link) Flag form and submit it to the Office of the Registrar. This form must be received no later than seven working days from the first day of classes for the fall semester 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.” The request will remain in effect until the student instructs the Office of the Registrar in writing to have the request removed.

## College of Business Academic Advising Office

### Advising Schedule EXAMPLE

Scheduled advising hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday. Please bring your tentative class schedule with you. Advising location: Business Building Room 175 West

Class standing: Your general student record in WyoRecords will show your current class standing as either Freshman, Sophomore, Junior, Senior or Second Bachelors. Class standing is based on EARNED credit hours rather than in-progress credit hours.

#### Varsity Athletes / Second Bachelors (SBA) / Priority

#### Advising Day

All W#'s

Monday, October 27 –  
Friday, October 31

#### Seniors (90+ earned hours)

Last Digit of W#

#### Advising Day

2, 3

Thursday, October 30

4, 5

Friday, October 31

6, 7

Monday, November 3

8, 9

Tuesday, November 4

0, 1; Make-up for Varsity Athletes / SBA / Priority / SR

Wednesday, November 5

#### Freshmen (0-29.5 earned hours)

Last Digit of W#

#### Advising Day

2, 3, 4

Thursday, November 6

5, 6, 7

Friday, November 7

8, 9, 0

Monday, November 10

1; Make-up for Varsity Athletes / SBA / Priority / SR / FR

Tuesday, November 11

#### Juniors (60-89.5 earned hours)

Last Digit of W#

#### Advising Day

2, 3, 4

Wednesday, November 12

5, 6, 7

Thursday, November 13

8, 9, 0

Friday, November 14

1; Make-up for Varsity Athletes / SBA / Priority / SR / FR / JR

Monday, November 17

#### Sophomores (30-59.5 earned hours)

Last Digit of W#

#### Advising Day

2, 3, 4

Tuesday, November 18

5, 6, 7

Wednesday, November 19

8, 9, 0

Thursday, November 20

1; Make-up for Varsity Athletes / SBA / Priority / SR / FR / JR / SO

Friday, November 21

#### Make-up advising for all COB students Monday, November 24 and Tuesday, November 25

Monday or Thursday 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**

## DEGREE EVALUATION TUTORIAL

The College of Business Academic Advising Office created a [Degree Evaluation tutorial](#) (scroll down to Degree Evaluation) which you may find useful. The Degree Evaluation is a web-based planning tool to help students and advisors monitor student progress toward degree completion. It also allows for advising notes and provides a place to create semester plans. The Degree Evaluation provides a more accessible, convenient, and organized way for students to track their academic progress and to assist with planning their college career. The Degree Evaluation is not a substitute for consultation with an academic advisor. Students are still required to visit with their academic advisor in order to receive access to register for classes.

## ACCESSING YOUR DEGREE EVALUATION

*How to access your **DEGREE EVALUATION** through your WyoRecords student account within the 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. If you wish to save the Degree Evaluation, select the “**Save as PDF**” button which will save your degree evaluation as a PDF.

## COURSE REQUEST FORM EXAMPLE

Name: Pistol Pete \*UW GPA \_\_\_\_\_ COB GPA \_\_\_\_\_  
 E-mail Address: username@uwo.edu Phone: 307-766-0000  
 Semester: Fall/Spring 20\_\_  
 Faculty Career Advisor: To Be Assigned  
 Major: Management Advisor: COB/AAO

**You must show your completed and signed course request form in order to obtain your PERC.**

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

Student Signature: Pistol Pete Date: \_\_\_\_\_

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.**

Initials: PP

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

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