



## ADVISING HANDOUT

### RN/BSN COMPLETION PROGRAM – BACHELOR OF SCIENCE IN NURSING

#### Expectations of the Advisee

- Verify your adviser's name in WyoWeb and contact your adviser on a semester basis
- Note your full name and W ID # in all messages
- Check UW email on a daily basis
- Know your limitations (be realistic about balancing school/job/family)
- Inform your adviser of your academic plans, goals and concerns
- Be familiar with the course schedule including course prerequisites and the enrollment process/deadlines
- Know your USP program and degree requirements
- Monitor your Degree Evaluation
- File for graduation at least one semester prior to anticipating graduation
- Contact RN/BSN Office regarding problems/conflicts with adviser
- Ask Questions!

#### Expectations of the Adviser

- Welcome new advisees at time of admission and review program/degree requirements and the enrollment process
- Be available to meet with advisees
- Maintain confidentiality
- Provide accurate information
- Provide referrals when appropriate
- Communicate important dates and events
- Be familiar with academic records including the Degree Evaluation
- Communicate USP and degree requirements specific to advisee
- Communicate school policies/procedures
- Communicate UW policies/procedures
- Suggest petitions when appropriate
- Communicate course prerequisites and the enrollment process/deadlines
- Assist advisee to select classes
- Answer Questions!

**Advisers are to assist students to reach educational goals. The final responsibility for knowing degree requirements and meeting deadlines resides with the students.**

**Course Schedules and Semester Calendar –**

<http://www.uwyo.edu/outreach/ocp/student-info/calendar.html>

**Advising & Registration Information – RN/BSN Completion website**

<http://www.uwyo.edu/nursing/programs/rn-bsn-completion/advising-registration-rn-bsn.html>

**Registration Information – Outreach School website**

<http://www.uwyo.edu/outreach/ocp/apply-register-pay/register.html>

**Degree Evaluation Information – Office of the Registrar website**

[http://www.uwyo.edu/registrar/degree\\_evaluations/](http://www.uwyo.edu/registrar/degree_evaluations/)

**UW Catalog**

[http://www.uwyo.edu/registrar/university\\_catalog/](http://www.uwyo.edu/registrar/university_catalog/)

**Online Forms and Petitions – (Discuss petitions with adviser before submitting)**

[http://www.uwyo.edu/registrar/students/forms\\_and\\_petitions.html](http://www.uwyo.edu/registrar/students/forms_and_petitions.html)

**U.S. Constitutions and Wyoming Government information –**

<http://www.uwyo.edu/pols/challenge-exam/>