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.

Semester Calendar – Office of the Registrar website
http://www.uwyo.edu/registrar/calendar_and_deadlines/

Advising & Registration Information – RN-BSN Completion Program website

Course Lists and Registration Information – Outreach School website
http://www.uwyo.edu/outreach/ocp/search-classes.html

Degree Evaluation Information – Office of the Registrar website
http://www.uwyo.edu/registrar/degree_evaluations/

UW 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

U.S. Constitutions and Wyoming Government information –
http://www.uwyo.edu/pols/challenge-exam/