



ADVISING HANDOUT BSN COMPLETION

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 the University Studies Program requirements
- Monitor your Degree Evaluation
- File for graduation at least one semester prior to anticipating graduation
- Contact BSN Completion Program 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 University Studies Program requirements
- 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.

**Registration and Degree Evaluation information, Semester Calendars and UW Catalog –
Office of the Registrar website**

http://www.uwyo.edu/registrar/calendar_and_deadlines/

**Online Forms and Petitions (Discuss petitions with adviser before submitting) –
Office of the Registrar website**

http://www.uwyo.edu/registrar/students/forms_and_petitions.html

Cost of Attendance and Scholarships - Scholarships and Financial Aid website

<http://www.uwyo.edu/sfa/>

University Studies Program information – University Studies website

<http://www.uwyo.edu/unst/index.html>

U.S. Constitutions and Wyoming Government exam information – Political Science Program website

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