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/