Advisor Handbook
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Student Organization Advisor Resource Guide

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The purpose of this guide is to help advisors navigate the resources available to them. It is a collection of best practices in the field of higher education. The contents should enhance the advisor’s effectiveness, rapport with students, and overall enjoyment of the advising experience.
Responsibilities and Expectations

Greetings! So, you’ve agreed to become an advisor for an RSO? On behalf of the Campus Activities Center we’d like to sincerely thank you for taking the time out of your busy schedule to help students succeed outside of the classroom. Advisors play a crucial role in helping RSO’s succeed.

Please know that we appreciate the time, expertise, and ideas you contribute to our student organizations. We know how challenging it can be to advise student organizations, and we are here to support you in any way we can. Please explore the information on this document to find information about policies and procedures, step by step guides for approving events, and much more.

Thank you for serving as a role model for our students and helping them take advantage of co-curricular learning!

Advisor Responsibilities:
An advisor of a recognized student organization at the University of Wyoming is an individual who assumes responsibility to provide advice and guidance to the organization in accordance with University policies and in consideration of the general welfare of the organization's members. Each recognized student organization must have a full-time faculty/staff advisor currently employed by the University to aid the organization with its activities. Your role as an advisor is key in assisting an organization in setting its goals, evaluating its operations and procedures, and providing continuity to the group.

The Campus Activities Center appreciates your commitment to serve as an advisor to a recognized student organization(s) at the University of Wyoming. An advisor plays an important role in helping student leaders create a safe, productive, and educational environment. Because of this, we feel it’s important to provide guidance regarding the expected role you will play with the RSO.

Expectations of the Advisor

- I am a current full-time faculty or staff member at the University of Wyoming.
- I am fully aware of the purpose and activities of the group through regular attendance at group meetings, organizational events, and individual consultation with the organization leaders.
- I will, along with my student leaders, establish a clear understanding of the roles that each of us will play in the organization.
- The advisor is not formally deemed to be personally responsible for acts of the organization by reason of his/her service as an advisor, but at the same time, service as an advisor includes the assumption of responsibilities to the University to provide advice and guidance in accordance with the University policies and to provide to the organization mature advice that will further the general welfare of its members.
- I will act as a reference for general information regarding University of Wyoming policies and procedures.
• In addition to other event reviewers, I will approve event submissions for my RSO for events open to the university or general community via Collegiate Link.
• I will provide information relevant to the group's needs, interests, activities, and organization.
• I will assist in the financial matters of the group.
• I will assist in the transition process of outgoing and incoming student leadership.
• I will act as a reference person in terms of the organization's history.
• I will provide advice and guidance in the planning and implementation of the organization's activities.
• I will ensure that the group petitions for Annual Recognition through the CAC every year.
• I will encourage student participation in Club and Org Day, the RSO Awards Banquet, as well as other University sponsored events for RSOs.
• If I feel I am unable to function in the capacity of the advisor or if my employment status changes, I will notify the CAC and RSO leadership immediately.
• As a mandatory reporter, I am required to report concerns related to possible discrimination, sexual harassment or violence as stipulated in the following regulations and policies: UW Regulation 1-5 Civil Rights Discrimination, UW Regulation 1-44 Violence in the Workplace, UW Regulation 1-256 Policies and Procedures Governing Sexual Misconduct, and Sexual Misconduct Policy and Procedures.

**Becoming an Advisor**

There are a few things we would you like you to be familiar with prior to agreeing to become the advisor for a student organization:
1. Read through the [RSO Handbook](#).
2. Read through the roles of an advisor per [UW Regulations 8-234](#).
3. Familiarize yourself with the RSO's constitution.

As an advisor, you are also required to complete the aforementioned Advisor Agreement through Collegiate Link during the RSO Status Renewal process. Additionally, if your group decides to hold events/programs on campus, you will also be required to approve this event as their advisor through Collegiate Link. A walkthrough for this can be found at the end of this document.
Responsibilities of a Student Organization

The complete “Recognized Student Organization Handbook” established by the Campus Activities Center, can be found by clicking the link provided.

A summary of these procedures as it relates to your role as an Advisor is below.

In order to remain an active student organization at UW, each student organization is responsible for the following:

- Renewal forms and advisor agreements must be by the stated deadline of each year (dates are found on our website, and the deadline is typically late September/early October). The renewal process is done online through Collegiate Link.
  - A walkthrough for submitting the Advisor Agreement is found later in this document.
- RSO must send two (2) individuals to the RSO Symposium held in the fall. The RSO Symposium is different than in years past and replaces our 1 hour orientation sessions. The event will be a half day conference that will include a keynote address, breakout sessions, networking opportunities and more. At least one must be an officer, but we prefer two officers in attendance. For more information, please see our website.
- Complete the registration process through Collegiate Link
- Abide by the general requirements for recognition.
- Abide by the organization’s constitution and stated purpose.
- When requested by the Campus Activities Center, amend the organization’s constitution to reflect current University policies, as well as local, state, and federal laws.
- Abide by University of Wyoming policies, local, state, and federal laws.
- Update all changes in leadership, advising, and important student organization information.
- Register all on-campus events other than weekly organization only meetings by registering the event through Collegiate Link at least 10 business days in advance.

All Recognized Student Organizations are required to renew their paperwork on an annual basis. For reference, please review the RSO Status Renewal Guide.

Perks of being an Advisor
Aside from getting to work with some amazing students, the CAC is always looking for opportunities to enhance the experience of UW’s RSO Advisors. For starters, we have created this handbook with the hopes of making the expectations and requirements more clear than they have in the past.
- Walk in Advising Hours with a CAC professional staff member – open to students, but we certainly welcome your visits
- Advisor Breakfast – help every spring as our way to say thanks!
- RSO Awards of Excellence – we honor an advisor every year
Advisor books and resources – we’ve got a few books on hand that we don’t mind checking out to you.
And much more – we’re also always up for suggestions on ways we can assist you!

Submitting an Advisor Agreement Form
Via Collegiate Link

Submitting an Advisor Agreement Form:
This form must be submitted at the beginning of every school year when each RSO re-submits their application for approval.

Per UW’s Recognized Student Organization Handbook, all RSO advisors must submit an advisor agreement form to become recognized as a student organization. Below will walk you through how you can submit an Advisor Agreement Form.

The agreement will be approved in conjunction with submissions for new and renewing RSO’s. You will also need to re-submit the agreement every academic year in accordance with the renewal process. If you or your affiliated RSO have any additional questions, please contact rsohelp@uwyo.edu, come by the CAC office, or call (307)766-6340.

To begin, you can get to Collegiate Link by clicking the banner found on http://www.uwyo.edu/cac/rsos or you can go to C/L directly at https://uwyo.collegiatelink.net/
Click "Sign In"

Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.
Next, click on “Campus Links.” Then click on the “Advisor Agreement” link.
This is the Advisor Agreement form that you will need to read through. You must type in the **full name (not an acronym)** of the RSO you are going to advise. If you do not type in the full name, you will be asked to resubmit.
This screen will appear once the form is ready for submission. Please click the “Submit for Approval” button if you are done.

You can check the status of your advisor agreement form, by going back into Collegiate Link and clicking “Involvement” then “Submissions.” This will show the status and if you have been approved or the agreement is pending.
Approving an Event through Collegiate Link

One of the benefits of being an RSO is getting to be able to host events on campus. In order to host events, your RSO will need to fill out an event submission form. This form will ask them to identify their advisor so they can be notified to approve the event. This step by step process will show you how to look for and approve events hosted by the RSO you are advising.

You will be sent an email when your RSO submits an event, and the email will be asking you to connect to another link to approve the event. After clicking on that link, the page below should appear. If it does not, please contact our office.

When your RSO submits an event, you will receive an email very similar to this. To review the event submission, click on the link.

If you have the appropriate level of permission, you may view this submission at the following URL:

https://uwyo.collegiatelink.net/organization/quidditchuw/eventssubmissionreview/review/864908

If you are not already signed into Collegiate Link, you will be taken to this page first.
In this box, other reviewers of the event will post their comments for the event, and you may check to see if anything else needs to be done for the event. Every time someone posts to this page, you will receive an email notifying you about the progress of the event.

Enter your normal UWyo login information and you will then be taken directly to the Event Submission Review page.
At this page, you may review the details of the event submitted by your RSO.

Here you will need to approve or deny the event your RSO is submitting. The event cannot be approved without your approval.
If you have any comments about the event, you can add them here. But you must hit the “Approve” button if you wish to approve the event.