



UNIVERSITY OF WYOMING

# ADVISING HANDBOOK

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**PROVIDED BY  
CENTER FOR ADVISING  
AND CAREER SERVICES  
(CACS)**

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## THE IMPORTANCE OF ADVISING

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National research has shown that consistent and effective advising can lead to improvements in retention, graduation and overall satisfaction with the college experience. This document is made available to assist faculty, staff and professional advisors alike in providing a uniform and consistent advising experience across campus. Obviously, there will be variations within each college and department in how they provide specific advising on campus; however, it is important to have as much uniformity as possible to ensure each student at UW has a positive advising experience.

Each advisor develops his or her personal style for conducting appointments with students. The National Academic Advising Association (NACADA) has many resources related to advising that may be useful for faculty, staff and professional advisors to review. For information regarding general advising concepts go to <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Concept-of-Academic-Advising.aspx> and for information related to advising standards see the Counsel for the Advancement of Standards (CAS): <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/CAS-Advising-Standards.aspx>. The Center for Advising and Career Services (CACS) recommends developing a professional relationship with a clear understanding of the responsibilities of both student and advisor in the advising process. In the words of NACDA “I advise... You decide!”



# THE ADVISING PROCESS

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## **Important Information to Gather for Advising Incoming Freshman**

Some advisors prefer to have a good portion of the paperwork completed before the student arrives; others complete the paperwork with the student present. Either way is fine. The following information can be found on WyoRecords or in Banner (Screens SPAIDEN, SGASTDN, SOATEST, SPAAPIN & SOAHSCH, SFARGRP, SAAADMS, SOAPCOL, SOAHOLD).

- Check to make sure they are admitted.
- Check to make sure they have been admitted for the correct term.
- Check that they are declared in your department and assigned to the correct advisor.
- Check test scores (ACT/SAT and MPE), and note on Intake Form.
- Review High School academic history (GPA, dates of attendance, etc).
- For transfer students, determine what courses they have taken and how they have been accepted by OTR (transfer evaluation).
- Check for holds.
- Retrieve PERC # (personalized electronic registration hold) from the WyoRecords Student Profile page or from Banner.

## **During the Advising Session**

- Gather pertinent information via an “Intake Form.”
  - Write down the student’s current email and cell phone numbers; many students will not have UW email and phone information at the time they are advised. It is important to encourage students to check their UW email regularly.
  - Talk with student about options for majors, areas of emphasis, minors, etc.
- Review USP, college and departmental course requirements with the student.
- Explain the degree evaluation report (DegreeWorks) and how it can be used in tracking progress toward their degree.
- Have the student check their Registration Status to find their registration day and time. Have them also complete any checklist items. In the fall semester, remind freshmen that they need to have completed AlcoholEdu and Haven to register for spring classes.
- Work with the student to develop a schedule for the appropriate number of credit hours.
- Remind the student that they can drop/add at any time through the end of the Drop/Add period.
  - Encourage them to add the course they want before they drop other courses, as registration is in “real time” and classes may close quickly.
  - Explain the difference between dropping and withdrawing from a course.
  - Remind them to check with Financial Aid regarding effects dropping/adding a course might have on their awards.
- Release PERC.

## **Phone Advising**

- When students are unable to come to campus for advising, it is sometimes necessary to schedule a phone advising appointment.
- Students should be given a specific day and time to call their assigned advisor and should be directed to the orientation checklist in WyoRecords (if appropriate) to complete before advising.
- It is generally advisable to have the student’s PERC and registration date/time available. Occasionally a student will not yet be assigned a PERC# and registration time, and it will be necessary to call the

Office of the Registrar to get the information (which is impossible while you are on the phone with the student).

- Phone advising is most efficient if both the advisor and the student are logged on to WyoRecords and can walk through the registration process/additional advising resources as needed.
- If there are any holds on the student's record, explain what the hold is for and how to clear the hold.
- If the student is not able to be on a computer during advising, write down the courses they select as you discuss them, along with their dates and times, so you can read them to the student to confirm those are the classes they want to take. Make sure the student is writing down the course information as well. It may be beneficial to have the students email their proposed schedule for final review before providing the PERC number to prevent misunderstandings and provide documentation.
- Remind the student that they can drop/add at any time through the end of the Drop/Add period.
  - Encourage them to add the course they want before they drop other courses, as registration is in "real time" and classes may close quickly.
  - Explain the difference between dropping and withdrawing from a course.
  - Remind them to check with Financial Aid regarding affects dropping/adding a course might have on their awards.

### **Transfer Students**

- Sometimes transfer students arrive with their transcript in hand. If it is a sealed, official transcript, the student must submit the transcript (unopened!) to the Admissions Office in order for the transcript to be loaded into the Banner system. Unofficial transcripts can be used by the advisor to assist in the advising process, but OTR will not accept unofficial transcripts.
  - *If an advisor reviews the unofficial transcript with a student, they should emphasize that the review is unofficial and is not guaranteed to be accurate.* The transcript must be officially evaluated by one of the credentials analysts before the advisor can make an accurate determination about what courses may be required.
    - It may take several days for the transcript to be loaded into the Banner system and available for review.
- Transfer students can take significantly longer to advise due to multiple transcripts and the amount of courses that must be reviewed. It is suggested to schedule longer advising sessions with transfer students.
- There are no general University time limitations on course work taken at UW or for work transferring from an accredited college into UW.
  - Departments do have the discretion to require current academic work in areas they determine to have changed appreciably in the time since the course was originally taken. For example, Computer Science or Psychology may not allow any course over ten years old to count toward their major requirements.
  - Time limitations on course work are most likely to be found in the sciences.
    - Students should check with their major (or potential major) department concerning time limitations on course work in their major.
  - Please see pages 7-8 for more information on advising transfer students regarding USP requirements.

### **Determining Proper Course Load**

#### **Full Time Load**

- During fall and spring semesters, a student needs to be registered for a minimum of 12 semester hours to be considered full-time by both Student Financial Aid (SFA) and the Office of the Registrar (OTR). An average credit load of 15 hours is strongly recommended.
  - 0900 math courses count toward full time status; however, they do not count toward the 24 hours needed each year for the Hathaway scholarship. Refer the student to Student Financial Aid for more information about academic requirements if students have a Hathaway scholarship.

- Remind students that they will need to complete an average of 15 hours per semester if they wish to graduate in four years.
- Maximum credit loads are 20 semester hours in all of UW's Colleges.
  - Students wishing to take more than 20 hours in a semester may file an Overload Petition through OTR. The petition is available online.
    - [http://www.uwyo.edu/registrar/students/forms\\_and\\_petitions.html](http://www.uwyo.edu/registrar/students/forms_and_petitions.html).
  - The advisor will be required to approve this petition before the student is allowed to exceed 20 hours.
    - Things to consider when deciding whether or not to approve such a petition:
      - The student's cumulative & semester GPAs and overall academic progress
      - Outside activities student participates in, including number of hours worked per week
      - The student's reasoning in requesting the adjustment

### **Part Time Load**

- Any undergraduate student registered at the University but enrolled in less than 12 semester hours is considered a part-time student.
- Part time status can affect a student in terms of:
  - Financial Aid status and availability
  - Receiving services at Student Health Services
  - Access to the Half Acre
  - NCAA athletic eligibility
  - Health insurance coverage (non-student medical insurance)

**\*\*NOTE:** Part-time students taking between 6 and 11.5 hours will automatically be billed for the Part-time Student Benefit Package at the beginning of each semester unless they waive the student insurance coverage.

  - The benefit package allows part-time students the same benefits as full-time students including, but not limited to, the use of Student Health Service, Half Acre Gym and the opportunity to apply for short-term emergency student loans.
  - A part-time student is not eligible for student medical insurance if s/he does not purchase the rest of the benefit package.
    - A part-time student who has waived the medical insurance but wants the rest of the benefit package will need to purchase the package through Accounts Receivable.
  - Any questions about this package should be directed to Accounts Receivable.

### **Summer Full Time Status**

- During Summer semester:
  - Registration for 6 semester hours is considered full time.
  - Generally, no more than 12 semester hours can be earned over the course of the summer.
  - Students wishing to take more than 12 hours over the summer must file an Overload Petition with OTR.

### **Explaining the University Studies Program**

The University Studies Program (USP) ensures that each student's program includes the elements essential to a lifetime of personal and professional growth: habits of mind, practices of active citizenship, and development of intellectual skills.

- Freshmen are typically advised to take classes that meet their USP requirements.
- Exploratory courses are encouraged to expose students to possible areas of interest.
- **The USP 2003** requirements apply to all students who began starting Fall 2003 and prior to Fall 2015.
  - The required course areas include writing, math, science, cultural context, oral communication, global and US diversity, information literacy and intellectual community.
  - All students must complete the WA with a grade of C or better.

- **\*\*NOTE:** Under USP 2003, all UW students must fulfill the PEAC 1001 course as part of the USP requirements regardless of participation in collegiate sports. If a student is competing in a varsity sport, a club sport, marching band or has completed basic training in the military, the activity component is generally waived, although the student is still required to complete the lecture (Health & Wellness) component of the class.
  - Students who feel they are completing the activity portion of PEAC 1001 in some alternative manner should talk with the Kinesiology department about how to enroll. (Banner is set so that it will not allow students to register themselves for the lecture section without the activity section, so they will need to work with Kinesiology to get registered if not taking both). Call 766-5331 for additional information.
- **The USP 2015** requirements apply to all students matriculating in the Fall of 2015.
  - The required course areas include writing, communication, math, science, human culture, and government.
  - All students must complete the COM1, COM2, COM3, and FYS with a C or better.
  - Any UW students, regardless of class standing/hours earned, may opt into USP 2015 by completing the “Request to Change to the 2015-2016 Catalog,” which will be available through the Office of the Registrar.
    - This form indicates that students must be willing to change to the new USP, new A&S Core, and new major requirements.
    - Both the student and an advisor must sign the form prior to the student submitting it OTR.
- **USPs for Transfer Students**
  - **USP 2003:** Students transferring from a Wyoming Community College with an A.S., A.A., or A.B. degree will meet a majority of University Studies (USP) 2003 requirements. They will be considered WyoCore Complete. (AFA and Applied Science degrees will not be considered as WyoCore Complete.)
    - Students will still need to meet the third writing (WC) requirement.
    - Additionally, not all associate’s degrees require a second math course (QB), and, therefore, transfer students may need to complete this requirement.
  - **USP 2015:** An A.S., A.A., or A.B. from any community college will count as WyoCore complete. (AFA and Applied Science degrees will not be considered as WyoCore Complete.)
  - Students will still need to meet the third writing (COM3) requirement.
  - Students may need to complete the first year seminar (FYS) requirements. Students who have more than 30 post high school credit hours can have the FYS requirement waived, but the student must contact the Office of the Registrar to have the course waived
  - Any age course may also apply toward USP requirements.
- **More information about the University Studies Program**, including a USP 2003/2015 equivalency chart can be found at <http://www.uwyo.edu/unst/usp2015/>.



# THE CLASS SCHEDULE & CATALOG

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## Course Information

- Some courses have controlled enrollment or require one or more prerequisite courses in order to register. This information can often be found in the “Comments” section of WyoRecords’s Class Look Up or in the course description in the catalog. The student must contact the appropriate academic department to find out about how s/he might register for the course.
- TBA-is an abbreviation for “To Be Arranged”. Times will be arranged; consult the instructor or department officials. This is also often listed in the “Time” column for online classes, so be sure to check that the course is a Main Campus course rather than an Outreach course.

## Developmental Math Courses

- LCCC offers developmental level math **courses numbered 0900-0925** on the UW campus. More information about these courses can be found by following the “LCCC Math Courses” link in the Class Schedule on the Registrar website: [http://www.uwyo.edu/registrar/class\\_schedules/](http://www.uwyo.edu/registrar/class_schedules/).
- Students can register for the LCCC developmental math courses taught at UW via WyoRecords.
- Courses numbered below 1000 do not count for college credit or toward graduation requirements. They do count toward full-time enrollment for purposes of financial aid (*except Hathaway*) and health insurance. These courses can also be counted toward hours needed for NCAA athletics participation, but only during the student’s first calendar year of higher education.
- Students may be concurrently enrolled at both UW and LCCC. For the distribution of financial aid, students need to complete a consortium agreement form from the office of Student Financial Aid.

## Closed Classes and Waitlists

- Closed classes are signified by a “C” in the first column (“Select”) of the Look Up Classes webpage.
- Waitlists are found by entering the CRN for the course in the Add/Drop Classes webpage. It is important to note that not all courses offered in any given semester offer a waitlist option.
- Students must choose “Submit” after selecting the waitlist option in the drop down box.
- It is the student’s responsibility to regularly check their Add/Drop Classes screen on WyoRecords to monitor their enrollment status for any courses for which they are waitlisted.
- Each department controls the waitlist method for their courses. Students should contact the specific department for additional information about how they will process waitlisted students.
- Departments have the option of creating automatic waitlists for their courses. Not all departments may opt to implement them.
  - Students cannot tell by looking at a course in WyoRecords whether it has automatic or manual waitlisting. Departments can view that information in Banner however: [http://www.uwyo.edu/registrar/\\_files/docs/waitlistinfoadvisors.pdf](http://www.uwyo.edu/registrar/_files/docs/waitlistinfoadvisors.pdf)
  - Students on an automatic waitlist will receive a notification of an open seat through an automated email sent to the student’s uwyo.edu email address. If the student decided to opt into the text messaging notification process, they will also receive a text message notification.
    - Students have a limited amount of time to register for the class once receiving the notification and should check their email regularly to avoid losing the offered seat and their place on the waitlist.

## **Course ID & Numbering System**

1000 – Freshman/Introductory level courses

2000 – Sophomore level

3000 – Junior level

4000 – Senior level

5000 – Graduate level

## **Cross-listed Courses**

- Cross Listed courses are identical but are offered by 2 or more academic departments. (Example Gender in Religion is cross-listed as RELI 2070 and WMST 2070). A course may appear to have seats available when it is actually full, so be sure to check the cross-list information.
- If a course is required for a student's major or minor, it should be taken under the major or minor department.

## **Discussions and Labs**

- Laboratory and discussion sections **must** be taken simultaneously with the specific course they correlate to. WyoRecords is set so that a student will not be allowed to register for any section of a class that includes a lab, discussion, or activity, unless s/he registers for all the required sections at the same time. If the student received a "*LINK ERROR*" message, they not have been enrolled into the lecture, lab and/or discussion.
- If there are two rooms listed for one meeting time for a laboratory class, it means that the class has a room for discussions as well as a lab.



# THE REGISTRATION PROCESS

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## Using WyoRecords

- A student cannot register until they have received a PERC number from their advisor. Advising is mandatory at the University of Wyoming and PERC numbers should not be given out until the Advisor feels the student has the appropriate knowledge to make informed decisions about their course selection(s).
- Each semester, students will have to clear several holds by checking their Registration Status. They can complete this step by selecting Registration and then “Prepare for Registration” in their WyoRecords account.
  - 1. Accept/Decline Health Insurance** - All students have an automatic health hold placed on their registration process. Students must click on the “Health Insurance Coverage” link in Registration Tools and accept or decline health insurance before they can register for classes.
    - Most traditional students are covered by their parents insurance and should decline the coverage.
    - If a student feels they have made an error, they have until the end of the drop/add period to correct their selection by contacting Brett Selmer in the Risk and Safety Office.
  - 2. Verify or update UW Alert Cell Phone Number** – As part of the UW Alert System, students are asked to enter or verify their cell phone number.
    - This is only used in emergencies and students will not be “spammed” with UW request. Students can opt out of entering their cell phone by leaving the field blank.
    - They can also choose to opt in to a text message notification for automatic wait lists.
  - 3. Verify or Update Addresses and Phone Numbers**
  - 4. Verify or Update Emergency Contacts**
  - 5. Complete the Financial Responsibility Agreement** – Students are required to read and accept the conditions of the UW Student Financial Responsibility Agreement each semester. This agreement explains in detail the information regarding payment of tuition and fees for the student.
- The easiest way for most students to register for classes is to select Registration and then click on “Register for Classes” in WyoRecords. This is the electronic version of the Class Schedule and can also be accessed via Registration and then Browse Classes.
  - After entering their PERC, students can add classes to their tentative schedule by clicking “Add” after searching for a class, or they can enter the CRNs. **THEY MUST CLICK “SUBMIT” AT THE BOTTOM OF THE PAGE TO OFFIALLY REGISTER FOR CLASSES OR MAKE ANY CHANGES TO THEIR SCHEDULE (ADD/DROP/WITHDRAW).**
  - After students have submitted their course request using the above methods, they are immediately notified on the web page if they have successfully registered for the course. If they are not registered, they will receive a message stating the course is closed or wait listed or a possible error message. The most common error message is “Link Error,” which usually means the student did not select a lab or discussion that is required with the lecture. The other most common error is the “Duplicate” error which results when a student attempts to add a class they are already enrolled in.
- Students can also use the “Plan Ahead” option to create a schedule with their advisor. To look up classes before receiving their PERC number, students can also access the electronic version of the Class Schedule via Registration and then Browse Classes.
- Occasionally, WyoRecords will be down for maintenance and/or repairs. Students can still look up classes via the PDF version of the class schedule located on the Registrar website, but they will not be able to register until WyoRecords is available.

## **Adding a Class**

- Once a student has received a PERC number for the semester, s/he can choose to add classes through WyoRecords without approval of the advisor.
- The deadline for adding a class is listed in the semester calendar ([http://www.uwyo.edu/registrar/calendar\\_and\\_deadlines/](http://www.uwyo.edu/registrar/calendar_and_deadlines/)).
  - The date to add a class is approximately 8 days after classes start for semester courses.
- The process for adding a class is the same as the original registration process.
- If a student consults the advisor before choosing to add a class, some good questions to ask include:
  1. How many hours are you currently registered for? (12 is full-time, 15 is average, 20 is maximum allowed)
  2. Why do you want to add this particular class?
  3. How many classes will you have missed by the time you add this class? (Recommend contacting the instructor ASAP to make up any missed work.)
  4. Do you plan to drop one of your classes and replace it with this class?
  5. Are you going to be working this semester? If so, how many hours?

## **Dropping a Class**

- Once a student has a PERC number for the semester, s/he can choose to drop any course s/he has registered for through WyoRecords without approval from the advisor.
- The deadline for dropping a class is listed in the semester calendar ([http://www.uwyo.edu/registrar/calendar\\_and\\_deadlines/](http://www.uwyo.edu/registrar/calendar_and_deadlines/)).
  - The date to drop a class is approximately 8 days after classes start for semester courses.
- If a student consults the advisor before choosing to drop a class, some good questions to ask include:
  1. How many hours are you currently registered for? (12 is full-time, 15 is average, 20 is maximum allowed)
  2. Why do you want to drop this particular class?
  3. Do you plan to add another class to replace this class?
  4. Will this affect your financial aid (i.e. Hathaway Scholarship)? (Recommend they speak with Financial Aid before dropping the course.)
  5. Are you going to be working this semester? If so how many hours?

## **Auditing a Course**

- A student may choose the option of non-credit enrollment in any class with the approval of both the instructor and the advisor.
- Audited classes are subject to the same fee schedule as credit courses.
- Auditors are expected to:
  - Attend class regularly
  - Determine and fulfill the requirements of a successful audit (as outlined by the instructor).
  - Complete whatever graded assignments the instructor requires.
- An audit includes full rights of class participation.
- An audit does not carry any academic credit, but results in a Satisfactory/Unsatisfactory mark (AU/S or AU/U).
- A student who has audited a course cannot then earn credit by examination for that course.

## **Holds**

- Students may have certain holds on their WyoRecords accounts that prevent them from registering for classes until the office that initiated the hold lifts it. Not all types of holds affect registration.
- The Banner screen SOAHOLD indicates if there is a hold currently in place and identifies the nature of the hold. This information can also be accessed through the Student Information screen in the Faculty & Staff WyoRecords portal.

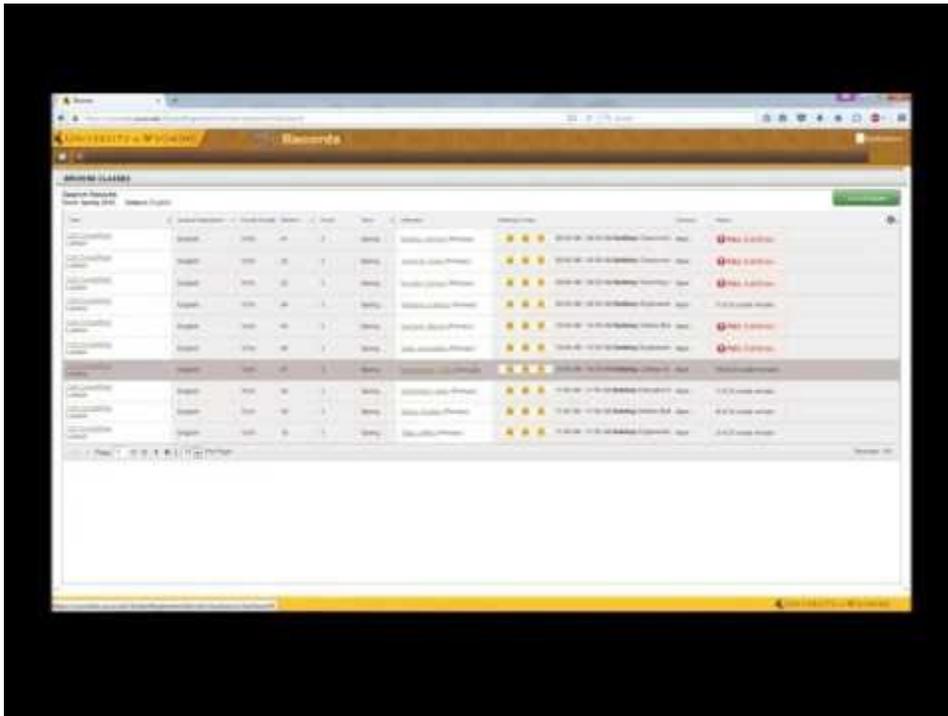
- **Medical Hold:** The student must supply proof of having their MMR immunization to the Student Health Service. This information can be faxed to the Student Health Service at 1-307-766-2711, or the Immunization Form can be completed on line by accessing it on the Student Health Service website: <http://www.uwyo.edu/shser/mmr-requirement.html>. Only Student Health Service has authority to lift this type of hold.
- **Bursar's Hold:** The student has an outstanding debt that must be paid before the hold can be lifted by the Accounts Receivable office.
- **Disciplinary Hold:** Students should be referred to the Dean of Students.
- **\*\*A Note on Academic Suspension and Reinstatement:** Students who have been suspended from the university cannot register until they have petitioned for academic reinstatement with the appropriate office. This petition must be processed by the Admissions Office and the Office of the Registrar before students can register for classes.
  - Please visit the CACS website for more information:  
<http://www.uwyo.edu/cacs/academic-advising/students-seeking-reinstatement.html>.

# REGISTRATION PROCESS VIA WYORECORDS

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## How Students Register for Courses in WyoRecords

- The “Registration Process” how-to YouTube video provided by UW IT provides step-by-step instructions on how to look up and register for classes.





## OTHER ADVISING CONSIDERATIONS

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### Concurrent Majors

Students may pursue a concurrent major in one or more college or school. Students pursuing interdisciplinary programs or those enrolled in more than one field of study should have an advisor in each major. Only one degree will be awarded from the college of the primary major with both majors indicated on the transcript and diploma. The degree will be granted on one date. In the case of students in the Haub School of Environment and Natural Resources, a concurrent major or minor may be added to any other program of study.

### Dual Degrees

Students pursuing degrees in one or more colleges must complete the USP requirements only once. However, the student must meet all college core and department requirements in each major and complete an additional 30 credit hours from the university, 12 of which must be upper division. Students should have an advisor in each major, with one major listed as the primary. Multiple degrees and diplomas are awarded. The completion date for both degrees must be the same.

### Credit by Examination

- Acceptable scores for Advanced Placement (AP), College Level Examination Prep (CLEP) and International Baccalaureate (IB) exams generally range from 3 to 5 or 50 for the CLEP exam in order to successfully test out of a course
- CLEP general exams are **NOT** accepted by UW. UW only accepts CLEP subject exams.
- There is no maximum placed on the amount of credit earned by examination. However, this credit does not count in fulfilling the residency requirement of 30 hours of University of Wyoming on-campus, Outreach School, or flexible enrollment credit.
- Students showing proficiency by passing examinations such as College Entrance Examination Board Advance Placement Program (CEEB-APP), American College Testing Proficiency Examination Program (ACT-PEP), and CLEP may earn college credit through the level of demonstrated proficiency.
- Credit by exam hours earned **DO NOT** count towards hours for the semester. For example, if a student is registered for 12 hours and has tested out of one of the courses that is worth 3 credit hours, that student's load is technically only 9 hours (even though the student will still receive credit on his/her transcripts for that additional 3 hour course).
  - Information concerning credit by examination can be obtained by contacting the permanent records area of the Office of the Registrar 766-3950. For more AP/CLEP/IB credit score information go to: <http://www.uwyo.edu/registrar/students/>.

### Credit for Military Training

- Students who desire to apply for credit on the basis of their military schooling should submit a copy of their DD 214 form, or its equivalent, to the UW Admissions Office

### Minors

The minor offers students an opportunity to broaden their post-graduate marketability while requiring fewer credit hours to complete than a second bachelor's degree or a dual degree. Minors must be completed prior to award of the bachelor's degree. Minors are independent, and therefore do not have to be in the same college as the major (e.g. a C.O.B. Marketing major can minor in A&S Communications). Consult the academic program descriptions in the UW Catalog for preliminary information. Additionally,

colleges that offer minors have program descriptions on their webpages and descriptive brochures available for further information.

### **NOLS Credit**

- The University of Wyoming (UW) and National Outdoor Leadership School (NOLS) Articulation Agreement provides the opportunity for degree seeking UW students to receive UW academic credit for NOLS courses: <http://www.uwyo.edu/rec/outdoor-program/nols.html>.



# COMMON PROCEDURES

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## Academic Reinstatement

### **UW Campus Students:**

- Students who have been suspended from UW may petition any college (including CACS) for academic reinstatement. All Arts and Science students petition through CACS.
- University Regulations state that a student is required to sit out for one full semester, exclusive of summer term, before they can petition for reinstatement.
  - To be considered for immediate reinstatement, the student must attach documentation of extenuating circumstances to their petition.
- University Regulations also state that students may not petition another college (or CACS) in the same semester if they are denied by the original college.

### **UW Outreach Students:**

- Outreach students who have been suspended and wish to be reinstated must submit a petition for reinstatement to Rosalind Grenfell, Coordinator of Undergraduate Advising at UWC.
- A phone appointment is made for the student to discuss the terms of the reinstatement contract with an advisor.
- A copy of the reinstatement petition, including the student's personal statement, and the petition for reinstatement cover sheet are sent electronically to Rosalind.
- Rosalind will advise the reinstated outreach student.

## Change of Major

- When a student indicates an interest in formally declaring a major, changing their major, or adding a major or minor, begin by checking to see if his/her cumulative GPA meets the minimum standards of the college of choice. Those minimum standards are currently:
  - College of Agriculture – 2.0
  - College of Arts & Sciences – 2.0 (There are some departments within A&S that have their own requirements; however, if a student has a 2.0 or higher cumulative GPA, refer them to the department for further information.)
    - Psychology – 2.5
  - College of Business – 2.5
  - College of Education – 2.75
  - College of Engineering – 2.0
  - College of Health Sciences – 2.5 (There are some departments within Health Science, such as Nursing, that have their own specific requirements. Refer students to the departments for further information.)
- Assist with completing the Change of Major form.
- The Change of Major form must be signed by the Dean or Dean's representative before being released to the student.
- Give the Advising Folder and the original of the Change of Major form to the student who is then responsible to take it to his/her new department for processing to be completed.
  - CACS Procedure: Remove the Intake Form, advisor notes and any confidential information (i.e.: reinstatement letter) from the file before releasing to the student.
  - CACS Procedure: Attach a copy of the Change of Major form to the Intake Form/notes and place these materials in front office staff box. Staff will change the student's status from active to inactive in the CACS database.

## **Course Withdrawal**

- Following the Add/Drop period, students may officially "withdraw" from individual semester courses until 15 class days after mid-semester. ([http://www.uwyo.edu/registrar/calendar\\_and\\_deadlines/](http://www.uwyo.edu/registrar/calendar_and_deadlines/))
- When a student withdraws from a course, his/her transcript will reflect a "W" for that course.
- Students have the right to withdraw from any course and can do so without advisor approval or knowledge.
  - EXCEPTION: Students must have an advisor signature to withdraw from a USP 2015 FYS course.
- If a student does meet with their advisor before withdrawing, it is important to discuss some of the possible consequences around the withdrawal. Some relevant questions include:
  - What is the main reason for withdrawal?
  - What could you have done differently to achieve a different outcome in this class?
  - Do you plan to retake this course? If so, when?
  - Will this affect your financial aid and/or scholarships? (The student needs to check with the Student Financial Aid Office before withdrawing to find out the consequences of withdrawing).
- Students often ask what happens if a withdrawal causes them to drop below 12 hours (full-time status).
  - If they have paid full-time tuition and fees, they will retain full-time status and still have full-time benefits (access to student health, parents' insurance, admission to athletic & cultural events, etc.)
  - *The biggest repercussion of withdrawing for courses is often related to the student's financial aid status, and all students should be referred to Student Financial Aid for additional information.*
- A student withdraws online through Registration and then "Register for Classes in WyoRecords just like they would to register for a new class."
  - When the student selects "Individual Course Withdrawal" for the class in question, they will see a pop up window regarding the consequences of withdrawing.
  - Once they read the pop up window, they need to click on "Submit" at the bottom of the page in order to officially withdraw.
  - Office of the Registrar staff will circulate withdrawal information to the major department. Instructors are notified by email and through WyoCourses. Advisors are notified via email.
- If a student withdraws from all courses, it is considered an All School Withdraw. See more information regarding an all school withdraw below under "Withdrawal from the University".

## **Satisfactory Academic Progress**

- To remain eligible for federal financial aid, students must maintain a minimum cumulative grade point average of 2.0; a completion rate of 67% of courses attempted; and completion of their degree in a time frame of 150% of the average length of a program (roughly 180 credit hours). Financial Aid measures Satisfactory Academic Progress (SAP) annually in May at the end of each academic year.
- Students who are Not Eligible can appeal their status by submitting the SAP Appeal Form (one semester or multi semesters) and a formal written request with supporting documentation to the Office of Student Financial Aid no later than the conclusion of the "Drop/Add" period for the current semester. The appropriate appeal form is available to the student once they have met with a SAP counselor.
  - Advisors assist students in completing the second page of the SAP appeal, which outlines the student's Academic Plan. Students are responsible for submission of the completed appeal to the office of Student Financial Aid as well as for notifying their advisor and Financial Aid if they make any changes to their plan.

## **Withdrawal from the University (Often Called an All School Withdrawal)**

- A student may choose to officially terminate his/her student status prior to the end of the current term. The deadline for withdrawing from the University is listed in the class schedule: [http://www.uwyo.edu/registrar/calendar\\_and\\_deadlines/index.html](http://www.uwyo.edu/registrar/calendar_and_deadlines/index.html).

- Students wishing to withdraw from all on-campus courses should initiate the process through the Dean of Students Office: <http://www.uwyo.edu/dos/withdrawal/>.
- Students living in the Residence Halls or in the UW Apartments who have withdrawn from the university are usually not allowed to remain in the Residence Halls or apartments and should be referred to Residence Life and Dining business office for additional information.

## **Petitions**

Most petitions and forms offered through the Office of the Registrar are available on their website: [http://www.uwyo.edu/registrar/Students/Forms\\_and\\_Petitions.html](http://www.uwyo.edu/registrar/Students/Forms_and_Petitions.html). For most petitions, students are given the option of completing the form online or using a hard copy. There are benefits and disadvantages to each procedure.

- If the student chooses to use the hard copy procedure, they have the benefit of potentially getting the procedure done earlier since they are physically walking the form to all the interested parties for signature. In addition, they may like the idea of knowing they have completed the process and have physically turned in the paperwork. However, tracking down the necessary participants (Advisor, Instructor, Department Head and Dean) for signatures can be difficult as these individuals may be out of the office or on vacation.
- If the student chooses to use the electronic procedure, they have the benefit of a more automated process. The request is routed electronically for signatures. The disadvantage is that notification of the approval or denial can come several weeks after the deadline. In addition, some students may not complete the form correctly and may believe they have gotten approval when in fact they have not.

***NOTE: The Registrar has the final say on most petitions.*** It is okay for an advisor to approve or deny any petition based on a reasonable assessment of the student's situation, but be aware that the advisor's input is just one piece of information used in making the final decision. Below are the petitions most commonly seen by advisors:

### **Exception Request**

- Commonly used for requests such as having a transferred course count as a UW requirement (if originally denied). Students also frequently request late drops or withdrawals. Such requests require documented extenuating circumstances.

### **Overload Petition**

- Allows students to enroll in more than the maximum credits allowed per semester (generally 20).
  - Note – students admitted with conditions have a lower limit (15) and cannot petition for overload courses.

### **Academic Renewal**

- Allows students who have not taken classes from UW for 5 or more years to start fresh with a 0.0 GPA and keep credit for the courses taken with a C or above. The Registrar has final approval and may or may not grant academic renewal. If academic renewal is granted, the entire transcript stays intact.
- Interested students must submit the Academic Renewal Application Form (which can be obtained in the Office of the Registrar or online through their website) to the Registrar no later than ten class days before the last day of classes of the semester in which the student returns to UW.

### **Change of Grade Petition**

- A student who feels s/he has received an incorrect grade should be referred to the instructor to discuss his/her concerns.
- If the instructor agrees that an error has occurred, s/he will initiate a *Change of Grade* form which will be processed by the Office of the Registrar after all the appropriate approvals are obtained.

- If a student consults with the advisor before meeting with the instructor, help them plan & prepare for that meeting. Remind them to take:
  1. All assignments, papers, exams, etc. that have been returned to them;
  2. Any record they used for tracking their grades for exams, papers, etc. that were not returned to them;
  3. A copy of the course syllabus, etc.
- After processing, a copy of the Change of Grade form will be forwarded to the advisor. It should be placed in the student's advising file.

### **Time Conflict Petition**

- If a student needs to take 2 courses that in some way conflict, they can request a Time Conflict Petition from the Office of the Registrar.
- S/he will need to work with both instructors to determine if there is a way to work around the conflict.
- If a resolution is found, both instructors need to sign the petition. The student takes the petition to the Office of the Registrar, and Office of the Registrar staff will manually register the student for both courses.

### **USP Petition**

- Students may wish to have certain transfer work count toward USP criteria. USP petitions are found on the USP website and are reviewed by the advisor, the affected department head, the college designee, Office of Academic Affairs, and the Office of the Registrar.
  - Students may provide course information to the Office of the Registrar for review prior to petitioning.



# PRESENTATIONS AND EVENTS

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## **Discovery Days**

- Discovery Days is a recruiting activity designed for prospective UW students (high school students) and their parents.
- Colleges and departments participate in the Resource Fair, which provides an opportunity to showcase majors and services and also to interact with prospective students, including primarily sophomores and juniors in high school.
- Discovery Days are usually held on one Saturday a month during either October or November, and then in both February and March.

## **Summer Orientation**

- Summer Orientation takes place during the entire month of June.
- Generally, there are two orientation sessions per week (Mon/Tues and Thurs/Fri).
- College and departmental responsibilities for Orientation sessions include:
  - An introduction to the College and/or department as well as the advising/registration process in a presentation to all students and parents attending the Orientation.
  - Assisting each student on the second day of the orientation session with planning a fall schedule and with the registration process.

## **Transfer Orientation**

- Transfer Orientation generally takes place in January, November, April, June and September.
- The Admissions Office will send a list of transfer students who are participating to Colleges before the orientation date.
- Generally, a staff member from each college or department will participate in the welcome session by giving some general information.
- Advisors will assist each student with planning a class schedule and with the registration process.



# THE CENTER FOR ADVISING AND CAREER SERVICES

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The Center for Advising and Career Services (CACS) supports and empowers students in academic, campus, and career transitions. We promote a supportive learning environment that provides information, tools and skills, along with access to resources, employers, and networks necessary to succeed in these life transitions. CACS Advisors serve the following populations:

## **Faculty/Staff**

- CACS advisors are available to talk to UW faculty and/or staff members to answer general questions related to advising and provide general information pertaining to UW policies and procedures related to advising issues.
- CACS coordinates and sometimes hosts Advising Conversations meetings and Career Conversations meetings, which serve the purpose of bringing college Advising Coordinators and other interested administrators and staff together to discuss issues and information relevant to advising and career services.

## **General Student Population**

- **Career Counseling:**
  - All students are eligible for career counseling free of charge. CACS provides career assessments such as the MBTI Personality and the STRONG Interest inventories at no cost. Students should contact CACS for more details.
  - CACS Academic Advisors may provide information pertaining to student classification, college affiliation, academic status, registration type and status, advisor name, etc. to the general student population when necessary.
- **Career Services:**
  - All students are eligible for career services such as assistance with resumes, cover letters, job searches, internship searches, mock interviews, etc.
  - There are several job fairs each semester. The main job fairs for all students are in October and March of each year. In addition there are smaller job fairs for Nursing, Pharmacy, Education and Geology.

## **Generally Undeclared, A&S Undeclared and Social Science Students in Good Standing**

- CACS Academic Advisors advise all generally undeclared and A&S undecided students.
- Generally undeclared students are classified by the code DSUN.
- College of Arts and Sciences undeclared students are classified by the code ASUN.
- Social Science majors are classified as SOSOC.
- Each college, except A&S, advises students who are undecided in that college.

## **High School Guests**

- High School Guests are classified by the code HSN.
- High School Guests are typically seniors in high school with a 3.0 GPA who are concurrently enrolled at UW.

- These students can register for a maximum of 6 credit hours per semester; however, if they wish to take additional hours, they may request permission from the Office of Admissions.
- To be admitted, a High School Guest must provide a current transcript, available ACT/SAT scores, and a recommendation from a high school counselor.
- Admission is granted for one semester at a time.
- High School Guests are not obligated to meet with a CACS advisor prior to registering for classes, but they are encouraged to do so. CACS front office staff can release the PERC number after proper identification is shown.

### **Non-Degree Seeking Graduate and Undergraduate Students**

- Non-degree students are not formally working toward a degree and have not declared a major. They may or may not have previously completed a college degree. Many UW employees use this classification.
- These students are classified by the codes NDS, NDU, NGS or NGU.
- These students are not obligated to be formally admitted to UW, supply transcripts or be advised before registering for classes.
- PERC numbers for undergraduate students can be released to them by CACS front office staff after proper identification has been shown.
- Graduate students do not need a PERC number.
- Any student who has received a bachelor's degree from UW is automatically assigned a non-degree seeking graduate student status and should be aware of the limitations and tuition rate.
- The Catalog stipulates that non-degree students (undergraduate and graduate) can take a maximum of 8 credit hours each semester; however, they can petition to take more through the Office of Admissions.
- A limit of 12 credit hours taken under non-degree (undergraduate and graduate) status can be applied toward a UW degree; however, students can petition through the Office of the Registrar to have additional hours counted.

### **Second Bachelor's Students – Undeclared**

- This student has the intention of seeking a second bachelor's degree but has not yet specified a degree program.
- Second Bachelor's students must have at least a Bachelor's degree. They will be classified by the code SB.
- Students wishing to receive financial aid use this classification instead of NDS or NDU because financial aid is not awarded to student who does not have the intention of declaring a major.
  - Affiliation with a college indicates intention to declare a major.

### **Students At Risk**

- ***Admitted with Support/SYNERGY*** – These students can enroll for a maximum of 15 credit hours per semester until they have met their conditions. (A student is considered to have met conditions once they have completed a minimum of 24 hours with a cumulative GPA of 2.0 or higher).
- ***On Probation*** – These students do not have a formally imposed limit on the number of credit hours for which they can register each semester; however, it is recommended that they enroll for 15 hours or less. Advisors make as many as two attempts to contact their probationary advisees by e-mail or phone, with the goal of meeting to discuss strategies for academic success. Enrollment in UWYO 1105 is encouraged to improve academic focus and major/career choice.
  - Students on probation are required to earn a 2.0 or higher semester GPA or they will be suspended from the university.
- ***Suspended from the university*** – These students cannot enroll in classes unless CACS or one of the colleges approves a petition for reinstatement.

- **Reinstated to the university** – These students agree to conditions determined by their advisor and specified on their Reinstatement contract.
  - For example, the contract might specify any of the following:
    - Number of credit hours that can be taken for the reinstated semester (typically 13 for full time and 7 for those approved only for part time enrollment).
    - Classes to be repeated.
    - Regularly scheduled meetings with their advisor throughout the semester with the goal of discussing strategies for academic success.
    - Enrollment in A&S 1100 course to improve academic focus.
    - Other academic success strategies such as career counseling or attendance at study skill workshops.
  - Like students on probation, reinstated students are required to earn a 2.0 or higher semester GPA or they will be re-suspended from the university. Additionally, reinstated students who register for a semester or summer term and then withdraw from that semester or term will be suspended, as it is considered an attempted semester or term.

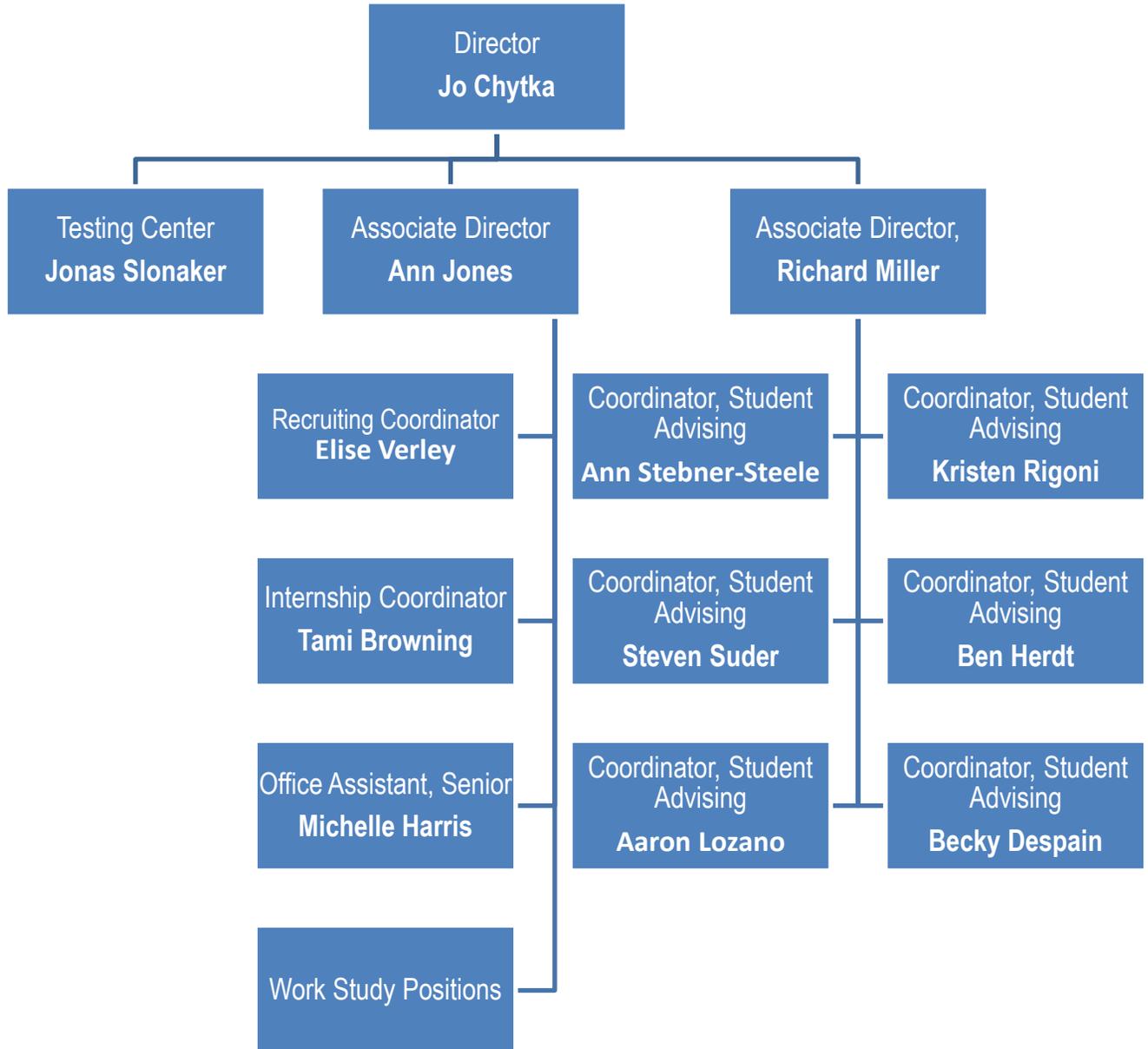
### **Transfer Students**

- Transfer students are advised by faculty/staff in their major; however CACS does provide resources and assistance for all transfer students.

### **Undeclared Student Athletes**

- To be eligible to play, all athletes must be full-time students (**Registered for 12 credits**).
- Student athletes must **complete 24 credits** each calendar year. A maximum of 6 credits can be completed during the summer semester.
- If an athlete receives an F in a class, they can retake the class. If they get a D and need to retake it, it does not count as part of the required 24 credits.
- **0900 level courses** only count toward the 24 credits if they are taken in the student's first calendar year of college.
- Athletes usually must maintain a **2.0 GPA** (Contact the Athletic Department for more detailed information).
- All athletes must be declared and working toward a specific degree by the beginning of their third calendar year.
- Student athletes need to be aware of their practice times so as to not conflict with class schedules. The Athletic/Academic Office can provide information regarding practice times for each sport upon request (in case the student is unsure about times). Most sports have late afternoon practice. Athletes generally should be finished with classes by 2:00 p.m. Some sports also have early morning lifting or meetings, so be sure to ask the student about that as well.
- Early/Priority registration is available for student athletes.
  - Tutoring services are available in the Office of Academic Support (OAS), and student athletes may also access the tutoring services available to any UW student.
- **\*\*NOTE:** Please see pages 7-8 for more information on advising student athletes who need to meet the USP 2003 Physical Activity and Health requirement.

CACS Organizational Chart





**APPENDIX A:  
TIMELINES  
&  
CONTACT  
INFORMATION**



## **SUGGESTED ADVISING TASKS & TIMELINE**

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### **June**

- **Orientation** – Traditionally scheduled for every Monday /Tuesday and Thursday/Friday in the month of June. Advisors assist with advising and registration on the second day of orientation.
- Assign Orientation participants to Advisor caseloads
- Notify Orientation participants of contact information for assigned advisor
- CACS: Review of reinstatement appeals
- Complete Review of spring grades as needed (continued from May)

### **July**

- Complete Review of spring grades as needed (continued from June)
- Complete filing & updating student records/File Clean Up
- CACS: Review of reinstatement appeals (continued from June)

### **August**

- CACS: Walk-in Advising for late arriving students or enrolled students needing to change schedule
- CACS: Review of reinstatement appeals (continued from July; number of appeals will increase significantly)

### **September**

- Identify students on caseload who are “at risk,” i.e. students who are Admitted w/ Conditions, on Probation or classified as Reinstated status
- Evaluate Fall schedules of students who received Ds or Fs for Spring semester plus those who were on Probation or Reinstated status during Spring semester to determine if adjustments need to be made and, if so, contact the student
- Contact all “at-risk” students re: scheduling an initial appointment
- As time permits, begin filing & file clean-up procedures as follows (will likely be ongoing through October):
  - Review Spring grades for all students (if not completed in the summer)
  - Identify students on Probation as well as those who are academically suspended (if not completed already)
  - Verify that students are still enrolled following the Drop/Add deadline
  - Complete filing & updating student records/File Clean Up

### **October**

- Send follow-up emails to any “at risk” student who has not yet scheduled an initial appointment
- Send pre-advising information to all advisees to remind them to schedule an advising appointment and to help them prepare
- Work with to Athletic/Academic Office, Honors, and UDSS to explain processes for scheduling appointments & to request that they remind any DSUN & ASUN students they are currently working with to schedule an advising appointment in a timely manner so that they will be able to take advantage of early registration
- Discovery Day
- As time allows, email students regarding checking midterm grades & reminding them of last day to withdraw
- Begin advising on the Monday of the last full week of October

## **November**

- Advising Week is traditionally the first week of November
- Discovery Day
- Toward the end of the month (as time allows) make at least one contact (generally email) to any students who have not yet scheduled an advising appointment

## **December**

- Continue advising students as needed
- Advise new and re-enrolling students as assigned
- CACS: Review of reinstatement appeals

## **January**

- CACS: Walk-in advising for late arriving students or enrolled students needing to change schedule
- CACS: Review of reinstatement appeals (number of appeals will increase significantly)
- Identify students on caseload who are “at risk,” i.e. students who are Admitted w/ Conditions, on Probation or classified as Reinstated status
- Evaluate Spring schedules of students who received Ds or Fs for Fall semester plus those who were on Probation or Reinstated status during Fall semester to determine if adjustments need to be made and, if so, contact the student
- Contact all “at-risk” students re: scheduling an initial appointment
- As time permits, email congratulations to any student who made the Honor Roll
- As time permits, begin filing & file clean-up procedures as follows (will likely be ongoing through February):
  - Review Fall grades for students
  - Identify students on Probation as well as those who are academically suspended (if not completed already)
  - Verify that students are still enrolled following the Drop/Add deadline
  - Complete filing & updating student records/File Clean Up
- Complete informal Self-Assessment as beginning of Performance Planning process

## **February**

- If not completed in January, verify that students are still enrolled following the Drop/Add deadline
- Send follow-up emails to any “at risk” student who has not yet scheduled an initial appointment
- Discovery Day

## **March**

- Send pre-advising information to all advisees to remind them to schedule an advising appointment and to help them prepare
- Work with to Athletic/Academic Office, Honors, and UDSS to explain processes for scheduling appointments & to request that they remind any DSUN & ASUN students they are currently working with to schedule an advising appointment in a timely manner so that they will be able to take advantage of early registration
- Advising Week is traditionally the week following Spring Break,
- As time allows, email students regarding checking midterm grades & reminding them of last day to withdraw

## **April**

- Continue advising continuing students as needed (traditionally most students will be advised during this month)
- Contact students who have not yet scheduled an appointment (generally students are much more lax about getting advised in the Spring than in the Fall, and may need more “reminding”)
  - Try to identify students who don’t plan to return &, if possible, determine what they are planning to do
- Discovery Day

## **May**

- Orientation Planning & Preparation of materials, etc.
- As time permits, email congratulations to any student who made the Honor Roll
- As time permits, begin filing & file clean-up procedures as follows (will likely be ongoing through June):
  - Review Spring grades for students
  - Identify students on Probation as well as those who are academically suspended (if not completed already)
  - Complete filing & updating student records/File Clean Up

# PRIMARY ADVISOR CONTACTS

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## **College of Agriculture and Natural Resources**

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