

Tips for Advisors

WCU offers many ways to learn the responsibilities and resources for your advising duties. Your department should provide you with initial support during your first year of advising - this can come in the form of one-on-one mentoring, attending others' advising appointments, departmental meetings about advising, etc. Please familiarize yourselves with the structure of your degree programs as well as general education via the catalogs and some of the resources listed below.

Scheduling Advising Meetings

- Students must meet with you each semester to gain access to registration.
- Use email or an online scheduling program to set up appointments.
- Email your advisees via the myWCU advisee list to let them know how to make an appointment with you and any expectations you have for the meeting (See sample email below).
- Students should meet with you at least a week before myWCU would allow them to enroll in classes (this date is on their myWCU homepage and on your "Scheduling flag" list in myWCU).
- Students receive their registration dates mainly according to their accrued number of credits.