

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.

First Advising Meeting with New First-Year Students/New Transfers

Remember that the language and procedures of university life are unfamiliar to these students: help them understand, so that they can navigate their programs better and make advising easier for you.

- Make sure they know where your department's advising resources are: for example, do they have majors' manual? Are they members of a majors' D2L site or email distribution list?
- Have them log in to myWCU
 - Show them where "[Degree Progress Report](#)" is
 - Help them read it
 - Ask your chair or a senior departmental advisor about any discrepancies or oddnesses you see
- Show them where "[Enroll in a Class](#)" is
 - Tell them that they must get to Step 3 of the enrollment process to be actually in the class. They must click the "Finish" button.
 - They can put classes on their tentative list before they meet with you, before you lift their advising flag, and before their myWCU class registration date
- Go over resources of this Advising web site with them, so that they know where to go for certain types of help