


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.

At All Advising Meetings

Most important, use advising meetings to know your students, curricula, and WCU structures better. Learn advisees' names, ask them how they are doing in their classes, and make sure you listen. See [Do's & Don'ts](#)  for more information of this kind.

- Give advisees access to registration by "lifting the flag" in your "WCU Advisor Scheduling Flag" menu in MyWCU. This will remove the [Advisor Hold](#) from their MyWCU account.
- Don't lift the flag without meeting with them - that introduces more possibility of error and disappointment
- Ask them to set up a tentative schedule before the meeting, so that your meeting can be more efficient and cover more in-depth topics
- Ask them to tell you where/how their proposed classes fit in their academic program so that you can be certain that they are learning their program
- Look at DPR together, to explain or notice any concerns
- Review their current number of credits and make sure they will attain 120 by their intended graduation date
- Go over items peculiar to your programs - for example, FATE for education majors, practicum placements, recital scheduling, common errors, etc.
- Always take notes, either on a hard copy sheet, in myWCU, in email, or via some other system. Make sure both you and the student retain or have access to a copy. This allows both you and the student to review later what you decided at your meeting, and it can help clarify the advice you gave as your advisees proceed in their academic careers.