

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.

Sample Welcome Email

Dear advisees,

Welcome back for another semester at WCU. The list below gives you some basic information for the start of the semester as well as information about meeting with me. Remember, I need to see all of you at least once every semester, so that we can both make sure you're staying on track and making the most of your experience here. I look forward to welcoming those of you who are just joining our department and touching base with everyone else!

1. How to make an appointment with me. [Explain]
2. Add-Drop period. The last day to add or drop classes is DAY/DATE. Review your class schedule and program requirements before or during the first week of classes, while you still have time to make adjustments to your schedule. This is especially important for students planning to graduate this semester. If you have questions about whether or not to take a class, please consult with me.
3. Requirements. Check and double-check your advising sheets to make sure you are satisfying all requirements. Check your advising sheets against your Degree Progress Report on MyWCU and ask about any discrepancies. If you plan to graduate this semester, make sure you will have accumulated at least 120 credits by then.
4. Tuition. Make sure you have paid your semester bill, so that you will not be removed from your classes.
5. Department-specific information and common problems. [Explain]
6. Communication. Pay attention to your WCU email account and [your personal and departmental communication methods here]. The key to staying on top of your degree program and of taking advantage of all WCU has to offer is communication!

Have a good start to your semester. You'll be hearing more from me!