

Advising Guide And Responsibilities

Advisee

Accept

Accept responsibility for understanding and meeting all graduation requirements.

Arrive

Arrive to each advising appointment prepared with your trial schedule, UWF ID number and having reviewed:

- Degree Works degree audit
- Student Educational Planner
- Remaining requirements
- Semester course availability
- Campus advising reports

Schedule

Schedule and keep regular advising appointments using Navigate.

Identify

Identify program curriculum.

Access

Regularly access and navigate the MyUWF portal.

Utilize

Courteous and professional communication practices. (Emailing is not texting).

Clarify

Clarify personal goals and provide advisor with accurate information regarding interests and abilities.

Visit CASSH online for advising questions or for how to schedule an advising appointment in Navigate.

uwf.edu/CASSH

Advisor

Communicate

Under normal circumstances, respond to students within two business days.

Provide

Provide accurate information about University policies, procedures, and resources.

Refer

Refer students to appropriate campus resources as necessary.

Guide

Guide students in utilizing the UWF Catalog, Degree Works, Student Educational Planners, Navigate and MyUWF to track their progress toward degree.

Maintain

Maintain comprehensive and confidential advising records.

Encourage

Encourage and guide advisee to define and develop realistic goals in order to create a clear and attainable educational plan.

