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 SSC Campus.

Identify
Identify program curriculum.

Access
Regularly access and navigate the MyUWF portal.

Utilize
Utilize resources:
- UWF email account as your official student email.
- Online registration component of MyUWF.

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

Advisor

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, SSC Campus, 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.

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

uwf.edu/CASSH