New Advisor Access Request Form
This form is required for advisors to gain access to the Degree Audit system for undergraduate students.

Advisor Name: ____________________________________________________________

Last             First             NUID

Department:_______________________________________________________________

ADVISOR RESPONSIBILITIES

• Provide assistance to students wishing to declare/change their program of study.
• Assist students in exploring career and educational opportunities.
• Be familiar with academic policies and procedures in order to answer questions & provide accurate guidance to students seeking assistance.
• Approve a semester-by-semester academic plan by meeting with advisees each term during the advising period. Once advising is complete, the advisor must remove the advising flag so the student can register for coursework.
• Attend advisor training to learn about UNK’s Degree Audit system and MyBLUE.
• Monitor advisee progress toward educational and career goals and help select courses at each registration period based on curriculum and University requirements.
• Protect the privacy of student information as set forth in The Family Educational Rights and Privacy Act (FERPA) http://www.unk.edu/offices/registrar/ferpa/

I hereby agree to abide by the advisor responsibilities outlined above.

New Advisor Signature:_________________________ Date:_________________________

Department Chair Signature:_________________________ Date:_______________________

This form will be used to grant advising access for undergraduate students only. Graduate advisors need to obtain advising access approval from the Graduate Office (308-865-8838).

Please submit this form to:

Registrar’s Office
Warner Hall
905 W 25th St
Kearney, NE 68849
unkregistrar@unk.edu