

ACADEMIC ADVISING SYLLABUS

Mission Statement:

The mission of academic advising at UNLV is to assist students by collaborating with them in identifying and pursuing their educational goals, providing accurate and timely information, and promoting student responsibility and accountability for their academic success.



Graduation Goal

UNLV 1st Semester: _____

Graduation Goal: _____

Academic Advising Description:

Advisors are a resource to serve as guides for navigating academic choices, policies, and requirements. Advisors are excited to meet with students and help them plan and achieve their goals. Academic advisors are well informed about the institution's resources available to students in order to provide appropriate referrals. Academic advisors assist students in the development of meaningful educational plans that are compatible with their personal and/or career goals.

Rebel Academic Advising Pledge:

As a UNLV student, I have the potential to achieve success and avoid failure. I can succeed if I have the will to succeed. I will accomplish my goals and fulfill my dreams. The only limits I face are the limits of my own efforts. To realize my full potential and accomplish all that I am capable of, I will: Use my time effectively; Ask for help when I need it; Accept responsibility for my own actions. I will succeed at UNLV because my future depends on it. Earning a university degree will enhance the quality of my life and enable me to improve the lives of others.

Academic Advisor Responsibilities:

- Create and maintain an interactive environment encouraging mutual trust and open communication.
- Provide students with information and resources to promote academic progress.
- Empower students to take responsibility for their academic success.

- Stay informed of current and changing rules, regulations and program requirements.
- Refer students to campus services relevant to their individual needs.
- Collaborate with peers by participating in the exchange of ideas, information and philosophies through professional development.

Advisee Responsibilities:

- Regularly schedule and keep academic advising appointments.
- Communicate openly and honestly with your academic advisor regarding issues that affect your educational goals and academic performance.
- Maintain a professional relationship with your academic advisor by arriving on time, being prepared for your appointments and calling if you need to reschedule.
- Take responsibility for your academic success by utilizing the tools provided. Examples include undergraduate catalogues, degree sheets, college and university websites, and academic calendars.
- Maintain a file with relevant academic materials and follow through with your academic advisor's recommendations.

GREENSPUN COLLEGE OF URBAN AFFAIRS ADVISING CENTER

We are dedicated to the personal and academic development of our students, the advancement of the theoretical and applied body of knowledge of its disciplines, and the improvement of public policy and professional practices. Undergraduate study in the college emphasizes improvement of the quality of urban life through preparing students for professional practice in each of its disciplines. This is accomplished by participating in a dynamic partnership of interdisciplinary learning, service, and scholarship that is founded on active collaboration among students, faculty, professionals, and community members.

We are located in
 Greenspun Hall (GUA), Room 4108
 (702) 895-1009 fax: (702) 895-3293
 Monday–Thursday, 8 a.m. to 7 p.m.
 Fridays from 8 a.m. to 5 p.m.
 Email: urbanaffairs@unlv.edu
 Web: <http://urbanaffairs.unlv.edu/Advising/>

OBJECTIVES & THINGS TO CONSIDER DURING EACH ACADEMIC YEAR

First Year: Making Sense of It All (0-30 credit hours)

- Attend New Student Orientation & Rebel Connection Events
- Live on-campus
- Join a learning community
- Know your resources (i.e. financial aid)
- Get organized with an advising syllabus and binder for all your advising information & worksheets
- Consider the Honor's Program
- Ask questions and then ask more questions
- Get Involved! <http://getinvolved.unlv.edu/>
- Take care of yourself: Get To Know Your Wellness Wheel

Second Year: Being Proactive (30-60 credit hours)

- **Advising:** Make smart choices on classes (fulfill general education core)
- Attend Rebels R.I.S.E. event in the Fall
- Enjoy a job on-campus
- Consider study-abroad programs and/or complete a service-learning project
- Choose a minor or double major
- Access the MyUNLV Academic Requirements Report
- Get to know the faculty & staff of the GCUA
- Make the Dean's List (12 credits @ a 3.5 or above)
- Spend time in the library
- Seek out leadership opportunities (ASC, Alpha Phi Sigma)
- Locate additional scholarship monies

Third Year: Planning for the Future (60-90 credit hours)

- **Advising:** Concentrations, Outside Areas, Internships, & Careers
- Meet with your faculty/career advisor in the Student Advising Center
- Create your resume & practice interviewing skills
- Seek out an internship and/or an independent study
- Meet with your Library Liaison, Suzie Skarl for help with research skills
- Consider graduate and/or professional schools
- Think about where you want to live
- Network, Network, Network: Interact with a faculty member in your discipline

Fourth Year: Congratulations (90+ credit hours)

- **Advising:** Set up Graduation Appointment
- Initiate Graduation
- Apply for graduate school or employment opportunities
- Ask faculty/staff for recommendations
- Graduate with honors
- Walk in the commencement ceremony
- Stay in touch & involved by joining the Alumni Association

Undergraduate Catalog

<http://catalog.unlv.edu/index.php>

Degree Sheets

<http://urbanaffairs.unlv.edu/advising/programs/worksheets2010-12.html>

Academic Calendar

<http://registrar.unlv.edu/calendars/>

F A L	Aug	-Reinstatement Application -Tuition Paid -Classes Begin -Add/Drop Period -Orientation for new students
	Sept	-Applications due for December Graduation
	Oct	ADVISING MONTH -Pick classes for Spring! -Major Exploration Fair -Homecoming -Mid-Semester -Career-Fair (Thomas & Mack)
S P R I N G	Nov	-Registration begins -Open Advising
	Dec	-Finals & Winter Break
	Jan	-Reinstatement Application -Tuition Paid -Classes Begin -Add/Drop Period -Orientation for new students
	Feb	ADVISING MONTH -Pick classes for Summer & Fall -Applications due for Spring Graduation -Career Fair (Thomas & Mack)
S U M M E R	Mar	-Summer & Fall Registration -Mid-Semester -Open Advising
	Apr	-Registration continues -Open Advising
	May	-Finals & Summer Session I
	Jun	-Summer Session II
	Jul	-Summer Session III

Our Advising Center Covers: Athletic Eligibility, Change of Majors, Course Planning, Credit Overloads, Degree Sheets, Exit Surveys, Field Experiences, Financial Aid Appeals, Graduation Packets, Letters of Recommendation, Petitions, Prerequisite Issues, Referrals to Campus Resources, Reinstatements from Suspension, Academic Progress Appeals (SAP), Standardized Testing Info, Transfer Course Evaluations (TCE) and Veteran's Service Forms