

UNIVERSITY OF NEVADA, LAS VEGAS

# Registration Guide

Fall 2011

## April 11

- Fall registration begins

## August 26

- Last day to pay fees in person without late payment penalties

## August 28

- Last day to pay fees on-line without late payment penalties

## August 29

**Semester begins**

## September 2

- Last day to pay fees with late penalties
- Last day to add courses, switch sections
- Last day to drop/withdraw and receive a 100 percent refund

# Fall Calendar

April 11	<b>Fall registration begins.</b>
August 8	<b>Last day to submit</b> completed applications for reinstatement after suspension to the University Faculty Senate Office.
August 26	<b>Last day to pay tuition and fees in person</b> without late penalties.
August 28	<b>Last day to pay tuition and fees on-line</b> without late penalties.
August 29	<b>Classes and late registration begin.</b> Late registration fees and late payment fees apply.
September 2	<b>Last day to add courses, switch sections,</b> change courses, change from audit to credit, or pay fees with late penalties. For late payment and penalty information please visit <a href="http://cashiering.unlv.edu">http://cashiering.unlv.edu</a> .
September 2	<b>Final day to drop or withdraw and receive a 100 percent refund</b> (The date for a 100% refund from a modular class can vary depending on the length of the class. Please visit <a href="http://cashiering.unlv.edu">http://cashiering.unlv.edu</a> for more specific information.) No refunds will be given after this day except for total withdrawal from all classes.
September 2	<b>Last day for all students to submit</b> supporting documentation for Nevada reclassification for Residency status.
September 5	Labor Day Recess
October 7	<b>Final day to completely withdraw from all classes and receive a 50 percent refund.</b> Only 50% refunds will be processed at this time. No other refunds after this day.
October 20	<b>Final day to apply for Fall 2011 graduation</b> (you must apply for graduation in the student center in MyUNLV, check your RebelMail e-mail account for more information). Applying after this date will result in a late fee and exclusion from the commencement program booklet.
October 21	Mid-semester
October 28	Nevada Day Recess
November 7	<b>Final day to drop or withdraw from classes</b> without a refund or change from credit to audit, except for modular classes. Drops and withdrawals will not be allowed after this date even with instructor approval.
November 7	<b>Mid-Semester classes begin.</b>
November 11	Veterans Day Recess
November 24-25	Thanksgiving Recess
December 5-10	<b>Study week.</b> Classes are scheduled but major written exams are not given.
December 9	<b>Mid-semester</b> instruction ends.
December 10	<b>Instruction ends.</b>
December 12-17	<b>Final examinations.</b>
December 17	<b>Fall semester ends.</b>
December 17	<b>Fall Commencement Ceremony</b> 9 a.m. at Thomas & Mack Center. Check <a href="http://commencement.unlv.edu">commencement.unlv.edu</a> for more information.

# Student Directory Information

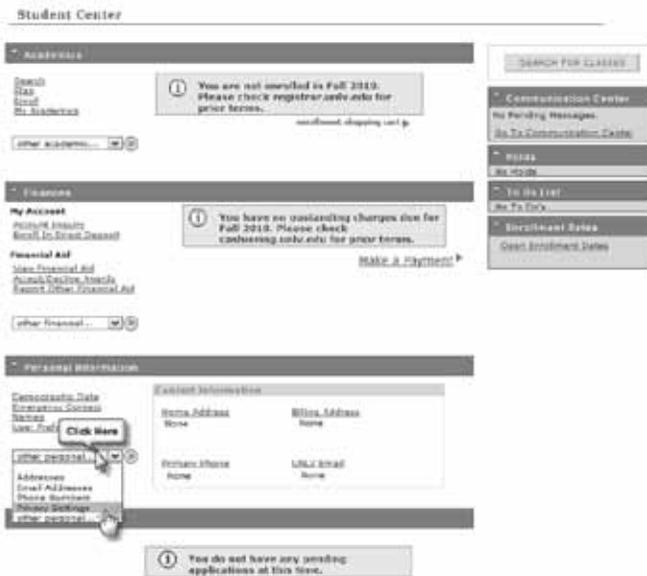
In accordance with the University of Nevada, Las Vegas, policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. UNLV does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of “directory” information considered to be public in nature and not generally deemed to be an invasion of privacy. At UNLV, the following categories are defined as “directory” information: name, address, e-mail address, telephone number, dates of attendance, full-time/part-time status, academic major, college and grade level, heights and weights of members of athletic teams, academic honors, other academic institutions recently attended, participation in UNLV organizations, and degrees earned.

UNLV uses directory information for noncommercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to UNLV affiliates, honors societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. UNLV exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. UNLV does not sell or rent student information for a fee.

You have the right to request that UNLV not release directory information about you for commercial and/or noncommercial purposes and you can make the appropriate designation in the student center in MyUNLV.

**WARNING:** It is important to consider carefully the potential consequences of restricting the release of directory information. For example, if you restrict release for noncommercial educational purposes, UNLV will be unable to place your name in publications such as honors and graduation programs, to confirm graduation and dates of attendance to potential employers, to verify enrollment with organizations such as insurance companies, or to send notifications about specialized scholarships.



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## Public Safety

The UNLV Annual Campus Safety and Security Report, which fulfills the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act, is now available to the campus community and the public. There are several ways to obtain a copy of this report: On the internet at <http://publicsafety.unlv.edu/report.htm>, in hard copy form at the UNLV Department of Police Services, Police Headquarters Building (1325 East Harmon Avenue) and through the mail, free of charge, by calling the UNLV Department of Police Services Records Office at (702) 895-4747. Annual Security Reports are published yearly by October 1.

## Fall 2011 Registration Schedule

The Fall 2011 Registration Schedule is based on expected class standing. For example, if you are currently a freshman and expect to finish enough credits before the fall semester to be a sophomore, you will register at the time designated for sophomores.

Each student will have an individual appointment date and time assigned to them based on their current academic standing. Students can view their specific appointment information in their student center. For example, the registration dates for sophomores are April 25, 2011 at 8 a.m. through April 26, 2011 at 7 p.m. Students must check their student center to determine what time between these two dates that they may actually register as different students will have different times assigned to them. The appointments are assigned randomly within each academic standing.

**\*\*Students that have applied for graduation and selected the Spring or Summer 2011 terms will not be supplied with an enrollment appointment. Students must adjust their anticipated term of graduation through the Registrar's Office if they no longer expect to complete their degree in the Spring or Summer terms of 2011.\*\***

The times listed below are in Pacific Time (PT).

### **ADMITTED GRADUATES AND PROFESSIONAL DEVELOPMENT DEGREES**

April 11 Monday 8 a.m. Through April 12 Tuesday 7 p.m.

### **SENIORS (90 or more credits)**

April 13 Wednesday 8 a.m. Through April 19 Tuesday 7 p.m.

### **JUNIORS (60–89 credits)**

April 20 Wednesday 8 a.m. Through April 22 Friday 7 p.m.

### **SOPHOMORES (30–59 credits)**

April 25 Monday 8 a.m. Through April 26 Tuesday 7 p.m.

### **FRESHMEN (0–29 credits)**

April 27 Wednesday 8 a.m. Through April 29 Thursday 7 p.m.

### **NON-DEGREE STUDENTS**

April 30 Friday 8 a.m.

Normal operating hours for online registration:

24 hours per day/7 days per week\*\*

**\*\*Please view the following URL: <http://my.unlv.nevada.edu> for possible outages due to normal system maintenance\*\***

## Before You Register

- If you are a new student, you are required to meet with your academic advisor. If you are a first-year student, it is important to understand that your first academic advising appointment will take place at the New Student Orientation session for which you register to attend during Summer 2011. If you are a transfer student, please contact your academic advising center for an appointment. Contact information for each advising center is included in this guide.
- Make sure that your immunization records have been submitted to the Office of Admissions. Records can be delivered to the Student Services Complex Building B or faxed to 702-774-8008.
- Newly admitted international students must complete a check-in process required by the Office of International Students & Scholars. You will receive instructions and information about what you need to do at your RebelMail email address shortly after your admission to UNLV is approved.
- Check the Student Center “Enrollment Dates” in the MyUNLV registration system to determine when you can register.
- Check the “Holds” section to make sure you don’t have any holds on your account. Please refer to page 5 for information about how to have a hold removed.
- Check for course prerequisites and corequisites by clicking in the hyper-link for each course.
- Plan out your schedule from the online schedule of classes available through MyUNLV.

## How to Register

- Go to <http://my.unlv.nevada.edu> and sign in to your MyUNLV portal for online registration.
- You will need your NSHE ID # and password in order to access your student center. Initial sign-in information will be sent to your RebelMail e-mail account. Upon signing in, you will be prompted to create a new password to replace the one that was originally provided.
- You may navigate to the following URL and click “Need Help” for detailed instructions on registration: <http://my.unlv.nevada.edu>.
- You may visit the Enrollment Services Center (SSC-C) Monday through Thursday, 8 a.m.–7:30 p.m., Friday, 8 a.m.–5 p.m., or Saturday, 10 a.m.–2 p.m. for additional assistance. \* Office hours may change due to holidays or building maintenance.

# Registration Information

## Selecting Classes

New students are required and continuing students are highly encouraged to meet with an academic advisor in the advising center or department of their declared major in order to plan classes for the upcoming semester. Contact information for each advising center is included in this guide. Visit <http://advising.unlv.edu/> for more information. If you are undeclared and want to explore your options regarding a major, contact the Academic Success Center to see an academic advisor, 702-895-3177. Graduate students should check with their departmental advisors for approved graduate classes. Dental and Law students must see their respective professional schools.

## General Education Core Requirements

Check the appropriate catalog and see your advisor before registering for classes that satisfy core requirements. This is especially important because different majors may require different courses to fulfill these requirements. Core requirements are listed in the undergraduate catalog, and an updated list of courses satisfying the multicultural/international requirement can be found at <http://www.unlv.edu/committees/gec>.

## Dropping/Withdrawing

The final day to drop or withdraw from classes and receive a 100 percent refund is September 2, 2011. Refer to the academic calendar for the final day to drop all of your classes and receive a 50 percent refund as well as the final day to drop without a refund. Print out a confirmation of your transaction as it is your responsibility to make sure that you have dropped your class(es) and can provide documentation of the drop(s) if needed.

## Prerequisites/Corequisites

Prerequisite verifications can be obtained by contacting the department offering the course. Refer to the Student Authorization Guide located in this booklet for contact information.

## Full Class Sections

Students must obtain permission from the department the class section falls under. Once a department has granted a student permission

to add a course, then the student may add the course through the self service student center. Students are not allowed to attend a class that they are not registered in without authorization.

## Room Listed as TBA

This stands for “room and building to be announced.” Contact the department offering the course or the Enrollment Services Center 702-895-3443 for assistance.

## Types of Classes

The class component is listed under the class section link. Information on courses such as class location, class type, (e.g. lecture, laboratory, discussion) and instruction mode can be found through this navigation.

## Online Classes

Online (distance education) courses are those with class locations of Web. Once registered for a distance education course, visit the WebCampus site at <http://webcampus.unlv.edu>. (Please note: There is a 24-hour delay from the time you register until the class appears on WebCampus and classes will not appear in Webcampus until two–four weeks from the start of the semester.) Your WebCampus username is the same as your Rebelmail e-mail prefix (e.g., if your Rebelmail account is [jd@unlv.edu](mailto:jd@unlv.edu), the prefix is “jd”). To obtain your prefix, log into online registration and click on the “Update Address” button. Your Rebelmail e-mail address will be displayed. Additional information about distance education courses is available at [http://distance\\_ed.unlv.edu](http://distance_ed.unlv.edu). International students (F-1 visa) may only take 3 credits of Online courses as part of their full-time enrollment total - contact the Office of International Students & Scholars for more information.

## Holds

You will not be able to register until the hold has been released. There are a variety of holds that can restrict your registration (e.g., financial, library, parking, administrative). The information you receive in the Student Center in MyUNLV should include a phone number that you can call to take care of that particular hold. You can also call the Enrollment Services Center at 702-895-3443 for assistance.

## **To Do List**

It is recommended that you visit your Student Center in MyUNLV before and during the semester to complete any necessary actions listed in your To Do List.

## **Tuition and Fee Payment**

These questions can be answered by going to the Cashiering and Student Accounts website at <http://cashiering.unlv.edu>. All tuition and fees must be paid by August 28, 2011 in order to avoid late fees. The university will only defer tuition and fees for “anticipated” financial aid. If your financial aid (other than “anticipated aid”) has not been applied to your tuition and fees by this date, you must pay and be reimbursed when aid is applied. It is not appropriate for you to attend class without your account due amount paid in full or without being on an approved payment plan. Refunds are generated and checks mailed or funds direct-deposited once per week. Consult the personal information section of the online registration website to verify your mailing address or sign up for direct deposit.

## **Financial Aid**

If you have not yet applied for financial aid, please review the Financial Aid & Scholarship’s website at: <http://finaid.unlv.edu/>. Staff members are available to provide students with financial aid information. Financial aid representatives may be reached at 702-895-3424 or by visiting their office in the Student Services Center Building A, Room 232.

## **Auditing Classes**

Bring a photo ID to the Enrollment Services Center located in SSC-C Building. Refer to the academic calendar for applicable deadlines.

## **Transcripts**

Transcripts can be ordered online. Go to [registrar.unlv.edu](http://registrar.unlv.edu) and click on “Transcripts.” There is a \$10 processing fee per transcript and a shipping charge per envelope. You can also pay for and pick up your transcript in person from the Enrollment Services Center located in SSC-C Building.

## **Enrollment Verifications**

The National Student Clearinghouse (NSCL) is the official agent for all enrollment verifications. Enrollment verifications may be obtained online. Go to [registrar.unlv.edu](http://registrar.unlv.edu) and click on “enrollment verification.” There will be a \$5.00 fee assessed to students and 3rd parties who decline to use the online request, need additional verification, or need verification outside of regular timeframes. Requests of this nature can be made at the Enrollment Services Center located in SSC-C Building 702-895-3443.

## **Grades**

You should expect to see your grades within two business weeks after the end of the semester although the exact date is dependent upon when your Instructor submits all of the grades for you/your fellow class members. Go to the Student Center “Other Academic” tab and click on “Grades.”

## **Student Addresses and Phone Numbers**

It is your responsibility to keep the university informed of your contact information so that appropriate correspondence can be mailed to you. You can update this information through your Student Center in MyUNLV.

## **Class Attendance Policy**

Registration in a course obligates the student to be regular and punctual in class attendance. Students who without previous arrangement with the instructor or department fail to attend the first two class meetings of a course that meets multiple times per week or the first meeting of a class that meets one time per week may be dropped from the course. Nonattendance for a web-based course shall be defined as failure to log onto WebCampus or other instructor designed website within one week of course start date without previous arrangements with the instructor or department. A student may be dropped for nonattendance only during the regular drop/add period of the term. Nonattendance does not release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

## Contact Information

Do you need to change your major? Is the class you need full? Need to prove you've met a course prerequisite? Find the college for the course or major in the first column and then read across for instructions on whom to contact for assistance specific to your needs.

Whom should I contact for:	Getting a prerequisite verified?	Getting into a full class?	Changing my major?	
			Start by contacting:	Get final authorization from:
Academic Success Center	Advising Center ASC 2	Advising Center ASC 2	Advising Center ASC 2	Advising Center ASC 2
Business	Undergraduate courses: College of Business Undergraduate Advising Center BEH 100	Undergraduate courses: <a href="http://business.unlv.edu/advising/content.asp?article=165">http://business.unlv.edu/advising/content.asp?article=165</a>	Undergraduate: College of Business Undergraduate Advising Center BEH 100	Undergraduate courses: College of Business Undergraduate Advising Center BEH 100
	Graduate courses: department offering course	Graduate courses: department offering course	Graduate: department	Graduate: department chair
Education	Undergraduate courses: Advising Center CEB 226	Undergraduate courses: Advising Center CEB 226 and department	Advising Center CEB 226	Advising Center CEB 226
	Graduate courses: department offering course	Graduate courses: department offering course		
Engineering	Advising Center TBE A207	Advising Center TBE A207	Advising Center TBE A207	Diona Williams
Fine Arts	Advising Center CDC Bldg 2	Department offering course	Advising Center CDC Bldg 2	Advising Center CDC Bldg 2
Allied Health Sciences	DHS Advising Center, Annex BHS 100	Department offering course	DHS Advising Center, Annex BHS 100	DHS Advising Center, Annex BHS 100
Honors College	Honors College LLB 3270	Honors College LLB 3270	N/A	N/A
Hotel Administration	Advising Center BEH 543	Department offering course	Advising Center BEH 543	Sherri Theriault
Liberal Arts	Wilson Advising Center Wright Hall B 131 or department offering course	Department offering course	Wilson Advising Center Wright Hall B 131	Director or advisor
Nursing	DHS Advising Center Annex BHS 100	Department offering course	DHS Advising Center Annex BHS 100	DHS Advising Center Annex BHS 100
Community Health Sciences	DHS Advising Center Annex BHS 100	Department offering course	DHS Advising Center Annex BHS 100	DHS Advising Center Annex BHS 100
Sciences	Department offering course	Department offering course	The COS Advising Center MPE A-130	COS Advising Center MPE A-130
Urban Affairs	Advising Center GUA 4108	Department offering course	Advising Center GUA 4108	Undergraduate courses: Advising Center GUA 4108
	Graduate courses: department offering course	Graduate courses: department offering course	Graduate department	Graduate courses: department offering course

## Advising Center Guide

Advising Center	College	Location Building Code— Room Number	Phone (Area Code 702)	E-mail
Academic Success Center	Academic Success Center	Academic Success Center ASC 2	895-3177	academicsuccess@unlv.edu
Business Advising Center	Business	Frank and Estella Beam Hall BEH 100	895-3363	cobadvis@unlv.edu
Education Advising Center	Education	William D. Carlson Education CEB 226	895-1537	education.advising@unlv.edu
Engineering Advising Center	Engineering	Thomas T. Beam Engineering Complex TBE A-207	895-2522	advising@egr.unlv.edu
Fine Arts Advising Center	Fine Arts	Central Desert Complex CDC 2	895-5390	cfadvising@unlv.edu
Division of Health Sciences Advising Center	School of: Allied Health Sciences, Nursing, Community Health Sciences	Rod Lee Bigelow Health Sciences Annex BHS 100	895-5448	healthsciencesadvisingcenter@unlv.edu
Honors Advising Center	Honors College	Lied Library— Third Floor LLB 3270	895-2263	honors@unlv.edu
Office for Student Advising (OSA)	Hotel Administration	Frank and Estella Beam Hall BEH 543	895-3616	hoaadvice@unlv.edu
Sciences Advising Center	Sciences	Paul McDermott Physical Education MPE A-130	895-2077	sci.advising@unlv.edu
Urban Affairs Advising	Urban Affairs	Greenspun Urban Affairs GUA 4108	895-1009	urbanaffairs@unlv.edu
Wilson Advising Center	Liberal Arts	John S. Wright Hall WRI B-131	895-1997	wac@unlv.edu

# Applying For Graduation

## When to Apply

You must have an expected senior standing i.e., at the time of your application, your earned credits plus the credits you are currently enrolled in should equal 90 or more. This should occur approximately two academic semesters before your anticipated graduation term (please note – the last 30 credits must be earned at UNLV).

## Application Instructions

1. **Contact your Advising Center**  
Contact the advising center(s) of any major(s) you plan on graduating in to learn the graduation process of that particular college.
2. **Apply for Graduation**  
You may do so by going to the Student Center in MyUNLV and using the “Other Academic” drop-down tab to locate “Apply for Graduation.” We encourage you to initiate as early as possible.  
Spring 2011 Deadline–March 18, 2011  
Summer 2011 Deadline–July 1, 2011  
Fall 2011 Deadline–October 20, 2011

3. **Pay the Graduation Fee**  
A graduation fee will be assigned to your student account on the first date of registration of your graduating semester. You must pay this fee by your date of graduation. If the fee is not paid, a hold will be placed on your account and you will be unable to obtain transcripts or your diploma. This fee is non-refundable thus it is important that you accurately apply for the semester in which you will complete ALL of your degree requirements.
4. **Attend Commencement**  
Visit: [commencement.unlv.edu](http://commencement.unlv.edu)  
Fall 2011 Commencement–December 17, 2011.

**IMPORTANT NOTE:** If you will not complete your degree requirements in the term anticipated, you must notify the Office of the Registrar (SSC-A).

# Final Examination Schedule for Fall 2011

\*Final examinations are scheduled to be two hours long.

Classes with starting times other than those shown on this examination schedule should follow the schedule set for classes with the next starting time (i.e., a class that meets at 6 p.m. Monday will use the examination schedule for Monday 7 p.m. classes and will take the examination December 12 at 8:10 p.m.). Classes with starting times other than those shown may be subject to having their final examination date and/or time adjusted depending on space availability. These classes will be scheduled and the department offering the non-standard class will be notified of the time, date, and location of the final examination. Instructors, will in-turn, notify students of the final examination time, date, and location. Students who have three or more final examinations scheduled on the same calendar day or two final examinations at the same time may contact one of the departments offering the final examination to inquire about alternative arrangements.

## Day Abbreviations:

M	Monday	R	Thursday
T	Tuesday	F	Friday
W	Wednesday	S	Saturday
MW	Monday & Wednesday	TR	Tuesday & Thursday

## Class Meets

MW	Exam Date & Time		
7 a.m.	Monday	Dec 12	8 a.m. – 10 a.m.
8:30 a.m.	Wednesday	Dec 14	8 a.m. – 10 a.m.
10 a.m.	Monday	Dec 12	10:10 a.m. – 12:10
p.m. 11:30 a.m.	Wednesday	Dec 14	10:10 a.m. – 12:10
p.m.			
1 p.m.	Monday	Dec 12	1 p.m. – 3 p.m.
2:30 p.m.	Wednesday	Dec 14	3:10 p.m. – 5:10 p.m.
4 p.m.	Monday	Dec 12	6 p.m. – 8 p.m.
5:30 p.m.	Wednesday	Dec 14	6 p.m. – 8 p.m.
7 p.m.	Monday	Dec 12	8:10 p.m. – 10:10 p.m.

## Class Meets

TR	Exam Date & Time		
7 a.m.	Tuesday	Dec 13	8 a.m. – 10 a.m.
8:30 a.m.	Thursday	Dec 15	8 a.m. – 10 a.m.
10 a.m.	Tuesday	Dec 13	10:10 a.m. – 12:10 p.m.
11:30 a.m.	Thursday	Dec 15	10:10 a.m. – 12:10 p.m.
1 p.m.	Tuesday	Dec 13	1 p.m. – 3 p.m.
2:30 p.m.	Thursday	Dec 15	3:10 p.m. – 5:10 p.m.
4 p.m.	Tuesday	Dec 13	6 p.m. – 8 p.m.
5:30 p.m.	Thursday	Dec 15	6 p.m. – 8 p.m.
7 p.m.	Tuesday	Dec 13	8:10 p.m. – 10:10 p.m.

## Class Meets

Monday (M) Only	Exam Date & Time		
2:30 p.m.-5:15 p.m.	Monday	Dec 12	3:10 p.m. – 5:10 p.m.
4 p.m.-6:45 p.m.	Monday	Dec 12	6 p.m. – 8 p.m.
5:30 p.m.-8:15 p.m.	Monday	Dec 12	6 p.m. – 8 p.m.
7 p.m.-9:45 p.m.	Monday	Dec 12	8:10 p.m. – 10:10 p.m.

## Class Meets

Tuesday (T) Only	Exam Date & Time		
2:30 p.m.-5:15 p.m.	Tuesday	Dec 13	3:10 p.m. – 5:10 p.m.
4 p.m.-6:45 p.m.	Tuesday	Dec 13	6 p.m. – 8 p.m.
5:30 p.m.-8:15 p.m.	Tuesday	Dec 13	6 p.m. – 8 p.m.
7 p.m.-9:45 p.m.	Tuesday	Dec 13	8:10 p.m. – 10:10 p.m.

## Class Meets

Wednesday (W) Only	Exam Date & Time		
2:30 p.m.-5:15 p.m.	Wednesday	Dec 14	3:10 p.m. – 5:10 p.m.
4 p.m.-6:45 p.m.	Wednesday	Dec 14	6 p.m. – 8 p.m.
5:30 p.m.-8:15 p.m.	Wednesday	Dec 14	6 p.m. – 8 p.m.
7 p.m.-9:45 p.m.	Wednesday	Dec 14	8:10 p.m. – 10:10 p.m.

## Class Meets

Thursday (R) Only	Exam Date & Time		
2:30 p.m.-5:15 p.m.	Thursday	Dec 15	3:10 p.m. – 5:10 p.m.
4 p.m.-6:45 p.m.	Thursday	Dec 15	6 p.m. – 8 p.m.
5:30 p.m.-8:15 p.m.	Thursday	Dec 15	6 p.m. – 8 p.m.
7 p.m.-9:45 p.m.	Thursday	Dec 15	8:10 p.m. – 10:10 p.m.

## Friday and Saturday

All times Same as class time.

## Spanish Finals

Spanish 113 finals will be given Saturday, Dec 10, 4-6 p.m.  
Spanish 114 finals will be given Saturday, Dec 10, 6:10-8:10 p.m.

## Math Finals Note for Math 096, 126, 127, 132, 181, and 182:

Departmental final examinations for Math 096 will be given on Saturday, December 10 from 11 a.m.-1 p.m.. Departmental final examinations for Math 132 will be given on Saturday, December 10 from 10 a.m.-noon. Departmental final examinations for Math 126 will be given on Friday, December 16 from 10 a.m.-noon. Departmental final examinations for Math 127 will be given on Friday, December 16 from 2-4 p.m.. Exact auditorium assignments will be announced near the end of the semester by the Math 096, 126, 127, and 132 instructors. These room assignments will also be posted during or before the last week of instruction outside CDC 828.

Math 126/127 students taking a Friday class from another department whose time intersects with their Math final exam on Friday should contact the Department of Mathematical Sciences (895-3567) near the start of the Fall semester.

The final exam for sections of Math 181, Math 182, Math 251, Math 283, Math 330, Math 427, Math 431, Math 432, and Math 453 classes that meet more than twice per week, one of which is a discussion session, will be held according to the lecture session, not the discussion session.

## Study Week

The UNLV Faculty Senate approved the following proposal at its November 10, 1987, meeting:

“To ensure that students have the proper time to prepare for final examinations, the week before final exams shall be designated as a study week, in which classes will meet as scheduled but during which faculty members are encouraged to refrain from giving major tests (i.e., hour-long, sit-down, written exams). The policy shall not affect such assignments as laboratory finals, performance exams (juries as in Theatre, Music, and Dance), short quizzes, term papers, final reports, and similar activities.”

# Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.

Students should submit to the Office of the Registrar, the dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to appeal to the Academic Standards Committee. The request will be forwarded to the office of the Vice President for Student Affairs for nonacademic appeals.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a state university to comply with the requirements of FERPA. The name and address of the office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC, 20202-4605.

## Student Right to Know Act Compliance Statement of Persistence and Graduation Rate The Graduation rate after six years = 40.6 percentage

Freshman students admitted in Fall of:	Percentage of students still enrolled in fall of:					
	2005	2006	2007	2008	2009	2010
2004	72%	62%	58%	41%	21%	15%
2005		71%	61%	55%	39%	23%
2006			75%	64%	58%	45%
2007				76%	66%	59%
2008					73%	64%
2009						78%

# Nevada System of Higher Education (NSHE) Transfer Rights and Responsibilities for Students and Institutions

## Student Rights

Students have the right to:

- Receive automatic fulfillment of lower-division general education requirements at the universities, state college, and community colleges that offer select baccalaureate degrees upon completion of an Associate of Arts, Associate of Science, or Associate of Business degree from an NSHE community college.
- Access information from the community colleges, state college, and universities about their transfer admission requirements, including documents required for admission and housing as well as information about the institution's costs, financial aid, and student services.
- Access information about the transfer of specific courses, credit hours, grades, and degree requirements. This includes information about transferring courses with grades below a "C," courses students may have repeated, and credit previously granted by examination.
- Access and receive admission and transfer-related decisions in writing (electronic or paper). Specifically:
  - o Acceptance by the community colleges (limited access programs only), state college, and universities.
  - o Evaluation of courses and credits accepted for transfer credit and their course equivalencies, if applicable.
  - o Outline of transfer courses and requirements that the transferred courses or credits will satisfy for the degree or program sought.
  - o Analysis of the number of semester credits required to complete a degree in the chosen major program of study.
  - o The NSHE institution's appeals process for transfer-related decisions.
- Appeal any NSHE institution's transfer-related decision. The appeal process will be developed and maintained by each NSHE institution and published on the institution's website.

- Elect to graduate under the course catalog graduation requirements under any of the following options, provided that the course catalog at the time of graduation is not more than 10 years old:
  - o The course catalog of the year of enrollment in a baccalaureate-level course/program at an NSHE community college (valid transfer contract may be required).
  - o The course catalog of the year of transfer into a baccalaureate-level program at the universities, state college, or community colleges that offer select baccalaureate degrees.
  - o The course catalog of the year of graduation from an NSHE institution.

**Warning:** Changing majors may change the course catalog and graduation requirements, which may increase the time to degree completion.

**Notice:** Students have all the above rights and any others as summarized in the Summary of Board of Regents Transfer Policies. The summary can be accessed at the NSHE website at [system.nevada.edu](http://system.nevada.edu). Paper copies of this document are available upon request of the institution's admissions office.

## Student Responsibilities

Students have the responsibility to:

- Understand the transfer policies and procedures of the institution they are considering for transfer. Students should seek information from the institution they are transferring to regarding core curriculum, prerequisites, major program requirements, degree requirements, admissions, financial aid, scholarships, housing, deadlines, restrictions, and other transfer-related criteria.
- Complete all materials required for application and submit the application on or before the published deadlines.
- Research how courses are applicable to degree and major requirements.
- Understand that if they change their majors, not all courses taken will necessarily apply to their new majors.

- Plan ahead and realize that appointments with advisors are necessary.
- Understand that after a break in their enrollment, status as an admitted student may be affected.

### **NSHE Institution Responsibilities**

- NSHE institutions will:
- Make transfer-related policies and procedures available on their websites.
- Make answers to frequently asked questions about transfer issues accessible for students and provide opportunities for appropriate follow-up appointments to students.
- Provide information on the approximate costs of attending the institution, including tuition, books and supplies, housing, and other related fees.

- Relay admission and transfer-related decisions to students in writing (electronic or paper), including information about the student's appeal rights.
- Establish and make available upon request internal appeals processes to review transfer-related issues and decisions.
- Engage in continuous, authentic dialogue among NSHE institutions about transfer-related issues, with the purpose of solving the challenges before they negatively impact students.

# SCHOOLS/DEPARTMENTS/PROGRAMS

Accounting.....	BEH 415A.....	895-1559
Aerospace Studies - Air Force ROTC.....	CEB 166.....	895-5313
Anthropology.....	WRI B-116.....	895-3590
Architecture, School of.....	ARC 134.....	895-3031
Art.....	HFA 153.....	895-3237
Chemistry.....	CHE 106.....	895-3510
Civil & Environmental Engineering.....	TBE A-211B.....	895-3701
Communication Studies.....	GUA 4147.....	895-5125
Computer Science, School of.....	TBE A-211A.....	895-3681
Construction Management.....	TBA A211.....	895-1461
Counselor Education.....	CEB 109.....	895-5994
Criminal Justice.....	GUA 5150.....	895-0236
Curriculum & Instruction.....	CEB 354.....	895-3241
Dance.....	HFA 110.....	895-3827/3220
Economics.....	BEH 508.....	895-3776
Educational Leadership.....	CEB 320.....	895-3491
Educational Psychology.....	CEB 221.....	895-3253
Electrical & Computer Engineering.....	TBE B-325.....	895-4183
English.....	FDH 652.....	895-3533
English Language Center.....	CDC-1.....	895-3925
Entertainment Engineering.....	SEB 3251.....	895-3096
Environmental & Occupational Health.....	BHS 510.....	895-5420
Environmental and Public Affairs, School of.....	GUA 3102.....	895-4440
Film.....	FDH 430.....	895-3547
Finance.....	BEH 514.....	895-3650
Food & Beverage Management.....	BEH 449.....	895-1330
Foreign Languages.....	FDH 510.....	895-3431
Geoscience.....	LFG 104.....	895-3262
Health Care Administration & Policy.....	BHS 510.....	895-5410
Health Physics & Diagnostic Sciences.....	BHS 345.....	895-4320
Health Promotion.....	BHS 311.....	895-4030
History.....	WRI B-327.....	895-3349
Hotel Management.....	BEH 458.....	895-3230
Informatics, School of.....	TBE 111.....	895-3699
Interdisciplinary Studies.....	CBC B-519.....	895-3401
Journalism & Media Studies, School of.....	GUA 2147.....	895-2028
Kinesiology & Nutrition Sciences.....	BHS 517.....	895-0996/895-4328
Life Sciences, School of.....	WHI 101.....	895-3390
Management.....	BEH 319.....	895-1762
Management Information Systems.....	BEH 316.....	895-3796
Marketing.....	BEH 416.....	895-3364
Marriage & Family Therapy.....	MPE 110.....	895-1867
Mathematical Sciences.....	CDC 8.....	895-3567
Mechanical Engineering.....	TBE A-211B.....	895-1331
Military Science – Army ROTC.....	PAR 607.....	895-0454
Music.....	HFA 125.....	895-3332
Nursing – Pre Major.....	BHS 100.....	895-5448
Nutrition Sciences.....	BHS 319.....	895-4328
Philosophy.....	CDC-4.....	895-3433
Physical Therapy.....	BHS 307.....	895-3003
Physics & Astronomy.....	BPB 209.....	895-3563

Physiologic Nursing.....	BHS 421.....	895-3360
Political Science.....	WRI B-227.....	895-3307
Psychology.....	CBC B-431.....	895-3305
Psychosocial Nursing.....	BHS-421.....	895-3360
Public Administration.....	GUA 3102.....	895-4440
Social Work, School of.....	GUA 3151.....	895-3311
Sociology.....	CBC B-226.....	895-3322
Special Education.....	CEB 118.....	895-3205
Sports Education Leadership.....	CEB 399G.....	895-5057
Theatre.....	FDH 410.....	895-3666
Tourism & Convention Administration.....	BEH 451.....	895-3930
Women's Studies.....	CBC B-422.....	895-0837

### 2011 Colleges/SCHOOLS

<b>Academic Success Center.....</b>	<b>ASC 100</b>	Ann McDonough, Dean, 895-3177
<b>School of Allied Health Sciences.....</b>	<b>BHS-542</b>	Carolyn Yucha, Dean, 895-3693
<b>College of Business.....</b>	<b>BEH 101</b>	Paul Jarley, Dean, 895-3362
<b>School of Community Health Sciences.....</b>	<b>BHS-508</b>	Mary Guinan, Founding Dean, 895-5090
<b>School of Dental Medicine.....</b>	<b>Shadow Lane Campus</b>	Karen West, Dean, 774-2500
<b>College of Education.....</b>	<b>CEB 301</b>	William Speer, Interim Dean, 895-3375
<b>Educational Outreach.....</b>	<b>Paradise Campus</b>	Margaret Rees, Vice Provost, 895-2939
<b>College of Engineering.....</b>	<b>TBE A-111</b>	Rama Venkat, Interim Dean, 895-3699
<b>College of Fine Arts.....</b>	<b>CDC 12</b>	Jeffrey Koep, Dean, 895-4210
<b>Graduate College.....</b>	<b>FDH 352</b>	Ronald Smith, Dean, 895-0946
<b>Honors College.....</b>	<b>LLB 3270</b>	Peter Starkweather, Dean, 895-2263
<b>College of Hotel Administration.....</b>	<b>BEH 449</b>	Donald Snyder, Interim Dean, 895-3308
<b>School of Law.....</b>	<b>BSL 211</b>	John White, Dean, 895-3671
<b>College of Liberal Arts.....</b>	<b>CBC B-519</b>	Chris Hudgins, Dean, 895-3401
<b>School of Nursing.....</b>	<b>BHS-502</b>	Carolyn Yucha, Dean, 895-3906
<b>School of Community Health Sciences.....</b>	<b>BHS-508</b>	Mary Guinan, Founding Dean, 895-5090
<b>College of Sciences.....</b>	<b>MPE 100</b>	Tim Porter, Dean, 895-3487
<b>College of Urban Affairs.....</b>	<b>GUA 5110</b>	E. Lee Bernick, Interim Dean, 895-3291

# Statement on Diversity in the University Community

## Statement on Diversity in the University Community

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students and is committed to maintaining a campus environment that values that diversity. Accordingly, the university supports policies, curricula, and co-curricular activities that encourage understanding and appreciation of all members of its community and will not tolerate any harassment of or disrespect for persons because of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation.

## Statement of Commitment to the Recruitment of Diverse Students at UNLV

The University of Nevada, Las Vegas (UNLV), along with other research intensive public universities in the United States, recognizes that a student body that is diverse with respect to race, ethnicity, socioeconomic class background, and geography, among other dimensions of cultural difference, benefits and enriches the educational experiences of all students, faculty, and staff. Accordingly, UNLV strives to recruit students who will further enrich this diversity and to support their academic and personal success while they are a part of our campus community. The presence and achievement of racial and ethnic minority students at UNLV not only benefits these students individually, it enhances the educational and interpersonal experiences of everyone in our campus community. UNLV actively encourages applicants whose racial and ethnic backgrounds are underrepresented in higher education in Nevada, who are first generation college students, and those with demonstrated financial need.

## Office of the Vice President for Diversity and Inclusion

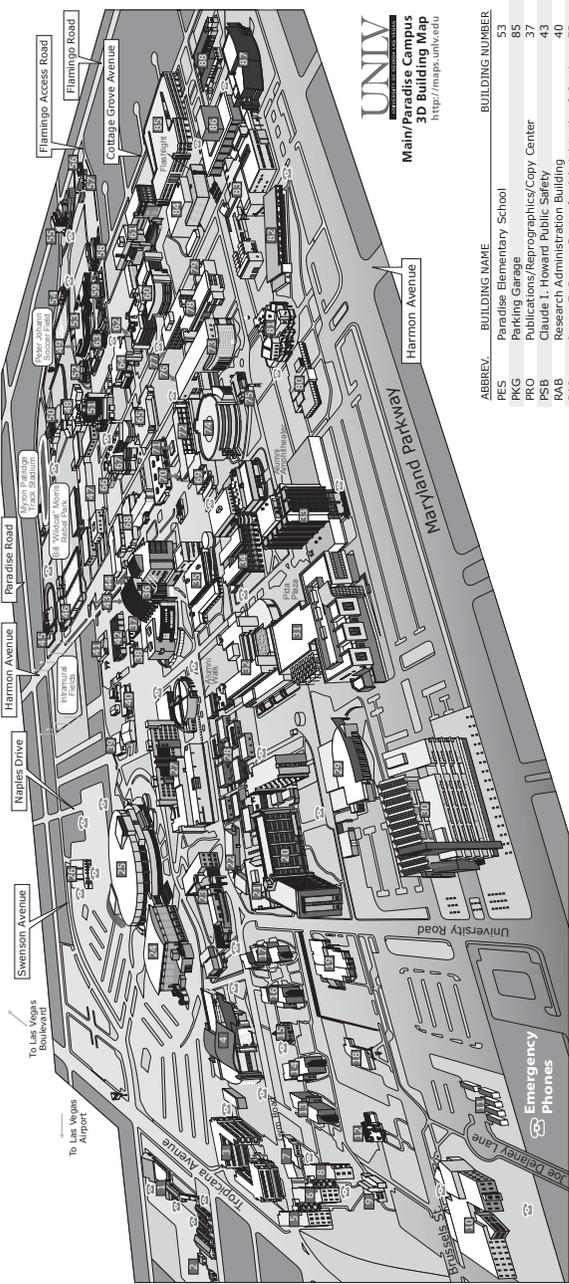
Established in 2007, through campus and community-based advocacy, the Office of the Vice President for Diversity and Inclusion is responsible for the oversight of campus-wide diversity efforts for students, faculty, and staff at all levels of education and employment. These efforts extend off-campus into the greater Las Vegas area, for the broad array of community-based university stakeholders.

Diversity at the University of Nevada, Las Vegas (UNLV) is conceptualized as a “community responsibility,” therefore our diversity efforts are

deliberatively expansive. They include, but are not limited to, examinations of race; color; ethnicity; Deafhood; geographic origin; immigration status; language; socioeconomic class; employment status; environmental concern (sustainability); sex; gender; gender identity and expression; family configuration; sexual orientation; physical, developmental, and psychological ability; Veteran’s status; age and generation; religious, spiritual, faith-based, and secular belief; physical appearance; political affiliation; and, the exercise of rights secured by the First Amendment of the Constitution of the United States.

With a Carnegie ranking of “high research,” diversity and excellence at UNLV are integrally linked—each *requiring* the other. Accordingly, the Office of the Vice President for Diversity and Inclusion works to ensure that educational and employment equity exists for all of its constituents through the provision of a dynamic range of outstanding access, support, development, research, and entrepreneurial initiatives. Research on the educational benefits of diversity shows that *all* students who are educated in robustly diverse scholastic settings do better academically, are more likely to graduate in four years, and, upon graduation, are hired first, promoted faster, and earn more money sooner than peers who attend more racially and ethnically homogenous institutions. By building student, faculty, staff, and community constituents’ skill for, and comfort with, meaningful engagement with individuals and groups from across the spectrum of rich human uniquenesses, UNLV and Las Vegas build capacity for the kind of professional excellence that the domestic and global multi- and plural-cultural workplace of the 21<sup>st</sup> century expects and necessitates.

Beyond the current economically driven diversity imperative, there exists a more far-reaching ethically driven one. By actively creating and sustaining a welcoming and affirming campus climate, we not only equip all members of the UNLV campus community—especially our students—to compete in society the way it is currently set up, but to change the world for the benefit of all. It is toward this end in particular that the work of the Office of the Vice President for Diversity and Inclusion is dedicated.



**UNLV**  
 UNIVERSITY OF NEVADA LAS VEGAS  
**Main/Paradise Campus**  
**3D Building Map**  
<http://maps.unlv.edu>

ABBREV.	BUILDING NAME	BUILDING NUMBER
ARC	Paul B. Seeg Architecture Building	10
ASC	Claude I. Howard Building - Academic Success Center	22
BDC	Bennett Professional Development Center	52
BEH	Frank and Estelle Beam Hall	32
BGC	John D. "Jackie" Gaughan Boys and Girls Club	58
BHS	Rod Lee Bigelow Health Sciences	51
BKS	Bookstore	29
BMC	Lee and Thomas Beam Music Center	87
BPB	Robert L. Bigelow Physics	67
BPC	Boxing Club	49
BXC	Boyd School of Law	49
CBC	Carol C. Harter Classroom Building Complex	27
CDC	Central Desert Complex	28
CEB	William D. Carlson Education	79
CEB-HEA	Holbert H. Hendrix Education Auditorium	76
CET	Carlson Education Trailer	76
CHE	Chemistry	65
CNC	Catholic Newman Center	18
COS	Cook Performance Services Building	26
CSS	Claudine Williams Residence Hall	5
CWB	Dayton Complex	3
DAY	Dayton Complex	3
DIN	Hazel M. Wilson Dining Commons	21
EMS	Eller Media Softball Stadium	45
EPA	Environmental Protection Agency	68
FDH	Flore Dungan Humanities	33
FMA	Facilities Management Administration	41

**Main Campus:** 4505 S. Maryland Pkwy. Las Vegas, NV 89154

ABBREV.	BUILDING NAME	BUILDING NUMBER
FRD	Four Seasons Building	88
FRA	Maude Fehr Hall	80
FTC	Frank and Vicki Ferbita Tennis Complex	46
GRA	Archde C. Grant Hall	30
GUA	Greenspun Hall	82
HAB	Residential Life Housing Administration Building	7
HCH	Artemus W. Ham Concert Hall	84
HFA	Alta Ham Fine Arts	83
HOU	Housseille Building	12
HUB	Hertz & Jerry Hughes Hall - Building A	42
HVB	Harvey B. Huggins Hall - Building B	42
IGI	Stan Fulton Building - International Gaming Institute	55
JBT	Judy Bayley Theatre	86
KRH	Kitty Rodman Residence Hall	8
LAC	Lied Athletic Complex	48
LBC	Lynn Bennett Early Childhood Development Center	63
LDS	LDS Institute of Religion Student Center	19
LFG	Lily Long Geoscience	72
LH	Lied Library	2
LRF	Lied Robert F. Egan Residence Hall - Building D	47
MFE	Paul McDermott Physical Education	39
MSB	Robert Miller Soccer Building	54
MSM/HRC	Margorie Barrick Museum and Harry Reid Center	35
NTS	North Trailer Site	59
O&M	Operations and Maintenance	39
PAR	Paradise Campus	1
PCT	Paradise Campus Trailers	2

**Paradise Campus:** 851 E. Tropicana Ave. Las Vegas, NV 89119

ABBREV.	BUILDING NAME	BUILDING NUMBER
PES	Paradise Elementary School	53
PKG	Parking Garage	85
PRO	Publications/Reprographics/Copy Center	37
PSB	Claude I. Howard Public Safety	40
RAB	Research Administration Building	40
RAJ	James E. Rogers Center for Administration & Justice	73
RJC	Gym Road Residence Hall - Building A	16
RHC	Gym Road Residence Hall - Building B	16
RHW	Gym Road South Resident Services Building	94
RPL	Radiation Protection Laboratory	70
RRC	Rebel Recycling Center	57
RWC	Student Recreation and Wellness Center	4
SCS	System Computing Services	69
SEB	Science and Engineering Building	61
SSC	Student Services Complex	23
SST	South Trailer Site	11
SST	South Trailer Site	11
SWC	Sidewalk Café	77
TAC	Richard Tam Alumni Center	81
TAY	William D. Taylor Hall	56
TBE	Thomas T. Beam Engineering Complex	60
TEC	Technology Building	71
TMA	Thomas & Mack Root Court	75
TMC	Thomas & Mack Center	25
TON	Tomopah Residence Complex	20
TTC	Tomopah Teaching Labs	6
UNH	University Hall	44
USB	University Systems Building	38
WBH	William S. Boyd Residence Hall	6
WBS	Earl E. Wilson Baseball Stadium	50
WHT	Juanta Greer White Life Sciences	64
WHT	White Hall Trailers	62
WRI	John S. Wright Hall	34
WRL	Eugene R. Warner Residential Life Building	15

**\* = currently under construction**



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