

# 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.

First Year	<input type="checkbox"/> Attend New Student Orientation <input type="checkbox"/> Activate your Rebelmail account & get your Rebel Card <input type="checkbox"/> Meet with your advisor and discuss your goals, interests and concerns <input type="checkbox"/> Set a tentative plan for classes each semester/year <input type="checkbox"/> Complete First Year Seminar – HSC 100 recommended <input type="checkbox"/> Review course restrictions and prerequisites and enroll for classes <input type="checkbox"/> Build a balanced schedule to include your school and outside responsibilities <input type="checkbox"/> Get involved at UNLV to maximize your college experience <input type="checkbox"/> Take assessments to explore major/career options through UNLV Career Services <input type="checkbox"/> Utilize campus resources
Second Year	<input type="checkbox"/> Assess your academic standing and progress toward graduation <input type="checkbox"/> Complete Second Year Seminar (SYS) <input type="checkbox"/> Confirm your major choice or change majors (if necessary) <input type="checkbox"/> Complete written application to Health Sciences Pre-Programs (if required) <input type="checkbox"/> Attend Rebels R.I.S.E. event in the Fall <input type="checkbox"/> Explore Internship opportunities <input type="checkbox"/> Write resume
Third Year	<input type="checkbox"/> Complete Milestone Experience <input type="checkbox"/> Explore Graduate Programs <input type="checkbox"/> Meet with professionals in your field of interest <input type="checkbox"/> Complete Graduate Exams (if applicable) <input type="checkbox"/> Approach faculty for letters of recommendation for grad school or professional positions <input type="checkbox"/> Attend UNLV Career Day <input type="checkbox"/> Apply for graduation (during the semester you reach 90 credits)
Fourth Year	<input type="checkbox"/> Prepare for life after graduation: Update resume, Complete application to Graduate School (if appropriate), learn about interviewing skills and perform career searches <input type="checkbox"/> Complete Culminating Experience <input type="checkbox"/> Complete Graduating Senior Exit Survey

Notes:



## Health Sciences Advising Center

Guiding today's health and human science scholars towards a successful matriculation and inclusive collegiate experience.

We are located in

Paul McDermott Physical Education  
**MPE 308**

**Office Hours:** Monday–Friday, 8am–5pm

**Open Advising Hours:**

**Tuesday:** 1–4pm

**Wednesday:** 8:30–11:30am & 1–pm

**Phone:** (702) 895-5448 • **Fax:** (702) 895-0515

**Email:** [healthsciencesadvisingcenter@unlv.edu](mailto:healthsciencesadvisingcenter@unlv.edu)

**Web:** <http://alliedhealth.unlv.edu/advising.htm>

### *As a result of your active Advisement Experience you will be able to:*

- Read and interpret your degree worksheet
- Review your Academic Requirement Report (ARR) via MyUNLV
- Enroll in appropriate general education and degree course requirements
- Make informed decisions concerning your degree, major, and career goals
- Understand and initiate discussions regarding relevant university policies and procedures
- Utilize campus resources appropriate to your needs
- Exhibit informed decision making and take responsibility for your academic success
- Graduate in a timely manner based on your individual education plan