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.

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.

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.

Graduation Goal

UNLV 1st Semester: ___________________   Graduation Goal: ___________________
YOUR FOUR-YEAR ADVISING CALENDAR

| Year 1 | TAKE MATH and ENGLISH COURSES | - Have official SAT/ACT test scores sent to UNLV -or- take placement exam through ASC [http://academicsuccess.unlv.edu/](http://academicsuccess.unlv.edu/).  
- Take ENG 101, 102, MATH 124.  
| TAKE YOUR FYS | - Complete TCA 103 within first year.  
| LEARN ABOUT YOUR MAJOR | - Learn the specifics about your major requirements. [http://hotel.unlv.edu/programs/degree-offerings2012.html](http://hotel.unlv.edu/programs/degree-offerings2012.html).  
| FOUR-YEAR PLAN OF STUDY | - Review your Four-Year Plan of Study to see how to stay on track for graduation. - [http://www.unlv.edu/hotel/undergrad-studies/fall-2012](http://www.unlv.edu/hotel/undergrad-studies/fall-2012)  
| BE ADVISED FOR YOUR SECOND SEMESTER | - Spring registration starts in November – Fall registration starts in April. - Make an appointment to see your advisor in September/February to beat the rush.  
| PREMAJOR | - Work on completing your Premajor courses during your first year. You can’t progress to upper division until you complete the Premajor.  
| WORK EXPERIENCE | - Review the work experience requirement so you understand what is required for your major. This work will appear on your resume and should reflect what you want to do after graduation.  
| Year 2 | TAKE YOUR SYS | - Complete ENG 231 or 232 within second year.  
| FINISH PREMAJOR | - Premajor courses completed by end of second year. Remember that you will not be allowed to progress until your Premajors is complete.  
| PREREQUISITES | - Identify courses that have prerequisites. Prerequisites are designed to prepare you for academic success. Remember that prerequisites must be completed before you can take the course – not at the same time you are taking the course.  
| HOTEL CAREER SERVICES | - Meet with a career counselor to work on your resume.  
| WORK EXPERIENCE | - Now is the time to start your work experience hours. Did you know that you can get 1,000 hours of work with two summers of full-time employment or 12 months of half-time employment? Consider working full-time during the summer and 20 hours a week during the school year. See an advisor before you take a job to be sure it will meet your major requirements.  
| Year 3 | INTERNSHIP | - You will take your internship and capstone classes in your senior year. Start thinking about how these requirements can enhance your ability to be hired after graduation.  
- Speak with an internship instructor about what to look for in an internship opportunity.  
| HOTEL CAREER SERVICES | - Make an appointment with a career counselor in the Hotel Career Services Center, to clarify your career goals and to maximize your work and internship experiences to become the ‘right person for the job’ you will be seeking after graduation.  
- Prepare your resume  
- Research potential employers  
- Sign up for workshops  
- Attend employer information sessions  
- Attend the Career Fair  
| Year 4 | PREPARE FOR GRADUATION | - In your first semester:  
- Apply for graduation. See the Office for Student Advising (OSA) for details on how to start the process.  
- Apply for graduate school.  
| CAREER SERVICES | - Attend the Career Fair.  
- Apply for Jobs.  

Graduation Goal
Sem _____ Year_____

ADVISING OBJECTIVES & EXPECTED STUDENT OUTCOMES

- Discuss ways you can achieve these outcomes with your academic advisor.
- Create a safe place for all academic records so that you can access them easily.
- Learn about your degree requirements and start using your worksheet to keep track of your own progress.
- Meet with an advisor each semester to be sure you understand what you need to do to stay on track for graduation.
- Complete all remedial course work before the end of your first year at UNLV.
- Meet with a career counselor early, to be sure you are in the right major.
- Learn to read your Academic Requirements in MyUNLV to be sure you are completing your requirements with the appropriate courses.
- Join a student organization that aligns with your personal or career goals.
- Work on your resume with a career counselor.
- Consider what you are going to do after graduation.
- Attend the career fair
  - Sophomore – Explore Internships
  - Junior – Apply for internship
  - Senior – Apply for jobs
- Decide if you want to attend graduate school and start collecting information from the schools you may want to attend.
- Take the GRE/GMAT or other tests required to enter graduate school.
- Apply for graduate school.