

# 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.

## COLLEGE OF EDUCATION ADVISING CENTER

Our team of academic advisors is here to help students chart a course for success. Advisors will help you plan a sequence of courses to design a well-balanced schedule, understand how to apply transfer credits, learn more about university policies and procedures, and efficiently complete your degree.

### First Year:

- Attend a New Student Orientation Session, where you will be advised and register for classes
- Meet with your advisor each semester and discuss your goals, interests and concerns
- Have an understanding of general education courses and requirements
- Set a tentative plan with your advisor for classes each semester/year
- Build a balanced schedule to include your school and outside responsibilities
- Review course restrictions and prerequisites and enroll for classes
- Utilize campus resources
- Check RebelMail & WebCampus regularly
- Complete remedial classes
- Take and pass PPST/PRAXIS I exam

### Second Year:

- Continue to meet with your advisor each semester
- Access your Academic Advisement Report (Degree Audit) via MyUNLV
- Complete General Education requirements
- Begin checking the Advising and Field Experience website regularly:  
<http://education.unlv.edu/afp>
- Attend Rebels R.I.S.E. event in the Fall
- Check RebelMail and WebCampus regularly

### Third Year:

- Continue to meet with advisor each semester
- Access your Academic Advisement Report (Degree Audit) via MyUNLV
- Discuss upcoming Field Experience courses, requirements, and apply online by deadline
- Apply for full admission, if required
- Assess your academic standing and progress toward graduation
- Explore Graduate Programs & their requirements
- Begin discussing career goals with your advisor
- Check RebelMail and WebCampus regularly

### Fourth Year:

- Apply for graduation
- Meet with your advisor for final verification
- Take PRAXIS II exam for teacher licensure programs
- Review teacher licensure application checklist on the Nevada Department of Education website: [www.doe.nv.gov](http://www.doe.nv.gov)
- Prepare for life after graduation: Update resume, Complete application to Graduate School (if appropriate), learn about interviewing skills and perform career searches
- Check RebelMail and Web Campus regularly

We are located in  
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Website: [education.unlv.edu/advising/](http://education.unlv.edu/advising/)  
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UNLV College of Education

### Learning Outcomes:

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

- Read and interpret your Academic Advisement Report
- Enroll in appropriate general education courses and satisfy degree course requirements
- Make effective decisions concerning your degree, major and career goals
- Understand and take initiative regarding relevant university policies and procedures
- Utilize campus resources appropriate to your needs
- Be empowered to take responsibility for your academic success
- Assess your progress mid-semester and make adjustments as necessary
- Develop an appreciation for learning/education
- Graduate in a timely manner based on your individual education plan