Master of Hospitality Administration (MHA)

Graduate Student Handbook
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Master of Hospitality Administration (MHA)

Welcome

From the Dean
It is my pleasure to welcome you as you embark on graduate studies in the William F. Harrah College of Hotel Administration. As you begin, I hope you will reflect on your learning goals and make a commitment to your studies. It is here in graduate school that you will really begin to hone your knowledge of the hospitality industry. In graduate school learning is active; this means you need to ask questions, become involved with fellow students, and work with faculty on research.

Research will take you to new levels of understanding. Your educators will challenge you in new ways. Your peers will provide you with feedback, support, and opportunities for shared learning experiences.

In the Harrah College, we have incredible resources. Lateka Grays, is our dedicated librarian, who can help you with your research. We have a career center that can pair you with a mentor or help you find a job. Dr. Barnes runs the career center.

We have the Graduate Studies Office, where you can find the administrative support you need to move through the program in a timely manner.

In addition, we have many student organizations, including the Hotel Graduate Student Association. These clubs often host events for networking and learning. You can find information on different clubs from Gael Hancock in the Graduate Studies Office.

I hope you enjoy your time at UNLV. If I can be of any assistance, please do stop by and say hello.

Stowe Shoemaker, PhD
Dean, William F. Harrah College of Hotel Administration
Michael D. Rose Distinguished Chair
Lincy Professor
From Your Advisor
Welcome to the Master’s of Hospitality Administration degree program! This degree can give you a competitive advantage in the hospitality industry. It is tailored to meet the needs of working professionals. It also provides skills for a career in hospitality education if that is your goal.

I am your advisor and will help you navigate the program to successful completion. You should meet with me early in your first semester to map out your plan of study for your entire academic career. After that, you should schedule phone meetings each semester to ensure that you stay on track. I can help you decide what electives to take and in what sequence you should complete your required classes. If you were admitted provisionally, I will work with you to ensure that you meet the conditions of your admission.

Midway through the program you will have to decide whether to write a professional paper or take the entrepreneurship class as a culminating experience. I can help you select the option that is best for you, and provide suggestions for faculty members in your area of interest to serve as your committee chair should you choose to do a professional paper. I have regular advising hours each week, and you can schedule a phone appointment by contacting me (702.895.3759).

I look forward to getting to know you, following your progress through the program, and cheering you on when you walk across the stage at graduation to receive your Master of Hospitality Administration Degree.

Daniel McLean, Ph.D.
Professor
Master of Hospitality Administration Coordinator
daniel.mclean@unlv.edu
Vision, Values, Mission and Goals – William F. Harrah College of Hotel Administration

Vision
Be the premier school in the world for hospitality education and research.

Values
Hospitality - Create an environment of outstanding hospitality.
Integrity - Reflect integrity and accountability in all we do.
Respect - Foster respect, diversity, and inclusion.
Excellence - Adhere to standards of rigor and excellence.
Sustainability - Support and become a highly sustainable organization.

Mission
Develop students into leaders of the hospitality industry, contribute to the advancement of the profession and provide service to the community by having an outstanding faculty, challenging curriculum, innovative research, supportive culture and wide range of professional experiences; all in the context of one of the most exciting cities in the world.

Goals
Goal 1: Help students learn and grow through rigorous academics, relevant professional experiences and engaging social interactions.
Goal 2: Support and enhance faculty development, collaboration and performance.
Goal 3: Significantly increase resources to support and reward research, teaching and service.
Goal 4: Develop strong relationships and improve communications with the alumni, industry, stakeholders and community.
Goal 5: Enhance and expand facilities, resources and amenities to maintain a highly professional learning environment.
Goal 6: Establish a strong and sustainable financial structure to ensure stability and long-term success.
Goal 7: Improve the organizational and operational effectiveness of the College.

Vision and Mission – Harrah Hotel College Graduate Studies Office

Vision
Within a welcoming, caring and concerned atmosphere to provide continuous support to graduate students, faculty members, staff members and others in the Harrah Hotel College and UNLV as a whole through communication, promotion of collegiality, providing accurate information, and follow-through on requests.

Mission
Graduate Student Success
Purpose
The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or kendall.hartley@unlv.edu.

Graduate Faculty
A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For up-to-date information regarding graduate faculty status in your department, visit the Graduate Faculty status web page.

Program Information
Master of Hospitality Administration
The 30-credit Master of Hospitality Administration degree program prepares students for a successful career as an upper-level executive in the hospitality industry or as an instructor/researcher in a hospitality education program. Students have an opportunity to choose from a variety of electives on topics including but not limited to hospitality education; entrepreneurship; organizational behavior; gaming; and tourism.

Classes are offered in eight-week sessions with two sessions in the Fall semester, two in Spring, and one in Summer. The two culminating course options—professional paper and entrepreneurship—are 16 weeks long and are offered in the Fall and Spring only. A minimum of two required courses and two electives are offered each session with all required courses offered twice a year.

It is possible for a student to complete the degree in a year by taking two courses in each of the five sessions. Most students finish in 18 to 24 months, taking one or occasionally two courses per session.

MyUNLV
MyUNLV is the computer system that allows you to access and change personal data, register for classes, check final grades, apply for financial aid, and more. To log in, you will need your NSHE ID and your password. Your NSHE ID is the ten-digit number on your ApplyYourself application. As a new student, your temporary password will have been sent to you through the email address you provided on the admission application.

If you have failed to keep the email with that information, you should try the following: the first two letters of your first and last names (ALL CAPS) with the last four numbers of your NSHE ID. For example, if your name is John Smith and your NSHE ID is 1234567890, your setup password is JOSM7890. If this does not work, you should call the IT Help Desk at 702.895.0777.

To initiate your MyUNLV system, visit the URL below:

https://my.unlv.nevada.edu/psp/lvporprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Graduate Catalog
The Graduate Catalog has the information that governs graduate programs on the UNLV campus, and the MHA program specifically. The link is below:

MHA
Contact Information
http://www.unlv.edu/hotel

Graduate Coordinator
Dr. Daniel McLean
Office: BEH 542B
Phone: 702-895-3759
Email: daniel.mclean@unlv.edu

Graduate Studies Office
Gael Hancock, Graduate Programs Manager
Office: BEH 442
Phone: 702-895-5430
Fax: 702-895-2713
Email: gael.hancock@unlv.edu

Valarie Calbert, Administrative Assistant
Office: BEH 442
Phone: 702-895-3321
Fax: 702-895-2713
Email: valerie.calbert@unlv.edu

Advising and Class Registration

Advising Sessions
You should be in contact with Dr. Daniel McLean when you begin taking classes and close to the time you complete your fifth course. Please send him an email at daniel.mclean@unlv.edu to schedule a phone conversation. Together you can make decisions regarding your future classes, ensure that all of the required documents are in the works, and that you are on track for graduation.

Class Registration
Only students who have been officially admitted into the program, or who pass all requirements for admittance but are non-degree seeking, may take MHA classes. Because of this, MHA classes will not show up in a search for classes on MyUNLV. Approximately ten weeks prior to each semester, MHA students will be sent an email from the Graduate Studies office with all of the information required for class registration. This includes a schedule of classes for the upcoming semester with the Call Numbers required for registration; a class description; the instructor’s name; and books and materials required for the class. Each student is responsible for purchasing his/her own books and any additional support materials.

As mentioned above, a minimum of two required courses and two electives are offered each session. Required courses are offered twice a year, but because there are so many electives available in the program, they are offered approximately every eighteen months. With this in mind, students are encouraged to take the electives that are of interest to them as they become available.

Students are allowed to take a maximum of two courses per session (or a total maximum of four per semester). MHA 635, Research Methodology, has a prerequisite of six or more credits of MHA classes. In addition, this class should be taken prior to taking MHA 788 Professional Paper. Students usually complete the program in 18 to 24 months.

The two culminating experience classes, MHA 787 Entrepreneurship and MHA 788 Professional Paper should be taken as close to the end of a student’s academic career as possible. Prerequisites for the Entrepreneurship class include: MHA 703 Human Resources and Behavior in the Hospitality Industry, MHA 705 Financial Analysis for the Service Industries, MHA 740 Marketing Systems, and MHA 651 Hospitality Service Management. The only prerequisite for the professional paper class is MHA 635 Research Methodology.
To register for a class:
2. Click on the MyUNLV tab in the middle of the page under “Student Resources” or use the red "Quick Links" button in the upper right-hand corner and click on MyUNLV.
3. Log in with your NSHE ID number and password.
4. Under the long gray bar on the right that reads, “Student Self Service,” click on the red “Student Center” link.
5. Click on “Search for Classes” in the light-green box in the right-hand column.
6. Click on “Enroll” – the third tab from the left at the top.
7. Select a semester and hit continue.
8. Enter the Call Number of the first class you wish to take (call numbers for MHA classes will be sent to you – they are not available on the system).
9. Hit “Enter”.
10. The system will show you pertinent information about the class. If this is the class you want to take, hit “Next”.
11. The screen will indicate that the course you entered is in your shopping cart.
12. You may enter another call number if you wish to take a second class or you may “Proceed to Step 2 of 3”.
13. Step 2 is to confirm your class(es). Hit “Finish” if you want to take the class or “Cancel” to leave this part of the system.
14. The third step is merely to view your results.
15. You are now registered for class(es).

To pay for a class:
You pay for classes via credit card, again through the MyUNLV system. Your financial information may not appear on your Student Center screen at the time of registration (the system needs to process), so unfortunately, you may need to go back into the system at a later time
1. To pay for a class, repeat steps 1-4 above
2. On the main page of your Student Center, there is a blue bar with the word, “Finances.” This is a drop-down so click on the arrow if it is not open. It is from here that you can pay your bill, accept or decline financial aid or scholarships, review your bill, etc.
3. If you owe any money, it will list the amount.
4. Follow the instructions for paying your bill after hitting, “Make a Payment.”

When you get ready to pay for your classes, please check to make sure that the charges are correct. If you find an error or have questions, please do not hesitate to call the MHA office for assistance.

To drop a class:
1. Repeat steps 1-6 in “To Register for a Class” above
2. A new navigation bar will appear directly beneath where you just clicked – hit “Drop”.
3. Follow the instructions for dropping a class.

This is the way to drop a class whether you made a mistake when you first registered, or you need to drop a class in the middle of a session.

Other Resources and Information

Immunization Information
Currently the Graduate College does not require MHA students to have proof of immunizations on file although it is still a requirement by the Board of Regents that all students provide this information. If there is an “immunization” hold on your account, do not be alarmed, it will not keep you from registering for classes or cause you any problems. If you think this is preventing you from using the MyUNLV system for some reason, please contact the Graduate Studies Office, 702.895.3321.

For more information on immunizations, visit the URL below:

Immunizations: http://www.unlv.edu/admissions/immunizations
Financial Aid and Scholarships
Financial aid is available for students in the MHA program. The requirement is that one take at least two courses per semester. Because there are two sessions per semester in the Fall and Spring, one can take both classes in one session, or one class in each session to meet the financial aid requirements. To receive financial aid in the Summer semester, one must take two classes at the same time.

Disbursements for financial aid are made at the beginning of each semester. You must register at the beginning of the semester for all classes you plan to take to receive the appropriate amount of financial aid.

Scholarships are also available—from a number of sources. We have had one student receive a $500 scholarship from the American Hotel and Lodging Education Foundation. Another on-campus student in the Master of Science in Hotel Administration program received a $500 scholarship from the local chapter of the International Special Event Society. Scholarships are often available through professional organizations at the national, regional and local levels. There are also scholarships available through the Harrah Hotel College. To be eligible for scholarships, one must have completed the FAFSA (Free Application for Federal Student Aid) and indicated on that form that he/she is interested in scholarships. For more information on that form and information on Harrah Hotel College scholarships, visit the links below:

Harrah Hotel College Scholarship Information: http://www.unlv.edu/hotel/scholarships

UNLV Financial Aid and Scholarship Information: (http://www.unlv.edu/finaid)

Finding Grades on MyUNLV
To find your grades for a semester, log on to MyUNLV and go to the dropdown menu underneath the first blue bar that reads “Academics.” Click on “Grades” and then hit the right arrow button. Voila! Your grades.

WebCampus
Blackboard Learn is the online program that provides access to class materials. Once you register for a class (and the professor has released the class for student view), the class will show up in your WebCampus account.

To access WebCampus go to the home page of the UNLV website, http://www.unlv.edu and either look under “Students” in the center column or look in “Quick Links” in the upper right-hand corner for the WebCampus link.

To log in, use your RebelMail prefix (everything before @unlv.nevada.edu) as your username. Your initial password is your date of birth in the MMDDYYYY format. Once you reach the main page, choose the class you want to work on from the list and you can begin your studies.

UNLV Library Access
Through the UNLV library, you can access hundreds of thousands of full-text documents for research (and general interest). You will need this resource as you write the papers required in each class. To obtain your virtual library card, visit the dedicated MHA guide on the library website and follow the instructions on how to “Register Your RebelCard or Get a Library Bar Code.”

http://guides.library.unlv.edu/mha

Other library-related links:

Library Home Page: http://www.library.unlv.edu
The Harrah Hotel College has a dedicated librarian to assist with research and research-related projects. Lateka Grays is here to help! Her contact information is given in the “Harrah Hotel College Resources” section below.

Change of Address (Very Important)
If you move, you will need to change your address in MyUNLV. This will ensure that you receive your diploma after you graduate. Also, please send an email to Gael Hancock (gael.hancock@unlv.edu) so we have accurate contact information.

Presenting Your Research
The Graduate Student Research Conference in Hospitality and Tourism is an excellent opportunity to present your research. The conference is held the first week in January of each year. You can opt to do a stand-up presentation of completed research, or a poster session on research-in-progress. Several awards are given for papers—you just might win one of them! For more information, contact the MHA office on the upcoming conference.

Student Discounts
Your status as a student qualifies you for discounts in various museums, movie theaters, theme parks, etc. These discounts usually require a student ID with a picture. If you live in Vegas or are visiting, you can stop by the student union to get your RebelCard.

Program Requirements
Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.

Degree Program Benchmarks
Entrepreneurship Class Option
According to the UNLV Graduate Catalog, MHA 787 Entrepreneurship for the Hospitality Industry includes “comprehensive coverage of various tools, documents, and subject materials utilized to start and maintain a small hospitality business. It includes entrepreneurial perspectives, challenges, characteristics, self-assessment; starting a new venture; developing business idea and business/marketing/financial organizational plans; and financing and managing the new venture. Other issues include legal, franchising, and international entrepreneurship.” Students in this class will be able to develop the information required to assess the viability of a hospitality enterprise.

Professional Paper Option
Students in this program may choose to do either a professional paper or take the Entrepreneurship class as a culminating experience. A student choosing to do a professional paper is not required to have a full committee, but must have a chairperson who can provide guidance on the chosen topic based on his/her areas of expertise. The professional paper chairperson may be either a full or associate graduate faculty member.

Prior to being allowed to register for MHA 788 Professional Paper, a student must have a chairperson, and have completed the college’s Professional Paper Form that includes the chair’s name and signature and the title and description of the topic of the professional paper.

The professional paper is usually undertaken the final semester of the student’s academic career. The Professional Paper Form should be completed at the end of the preceding semester.

To access all of the basic forms required for completing a thesis or professional paper, please visit the Graduate Forms page on the Harrah Hotel College website.

MHA 787 Entrepreneurship for the Hospitality Industry and MHA 788 Professional Paper are 16-week courses. They both begin and end with the regular on-campus semester dates.
Program Timeline
Students in the Master of Science in Hotel Administration program, taking three courses a semester can expect to complete the degree in two years. Working with one’s graduate advisor will help ensure a timely graduation.

Professional Code of Ethics/Discipline Guidelines
UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

Annual Review Procedures
Each spring term, graduate students are required to complete the Graduate Student Annual Review survey. This survey will be sent by the Graduate College to the student’s Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

Additional Course Information

Internship
Students may elect to use an elective to take an internship class. The student is responsible for finding the company that will employ them (either paid or unpaid), finding a faculty member who can help mentor them through the process, and making scheduled reports on progress throughout the semester. Students must complete a form and obtain the proper signatures before being given permission to register for the Internship class. This form must be turned in to the Graduate Studies Office.

Independent Study
Students may elect to use an elective to take an independent study. This class is completed through one-on-one work with a faculty member and usually focuses on a research topic of interest to both the professor and the student.

Students must complete a form and obtain the proper signatures before being given permission to register for the Independent Study class. This form must be turned into the Graduate Studies Office.

Discipline Resources

Style Guide
At the William F. Harrah College of Hotel Administration, students and faculty members use the *Publication Manual of the American Psychological Association*, affectionately referred to as the APA Style Guide. This guide dictates the overall format for content, citations and reference list, placement and titling of charts and figures, etc. All research papers are required to use this guide.

Relevant Journals
Research is an important factor in a student’s graduate studies. There are many academic journals pertinent to the hospitality industry. The journals considered to be of highest value in the Harrah Hotel College are as follows:

- Annals of Tourism Research
- Cornell Quarterly
- International Journal of Contemporary Hospitality Management
- International Journal of Hospitality Management
- International Journal of Hospitality & Tourism Research
- Journal of Travel Research
- Tourism Management
Conferences

There are many conferences throughout the world that focus on hospitality and tourism. Faculty members and students attend conferences specific to their areas of study, but there are three that are most important in the Harrah Hotel College:

- The annual summer conference of the International Council on Hotel, Restaurant and Institutional Education (ICHRIE) is usually held in July of each year. In addition, this organization hosts an Asia Pacific CHRIE and a Euro-CHRIE conference.

- Regional CHRIE organizations host smaller conferences throughout the year. Harrah Hotel College faculty members and students participate in the West Federation Conference usually held in February.

- The main focus for students in the college, is the annual Graduate Student Research Conference in Hospitality and Tourism, held the second week in January. This is an excellent opportunity for students to present their research with either stand-up presentations or in poster sessions. Travel to this conference is provided for master’s level students on a case-by-case basis.

Organizations/Associations

The hospitality industry has many different components, and there is a professional organization (or two) for each of those individual sectors. Students are encouraged to become familiar with and join the association(s) that are closely related to their areas of interest. Many of these organizations have special membership fees for students and this is a good opportunity to become involved. A list of many of the industry organizations is on the Harrah Hotel College website.

On campus, there are several student organizations – many related to the national/international industry associations. The list of student organizations is also on the website.

One student organization is particular to graduate students – the Hotel Graduate Student Association (HGSA). All graduate students in the college are members. Activities, opportunities to travel to targeted conferences, and company tours are planned throughout the year by an active board.

Harrah Hotel College Resources

Graduate Studies Office

Open Monday through Friday
8 a.m. to 5 p.m.
Frank and Estella Beam Hall (BEH), Room 342
Phone: 702-895-3321 FAX: 702-895-2713
Email: hotelgrad@unlv.edu

Dedicated to “Graduate Student Success,” the Graduate Studies office provides support to all students as they move through their academic careers. Services include but are not limited to the following:

- Admissions
- Forms Management (creating copies of required program forms, filing copies in student folders, delivering forms to Graduate College)
- Admittance of Graduate Assistants

Bob Boughner Career Service Center

Open Monday through Friday
7:30 a.m. to 5 p.m.
Frank and Estella Beam Hall (BEH), Room 126
Phone: 702-895-5554
Email: boughnercareerservices@unlv.edu
Working in tandem with UNLV Career Services, the Bob Boughner Career Services Center provides opportunities for Harrah Hotel College students and alumni to gain access to a broad range of employers, employment information, and opportunities.

Student Services:
- Job Announcements
- Management Training Programs
- CareerShift
- CareerLink
- Hotel College Yahoo Listserv
- Career Counseling
- Resume Review
- Cover Letter Review
- Mentor Program
- Career Mixer

Dedicated Research Librarian
Lateka Grays
Lied Library
Subjects: Hospitality, Food & Beverage, Gaming, Hotel Administration, Recreation & Sport Management, Tourism & Convention Administration, Careers
Phone: 702-895-2137 FAX: 702-895-2284
Email: lateka.grays@unlv.edu

University Resources
Academic Success Center
The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association
With an alumni base 90,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office
Located in the UNLV Registrar’s Office, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.
Office of Diversity Initiatives
The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)
The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars
International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women’s Center
The Jean Nidetch Women’s Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

UNLV Libraries
UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)
The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct
The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the UNLV Student Code of Conduct by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Office of Veteran Services
The UNLV Office of Veteran Services is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office
The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center
This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures
Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jeanne Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Degree Progression Policies & Procedures

In addition, the Graduate College website contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

Handbook Information

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<th>Changes summary</th>
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