



COLLEGE OF HOSPITALITY

UNDERGRADUATE STUDENT HANDBOOK

UNLV | HARRAH COLLEGE
OF HOSPITALITY



Vision

Creating global leaders who inspire unforgettable experiences.

Mission

- Building unparalleled opportunities by capitalizing on our unique location in the entertainment capital of the world.
- Conducting relevant and impactful research that drives innovation, advances knowledge, and moves the industry forward.
- Offering an immersive, lifelong learning environment where students are engaging with renowned scholars and industry experts.
- Serving as a model of exceptional service and engagement for our diverse global community of students and stakeholders.

Our Pillars

- Student Success
- Knowledge
- Global Leadership
- Purposeful Engagement

Foundation

Everything we do, and aspire to do, is built on a foundation of **Excellence**.



Welcome!

The UNLV William F. Harrah College of Hospitality is home to future leaders striving to learn the art, business, and science of hospitality. Located in the heart of the hotel, gaming, and tourism industries, the College of Hospitality is uniquely positioned to offer students the real-world skills they need to succeed in the dynamic field of hospitality.

From our humble start in 1967 to our current position as a global force in hospitality, we have flourished on a steady diet of determination and heart.

Our College is not just training industry professionals, but creating hospitality leaders! Our commitment to you is to provide unparalleled opportunities in the world's greatest hospitality laboratory, Las Vegas!

Topics Index

The purpose of this handbook is to help students acclimate to UNLV and the College of Hospitality.

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UNLV Basics

ABOUT UNLV

At UNLV, we are proud to be Diverse, Daring, and Different. Our Rebel mission is to promote community well-being and individual achievement through education, research, scholarship, creative activities, and clinical services.

Since the first classes in 1957, UNLV has undergone an amazing transformation. From a dusty outpost on the south edge of town to a thriving urban research institution earning in 2019 the prestigious Carnegie R1 designation, the gold standard for university research metrics.

UNLV is accredited by the Northwest Commission on Colleges and Universities and takes pride in producing accomplished graduates who are well prepared to enter the workforce or to continue their education in graduate and professional programs. Our commitment to national and international communities ensures that our research and educational programs engage both traditional and innovative areas of study and global concerns.

UNLV is committed to and driven by these shared values that guide our decision making:

- High expectations for student learning and success;
- Discovery through research, scholarship, and creative activity;
- Nurturing equity, diversity, and inclusiveness that promotes respect, support, and empowerment;
- Social, environmental, and economic sustainability;
- Strong, reciprocal, and interdependent relationships between UNLV and the region around us;
- An entrepreneurial, innovative, and unconventional spirit.

DIVERSITY AND INCLUSION

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students and is committed to aspiring to maintain a campus environment that values diversity. Accordingly, the university supports understanding and appreciation of all members of its community.

EQUAL OPPORTUNITY

UNLV is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation – except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for federal or state benefit programs. Inquiries concerning compliance with federal or state laws prohibiting such discrimination should be directed to the Office of Diversity Initiatives, Flora Dungan Humanities Building (702-895-5580).

UNLV is dedicated to the equality of educational opportunity and the creation and maintenance of a campus environment free of barriers that discriminate against individuals with disabilities. Equality in access is achieved through reasonable classroom accommodations and reasonable adaptation of examination and evaluation procedures.



UNLV Basics

Important Links

Resources available to help you from day one to graduation.

GETTING AROUND

Our 330-acre campus may seem overwhelming at first. Access the campus map link below to find your classes, activities, resources, and more.

[CAMPUS MAPS](#)

PARKING

UNLV has three parking garages and over 25 lots surrounding campus. With the exception of Lot S – known as the Free Lot (corner of Harmon and Swenson), all other campus parking requires a permit or meter payment. Access the parking link below to learn about parking, permits, and meter options.

[PARKING](#)

IT HELP

If you're having challenges with logging into UNLV, getting your e-mail or ACE account information, accessing WebCampus, don't wait. Access the IT Help Desk link below to learn about services provided, hours of operation, in-person assistance locations, phone support, and online service requests.

[IT HELP](#)

UNLV LIBRARIES

UNLV Libraries participate in the articulation and assessment of student learning. UNLV Libraries have infrastructure to discover, access, and use information resources to create new knowledge; expert library faculty who are liaisons to academic programs; online research communities for content created at UNLV; and events and public displays that showcase UNLV research and creative activity.

[UNLV LIBRARIES](#)



UNLV Basics

UNLV Student Support Resource Links

Resources available to help you from day one to graduation.

ACADEMIC POLICIES	Learn About Different Policies and Terms Helpful During Your Studies at UNLV
ACADEMIC SUCCESS CENTER	Coaching, Tutoring, and Supplemental Instruction
CASHIERING OFFICE	Assistance with Student Financial Accounts
COUNSELING AND PSYCHOLOGICAL SERVICES	Assist in Working Through Problems Commonly Experienced by College Students of All Ages and Backgrounds
DISABILITY RESOURCE CENTER	Supporting Students with Disabilities
ENGLISH LANGUAGE CENTER	Providing Transition from ESL Classes to Academic Study
FINANCIAL AID AND SCHOLARSHIP	Supports Higher-Education Access by Providing Financial Aid to Eligible Students
GRADUATION	Graduation Information and Application
HEALTH CENTER	Treatment for Injuries/Illnesses, Immunizations, Lab, and Pharmacy Conveniently Located On-Campus
THE INTERSECTION	One-Stop Resource for UNLV's Diverse Student Body
MATH TUTORING	Tutoring Support for Math Courses
OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS	Assists International Students Make a Smooth Transition to UNLV
RECREATIONAL SERVICES	Fitness, Intramural Sports, Aquatics, Outdoor Adventures/Equipment
REGISTRAR	Student Records Support
VETERAN SERVICES	Help Student Veterans and Active Duty Military Successfully Navigate Academics
WRITING CENTER	Provide Writing Learning, Teaching, and Support

Dean's Welcome



Welcome to the William F. Harrah College of Hospitality at UNLV — the top-ranked hospitality management program in the world (CEOWORLD Magazine, 2026).

As the dean of this great college, I am profoundly grateful for the opportunity to lead this esteemed institution while nurturing the bright minds that call this college home.

Here at the College of Hospitality you will enjoy a rich combination of classroom theory and hands-on experience. You will also be given the space and the tools to be you. That is why our students have the option of tailoring their education to their own interests, whether it be in hotel operations, restaurants management, events and entertainment, gaming, or another sector. Students can also find their niche by getting involved in one or more of our hospitality-focused student organizations, which celebrate different aspects of the industry.

We understand that college journey can feel overwhelming at times, so we're committed to providing you with highly personalized support, from the time you step into Hospitality Hall to the time you walk across the graduation stage. We are only successful if you are successful.

With your bachelor's degree in hand, you will enter the workforce highly-practiced and ready to embrace your position alongside thousands of distinguished alumni who represent the very best of the best in the hospitality industry today.

We are so excited to join you on your academic adventure! If you have any questions or need any assistance, please reach out or visit me in the Dean's Office on the fourth floor of Hospitality Hall.

Go Rebels!

David A. Cárdenas, Ph.D.

Dean & William Harrah Chair

William F. Harrah College of Hospitality

University of Nevada, Las Vegas

702-895-3308

hospitalitycollege@unlv.edu

About Our College

COLLEGE HISTORY

UNLV's hotel management program began in 1967 as part of the Business College and in 1969 was formally established as the College of Hotel Administration. In 1989, the college was officially named for the gaming pioneer, William F. Harrah. In 2017, 50 years after our program began, the college officially changed its name to the College of Hospitality embracing all sectors of hospitality including gaming, lodging, entertainment, restaurants, golf, tourism, and hotel development.

With the generous support of industry partners, Hospitality Hall opened in 2018. Spacious common areas, advanced technology, and flexible classrooms provide the ideal setting for students to master both the theoretical and practical elements of the hospitality industry. Special features of this 93,500 square foot facility including state-of-the-art kitchen, student-run café, PGA Golf Management learning center, and function space overlooking the Las Vegas Strip.

COLLEGE HIGHLIGHTS

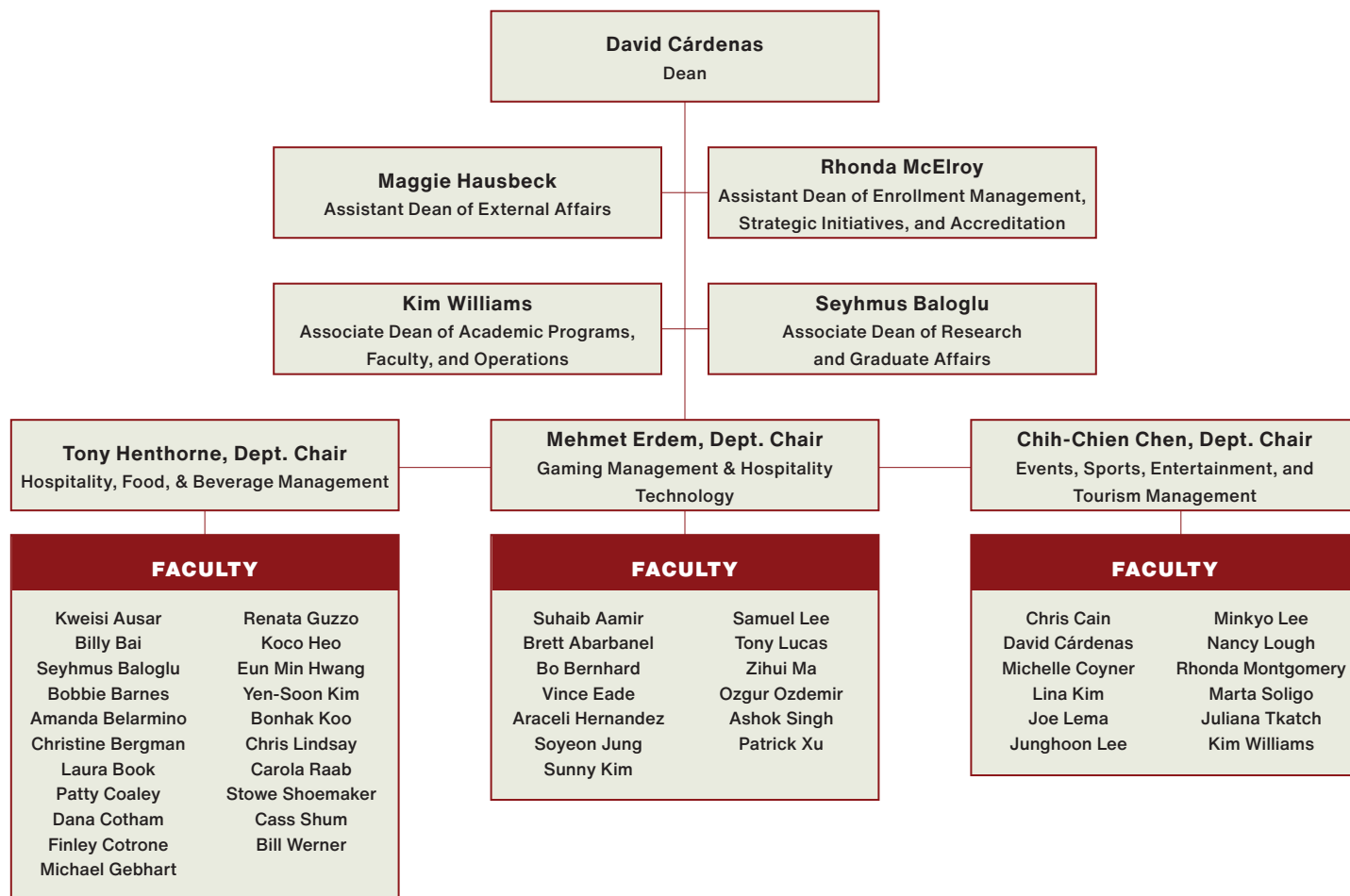
The College of Hospitality provides students an opportunity to study hospitality management in one of the world's leading hospitality-focused settings.

We believe that partnering with industry is key to our students' success. Each year the college organizes nearly 600 internships, welcomes more than 100 national hospitality brands for recruitment events, and pairs an average of 175 industry mentors with students. These crucial relationships provide students with an applied educational foundation and help build careers.

UNDERGRADUATE PROGRAM ORGANIZATIONAL STRUCTURE

The College of Hospitality has over 80 full-time faculty and staff members and close to 40 adjunct faculty (part-time instructors) here to support your educational journey. Access the link below for the college's faculty and staff directory.

 [FACULTY AND STAFF DIRECTORY](#)



Academic Offerings

Majors, Concentrations, and More

BACHELOR OF SCIENCE – HOSPITALITY MANAGEMENT

The hospitality management major offers a broad educational foundation for a leadership career in the hospitality industry. Hospitality management students learn business principles through a hospitality lens while gaining the real-world experience to take on management roles in hotels, casinos, travel and entertainment firms, restaurants, and more.

PROGRAM FUNDAMENTALS

The program provides a comprehensive, industry-focused course of study. In addition to the university's general education requirements, students develop expertise in hospitality leadership, guest experience management, human resources, marketing, financial management, and organizational behavior. Coursework emphasizes strategic decision-making, revenue optimization, operations, and employment law. The 25 elective credits allow students to tailor their educational experience to personal and professional interests.

Rounding out the curriculum are senior-level culminating-experience courses in which students apply managerial and leadership skills learned in the classroom and through work experience in the hospitality industry. This approach produces well-rounded graduates who understand day-to-day operations, contribute to strategic planning, and adapt to a wide range of positions. With this knowledge base, students will be well-positioned to pursue numerous career opportunities upon graduation.

AREAS OF CONCENTRATION

Hospitality management majors who wish to specialize in a particular segment of the hospitality industry can declare a concentration to focus their studies on that field. Concentration courses replace the Hospitality College electives in the hospitality management major and must be completed with a grade of C or better. Students are strongly advised to complete their required internship and work hours in their concentration area.

Each concentration teaches students the knowledge and skills to succeed in their respective industry segment:

EVENT DESIGN AND MANAGEMENT CONCENTRATION

Students are challenged to use their imagination and critical thinking skills to design original event experiences. This concentration is targeted not only to those who will work in the traditional event industry, but also to those seeking careers in the entertainment, sports, or tourism industries.

GAMING MANAGEMENT CONCENTRATION

Students will gain experience in aspects of gaming management, from game development to casino marketing and regulations. The gaming concentration is targeted not only to those who will work in actual casino operations but also to students considering careers in gaming regulation and control, accounting, or as suppliers serving the casino industry.

HOSPITALITY BEVERAGE MANAGEMENT CONCENTRATION

This concentration teaches students the nuances of beverage operations in a variety of professional settings, from stand-alone businesses to large hospitality venues. The coursework is targeted not only to those who will work in beverage operations such as bars, but also to students pursuing careers in related businesses such as nightclubs, wineries, breweries, beverage distributors, and cafes.

HUMAN RESOURCES CONCENTRATION

Students in this concentration develop a deep understanding of the many aspects of human resources, such as hiring, labor relations, training, and ethical practices in the industry. This focus of study is ideal for those interested in HR as a career track in any sector of the hospitality industry.

INNOVATIVE RESTAURANT MANAGEMENT CONCENTRATION

Students will gain experience in all aspects of restaurant management, including front- and back-of-house operations. This concentration is targeted not only to those who will work in restaurants, but also to students considering careers in other foodservice operations, such as institutional foodservice, in-flight catering, and food suppliers.

PGA GOLF MANAGEMENT CONCENTRATION

This concentration is designed for students who want to pursue careers in the golf industry (e.g., country clubs, resorts, golf tournaments, etc.). The program will prepare students to meet all requirements to obtain a Professional Golf Association Membership. Students must be admitted to the university plus provide a verified golf handicap of 12 or less.

Academic Offerings

MINOR – HOSPITALITY MANAGEMENT

The minor in hospitality management is tailored for non-hospitality majors seeking a foundational understanding of the dynamic and fast-growing hospitality industry. This 21-credit (7-course) minor covers fundamental business principles of the hospitality industry, allowing students to choose electives that align with their specific areas of interest, including events, gaming, food & beverage, and more.

BACHELOR OF SCIENCE – SPORT HOSPITALITY MANAGEMENT

The college's sport hospitality management major is a hands-on, 120-credit program designed to prepare students for leadership roles in the ever-expanding field of sports and entertainment. Students learn to manage large-scale sporting operations and deliver premium guest experiences in one of the country's fastest-growing sports destinations.

PROGRAM FUNDAMENTALS

In addition to the university's general education requirements, sport hospitality management students take courses in focus areas such as:

- Revenue and Sales – Students master sport sales and revenue generation alongside sponsorship management to drive business growth.
- Operations and Events – Classes highlight the logistics behind sports event management and promotion, the guest experience, and daily facility operations.
- Policy and Strategy – Students learn about sport policy, governance, and industry compliance to become leaders in these areas.

Required internships allow students to apply these concepts directly to the field. This hands-on experience, along with classroom work, prepares graduates to adapt to the fast-paced sports industry and pursue careers as athletic directors, sport marketing specialists, facility operations managers, corporate sponsorship managers, guest relations managers, and more.

CERTIFICATE – SPORT LEADERSHIP AND MANAGEMENT

The sport leadership and management certificate is a 12-credit program designed for degree-seeking undergraduate students pursuing any approved UNLV bachelor's degree. By completing the certificate, students gain an in-depth understanding of sport management and develop the skills to create marketing plans and effective communication strategies to promote sport events, teams, and organizations. Students also learn how to apply critical thinking and ethical decision-making skills to current-day challenges in the sport context.

MICROCREDENTIALS AND BADGES

The College of Hospitality offers numerous credit-bearing academic microcredentials, which are short, targeted educational opportunities that equip learners with in-demand knowledge and skills. Upon completion of a microcredential, students earn stackable, portable digital badges that can be displayed on transcripts and resumes to validate their expertise. Hospitality-focused microcredentials are available in the following areas:

- Hospitality Beverages of the World
- Entry Level Hospitality Management
- Hospitality Exploration
- Hospitality Accounting and Finance Management
- Hospitality Marketing/Strategic Management
- Hospitality Restaurant Management Essentials 1
- Hospitality Restaurant Management Essentials II
- Foundation of Sport and Hospitality Management

REQUIRED BADGING

In addition to completing coursework, students are required to earn the following badges during the HMD 200 course (provided free through UNLV Libraries):

- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word

Your Learning Journey

CURRICULUM FRAMEWORK

Through tailored curriculum and hands-on learning experiences, our students gain a dynamic blend of **knowledge**, **skills**, and **dispositions** as they progress through the program. These assets are essential for success in an industry built on service to others:

KNOWLEDGE

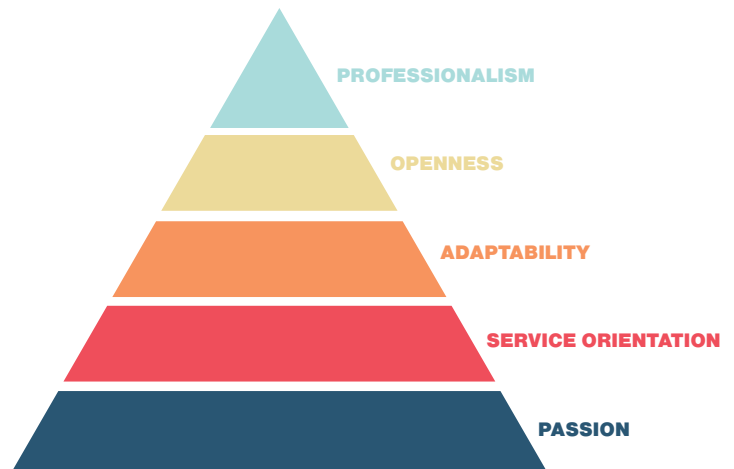
Successful, sustainable hospitality management requires knowledge of the triple bottom line: **people, profit, and planet**. The triple bottom line theory is woven throughout our curriculum, alongside the legal and ethical practices that guide and support the hospitality industry.

- **People:** Students learn to manage staff, guest expectations, and business strategies to deliver an unparalleled experience. The curriculum will produce a graduate who understands what it means to be a “global citizen” and how culture and socioeconomic realities impact business operations.
- **Profit:** Students will be able to effectively manage the financial resources of a hospitality organization to maximize the interests of stakeholders. Graduates will be able to apply the principles and practices of analysis, including revenue generation and cost control measures.
- **Planet:** The curriculum will engage students in maximizing current technologies and advancing future technologies that not only enhance the guest experience but also increase profitability in ways that are sustainable and earth-preserving.

SKILLS

The UNLV College of Hospitality prepares students to enter the workforce by infusing industry-required skills, or competencies, into our courses. These competencies fall into four domains:

1. **Analysis:** Analyzing financial and operational data to improve efficiency and profitability, utilizing software like Excel and discipline-specific applications.
2. **Service/Interpersonal Skills:** Mastering listening, time management, etiquette, emotional and social intelligence, problem-solving, conflict resolution, and teamwork.
3. **Management/Leadership:** Building foundational leadership through team development, cross-functional coordination, delegation, coaching, change management, and operational mastery.
4. **Business Communication:** Conveying clear written, verbal, and non-verbal messages to diverse audiences—from front-line staff to executives—and delivering highly professional presentations.



DISPOSITIONS

The faculty and staff at the Harrah College of Hospitality are committed to developing and sharpening our students' connection to the dispositions inherent in hospitality. We teach students that delivering an exceptional guest experience requires energy, vitality, passion, adaptability, respect for differences, self-awareness, and integrity.

Dispositions Pyramid

- **Passion (Base):** A foundational love for service, experiences, and people that the curriculum reinforces and clarifies.
- **Service Orientation:** Empathy and the drive to make others feel heard; taking ownership to improve experiences for all stakeholders.
- **Adaptability:** Curiosity and flexibility to meet individual needs and navigate local and global changes with a steward's heart and leader's mindset.
- **Openness:** Curiosity and empathy that eliminate barriers, creating welcoming environments for guests from all backgrounds and walks of life.
- **Professionalism (Pinnacle):** High integrity, ethical decision-making, self-awareness, continuous learning, and commitment to the triple bottom line: people, profit, and planet.

Your Learning Journey

Applying Knowledge, Skills, and Dispositions

As discussed, the College of Hospitality is structured to build the **knowledge**, **skills**, and **dispositions** needed to be successful within the hospitality industry. Note that each year builds on the previous year ensuring continuous development throughout the program.

Knowledge is the grasping of concepts, principles & information

Skill is an ability that can be demonstrated

Disposition is a personal inclination or attribute

YEAR ONE

By the end of your first year, you will be able to:

KNOWLEDGE

- Define the role of the individual in the team environment
- Define time management

SKILLS

- Show basic organization skills
- Demonstrate capable digital communication by starting an on-line portfolio
- Be on time to class and all other obligations
- Demonstrate an understanding and practice of self-motivation
- Practice personal accountability
- Demonstrate ability to manage own time
- Engage in active listening leading to understanding and problem solving

DISPOSITIONS

- Invest in the service experience within the hospitality industry
- Demonstrate the attitude of a willing learner
- Demonstrate personal pride

YEAR TWO

By the end of your second year, you will be able to:

KNOWLEDGE

- Correctly use the most common terminology in hospitality
- Understand cultural difference in nonverbal communication
- Describe sustainability and its role in the overall business strategy of hospitality operations
- Understand how culture effects tastes
- Learn a broad range of hospitality technologies
- Understand the art of listening in a team environment
- Recognize how other cultures influence views and beliefs
- Understand the differences among diverse cultures and backgrounds
- Discuss social and ethical issues related to digital communication
- Develop information literacy skills to determine author, trustworthy news, opinion, scholarly, etc.
- Describe patterns or relationships written and visual information

SKILLS

- Analyze which types of tourist activities fit with physical geography types
- Communicate with confidence and clarity
- Summarize ideas in writing
- Demonstrate business communication skills (memos, correspondence, etc.)
- Communicate information in a presentation format.
- Demonstrate critical thinking in problem solving
- Organize and plan work loads
- Utilize a variety of time management methods
- Select and/or use appropriate genres for a variety of purposes, situations, and audiences
- Articulate alternative points of view using respectful language and body language in a team environment

Your Learning Journey

YEAR TWO (CONTINUED)

- Demonstrate skills for planning, scheduling, and prioritizing work
- Communicate with confidence and clarity

DISPOSITIONS

- Actively choose to seek alternate perspectives and reframe situations
- Choose a mature response to conflict
- Actively seek feedback and respond in a constructive manner
- Practice empathy
- Conduct oneself in an ethical manner
- Practice accountability for lack of attention to detail in assignments
- Behave within the parameters of the professional code of conduct
- Control nonverbal indicators when communicating
- Practice the art of listening first before responding or solving
- Demonstrate caring for people, profit and planet
- Openness to change
- Conduct oneself in an ethical manner
- Practice appropriate attire in business settings
- Demonstrate personal/professional accountability
- Show respect and equity to others
- Practice appropriate nonverbal cues
- Demonstrate professional etiquette
- Identify one's own ethnocentric and religion-centric beliefs and behaviors
- Demonstrate a curiosity across cultures and consider cross-cultural values
- Take ownership and responsibility over learning goals
- Choose to create work that is consistent, accurate, and complete

YEAR THREE

By the end of your third year, you will be able to:

KNOWLEDGE

- Distinguish between proactive and reactive adjustments
- Understand the challenges of self-assessment

- Understand various legal ramifications of social media use in the workplace

SKILLS

- Apply business ethics to management
- Evaluate data from several sources and recommend options
- Assess team accountability and task completion
- Demonstrate delegation of duties in teams
- Manage the team environment
- Empower others to perform delegated tasks
- Manage project deadlines in a group
- Utilize peer assessment within a team
- Practice group accountability
- Examine sustainability principles when making business decisions
- Evaluate conflict situations from multiple perspectives
- Communicate effectively in various settings and contexts including using digital technology
- Utilize business writing skills to be concise, to the point, and informative
- Demonstrate ability to gather information and apply it to persuade or articulate one's own point of view
- Determine the strengths/ weaknesses of individuals on a team
- Demonstrate the ability to synthesize information
- Develop open lines of communication
- Answer questions effectively
- Engage individual strengths in teaming
- Evaluate the needed information to solve problems and answer business related questions
- Make a reasoned argument
- Follow up appropriately
- Meet deadlines
- Demonstrate situational leadership traits
- Communicate effectively while considering cultural and religious differences
- Illustrate asking good questions rather than give answers
- Utilize the major operating systems that are most common in hospitality
- Evaluate the outcome of a solution
- Identify cultural differences in conflict situations

Your Learning Journey

DISPOSITIONS

- Adapt when emergencies occur that affect your plan
- Demonstrate basic social intelligence competencies
- Exhibit self-directed behaviors
- Analyze and evaluate alternative points of view
- Demonstrate focus and energy to deliver excellence
- Interact appropriately with people from different cultural, social, ethnic, and demographic backgrounds
- Assess Emotional Intelligence
- Regulate emotion and mindfulness to sustain empathy and compassion
- Demonstrate situational leadership traits
- Relate effectively to guests from various regions of the globe
- Exhibit ability to be creative and innovative
- Hold self and others accountable from an ethical/integrity perspective
- Be invested in the service experience in the hospitality industry
- Model fundamental leadership behaviors including empathy, adapting to change, effective listening/coaching, and clear vision, delegation, communication, and decision-making

YEAR FOUR

By the end of your fourth year, you will be able to:

KNOWLEDGE

- Understand holistically the hospitality environment.

SKILLS

- Demonstrate proactive planning (contingency, trends, etc.)
- Evaluate team situations and ensure results are measurable
- Improve time management techniques to avoid common mistakes and pitfalls
- Recommend service options in diverse locations

DISPOSITIONS

- Seek feedback and respond in a constructive manner
- Assess emotion regulation and mindfulness to sustain empathy and compassion
- Defend differences and negotiate a shared understanding
- Model team leadership through collaboration and accountability
- Sensitive to cultural differences in diverse locations

Your Learning Journey

By the completion of your
Bachelor of Science degree, you
will be able to:

- Identify career goals and effective strategies for achieving them.
- Communicate effectively in written, spoken, visual and digital modes to different audiences (e.g. industry leaders, employees, employers, faculty and peers).
- Manage all forms of capital (e.g., human, financial) in an ethical and sustainable way.
- Analyze, understand, and solve human resource problems and challenges.
- Effectively identify and assess the legal risks associated with common hospitality business practices and events and identify appropriate risk management techniques and employment practices to minimize those risks.
- Analyze financial, marketing, and operational results and outcomes for hospitality operations
- Develop an understanding of customer segments and key marketing concepts, and apply this knowledge to increase revenue and brand value.
- Demonstrate effective management techniques in hospitality operations (hotel, F&B, gaming, meetings, events, etc.).
- Design a sustainable component or practice for a hospitality business (hotel, F&B, gaming, meetings, events, etc.).

*These **learning outcomes** specify what students will know or be able to do as a result of the learning activities. Outcomes are expressed in terms of knowledge, skills, and dispositions.*



Your Learning Journey

CAREER SUPPORT AND COLLEGE ENGAGEMENT

The Harrah College of Hospitality regularly shares opportunities for students to gain professional connections and experience. Sign up to the college's **listserv** to learn about:

- Full-time, part-time, volunteer, and temporary job opportunities
- Employer information sessions and recruitment events
- Internship opportunities
- College announcements

INTERNSHIP

Learn about internship requirements and deadlines and access required forms.

INTERNSHIP INFORMATION

WORK EXPERIENCE

Learn more about the degree's work experience requirement and access required forms.

WORK EXPERIENCE INFORMATION AND FORMS

SOCIAL MEDIA

Be in the know. Actively engage in the college's social media platforms.

LINKEDIN

INSTAGRAM

FACEBOOK

YOUTUBE

TIKTOK

BOB BOUGHNER CENTER FOR CAREER & ALUMNI SERVICES

The Bob Boughner Alumni and Career Center team is dedicated to assisting students with employment in school and career-tracked roles after graduation.

- Learn about hospitality brands and career opportunities at employer career tables and information sessions.
- Attend a variety of recruitment events including job fairs and "Behind the Scenes" property tours.
- Participate in networking opportunities with Hospitality College Alumni!
- Have your work experience hours processed.
- Have your internship approved for academic credit (various course options available).
- Receive CPT recommendations (F-1 students).
- Have your resume and cover letter reviewed.

Once you graduate, you instantly will join an elite group of alumni and become part of a vibrant and growing network.

Connect with the Bob Boughner Center

HOSPITALITY HALL
FIRST FLOOR - ROOM 128

Student Walk-ins:

Monday – Thursday | 8 a.m. to 5 p.m.

Friday | 8 a.m. to 4 p.m.

E-mail questions and form submissions to:
boughnercareerservices@unlv.edu

Student Resources

HOSPITALITY ADVISING CENTER

The Hospitality Advising Center is here to support you in developing and achieving an academic plan that aligns with your educational and career goals.

Connect with Hospitality Advising Center

HOSPITALITY HALL
FIRST FLOOR - SUITE 110

Hours of Operation:

Monday - Thursday | 8 a.m. to 5 p.m.

Friday | 8 a.m. to 4:00 p.m.

Phone: (702) 895-3616
hospitality.advising@unlv.edu

HOSPITALITY ADVISING CENTER - POLICIES

APPOINTMENTS

We recommend that you meet with your assigned academic advisor at least once a year. Appointments can be conducted via video conference (virtually) or in person. During your meeting, you will discuss your academic and career goals, learn about University policies and procedures, and discover the various resources and opportunities available at the Harrah College of Hospitality.

To schedule an appointment, please log in to the **Rebel Success Hub** platform. Be sure to include your phone number and any specific topics you would like to discuss.

If you have an in-person appointment, please bring a photo ID for check-in.

DROP-IN HOURS

Drop-in hours are designed for quick questions and short discussions that take 10 minutes or less. You will meet with the advisor who is available at that time (this individual may not be your assigned advisor). Please note that drop-ins are handled on a first-come, first-served basis. The hours for drop-ins may vary, so we recommend contacting our office to confirm availability.

REBEL HUB

CANCELLATION OF APPOINTMENTS*

If you are unable to attend your appointment, please inform us as soon as possible. While we prefer at least 24 hours' notice, we require a minimum of 2 hours' notice for cancellations.

To cancel your appointment, please choose one of the following options:

-  Log in to the Rebel Success Hub platform
-  Call: (702) 895-3616, or
-  Email: hospitality.advising@unlv.edu

If you fail to attend your appointment without canceling, it will be marked as a "no-show."

** These policies are not meant to be punitive, but to be fair and equitable to all students.*

Student Resources

LATE-SHOW POLICY*

To provide you with the full support you need, you must arrive within 5 minutes of your scheduled appointment. If you arrive more than 5 minutes late, your appointment may be marked as a no-show, and you'll need to reschedule.

COURSE PERMISSIONS*

If you are unable to register for a Hospitality course (FAB, GAM, HMD, or TCA) despite meeting the prerequisites, please submit a **Course Permissions Request** Form through the Advising Center website.

Requests will be reviewed in the order they are received and will be processed as quickly as possible. You will be notified via Rebelmail once permission has been granted.

For courses outside of the Hospitality program, please contact the relevant college or department for assistance.

** These policies are not meant to be punitive, but to be fair and equitable to all students.*

COURSE REGISTRATION

Be sure to check your MyUNLV Student Center for the following:

- Enrollment Date – when you can register.
- Any holds that may prevent registration.
- Class Details – Prerequisites, course fees, class components, etc.

Typical registration periods:

- April – Fall Semester
- November – Spring semester
- March – Summer semester

We recommend you meet with your advisor to review your academic progress and degree requirements before registering.

LATE REGISTRATION

To add a class after the first week of the semester, you must complete a Late Registration Form available at the Advising Center. Enrollment is subject to seat availability, prerequisite completion, and instructor approval.

NOTE: Your advisor is here to guide you, but ultimately you are responsible for knowing your degree requirements, university deadlines, and policies.

HOSPITALITY LIBRARIAN

Lateka Grays is the Librarian for the College of Hospitality. She is the subject specialist to coach you on how to locate information for your course assignments. Contact her to learn about the following:

- Refining a research topic.
- Identifying the best research resources to improve the quality of your assignments.
- Searching hospitality, gaming, tourism-related resources quickly and efficiently.
- Locating tools to instantly cite and organize your research.
- Discovering the newest services and resources offered through the University Libraries.

Connect with the Hospitality Librarian

HOSPITALITY HALL
SECOND FLOOR - OFFICE 251

Student Walk-Ins:

No appointment necessary
Mondays during Fall & Spring semesters
1 p.m. to 4 p.m.
(hours subject to change)

🔗 [BIT.LY/LATEKA](https://bit.ly/lateka)

Phone: (702) 895-2203
lateka.grays@unlv.edu

Student Resources

SCHOLARSHIPS

The William F. Harrah College of Hospitality offers more than 30 scholarships available to students pursuing a degree within the college. The scholarships awarded may vary from year to year based upon continued funding.

Scholarships are awarded based upon factors established by the private donor, the Harrah College of Hospitality, and UNLV such as; GPA, concentrations, financial need, ethnicity, in-state residency, class rank, and gender. Additional scholarship opportunities can be found by visiting the:

 [UNLV FINANCIAL AID WEBPAGE.](#)

ENGAGEMENT: STUDENT ORGANIZATIONS

Networking, learning, socializing, contributing — participation in an industry-related club or association is one way to stay connected. The Harrah College of Hospitality supports a variety of student organizations, many of which are nationally affiliated, and all provide unique opportunities to hone your interests and learn more about specific aspects of the hospitality industry.

New members are always welcome, including undergraduate and graduate students. See a complete list of Hospitality College student organizations and involvement details at:

 [STUDENT ORGANIZATION PAGE](#)

Application Process

For scholarship consideration, enrolled Hospitality students must complete the following on an annual basis:

[Hospitality College
Scholarship Application](#)

Deadline to Complete for Priority
Consideration: March 1

[FAFSA Application](#)

Hospitality Student Organizations

African-Americans in Gaming
Club Management Association of America
Epicurean Society
Eta Sigma Delta
Professional Convention
Management Association
The Hospitality Collective
UNLV PGA Golf Management
Student Association
UNLV Wine Society

Student Resources

Engagement: Hospitality College Mentor Program

The William F. Harrah College of Hospitality's Mentor Program is an extracurricular educational experience intended to accelerate the readiness of hospitality students as they prepare for employment after graduation. Students are chosen to participate through an application process.

Once selected, a mentor will be paired with a hospitality student whose interest matches the mentor's profession for one academic year.

As a student, your responsibilities during the program include:

- Communicating with your mentor on a regular basis. Remember, the mentor is taking time out of his/her busy schedule to help you.
- Educating your mentor about the Hospitality College, UNLV campus, and classes you are taking.
- Dedicating enough time to the program to ensure success.

HOW TO BECOME A HOSPITALITY COLLEGE MENTEE

REQUIREMENTS:

- UNLV Hospitality College student
- Juniors, seniors, or graduate students
- Minimum 3.0 GPA required to apply

BENEFITS:

- Insight into the real world
- Exposure to new perspectives, career paths, and company cultures
- Opportunity to network with local industry professionals

APPLY:

Learn more and download the online application at:

 [UNLV.EDU/HOSPITALITY/MENTOR](https://unlv.edu/hospitality/mentor)

Student Resources

Hospitality REBELS Commitment

Given our college's top ranking and global prestige, Hospitality **REBELS** are held to a high standard.

As such, it is important to commit to the following:

Recognize your role as an active participant in the learning process

Earn respect by showing respect to others

Be on time, prepared, professional, and engaged in class

Embrace opportunities for personal and professional growth

Lead by modeling dedication, accountability, and self-care

Strive for excellence, even if you fall short

APPEARANCE

During your time at UNLV, you will have the opportunity to interact with a range of hospitality professionals and industry experts. These interactions will be both inside and outside of the classroom. Take advantage of these learning and networking opportunities by maintaining an appearance standard that represents your future career goals.

PROFESSIONALISM AND EXPECTATIONS

Once you join the College of Hospitality, you are expected to behave as a hospitality professional. Our Code of Conduct indicates respect for self, others, the building, the learning process, and your degree.

COMMUNICATIONS

Clear communication serves as persuasive evidence of your competence, personality, and professional style. When communicating with fellow students, professors, and industry professionals, make sure to:

- Use your UNLV address
- Start with a formal salutation
- Lead with a clear subject line
- Be clear, polite, and succinct
- Provide contact information
- End with a thank you

ELECTRONIC DEVICES

Each professor determines his/her policy on electronic devices (phones, laptops, tablets). Devices can be a distraction to all members of the class and are an impediment to learning. As such, you are encouraged to minimize distractions by not accessing your devices during class.



Student Responsibilities and Conduct

CLASSROOM POLICIES

Professors have varying rules regarding classroom procedures including attendance, exam/assignment make-ups, and academic integrity. Review each class syllabus carefully to make sure you understand the requirements for each class. It is a college policy that classroom attendance is required on the first day for in-person classes and within the first two days for on-line class unless otherwise discussed with the instructor in advance.

GROUP WORK

As a Hospitality College student, you will have the opportunity to work with others during a variety of group projects. As a future hospitality professional, you are expected to:

- Have respect for your fellow group members
- Communicate so group members have an understanding of the project goals.
- Ensure all group members contribute equally

TITLE IX INFORMATION

Title IX of the Education Amendments of 1972 prohibits discrimination based on the gender for both students and employees of an educational institution receiving federal financial assistance. Sex discrimination includes sexual harassment, sexual violence (including, but not limited to, sexual assault, domestic violence, dating violence, and stalking), and/or discrimination related to pregnancy.

Consistent with these mandates, the University of Nevada, Las Vegas prohibits discrimination in all programs and activities, including employment based on sex or gender. If you or someone you know has been harassed, assaulted, or subjected to discrimination based on gender, you can report it by contacting the UNLV Office of Compliance at 702-895-4055 or fill out an on-line form and submit it directly to the office. Available resources at the:

OFFICE OF COMPLIANCE WEBPAGE

Disclosure to UNLV employees, faculty, and instructors (including graduate assistants) of sexual harassment and sexual discrimination occurring on campus, in a UNLV-sponsored program, or involving a campus visitor or a UNLV student or employee, is NOT confidential under Title IX. UNLV employees, faculty, and instructors (including graduate assistants) must forward such reports, including names and circumstances, to the UNLV Office of Compliance.

GRADE CHANGE APPEAL (GRADE GRIEVANCE) PROCESS

After final grades have been filed with the Office of the Registrar, a grade in an undergraduate course may be changed only by the course instructor or by the Faculty Senate Academic Standards Committee following these steps:

STEP 1: CONTACT YOUR INSTRUCTOR

After final grades are posted, discuss your concerns directly with the course instructor and attempt to resolve the issue.

STEP 2: CONTACT THE DEPARTMENT CHAIR

If the matter is not resolved, you must appeal to the department chair responsible for the course.

STEP 3: SUBMIT A GRADE GRIEVANCE

If the instructor and department chair do not resolve the issue, you may submit a Grade Grievance to the Faculty Senate Academic Standards Committee (see "Required Documentation" below).

REQUIRED DOCUMENTATION

A complete submission must include:

- **Completed Grade Grievance Petition Form**
- Written statement explaining the requested grade change and reasons for the appeal
- Course syllabus
- Grade records from Canvas
- Relevant correspondence with the instructor
- Assignment rubrics, submissions, and any supporting documentation

Note: Grade grievance petitions are time sensitive. Please see the grade grievance petition form for details on how and when to submit a grievance.

The Academic Standards Committee will review the materials and determine whether a grade miscalculation or unjust grade occurred. The Committee's decision is final.

