

## Academic Advising Syllabus

### BEFORE YOU BEGIN

1. Ensure all official copies of AP, IB Credits, and any college transcripts have been received by the University. Provide the Office for Student Advising (OSA) with an unofficial copy in the meantime.
2. Activate and begin checking your Rebelmail. Important information from the UNLV campus and the Harrah College of Hospitality will only be sent to this e-mail account.

### EACH YEAR

1. Complete your FAFSA
2. Newly admitted undergraduate students are automatically considered for all UNLV scholarships. Continuing students must apply at [www.unlv.edu/hospitality/scholarships](http://www.unlv.edu/hospitality/scholarships)

### FRESHMAN (0-29 Credits)

- Complete gateway courses (ENG 101, 102, and MATH 124)
- TCA 103+103D (First Year Seminar) must be completed within your first 30 credits
- Enroll in courses recommended during TCA 103 group advising
- Check your registration date on MyUNLV. Spring registration begins in Nov. and Fall in Apr.
- Learn the specifics about your major requirements and complete pre-major courses
- Join a student organization that aligns with your personal or career goals

### SOPHOMORE (30-59 Credits)

- Complete Second Year Seminar (SYS) course [ENG 231, 232, PBH 205 or COE 202]
- Take milestone course (TCA 201)
- Complete pre-major courses as you will not be allowed to progress to the upper division Hospitality core classes
- Learn about the services offered in the Bob Boughner Career Center as well as the requirements to complete your internship and work experience hours
- Attend career mixer events to familiarize yourself with the industry and explore job and internship opportunities
- Start thinking about work experience hours — all students are required to complete 1,000 hours of work experience

### JUNIOR (60-89 Credits)

- Contact the OSA to schedule a graduation check appointment with an advisor. Taking a course out of sequence can delay your graduation
- Schedule an appointment with the Bob Boughner Career Center to clarify career goals, work experience hours, internships, and post graduation job opportunities
- Complete internship (HMD 450)

### SENIOR (90-120+ Credits)

- Contact OSA to schedule a graduation application appointment
- Complete internship and work experience hours if you have not done so
- Attend career fairs and apply for jobs
- Apply for graduation and prepare for commencement

### ADVISING CENTER CONTACT INFORMATION

**Location:**  
Hospitality Hall, Suite 110

**Hours of Operation:**  
Mon. - Fri. 8:00AM-5:00PM

**Phone:** 702-895-3616

**Appointment Hours:**  
Mon. - Fri. 8:00AM-4:00PM  
Alternative advising options available upon request.

### BOUGHNER CAREER CENTER CONTACT INFORMATION

Provides opportunities for Harrah College of Hospitality students to gain access to a broad range of employers, employment information, and opportunities.

**Location:**  
Hospitality Hall, Suite 128

**Hours of Operation:**  
Mon. - Fri. 8:00AM-5:00PM

**Phone:** 702-895-5554

### STUDENT ORGANIZATIONS

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.

- American Hotel & Lodging Association
- Association Representing Koreans
- Beverage Management Club
- Chinese Students and Scholars Association
- Epicurean Society
- Eta Sigma Delta
- Hospitality Financial & Technology Professionals
- Hospitality Graduate Student Association
- Hospitality Sales and Marketing Association International
- Human Resources Student Association
- National Society of Minorities in Hospitality
- UNLV Convention Club