

# STUDENT APPOINTMENT POLICY

## for the UNLV College of Sciences Advising Center

### Advising for Freshmen

- Group Advising by appointment
- Individual appointments with an Academic Advisor only for the following issues:
  - ✓ Declare a major or change a current major to one outside the current discipline (department)
  - ✓ ROTC 4-year plan (you must bring the form with the 4-year plan finished before an Advisor can review it)
  - ✓ SAP form (Advisor's signature *not* required for low GPA; Advisor's signature required for credits beyond the number allowed by the federal government; you must bring the form)
  - ✓ Academic Success Plan (probationary students)
  - ✓ Petition for Reinstatement (you must bring the form)
- Urgent Care available (usually Wednesdays) with the Group Advisor for the following issues ONLY:
  - ✓ *New* Freshman who just received their ACT/SAT or AP scores and needs help changing their class schedule
  - ✓ *Current* Freshman who have *quick* class schedule questions
  - ✓ ROTC *semester* signature on 4-year plan form (you must bring the form)
  - ✓ VET Semester Enrollment Form OR Dual Enrollment Form (you must bring the form)
  - ✓ Probationary Enrollment in classes - requirements:
    - you already have a current Academic Success Plan on file
    - courses from the ASP must be in your shopping cart (NO waitlisted classes)
    - you have no HOLDS other than the advising HOLD
    - you know your NSHE ID number and password
    - you know how to login and register for classes in MyUNLV
  - ✓ QUICK specific questions about the Degree Audit
  - ✓ Add a minor
  - ✓ Drop a major (NOT change a major)
  - ✓ Change a major or concentration within the same discipline (department)(Advisor will not review degree requirements)
  - ✓ CALL the Advising center to confirm Urgent Care hours 702-895-2077

### Advising for Sophomores, Juniors, and Seniors

- Advised through individual appointments with an Academic Advisor.
  - ✓ Questions about class scheduling (bring your list of classes)
  - ✓ Questions about the degree audit (degree requirements)
  - ✓ Declare a major or change a current major to one outside the current discipline (department)
  - ✓ ROTC 4-year plan (you must bring the form with the 4-year plan finished before an Advisor can review it)

- ✓ SAP form (Advisor's signature not required for low GPA; Advisor's signature required for credits beyond the number allowed by the federal government; you must bring the form)
- ✓ Academic Success Plan (probationary students)
- ✓ Petition for Reinstatement (you must bring the form)
- Urgent Care available with Academic Advisors for the following issues ONLY:
  - ✓ QUICK class schedule questions
  - ✓ ROTC *semester* signature on 4-year plan form (you must bring the form)
  - ✓ VET Semester Enrollment Form OR Dual Enrollment Form (you must bring the form)
  - ✓ Probationary Enrollment in classes - requirements:
    - you already have a current Academic Success Plan on file
    - courses from the ASP must be in your shopping cart (NO waitlisted classes)
    - you have no HOLDS other than the advising HOLD
    - you know your NSHE ID number and password
    - you know how to login and register for classes in MyUNLV
  - ✓ QUICK specific questions about the Degree Audit
  - ✓ Add a minor
  - ✓ Drop a major (NOT change a major)
  - ✓ Change a major or concentration within the same discipline (department)(Advisor will not review degree requirements)
  - ✓ CALL the Advising center to confirm Urgent Care hours 702-895-2077

## **“No-show” Policy**

Students will be considered in “No-show” status if they

- fail to show up for a scheduled appointment,
- arrive more than 10 minutes after an appointment was scheduled to begin and are required to reschedule, or
- cancel after 3:00 pm the day before a scheduled appointment.

Consequences for being in “no-show” status are:

- Students who are in “no-show” status must wait 30 days before they can make another appointment.
- Students who are in “no-show” status again during the same semester must meet with the Associate Dean before they can make another advising appointment.
- Students who are in “no-show” status a third time after meeting with the Associate Dean may not make another advising appointment until the following semester.