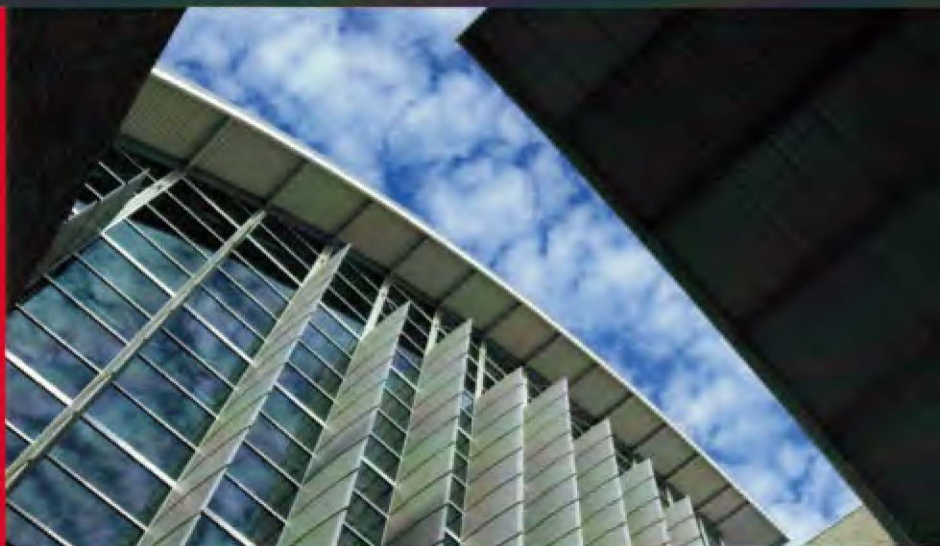


ACADEMIC ADVISING SYLLABUS

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.

UNLV | GREENSPUN COLLEGE OF URBAN AFFAIRS

Community. Resourcefulness. Rapport. Inclusivity. Integrity.

At the Greenspun College of Urban Affairs Advising Center we aim to provide a safe and supportive **community** of advisors and staff. We believe in nurturing **resourcefulness** by providing the knowledge and tools necessary for life-long learning by building an excellent **rapport** with our students. We practice **inclusivity** by providing the same level of superior service no matter the student's circumstances so that everyone feels welcome and supported. We promise to always advise and act with **integrity**, to set our students up for success at UNLV and beyond.

Are you on Track?

Freshman Year (0-29 credit hours)

- ☐ Understand your Pre-Major and General Education Requirements
- ☐ Know how to register 2nd semester classes

Sophomore Year (30-59 credit hours)

- ☐ Participate in at least one University extra-curricular activity
- ☐ Know how to interpret your degree worksheet and run degree audit with MyUNLV

Junior Year (60-89 credit hours)

- ☐ Map out the rest of your college career
- ☐ Begin exploring post-graduation opportunities

Senior Year (90+ credit hours)

- ☐ Confirm degree completion
- ☐ Establish a plan for life after graduation

Make an Appointment

Greenspun Hall (GUA), Room
4108

Monday – Friday
8:00am – 5:00pm

Phone: (702) 895-1009

Email:

UrbanAffairs@unlv.edu

Web:

unlv.edu/urbanaffairs/advising

We can help you with...

Change of Majors, Course Planning, Credit Overloads, Degree Sheets, Financial Aid Appeals (SAP), Petitions, Referrals to Campus Resources, Reinstatements, Transfer Course Evaluations and Veteran's Service & ROTC Forms...

And So Much More!

Be on the Lookout!

AUG.	Rebel Welcome • Pay Tuition • Classes Begin • Add/Drop 1 st week of Classes
SEPT.	Small Group Advising for Freshmen **Attend Student Involvement Fair**
OCT.	Pick Classes for Spring • Applications for December Graduation Due • Apply for Fall FAFSA/ Scholarships **Attend Career Fair** **Participate in Research Week**
NOV.	Last Day to Drop Fall Courses • Mid-Semester Classes Begin • Spring Course Registration Begins
DEC.	Finals and Winter Break • Fall Graduation
JAN.	Pay Tuition • Spring Classes Begin • Add/Drop 1 st week of Classes
FEB.	**Participate in Rebel Work Day**
MAR.	Summer Course Registration • Applications for Spring Graduations Due **Attend Career Fair** **Participate in Alternative Spring Break**
APR.	Last Day to Drop Spring Courses • Fall Registration Begins • Mid-Semester Courses Begin **Attend GUA Career Day**
MAY-AUG.	Finals • Spring Graduation • Summer Classes