

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.

Engineering & Computer Science Advising Syllabus

It is the goal of the College of Engineering Academic Advising Center to assist each student in navigating the requirements of their degree as they pursue their academic career at UNLV. We are committed to providing academic assistance to students as they fulfill their educational goals and achieve academic success, thereby enabling our graduates to enter into their chosen field within the engineering and computer science professions.

Our Goal:

To provide the most accurate information that will assist, support and encourage students to successfully achieve their academic goals here at UNLV.

Academic Advising offers a supportive environment for accomplishing the following:

- Accessing Academic Requirement Reports, Course History and Transfer Credit Reports via MyUNLV,
- Provide accurate information to assist in the planning and enrollment of future classes, both general education and major degree courses,
- Providing semester and annual course registration advise and schedules based on balancing academic and personal responsibilities and obligations,
- Help students to understand and take initiative regarding relevant university policies and procedures,
- Creation and review of individual graduation plans,
- Assist students with connecting with faculty in their respective departments,
- Learning about referrals to college and campus student organizations that cater to your specific interests and provide opportunities for college, campus and community involvements,
- Assist in finding answers to questions about major(s) and future career options,
- Connecting students to academic support services on-campus such as tutoring, peer success coaches, counseling and psychological services and disability services.

ADVISING APPOINTMENTS

Office Hours: Monday–Friday, 8am–5pm, closed for lunch from 12–1pm.

Individual Appointments: 30 minute appointments, either in the Advising Center or via phone advising – scheduled on a first-come, first-serve basis with the advisor assigned to your major.

Open Advising: 10-15 minute quick drop-in advising sessions – Wednesday 9:30am–12pm (last walk-in checked in at 11:30am). 1st & 3rd Friday of each month 1:30–3:30pm (last walk-in checked in at 3pm).

POLICIES AND PROCEDURES

Appointments can be scheduled in-person at the Advising Center in TBE A207, or by calling (702) 895-2522. If you are unable to keep an appointment, please call the office as soon as possible to cancel or reschedule.

CONTACT INFORMATION

Thomas T. Beam Engineering Complex, Building A, Room 207

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