



**Be bold. Be great. Be State.**

## Academic Advising Center 2021-2022 Syllabus

Academic Advising Center  
Raker #250  
1300 Nevada State Dr.  
Henderson, NV 89002

Appointments Available  
Monday 10-4, Tuesday through Friday 9-4  
Email: [aac@nsc.edu](mailto:aac@nsc.edu)  
Phone: (702)992-2160

**Director:** Alexander Kunkle  
**Associate Director of Academic Advising and Student Success Initiatives:** Jesse Poole  
**Advising and Completion Manager:** Vacant  
**Gear Up First Year Advisor/Student Success Specialist:** Tanya Smith  
**Administrative Assistant:** Jonah Foster

**STEM/Pre-Professional Team**

Margie Toves, Senior Advisor  
Sam Goodrich, Senior Advisor  
Clare Donohue, Advisor II  
Melissa Ruelas

**Liberal Arts Team**

Stefany Sigler, Senior Advisor  
Alesha Allen, Advisor II  
Bailey Evans  
Raleigh Merritt-Dietz

**Pre-Education Team**

Shannon Miller, Advisor II  
Tayler Mesnard

**Who are we** The Academic Advising Center is a dedicated team of Advisors committed to the academic success of all Nevada State students. By providing timely and accurate advice and guidance, we help students meet their educational and personal goals. Academic Advisors work with all students who need assistance navigating their time at Nevada State. Students will be assigned to an advising "team" based on your declared major.

**Vision:** The Academic Advising Center strives for advising excellence in which we support all Nevada State College students in achieving academic success.

**Mission:** The Academic Advising Center works collaboratively with students to develop achievable educational and career plans through a commitment and understanding of the Nevada State College curriculum. Academic Advisors empower students to take ownership of their degree while working together to create a realistic pathway to graduation.

**Ultimately, the completion of the degree requirements is the responsibility of the student.**

Your advisor will assist you by providing information and resources, but you are responsible for planning your individual program and for meeting academic requirements and deadlines.

**Confidentiality:** The Family Educational Rights and Privacy Act (FERPA) of 1974 is a United States federal law which governs the access of confidential student educational information without prior written consent. The Academic Advising Center is unable to share student information with any individual other than the student or any school official with a legitimate educational need to know. To waive this privacy right, students may complete a FERPA Waiver Form located in the Academic Advising Center for each instance in which the right is wished to be waived. This form can only be completed in-person and with proper photo ID.

## **Scheduling Your Advising Appointment and Support Services**

### **Meeting with an Advisor:**

Advisors are regularly available to meet the needs of our NSC student population. You may schedule an appointment via phone or online.

To schedule an appointment via phone, please contact our front desk (702)992-2160

To schedule an appointment online, follow these steps:

1. Login to your NSC Portal
2. Under "Quick Links" then "Apps" click on "Scorpion Success Network"
3. In your "My Success Network" choose an advisor by clicking on their name
4. On the advisors profile to the left, click the "Schedule" link

**Walk-In Availability:** The Academic Advising Center operates on an appointment-only basis with only a few exceptions.

During the first week of classes each semester in the Fall/Spring and during the first week of registration for each semester in the Fall/Spring, we hold first-come, first-served walk-in advising meetings from about 8:30am to 4:00pm, based on capacity being met for the day. Check-in begins at 8AM and walk-ins are added to our waitlist upon signing into the queue in our office. To have the best chance of being seen during walk-ins, and with the shortest wait time, we recommend checking in as closely as you can to 8:30am.

Walk-ins for in-person meetings must add themselves to our waitlist queue in-person. For walk-ins via phone, please call our front desk to be added to the queue as a phone walk-in and you will receive a phone call from an advisor when you reach the top of the queue.

**Late Policy:** If a student is more than 10 minutes late to an appointment, we cannot guarantee you will be able to be seen by an advisor and you may be required to reschedule.

### **Support and Accommodations**

**Disability Accommodations:** Nevada State College is dedicated to addressing the diverse needs of our student population. If you are an individual with a disability or a veteran with a disability rating, you may be eligible for free and confidential services and accommodations. Please contact Sharnee Walker at [Sharnee.Walker@nsc.edu](mailto:Sharnee.Walker@nsc.edu) to get additional information.

**Veteran Support:** Nevada State College is dedicated to ensuring quality services for our military veterans and active duty military. If you would like additional information about services and activities that are geared towards military veterans and active duty members, please contact Jesse Poole at [Jesse.Poole@nsc.edu](mailto:Jesse.Poole@nsc.edu) for more information.

**Emergency CARE Services:** If you are struggling with hunger, unstable housing, safety, mental health worries or ANY other concerns, contact case manager, Laura Hinojosa. Together, we can help meet those needs. Email: [laura.hinojosa@nsc.edu](mailto:laura.hinojosa@nsc.edu) | Call 702.992.2514 | Website: [www.nsc.edu/care](http://www.nsc.edu/care)

## **Advising Policies**

**Mandatory Advising:** Continuing degree-seeking shall be required to meet with an Academic Advisor each semester until the completion of ninety (90) total credits.

This requirement may be extended to require mandatory advising through graduation at the discretion of the Director of Academic Advising. Any changes to mandatory advising populations shall be communicated to affected student populations and campus stakeholders.

**Graduation Application:** Students shall be required to meet with an Academic Advisor for an application check prior to completing the Application for Graduation. This application check shall confirm degree audit accuracy, and based on the best scheduling information available, predict the anticipated graduation term. In the event the graduation timeline is not consistent with a practical or realistic plan as evaluated by the Academic Advisor, the student shall be made aware of this discrepancy. The student will then be allowed to submit the completed form.

**Undecided Students:** Undecided students must declare a major by the time they complete thirty (30) credits. An enrollment hold will be placed on the accounts of students who have more than thirty credits and have not chosen a major; students must meet with an academic advisor and either declare a major or convert to Non-Degree-Seeking status to have the hold lifted.

**Academic Action (Standing):** A student who finds themselves on Academic Warning, Probation or Suspension are required to meet with an advisor in the Academic Advising Center.

*Academic Warning:* A student who fails to earn a minimum 2.0 NSC GPA at the end of any semester or summer term based on Attempted Earned Credits is placed on Academic Warning.

*Academic Probation:* Any student on Academic Warning who fails to earn a minimum 2.0 NSC GPA at the end of any semester or summer term based on Attempted Earned Credits is placed on Academic Probation.

*Academic Suspension:* Any student on Academic Probation who fails to earn a minimum 2.0 NSC GPA at the end of any semester or summer term based on Attempted Earned Credits will be placed on Academic Suspension until the end of the following full fall or spring semester. During this time, the student is not allowed to enroll in courses at NSC.

A student who re-enrolls subsequent to a first Academic Suspension and fails to earn a minimum 2.0 NSC GPA at the end of any semester or summer term based on Attempted Earned Credits shall be placed on renewed Academic Suspension and will be prohibited from enrolling at NSC for two (2) consecutive full academic semesters (fall or spring terms).

**Satisfactory Academic Progress (SAP):** Students who does not meet SAP standards are required to complete an academic plan with the Academic Advising Center as part of their Financial Aid petition.

Students are required to make SAP towards the completion of their degree program in order to receive federal, state or institutional financial aid. NSC measures SAP using quantitative standards (minimum 2.0 cumulative NSC GPA, 70 % minimum pace of completion). Students must also complete their programs within a “maximum timeframe,” which is defined as 150% of the normal time required to complete the program. Please see the complete current SAP policy at [nsc.edu/finaid](http://nsc.edu/finaid).

**Financial Aid Eligibility:** If a student registered for a course that is deemed ineligible for Financial Aid, the student may petition the Academic Advising Center for a review of those courses.

Only those courses that apply towards a student's declared major, minor, and/or graduation requirements will be considered eligible for financial aid funding. Additionally, after passing a course with a grade of D- or better, a student can only be funded for one subsequent repeat of the same course. Finally, students can only receive funding for a maximum of 30 credits of remedial or prerequisite coursework. Please view the complete repeat policy at [nsc.edu/finaid](http://nsc.edu/finaid).

## **Student Learning Outcomes**

### **Students will be able to demonstrate:**

1. The ability to critically think about connections between education and self.
2. An understanding of their anticipated graduation timeline, or the universally recognized 4-year graduation plan and Complete College America's 15-to-finish.
3. An understanding of the Nevada State College Degree Audit, college policies, and degree pathway resources.

*The advising process is one of collaboration, an understanding that an advisor's largest goal is student success, but an advisor needs the student to also make that commitment.*

### **Advisor Responsibilities:**

- Provide quality, timely, and informative academic advising to all students who need advising services.
- When possible, accommodate unique student needs as they arise.
- Assist students in developing decision making skills and taking ownership of their degree.
- Understand and effectively communicate Core requirements, Major/Minor requirements, and academic policies and procedures.
- Maintain confidentiality and follow all applicable FERPA regulations.
- **Nevada State College proudly supports the Core Values of NACADA: The Global Community for Academic Advising. Academic advisors work to strengthen the importance, dignity, potential, and unique nature of each individual within the academic setting.**



### **Advisee Responsibilities:**

- Take ownership of the advising process by developing a realistic plan towards graduation and be willing to work with an advisor to navigate that plan.
- Develop an understanding of the core requirements at Nevada State College and how those requirements connect with your major and life goals.
- Actively engage with your advisor through ongoing communication and utilize advising services whenever needed, not just when required.

**Why Visit Advising:** If you need help with any of the following, you should visit your advisor:

- Questions about the core curriculum, majors, minors, and graduation requirements
- Selecting courses that fit into your degree plan
- Changing your degree path, including adding/dropping majors and/or minors
- Adjustments to the degree audit (the Degree Audit can be accessed from your Student Center)
- Submitting financial aid eligibility petitions, consortium agreement forms, and Silver State Opportunity Grant co-enrollment forms

- Creating an academic plan if you are on academic probation/suspension
- Creating an academic plan if you are on SAP suspension
- Enrolling in courses if you have an advising hold on your account
  - All new students have an advising hold placed on their account
  - The hold prevents students from adding courses without seeing an advisor
  - The hold stays on students' accounts until they have earned 60 credits so that an advisor can ensure that the student is enrolling in the correct courses for their degree plans

### **How to Prepare for an Advising Appointment**

Students should prepare for a meeting with their advisor because academic advising and academic success is a shared responsibility between you and your academic advisor. Below are a few suggestions for how to prepare for your appointment:

For any meeting with an advisor, you should:

- Know your NSHE student ID number and password
  - If you do not know your NSHE ID number and password, please contact ITS **before** your appointment to ensure that they are available for use during your advising appointment
  - ITS can be reached at (702) 992-2400 or found on the 2<sup>nd</sup> floor of the RSC
- Familiarize yourself with the MyNSC Portal (my.nsc.edu) and your Student Center
  - Click on the "Student Center" link in the MyNSC Portal on the left under "LAUNCHPAD" to access your Student Center
- Review the online class schedule and have your course selections in your shopping cart before your appointment, if possible
  - Registration Tips can be found on the MyNSC portal, or by following this link: <http://wdkb.nsc.local/FAQ/wp-content/uploads/2017/09/Registration-Tips-Register-for-classes.pdf>
- Prepare a list of questions for your advisor
- Be sure to understand program requirements, policies, and procedures. If you do not know, please refer to the catalog here: <http://nsc.smartcatalogiq.com/2020-2021/Undergraduate-Catalog> or add those questions to the list for your advising appointment
- Review the Academic Calendar and familiarize yourself with important deadlines
  - <https://nsc.edu/current-students/office-of-the-registrar/>

If you have concerns about a grade in a course, you should know:

- What is your current grade in the course and why you believe you are doing poorly?
- What advice has the instructor given you to increase your performance?
- What you have done to address the problem?
- What resources can help you with this problem (e.g, Academic Success Center, Writing Center, etc.)?
- How will you avoid this problem in the future?
- If you drop the course, know how it will affect your expected graduation date, degree and graduation requirements, financial aid status, and transcript
  - There is a difference between "dropping" and "withdrawing" from a course
  - We suggest meeting with your Academic Advisor before removing any courses from your schedule to discuss the impact of doing so

If you want to discuss your career goals, you should know:

- First and foremost, visit the Career Services Center!
  - The Career Services Center can assist with major and career exploration and can provide assistance with your resume, cover letter, mock interviews, etc.

- Located on the 3<sup>rd</sup> floor of the RSC in RSC 318 - (702) 992-2611
- Your interests, abilities, and experiences that relate to your major
- How you have prepared to apply for any additional programs or certifications
- If there is any additional testing required after completing the program and how to apply for it
- How to prepare for certification/licensure/endorsement, if required
- To speak to any of your faculty for information on the field and to discuss your specific career goals



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## **Advising Agreement**

I understand that my Academic Advisor cannot make decisions for me, nor can they register for my classes. I understand that my advisor will provide me with accurate information based on all current information available. Additionally, I will work with my advisor to create a realistic plan to reach my educational and career goals. Ultimately, I realize that the completion of the degree is my responsibility and I will proactively seek out resources to help me achieve my degree.

By signing below, I am stating that I have read this syllabus and understand what is required of me as a student. Any questions or concerns regarding this syllabus and/or my academic career, will be discussed with my Academic Advisor.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_