Academic Advising
College of Education Student Advisement Center

Academic Advisors:

- Nancy Horvath, Coordinator, nancyho@unr.edu
- Katrina Lawson, katrinal@unr.edu
- Jennifer Pierce, jennifer.pierce725@gmail.com

} WRB 2005
Integrated Elementary Teacher Program
Secondary Education
Initial HDFS advising

- Amy Poetschat, WRB 3014, amyp@unr.edu – Human Development & Family Studies

Advising Mission Statement: The mission of academic advising at the University of Nevada, Reno is to assist each student in developing and implementing an academic plan designed to meet his/her educational, career, and life goals. The advising process is one of shared responsibility between students and advisors.

The role of an academic advisor is to assist, not make decisions for students.

Required Texts:

- College of Education website: www.unr.edu/education/student-resources
- Academic Central website: www.unr.edu/academic-central
- Education and/or HDFS Advising Manual
- University of Nevada, Reno Course Catalog
- Program 4-year plan
- Advising plans (developed and updated during appointments)

By actively participating in the advising process, you will be able to:

- Demonstrate the ability to make effective decisions concerning your educational goals by developing an educational plan for successfully completing your degree
- Schedule courses so you graduate in a timely manner based on your educational plan
- Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future
- Understand how to achieve balance in academics, family, work, and social activities
- Develop skills in locating and effectively using information and resources that help you achieve your goals
- Identify websites, campus offices, and faculty or staff you can consult with questions
- Use information from university resources to assess progress towards achieving goals (e.g., 4-year plan, advising manual, advising plans, information from faculty and staff)
- Understand how your classes can help you explore and select a major
- Explain how your major curriculum helps you achieve your goals
- Demonstrate the characteristics of a prepared advisee, by bringing your previous advising plans, a list of potential courses for the upcoming semester, and questions or concerns to discuss to every advising session
- Demonstrate decision making skills by gathering information, assessing alternatives, and examining consequences
- Practice reflective and introspective thought to enhance your college experience

Student Responsibilities:

- Seek advising assistance in a timely manner
- Come to advising appointments prepared (see below)
- Become knowledgeable about university, college/school, and departmental program requirements associated with your major(s) and/or minor(s) as well as relevant policies and procedures
- Take the initiative to become familiar with and utilize available campus resources
- Keep your advisor informed of any changes that might impact or interfere with satisfactory academic progress
- Recognize that you are ultimately responsible for your actions and decisions

Advisor Responsibilities:

- Be knowledgeable about the curriculum requirements for the program(s) for which they advise
- Assist students in selecting appropriate classes and developing an academic plan that meets degree requirements
- Assist students in linking program requirements with relevant career and other post-graduation opportunities
- Be familiar with campus resources and make appropriate referrals when necessary
- Support the achievement of campus-wide goals for increasing graduation and retention rates
- Clarify and provide accurate and timely information about university policies, regulations and procedures
- Be available and accessible to student advisees on a regular basis
- Maintain student confidentiality in accordance with FERPA
- Be proficient in the use of the university's student information system/computerized advising tools relevant to the advising process.

Scheduling Appointments

Appointments for IETP or Secondary Education are scheduled online on the College of Education website. (www.unr.edu/education/student-resources/advising-faq → "schedule an appointment online"). You do not have an assigned advisor. However, you are welcome to meet with the same advisor each time if you would like.

Appointments for HDFS can be scheduled by contacting Amy at amyp@unr.edu.

During peak advisement times, there may be up to a three-week wait for an appointment. Advising holds are placed on all freshmen and students on academic probation, and will not be removed until you have met with an advisor. Be aware of the academic calendar and your enrollment appointment as posted to your MyNevada account. Plan to meet with an advisor *prior* to your enrollment appointment. (An enrollment appointment is the earliest time at which you may register for classes in MyNevada; it is NOT an academic advising appointment.)

Drop-Ins are available for quick questions; however, please be aware that advisors may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion.

Preparing for Your Advising Appointment
As noted above, it is your responsibility to come to your advising appointment prepared. To help you prepare for your appointment:

- Make an appointment with your advisor **well before** your assigned registration date. Registration usually begins in November for the spring semester, and the March for the summer/fall semesters.
- Prepare a list of questions for your advisor and plan to take notes.
- Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options.
- Make a list of potential courses you are interested in taking during the next semester by reviewing the 4-year plan for your program.
- Make sure you have taken care of non-advising holds (account past due, immunization, etc.) on your account prior to your appointment as they will delay the process when it comes time to register for classes.
- Make sure you arrive for your appointment on time.
- Turn off your cell phone or place it on silent. No texting.
- Understand that advisors are here to assist you and offer feedback based on the information you provide. Ultimately, **you will make the final decisions** based on what is discussed in your session.
- Lastly, be attentive and ready to interact with your advisor. Use this time to find out about important resources, gain more knowledge about options available to you and actively participate in your educational experience here at the University of Nevada, Reno.
- **Transfer Students:** be sure to have **all** prior transcripts sent to Admissions and Records for articulation purposes. It is helpful to have the transcript evaluation process completed prior to meeting with your advisor.

Ultimately, the college experience you create is your responsibility!
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.