

**HOW TO GRADUATE FROM
THE UNIVERSITY OF NEVADA, RENO
IN FOUR YEARS**

Achieving the Dream

Be a Part of the Class of 2011



“Go confidently in the direction of your dreams. Live the life you have imagined.”
~Henry David Thoreau

The Answers are Inside



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University webpage:
www.unr.edu

First Steps: Preparation and Planning

Before you begin your higher education at the University you should:

- Carefully read all the materials sent to you by the University.
- Make a list of the deadlines and make sure you meet them.
- Meet with an academic advisor **before** you register for classes. You can do this by attending Wolf Pack Advising in the spring.
- Sign up for a minimum of 15 credits your first semester and every semester.** This is the only way to make progress toward your degree.
- Explore the Freshman Start Program so you can complete developmental Math 096 and English 098 courses in the summer before your freshman year. www.freshmanstart.unr.edu
- If your ACT/SAT scores are not high enough for placement in the English and Math courses required by the University, take the University's placement exams.**
http://www.unr.edu/educ/ac/fresh_sched.htm#english
OR
http://www.unr.edu/educ/ac/fresh_sched.htm#math
- Review core curriculum, major, and minor requirements in the catalog. <http://www.unr.edu/content/programs/programs.asp>
- Register for classes through ePAWS. ePAWS also allows you to pay semester fees, update your mailing address and emergency contact information. www.unr.edu/epaws/
- Map out potential future course schedules and develop a plan for graduation. www.ss.unr.edu/records/sched.asp
- If applicable, returned your acceptance letter for the Governor Guinn Millennium Scholarship.
- Enroll in a Freshman Year Experience (FYE) class—an excellent guide to mastering the skills needed to be a successful college student.
- Become familiar with the University Connection—a comprehensive website that links you to all University information. The popular grade point average (GPA) calculator is located on this site.
<http://studentdev.unr.edu/asc/connection/>
- Activate your University email account. A majority of official University business and information will be sent to you only at your e-mail address. <http://www.it.unr.edu/email/access.asp>
- If applicable, make sure all college transfer credits are reflected in your DARS (Degree Audit Reporting System) report.
www.unr.edu/stsv/dars/



Freshman Year Checklist

(0 to 29 credits earned)

- Attend New Student Orientation Thursday, August 23 - Saturday, August 25, 2007
www.ss.unr.edu/nso/
- Enroll in at least 15 credits a semester.**
- Attend all classes.
- Arrange for FREE tutoring—sign up early in the semester .
www.unr.edu/acssv/
- Visit your instructors during office hours and introduce yourself to them.
- Be aware of add, drop, and change to audit deadlines posted in the class schedule.
- Meet with your academic advisor to select classes for the next semester.
- Follow a plan for graduation.
- Become familiar with DARS, your Degree Audit Report. This will assist you and your advisor in planning your classes toward your major. **Attention to DARS will increase the likelihood of your graduation in less time since it assists you in careful planning.**
- Meet with the Career Development staff to discuss your choice of major and related career options, and critical “major neutral” skills to develop.
- Take care of financial aid and scholarship applications—watch for deadlines and check your account on ePAWS.
- Monitor your GPA using the GPA calculator located at:
studentdev.unr.edu/asc/connection/
- Consider taking classes during wintermester, mini-term and summer school.



Sophomore Year Checklist

(30 to 59 credits earned)

- Enroll in at least 15 credits a semester.**
- Attend all classes.
- Study, Study, Study!**
- Stay in contact with your academic advisor. Review your DARS report with your advisor to ensure that it is correct.
- Review and revise your academic plan for graduation.
- Check to see if there are course or pre-major GPA requirements in the major program of study you plan to pursue.
- Follow registration deadlines.
- Sign up for tutoring or become a tutor. www.unr.edu/acssv/
- Join an academic/social/student government club. There are over 150 clubs and organizations from which to choose.

- Consider your minor program of study or an area of concentration within your major.
- Apply for admission into your major program if required (e.g. Education, Social Work, Nursing, Business).
- Attend Career, Student Employment, Internship and Graduate School fairs.
- Learn about Study Abroad and National Student Exchange programs.
www.usac.unr.edu www.unr.edu/stsv/stp/exchange.html
- Investigate undergraduate research opportunities.
www.unr.edu/undergraduateresearch/whyugr.html
- Register with Career Navigator, an online board for jobs and internships.
<http://www.unr.edu/career/jobs.html>
- Attend graduate and professional school preparation workshops.
www.unr.edu/career/Events.html
- Learn about fellowships or scholarships for graduate or professional school.
www.unr.edu/career/students/undergrad/pgsp/pgsp.html
- Meet with your advisor to select classes for next year; use your graduation plan.
- Maintain a great GPA many majors and scholarships require at least a 2.75 GPA.



Junior Year Checklist (60 to 89 credits earned)

- Take at least 15 credits a semester.**
- Attend all classes.
- Study, Study, Study!**
- Make sure your major declaration form has been received by Admissions & Records.
- Continue meeting with your academic advisor.
- If you have not declared a major or want to change majors, go to the Advising Center or Career Development to discuss your situation.
- Review progress on your graduation plan.
- Set up an internship with the help of your advisor and Career Development.
- Assume a leadership position in student government or a supporting role in the clubs or organizations you have joined.
- Seek student membership in discipline or career-related professional associations (i.e., Pre-med club, Advertising club).
- Start or continue an undergraduate research project.
<http://www.unr.edu/undergraduateresearch/>
- Attend graduate school and professional school preparation workshops.
www.unr.edu/career/Events.html
- Consider your options after graduation—more school? Travel? Career? Use the resources in Career Development. www.unr.edu/career/
- Take classes during wintermester, mini-term and/or summer school.



Senior Year Checklist (90+ credits earned)

- Take at least 15 credits a semester.**
- Attend all classes.
- Study, Study, Study!**
- Apply for graduation. Submit your approved application for graduation (or approved DARS for graduation). You can obtain and fill out an application online (www.ss.unr.edu/records/grad.asp.) Check class schedule to determine deadlines for graduation applications. Late applications will not be accepted.
- Complete your applications for fellowships or scholarships for graduate or professional school.
- Get letters of recommendation and complete personal statements.
- Complete your resume, cover letters, and your e-portfolio.
www.unr.edu/career
- Conduct mock interviews for employment or graduate/professional school.
- Participate in on- and off-campus interviews with potential employers.
- Complete preparation for graduate or professional school. Apply early. Meet application deadlines.
- Attend the Graduation Fair. Order graduation regalia and announcements. Make arrangements with family and friends for your graduation celebration.
- Celebrate your persistence and success at the commencement ceremony. Congratulations!*
- Become an active alumni. www.unr.edu/alumni



You can afford to go to college!

Want to realize a return of over one million dollars for an average student loan investment of \$15,000?

Here's how: EARN A COLLEGE DEGREE. College graduates earn more than one million dollars more in their lifetime than those who did not go to college. However, there's more to college financing than loans. Scholarships, grants and work study all work together to provide a package of financial resources that make college affordable. **Last year the University awarded over \$11 million in scholarships, \$14 million in grants and \$30.9 million in loans.**

The University of Nevada, Reno is one of the most affordable colleges in the United States. By working closely with your academic advisor and the Office of Financial Aid and Scholarships, **you will be able to pay for your college career and graduate in four years.** Speeding up time to graduation by one year may save a student as much as \$28,000 in foregone earnings and tuition increases.

Here's what you need to do:

1. Fill out the Free Federal Application for Federal Student Aid (FAFSA) by February 1st of each year at www.fafsa.ed.gov.
2. Create a spending plan. Divide your expenses into "necessary" and "nice to have." Fund the necessary expenses first. Go to www.edwise.org for assistance in creating a budget.
3. Meet with your academic advisor to plan out your four-year schedule. This will help you budget for your planned enrollment.
4. Enroll in 15-18 credits a semester. Remember: The minimum number of credits required for the Bachelor's degree is 128 total, so plan accordingly.
5. Apply for scholarships **each year** by February 1st at www.finaid.unr.edu.

Here's what will happen:

- The amount of money you will receive (your financial package) is determined by subtracting the amount of money that your family is expected to contribute from what it costs to attend the university. Your expected family contribution is established by the federal government and takes into account such things as family income, number of family members, number of family members in college as well as many other factors.
- Your financial aid package may consist of grants, loans, work study and scholarships.
- Scholarships are based on high grades in your classes. The amount of gift money you may expect to receive in recognition of your good academic performance is derived from a calculated index.
- **Grants** are based on financial need. Examples of grants include federal Pell Grants and state grants. In 2007-2008, the maximum federal Pell Grant is \$4,310.00 and covers the full cost of registration fees for Nevada residents. The maximum state grant is \$3,000.
- **Student loans** are a part of your financial aid package. They do not need to be re-paid until you graduate. **Student loans are a very good investment.** Student loans help you get through college in four years. This allows you to join the work force or attend graduate school that much earlier. The earlier you meet your educational objectives, the sooner you can start recapturing your educational investment.
- **Parent loans** are available as well. This is an excellent financial resource that allows families to support their children through college.

Student Resource Guide

Area Code (775)

Academic Intervention Services, 784-6326

Clark Administration, Lake Level
www.unr.edu/studentlife

Activate Your Email Account, 784-4320

Getchell Library, 1st floor
<http://computing.unr.edu>

Admissions and Records, 784-4700 x2

Fitzgerald Student Services Building, 2nd Floor
www.ss.unr.edu/records/default.asp

Advising Center, 784-4684

Edmund J. Cain Hall, Suite 102
www.unr.edu/academicaffairs/advising
Email: advising@unr.edu

ASUN University Bookstore, 784-6597

Student Union
www.asunbookstore.com

Campus Pharmacy, 784-6799

Nell J. Redfield Bldg.
www.unr.edu/shc/writing/pharmacy.html

Campus Police, 784-4013 or 334-2121

Fitzgerald Student Services Building, 1st Floor
www.unr.edu/vpaf/police/

Campus Escort Services, 742-6808

Student Union
www.unr.edu/escort/

Career Development, 784-4678

Thompson Building, Room 200
www.unr.edu/career

Center for Student Cultural Diversity, 784- 4936

Juniper Hall
www.unr.edu/stsv/cscd/about.asp

Child Care Options

Campus Child Care Connection, 784-4400
Child Care, 784-6762
Early Head Start, 327-5100

Computer Help Desk, 784-4320

Getchell Library, 1st floor

Computer Labs (MUST bring valid student ID) Getchell Library Main: 784-4344

www.library.unr.edu, Jot Travis Student Union 234 784-6505; Sarah Fleischman Building 240B; William J. Raggio College of Education 1006B 327- 5280

Core Curriculum, 784-4710

Clark Administration, Room 207A
www.unr.edu/core-curriculum

Counseling Services, 784-4648

Thompson Building, Room 202
www.unr.edu/stsv/ctc

Crisis Hot Line, 784-8090 or 1-800-992-5757

<http://crisiscallcenter.org>

Text Tell Type Automated System (TTY), 327-5131

Thompson Building, Room 101
www.unr.edu/stsv/slservices/drc/

Extended Studies, 784-4046 or toll free 1-800-233-8928

Continuing Education Building, Room 202
www.extendedstudies.unr.edu/

Fee Payments (Cashiers), 784-6915

Fitzgerald Student Services Building, 3rd Floor
*Online at ePAWS, with credit card
www.unr.edu/epaws

*Mail: Make Checks payable to:
Board of Regents

Cashiers office/MS 124
University of Nevada, Reno
Reno, Nevada 89557

*Drop Box in Fitzgerald Student Services Building

Honors Program, 784-1455

Lincoln Hall, Room 101
www.honors.unr.edu

ID Cards, 784-6505

Student Union, Info desk
<http://www.unr.edu/studentunion/>

Independent Learning/Online Courses, 784-4652 or toll free 1-800-233-8928

Continuing Education Building, Room 202
www.extendedstudies.unr.edu/

Lombardi Recreation Center, 784-1225

Room 244
www.unr.edu/campusrec/index.html

New Student Orientation, 784-4700 x1

Fitzgerald Student Services Building, Rm 119
Office for Prospective Students
www.ss.unr.edu/nso

Office of International Students & Scholars, 784-6874

Fitzgerald Student Services Building, Rm 120
www.unr.edu/oiss

Office for Prospective Students, 784-4700 x1

Fitzgerald Student Services Building, Rm 119
www.unr.edu/content/prospective.asp

Parking Services/Permits, 784-4654

Parking and Transportation Services Building
www.unr.edu/parking/

Placement Tests,

Math Center: 784-4433

Ansari Business Building, Room 610
www.unr.edu/mathcenter/placement/

Independent Learning Center, 784-4652

Continuing Education Building, Room 225

Foreign Language, 784-6055

Edmund J. Cain Hall Room 241

English 784-6709

Core writing program, Frandsen Humanities Room 131

Registration

ePAWS: www.unr.edu/epaws

Residential Life & Housing, 784-1113

Juniper Hall, Lake Level, Lakeside entrance
www.reslife.unr.edu/default.asp

Rural Assistance Program, 784-6801

Thompson Building, Room 100

Sexual Assault Prevention & Counseling, (SAPAC) 682-8679

(24 Hour) 771-8007

Mack Social Science, Room 315
www.scs.unr.edu/~sapac/

Student Academic Skills Center (tutoring), 784-6801

Thompson Building, Room 100
www.unr.edu/acssv

Student Disability Resource Center, 784-6000

Thompson Building, Room 101
www.unr.edu/stsv/slservices/drc/

Student Employment 784-3598

Artemesia Room 1
www.unr.edu/career/jobs

Student Financial Aid and Scholarships, 784-4666

Toll free: 1-877-666-0014

Fitzgerald Student Services Building, Room 319
www.finaid.unr.edu/

Student Health Center, 784-6598

Nell J. Redfield Building
www.unr.edu/shc/

Studies Abroad, 784-6569

Virginia Street Gym, Room 5
<http://usac.unr.edu>

Transfer Center, 784-4700

Fitzgerald Student Services Building, 2nd floor
www.unr.edu/stsv/trcenter/

TRIO Scholars Program, 784-6044

Thompson Building, Room 101M
www.unr.edu/sssp/home

University Connection and the Millennium Academic Persistence Program (MAPP), 784-6326

Clark Administration, Lakeside entrance
<http://studentdev.unr.edu/asc/connection>

Veterans Affairs, 784-4700 x5

Fitzgerald Student Services Building, Second Floor
www.unr.edu/stsv/veteran

Writing Center, 784-6030

Edmund J. Cain Hall, Room 206
www.unr.edu/cla/wc



Academic Advising

Academic Advising is designed to help students make important decisions related to their academic progress at the University. Advising is a highly beneficial component of your education at the University and a critical part of your higher education experience. It is also **required before freshmen may enroll for classes**. The General Catalog (<http://www.ss.unr.edu/records/catalog.asp>) and the Degree Audit Report (DARS) available to students via ePAWS are vital tools in the advising process. An advisor can help you:

- ◆ Make smart choices about which courses to take.
- ◆ Understand the requirements for majors and minors at the University.
- ◆ Develop educational and career goals suited to your abilities and interests.
- ◆ Understand academic and administrative policies and procedures.
- ◆ Find resources available on campus to assist you in meeting your goals.

How Do I Find My Advisor?

Students who are undecided or undeclared in terms of an academic major as well as students pursuing a Bachelor of General Studies are advised by professional advisors in the **Advising Center (Edmund J. Cain Hall, Room 102; 784-4684 or visit the website at www.unr.edu/academicaffairs/advising/)**. However, once a student has declared a specific major or minor, the college/school/department housing that major/minor is responsible for providing the student with academic advising. You can find advisor contact information at www.ss.unr.edu/records/advisor.asp

Why Should I See My Advisor?

1. To find out more about a particular major, option, or minor.
2. To select courses for the upcoming semester.
3. To discuss any problems which might be affecting your academic performance.
4. To discuss your academic progress and to verify that your DARS accurately reflects your progress.
5. To discuss dropping a class and possible ramifications (financial aid/full-time student status, etc.).
6. To discuss career/graduate school considerations/options.
7. To plan for graduation, complete your graduation application process, and be informed of important deadlines.



While Making Academic Progress toward Completion of your Degree

*"Destiny is not a matter of chance; it is a matter of choice. It is not a thing to be waited for, but a thing to be achieved."
-William Jennings Bryan-*

Academic success is your priority and the path to accomplishing your dream and reaching your professional goals. The following guidelines will help you achieve academic success:

- Take a minimum of 15 credits a semester so you will budget your study time wisely.
- **Never, ever miss a class.** If you have an emergency and must be absent, call or e-mail the professor immediately.
- Sign up for a tutor in a 100 and 200 level class early in the semester (www.unr.edu/acssv). **It's free!** If you are concerned about one of your courses or your skill in a certain subject, enroll in tutoring the first week. Do not wait until you are in a crisis situation.
- Monitor your work schedule so it does not take priority over your academic progress.
- Do not be fooled into thinking that an excellent high school grade point average (GPA) and the study habits that worked for you in high school will produce the same results at the University. Beginning the first day of class, complete your assignments on time and do the assigned readings before the class meets.
- Earning a good GPA at the University level requires active participation in each class, a commitment of time (on average, 2-3 hours for each hour in class), organization of time and class materials, and a clear understanding of the professor's expectations. A's and B's are **earned**, not given.
- If possible, sit up front in every class, and be sure to introduce yourself to each professor. Learn his/her name, and **utilize office hours**. Your connection with the professor and the content of the class is highly important for your success in that class.
- Use the GPA calculator on the University Connection website (www.studentdev.unr.edu/asc/connection/) to monitor your academic progress. Maintaining eligibility for financial aid, the Millennium and other scholarships, as well as being allowed into the major of your choice depends on a successful GPA. Remember, it is easier to maintain a good GPA than to try and "fix" a bad one. Be certain to check grades at midterm to know your status in each class and to make positive changes. Ask for assistance if you are not satisfied with your results.
- **Study every day including weekends.** Research shows that students who review their class notes weekly and study daily achieve a significantly higher GPA. The school week does not end at noon on Thursday!
- Once you know how much studying will be required for you to be successful, check out academic, social, and student government clubs and organizations (www.asun.unr.edu).
- Like your major. If you don't, it can lead to poor performance and unhappiness. Seek assistance from career development (www.unr.edu/career).



The Role of Parent and Family Support

Student Commitment + Family Support = Smoother Journey to Graduation

- **Help your student begin preparing now!**
Assist your student in completing the Free Application for Federal Student Aid (FAFSA). Encourage him or her to apply to the University early and to meet with an academic advisor well before the registration date.
- **Get Informed! Stay Informed!**
Attend Parent and Family Orientation at the start of your students' freshman year and keep your complimentary Parents' Handbook close at hand to use as a resource. Be sure to carefully read any mail sent by University and feel free to contact the Parents' Network at parents@unr.nevada.edu or (775) 784-4594. Utilize the Nevada Parents' Message Board at <http://nvparents.unr.edu/> to stay in touch with other parents with similar experiences. To subscribe to the monthly e-newsletter and/or the e-mail listserv, send an email request to parents@unr.nevada.edu.
- **Make sure you and your student are on the same page.**
Emphasize to your student that college is about getting an education; first and foremost. Discuss the importance of academic integrity and your student's responsibility to the larger learning community. Encourage your student to make a study schedule and to become familiar with the numerous free academic support services offered on campus.
- **Be supportive.**
Your student needs to know you believe and stand behind him or her. You may never hear about the "A" paper or the daily triumphs; only the overwhelming experiences. When your student

unloads troubles or tears, you may feel as if you are inheriting a burden of worry. Just remember, your support will help your student return to the routine, relieved and ready for the next challenge.

- **Resist the temptation to solve your student's problems.**
Often, solving your student's problems can leave them feeling less competent and fosters dependency. Listening to your student and guiding them through a careful consideration of options and consequences is more empowering and helps your student to develop into an independent, confident adult.
- **Keep the lines of communication open (even if they don't respond).**
Many students are eager to experience "away-from-home" independence; however, most are still anxious for family ties and the security they bring. Don't mistake a surge of independence for rejection. Write, call, e-mail and send care packages.
- **Expect change, but not too much.**
College expectations can trigger changes in social, vocational and personal behavior. Change is inevitable and it can be wonderful. Remember, your student will basically be the same person you sent away to school, so it is often best for all involved to accept change. However, do not expect too much, too soon. Maturation is not an instantaneous process and old habits die hard. Be patient.

Source: Cal Poly SLO Parent Handbook, Chico State Parent Handbook and National Orientation Director's Association