



## ADMINISTRATIVE POLICY

# Mandatory Advising Policy for Undergraduates (AE 18)

## POLICY STATEMENT

This policy clarifies the requirements for undergraduate students to meet with Academic Advisors.

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## DEFINITIONS

**Matriculation:** The first day of classes of the first semester of a new NSC student.

**Academic Advisor:** Unless otherwise noted, a professional staff member within the Academic Advising Center. The Academic Advisor is the primary member of the NSC community responsible for advising.

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## PROCEDURES

### I. Pre-Enrollment

Upon initial enrollment at Nevada State, all first-time or transfer degree- or certificate-seeking undergraduate students shall be required to meet with an Academic Advisor prior to the date of Matriculation.

- A. *First-Year Students:* All incoming students who have been admitted as a first-year student shall be required to attend New Student Orientation (NSO) prior to enrolling in courses. After attending NSO and registering for courses, a hold will be placed on the student's account which restricts the student from adding courses to their schedule. The student is able to drop courses with this restriction, but may not add courses. If the student wishes to petition a change in their schedule, they may do so by completing the First-Year Schedule Change Petition and submitting this petition to the Academic Advising Center.
- B. *Transfer Students:* All incoming students admitted as transfer students shall be required to attend New Student Orientation (NSO) AND to meet individually with an Academic Advisor prior to enrollment in courses. Once the admitted transfer student attends NSO and meets with an Advisor, the Advising hold shall be removed and the student will be free to register for their own courses without advising restrictions.
- C. *Re-Admitted Students:* All re-admitted students who previously attended Nevada State shall be required to meet with an Academic Advisor prior to enrolling in courses. Once

the re-admitted student meets with an Advisor, the Advising hold shall be removed and the student will be free to register for their own courses without advising restrictions.

## **II. Continuing Degree-Seeking Students**

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

## **III. Exceptions and Exclusions**

The following exceptions or exclusions are in effect:

- A. Pre-Education and Pre-Speech Pathology majors shall be required to meet with an Academic Advisor through program admission, regardless of the number of credits completed.
- B. Once admitted to a program within the School of Education or School of Nursing, students majoring in disciplines housed within those Schools shall be required to adhere to the advising policy established by the School.
- C. RN-to-BSN majors shall be advised by the RN-to-BSN Coordinator based on advising policies established by the School of Nursing.
- D. Post-baccalaureate and graduate students in Education programs shall be advised by School of Education staff based on policies established by the School of Education.
- E. Non-degree-seeking and non-certificate-seeking students are not required to meet with an Academic Advisor.

## **IV. Graduation Holds**

Students shall meet with an Academic Advisor for an application check in order to submit an 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.

## **V. Compliance and Holds**

Each October 1<sup>st</sup> and March 1<sup>st</sup>, an advising hold shall be placed on all affected students by the Academic Advising Center. This hold shall remain on a student's account, preventing any subsequent registration, until the student meets with their assigned Academic Advisor. This includes changes to the current semester or future full or partial semesters. The hold can be

lifted based on any method provided and established by the Academic Advising Center, including, but not limited to, one-on-one appointments, group appointments, advising workshops/modules, and in rare circumstances, email advising.

## FORMS/INSTRUCTIONS

First-Year Schedule Change Petition:

[https://nevadasc.co1.qualtrics.com/jfe/form/SV\\_0qhrFqjDnavvDyS](https://nevadasc.co1.qualtrics.com/jfe/form/SV_0qhrFqjDnavvDyS)

## CONTACTS

Unit	CONTACT	PHONE	EMAIL
Academic Advising Center	Alexander Kunkle	702-992-2160	Alexander.kunkle@nsc.edu

## RELATED INFORMATION

- NSHE Title 4, Chapter 14, Section 22 – Academic Advising and Counseling

## HISTORY

## APPROVAL SIGNATURES PAGE



Office of the Provost (Provost's Signature)

8/18/2022

Date

Recommendation (check one):

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i>		XX	



Office of the President (President's Signature)

9.28.2022

Date

Final decision (check one):

	Denial*	Approval
<i>Recommendation</i>		X

\*Attach rationale for denial or conditional approval