



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

Appointments Available  
Monday through Friday 8-5  
Email: [advising@nevadastate.edu](mailto:advising@nevadastate.edu)  
Phone: (702)992-2160

**Director:** Alexander Kunkle  
**Associate Director of Academic Advising and Student Success Initiatives:** Vacant  
**Assistant Director of Advising and Statewide Transfer Initiatives:** Vacant  
**Assistant Director of Advising, Curriculum, and Faculty Relations:** Tayler Mesnard  
**Advising and Completion Manager:** Margie Drowns  
**Transfer Specialist(s):** Alicia Cooper and Natasha Cruz  
**Student Success Specialist:** Jolene Bryer  
**Administrative Assistant:** Mia Hernandez

**STEM/Pre-Professional Team**

Louis Jackson  
Eric Leinen  
Karson Chicvara  
Lauren Zehner

**Liberal Arts Team**

Jonah Foster  
Robert Totten  
Jacynnda Laferriere

**Liberal Arts/Education Team**

Robin Hardin  
Arianna Razo  
Briana Candelas-Gaxiola

**Who are we** The Academic Advising Center is a dedicated team of Academic Advisors, Transfer Specialists, and Student Success Specialists committed to the success of all Nevada State students. By providing timely and accurate advice and guidance, we help students meet their educational and personal goals. Our team works with all students who need assistance navigating their time at Nevada State.

**Mission:** At Nevada State University’s Academic Advising Center, we are dedicated to embodying the principles set forth by both the institution’s mission and the core values of successful advising: caring, commitment, empowerment, inclusivity, integrity, professionalism and respect. Our purpose is to provide dynamic and individualized support throughout each student’s academic journey, fostering a transformative experience that goes beyond traditional advising.

We strive to facilitate the intellectual, personal, and social development of each student by creating an inclusive and empowering advising environment, where the student is equipped with the knowledge, skills, and support necessary for personal and academic success. We diligently serve our diverse student population by cultivating an atmosphere of respect, collaboration, and sense of belonging. Our committed team of advisors are driven by the belief that every student has unique strengths and aspirations. We support their development and success through strategic academic planning, proactive mentorship, and reflective conversations to help students reach their goals.

**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.

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

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

Advisors are regularly available to meet the needs of our NSU 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 NSU 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 Advisor's 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 University 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 University 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.

**Emergency CARE Services:** If you are struggling with hunger, unstable housing, safety, mental health worries or ANY other concerns, contact the University Case Manager. Together, we can help meet those needs.

## **Advising Policies**

**Mandatory Advising:** Continuing degree-seeking shall be required to meet with an Academic Advisor each semester until the completion of thirty (30) 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.

**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 NSU 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 NSU 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 NSU 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 NSU.

A student who re-enrolls subsequent to a first Academic Suspension and fails to earn a minimum 2.0 NSU 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 NSU 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. NSU measures SAP using quantitative standards (minimum 2.0 cumulative NSU 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. 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 University Degree Audit, university 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 University 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 University 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