

# AO 18: Mandatory Advising (Undergraduates)

## 18.1 Pre-enrollment

Upon initial enrollment at NS, first-time or transfer degree-seeking undergraduate students are required to meet with an academic advisor before matriculation.

### 18.1.1 First-Year Students

Incoming students admitted as a first-year student are required to attend New Student Orientation (NSO) before enrolling in courses. After attending NSO and registering for courses, a hold is placed on the student's account restricting them from adding courses to their schedule. The student is able to drop courses. If the student wants to change their schedule, they may complete the First-Year Schedule Change Petition and submit it to the Academic Advising Center.

### 18.1.2 Transfer Students

Incoming students admitted as transfer students are required to attend NSO and to meet individually with an academic advisor before enrolling in courses. Once the student attends NSO and meets with an advisor, the hold is removed and the student is free to register for courses without advising restrictions.

### 18.1.3 Readmitted Students

Re-admitted students who previously attended NS are required to meet with an academic advisor before enrolling in courses. Once the student meets with an advisor, the hold is removed and the student is free to register for courses without advising restrictions.

## 18.2 Continuing Degree-seeking Students

Continuing degree-seeking students are required to meet with an academic advisor each semester until they complete 90 credits.

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

## 18.3 Exceptions

1. Pre-Education and pre-Speech Pathology majors are required to meet with an academic advisor until they are admitted to the program, regardless of the number of credits completed.
2. Once admitted to a program within the School of Education or School of Nursing, students must follow the advising policy established by the school.
3. RN-to-BSN majors are advised by the RN-to-BSN Coordinator based on policies established by the School of Nursing.
4. Post-baccalaureate and graduate students in Education programs are advised by School of Education staff based on policies established by the School of Education.
5. Non-degree-seeking students are not required to meet with an academic advisor.

## 18.4 Advising Holds

Each October 1<sup>st</sup> and March 1<sup>st</sup>, the Academic Advising Center places advising holds on student accounts. This hold remains on a student's account, preventing registration, until the student meets with their academic advisor. This prevents changes to the current term and enrollment in future terms. The hold can be lifted based on any method 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.

### 18.4.1 Graduation Holds

Students will meet with an academic advisor for an application check before applying for graduation. This application check will confirm degree audit accuracy and, based on the scheduling information available, predict the student's graduation term. If, in the advisor's opinion, the graduation timeline is not practical or realistic, the student will be made aware of this issue. The student will then be allowed to submit the completed application.

## 18.5 Related Information

- First-year Schedule Change Petition:  
[https://nevadasc.co1.qualtrics.com/jfe/form/SV\\_0qhrFqiDnavvDyS](https://nevadasc.co1.qualtrics.com/jfe/form/SV_0qhrFqiDnavvDyS)
- NSHE Title 4, Chapter 14, Section 22 – Academic Advising and Counseling

### 18.5.1 Revision History

- Approved by Dr. Vickie Shields on 8/18/2022 and President DeRionne Pollard on 9/28/2022.