Student Handbook
Undergraduate Education
College of Education
University of Nevada, Las Vegas
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ABOUT THE COLLEGE

The College of Education (COE) is committed to creating an intellectual environment that promotes quality instruction, significant research, and professional service. Particular attention is focused on preparing professionals for diverse educational settings and on contributing to educational and pedagogical knowledge through scholarly endeavors. The College provides leadership in both the art and science of educational practice. Furthermore, the College is committed to creating an inclusive learning environment that values and promotes diversity. Collaboration among students, faculty, other professionals, and community members is essential to the College in achieving its goals. Integral to the mission is a dedication to being a premier college of education that serves our dynamic and expanding community, the state, the region, and the nation.

MESSAGE FROM THE DEAN

Welcome to the College of Education at UNLV! You’ve chosen to pursue a great profession and to prepare yourself by working with a faculty made up of highly respected and experienced teacher-scholars. Through your relationship with these faculty members, you’ll not only be exposed to and learn to apply the most current “best practices” used in your field, but also you’ll be working directly with researchers and scholars who are developing and testing what will become the next generation of best practices.

You’re entering a College that has been and continues to be a major contributor to policy, research, and practice within the University, throughout the State, and across both the nation and world. Our College can boast the first four-year undergraduate degree program ever offered by UNLV, the first master’s degree awarded by the institution, and the university’s first doctorate. We produce more education professionals than any other institution in Nevada, public or private, and we graduate more students with graduate degrees than any other College at UNLV. More important than the numbers is the quality of our graduates. Virtually all of our COE graduates are employed working in their field of preparation, the greatest majority of
them in Clark County School District. In annual surveys, graduates of our College are rated extremely highly for their preparation and performance by their principals and supervisors. In fact, three of the five most recent Beginning Teachers or the Year in Clark County were graduates of our College.

During your program you’ll have ample experiences directly in professional settings and with a widely diverse range of children and adults. You’ll engage in coursework that helps you understand what happens in professional settings and that builds your professional skill in using this understanding to promote student growth. You’ll also have the opportunity to join formal and informal groups that help you develop a set of friends and a professional network that will serve you well during and after you complete your program.

We’re delighted that you’ve chosen to join us in the College of Education at UNLV! Our faculty and staff want to ensure that you are successful throughout your program and well beyond. Please let us know when you have questions or are in need of assistance.

- Dr. Kim Metcalf, Dean of the College of Education
OVERVIEW OF PROGRAMS WITHIN THE COLLEGE OF EDUCATION

The College of Education (COE) is comprised of three distinct departments: Teaching and Learning, Educational and Clinical Studies, and Education Psychology and Higher Education. The College also offers an Education Advising and Field Placement Center, serving students in regards to their undergraduate degrees.

DEPARTMENT OF TEACHING AND LEARNING (T & L)

The Department of Teaching and Learning holds as its central mission educational research and the preparation of educators at all levels. The department ensures that its professional education programs are based on essential knowledge, established and current research findings, and sound professional practice.

DEGREE PROGRAMS OFFERED in T & L:

Undergraduate Programs
- Elementary Education
- Secondary Education

Licensure Programs

Masters Programs

Doctoral Programs

DEPARTMENT OF EDUCATIONAL AND CLINICAL STUDIES (ECS)

The Department of Educational and Clinical Studies is designed and dedicated to prepare professionals for specialized services in schools, community agencies, and higher education settings. Our undergraduate and graduate students participate in coursework and clinical experiences that contain a solid theoretical and practical knowledge base in the areas of research design and implementation, teaching, and the provision of mandated services at the community, state, and national level.
DEGREE PROGRAMS OFFERED in ECS:

Undergraduate Programs

• Special Education
• Early Childhood
• Human Services

Certificate Programs

Masters Programs

Doctoral Programs

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND HIGHER EDUCATION (EPHE)

The Department offers graduate courses in assessment, human development, higher education, learning, measurement, and research, which support all programs in the College of Education. In addition to the graduate studies programs, the Department provides core foundations courses for teacher education programs in the College of Education and is the academic site for a career and personal development course offered through the UNLV Student Development Center.

DEGREE PROGRAMS OFFERED in EPHE:

Masters Programs

Doctoral Programs

Dual Degree Programs
COLLEGE OF EDUCATION, ADVISING AND FIELD PLACEMENT CENTER

The mission of academic advising is to assist students by collaborating with them in identifying and pursuing their educational goals, providing accurate and timely information, and promoting student responsibility and accountability for their academic success.

The College of Education Advising and Field Placement Center provides academic advising for undergraduate and second baccalaureate students in the COE. The professional advisors at the center aims to help all students achieve academic success at UNLV and is the first point of reference for all academic needs, concerns, or issues. Professional advisors are available to assist all students in:

• Creating and maintaining an interactive environment, encouraging mutual trust and open communication
• Providing students with information and resources to promote academic success
• Empowering students to take responsibility for their academic success
• Keeping students informed of current and changing rules, regulations, and program requirements
• Referring students to campus services relevant to their individual needs
• Helping with planning and achieving educational goals
• Discussing career goals and opportunities
MAJORS AND MINORS OFFERED IN THE COLLEGE OF EDUCATION

MAJORS:

• Early Childhood (PreK – 2nd grade)
• Elementary Education (K-8th grade)
• Human Services
• Secondary Education (7th-12th grade):
  ✔ Biological Sciences
  ✔ Physical Science
  ✔ General Science (Grade 7-9)
  ✔ Earth Science
  ✔ English Comprehensive
  ✔ Mathematics
  ✔ Social Studies
• Special Education

MINORS:

• Addiction Prevention
• Addiction Treatment
• Human Services
• Problem Gambling
EARLY CHILDHOOD GENERAL EDUCATION CURRICULUM
(FRESHMAN/SOPHMORE YEARS)

• COE 102 or any First Year Experience (FYE) course (2-3 credits)
• English Composition (6 credits)
• COE 202 or English Literature (3 credits)
• Mathematics (3 credits)
• Constitution of US and Nevada History (4-6 credits)
• Humanities (6 credits)
• Fine Arts (3 credits)
• Lab Science (4 credits)
• Non-Lab Science (3 credits)
• PHIL 102 (3 credits)
• International requirement (3 credits)
• Multicultural requirement is fulfilled by EDU 280 (3 credits)

TOTAL CREDITS: 43 - 46
ELEMENTARY GENERAL EDUCATION CURRICULUM
(FRESHMAN/SOPHMORE YEARS)

• COE or any First Year Experience (FYE) Course (2-3 credits)
• English Composition (6 credits)
• COE 202 or English Literature (3 credits)
• Mathematics (6 credits)
  o Math 122 and 123
• Constitution of US and Nevada History (4-6 credits)
• Humanities (6 credits)
  o COM 101 or Foreign Language (3 credits)
  o Any History course, HIST 217 recommended (3 credits)
• Fine Arts (3 credits)
• Lab Science (12 credits)
• BIOL 100/100L (4 credits)
• GEOG 103/104 (4 credits)
• PHYS 108/108L or CHEM 105/106 (4 credits)
• PHIL 102 (3 credits)
• International requirement (3 credits)
• Multicultural requirement is fulfilled by EDU 280 (3 credits)

TOTAL CREDITS: 51 – 54
HUMAN SERVICES GENERAL EDUCATION CURRICULUM
(FRESHMAN/SOPHMORE YEARS)

- COE 102 or any First Year Experience(FYE) Class (2-3 credits)
- English Composition (6 credits)
- COE 202 or English Literature (3 credits)
- Mathematics (3 credits)
- Constitution of US and Nevada History (4-6 credits)
- Humanities (6 credits)
- Fine Arts (3 credits)
- Lab Science (4 credits)
- Non-Lab Science (3 credits)
- PHIL 102 (3 credits)
- International requirement (3 credits)
- Multicultural requirement is fulfilled by CED 200 (3 credits)

TOTAL CREDITS: 43 – 46
SECONDARY GENERAL EDUCATION CURRICULUM
(FRESHMAN/SOPHMORE YEARS)

• COE 102 or any First Year Experience (FYE) course (2-3 credits)
• English Composition (6 credits)
• COE 202 or English Literature (3 credits)
• Mathematics (3 credits)
• Constitution of US and Nevada History (4-6 credits)
  o Must do two or three distribution areas depending on the Teaching Field
• Humanities (6 credits)
• Fine Arts (3 credits)

OR

• Lab Science (4 credits)
• Non-Lab Science (3 credits)
• PHIL 102 (3 credits)

OR

• Social Science Electives (9 credits)
  o EPY 303 (3 credits) is fulfilled in Education Core Requirements
• International requirement (3 credits)
• Multicultural requirement is fulfilled by EDU 280 (3 credits)

TOTAL CREDITS: 40 – 44
SPECIAL EDUCATION GENERAL EDUCATION CURRICULUM
(FRESHMAN/SOPHMORE YEARS)

- COE 102 or any First Year Experience (FYE) course (2-3 credits)
- English Composition (6 credits)
- COE 202 or English Literature (3 credits)
- Mathematics (3 credits)
- Constitution of US and Nevada History (4-6 credits)
- Humanities (6 credits)
- Fine Arts (3 credits)
- Lab Science (4 credits)
- Non-Lab Science (3 credits)
- PHIL 102 (3 credits)
- International requirement (3 credits)
- Multicultural requirement is fulfilled by EDU 280 (3 credits)

TOTAL CREDITS: 43 – 46
PRE-MAJOR AND FULL MAJOR in EDUCATION

- All students are admitted as pre-majors.
- The requirements to become a full major are different for each program.

REQUIREMENTS FOR ELEMENTARY EDUCATION FULL MAJOR:

- Have a 2.75 cumulative GPA
- Completed pre-major coursework: EDU 201, EDU 214E, and EPY 303 with a C or better
- Passed the PRAXIS CORE EXAMS
- Completed all of General Education Requirements with a C or better.
  - Students who have completed pre-major courses and have passing PRAXIS CORE EXAM scores prior to June 2010 are exempt.
- Completed the application for full admission by due dates:
  - Fall deadline: March 1st
  - Spring deadline: October 1st

REQUIREMENTS FOR SECONDARY EDUCATION FULL MAJOR:

- Have a 2.75 cumulative GPA
- Completed pre-major coursework: EDU 202
- Passed the PRAXIS CORE EXAMS
- Completed all General Education Requirements with a C or better.
  - Students who completed pre-major requirements and have passing PRAXIS CORE EXAM scores prior to June 2011 are exempt.
- Completed the application for full admission by due dates:
  - Fall deadline: March 1st
  - Spring deadline: October 1st
REQUIREMENTS FOR EARLY CHILDHOOD EDUCATION NON-LICENSURE FULL MAJOR:

• Have attempted the PRAXIS CORE EXAMS (passing scores are not required)
• Enrolled and passed ECE 250

REQUIREMENTS FOR CHILDHOOD EDUCATION LICENSE FULL MAJOR:

• Passed PRAXIS CORE EXAMS
• Enrolled and passed ECE 250

REQUIREMENTS FOR SPECIAL EDUCATION FULL MAJOR:

• Have a cumulative 2.75 GPA
• Passed the PRAXIS CORE EXAMS
• Completed at least 24 credits of General Education Courses
• Taken and passed pre-major coursework: EDU 203 and EDU 280 with a C or better.
• Completed the application for full admission by due dates:
  o Fall deadline: March 1st
  o Spring deadline: October 1st

REQUIREMENTS FOR HUMAN SERVICES FULL MAJOR:

• Have a cumulative 2.75 GPA
• Completed 60 credit hours
• Taken and passed pre-major coursework: CED 117, CED 200, CED 300, and CED 315 with a B or better.
PRACTICUMS, PRE-STUDENT TEACHING, STUDENT TEACHING, INTERNSHIPS, AND FIELD EXPERIENCES
(2ND SEMESTER JUNIOR AND SENIOR YEAR)

PRACTICUM
Students observe and teach in classrooms, twice weekly. Elementary and Secondary Majors are required to do two practicums, and Special Education majors are required to do one practicum. **Students must meet with advisor in order to apply for practicums or field experience.**

ELEMENTARY PRACTICUM:
Practicums (EDEL 311 and 313) are required just prior to student teaching. The first practicum (EDEL 311) meets twice weekly, for three hours each day. The second practicum (EDEL 313) is taken just prior to student teaching and meets one day a week for ten hours and a second day for three hours. **Students must be fingerprinted and meet with advisors to apply for EDEL 313.**
  - Students must be fully admitted, passed the PRAXIS CORE EXAMS, and have applied for the practicum by the deadline.

Applications can be found at Field Experience link: [http://education.unlv.edu/ofe/](http://education.unlv.edu/ofe/).
  - Fall deadline for application and fingerprinting: April 1st
  - Spring deadline for application and fingerprinting: October 1st

SECONDARY PRACTICUM:
Practicums (EDSC 311 and 313) are required just prior to student teaching. The first practicum (EDSC 311) meets twice weekly, for three hours each day. The second practicum (EDSC 313) is taken just prior to student teaching and requires students to meet twice weekly, for three hours a day. **Students must be fingerprinted and meet with advisors to apply for EDSC 313.**
  - Students must be fully admitted, passed the PRAXIS CORE EXAMS, and have applied for the practicum by the deadline.

Applications can be found at Field Experience link: [http://education.unlv.edu/ofe/](http://education.unlv.edu/ofe/).
  - Fall deadline for application and fingerprinting: March 1st
• Spring deadline for application and fingerprinting: October 1st

**SPECIAL EDUCATION PRACTICUM:**

Practicum (EDSP 481) is held in a Resource Room, for a combined four hours a week.

- Student must be fully admitted, enrolled and passed EDSP 431, and have applied for the practicum by the deadline.

Applications can be found at the Field Experience link: [http://education.unlv.edu/ofe/](http://education.unlv.edu/ofe/).

- Fall deadline: March 1st
- Spring deadline: October 1st

**PRE-STUDENT TEACHING**

Pre-student teaching is a requirement for Early Childhood and Special Education Majors. Similar to a practicum, students are required to observe, teach, and assist in the classroom.

**EARLY CHILDHOOD EDUCATION (PreK-2) PRE-STUDENT TEACHING:**

Pre-Student Teaching (ECE 483) is taken prior to student teaching. Students are required to be in a kindergarten setting ten hours weekly.

- Students must have completed or in the process of completing the remainder of their core coursework, passed the PRAXIS CORE EXAMS, enrolled and passed ECE 299, *been fingerprinted*, and have applied by the deadline.

Application can be found at [https://education.nevada.edu/ofeonline/form](https://education.nevada.edu/ofeonline/form).

- Fall deadline for application and fingerprinting: March 1st
- Spring deadline for application and fingerprinting: October 1st

**SPECIAL EDUCATION PRE-STUDENT TEACHING:**

Pre-student Teaching (EDSP 483) is taken prior to student teaching. Students are required to be in a special education classroom ten hours weekly. Students are required to enroll in EDSP 488 Seminar and EDSP 466. **Students must be fingerprinted and meet with advisors to apply for EDSP 483.**

- Fall deadline for application and fingerprinting: March 1st
• Spring deadline for application and fingerprinting: October 1st

STUDENT TEACHING

Student teaching is a requirement for Elementary (EDEL 481), Secondary (EDSC 481), Early Childhood PreK-2 (ECE 491), and Special Education (EDSP 491). Additionally, student teaching is a requirement for those with minors in Secondary (EDSC 481B) and Special Education (EDSP 491). Expectations for student teaching:

• One Semester long experience
• Students are assigned to a school, grade level, and cooperating teacher.
• Roles include initial assisting which lead up to assuming the full duties of the cooperating teacher.
• Two credit seminar courses are required: Elementary (ELE 482), Secondary/Minor (EDSC 482), Early Childhood (ECE 492), or Special Education (EDSP 492).

INTERNSHIPS

Internships are a requirement for all Early Childhood Non-License and Human Services Majors.

EARLY CHILDHOOD NON-LICENSE INTERNSHIP

ECE 481 requires 20 hours per week of supervision at the UNLV Preschool. Students are required to have completed course requirements and must apply by the deadline. **Students must meet with their advisor to apply for ECE 481.**

• Fall deadline for application: March 1st
• Spring deadline for application: October 1st

HUMAN SERVICES INTERNSHIP

Students are required to have completed two semesters of internship in their last two semesters. Field Experiences in Human Services I (CED 400) is only offered in the fall. Field Experience in Human Services II (CED 401) is only offered in the spring. Prior to enrolling in CED 400, students must have completed CED 425, CED 375 and MFT 350. Internship requires 12 hours a week in the field. Students must be full majors and have attended the mandatory
meeting the semester prior to enrolling in CED 400. Students are given a list of approved internships sites and are responsible for securing the site for the experience. It is recommended that students meet with an advisor regularly to avoid interruption of the expected graduation date.

FIELDWORK
Preschool Fieldwork in Early Childhood Education (ECE 482) is required for Non-License Majors. This is a full-time supervised teaching experience at the UNLV Preschool. Students must have completed all other course requirements and must apply by the deadline. Internship (ECE 481) and Preschool Fieldwork (ECE 482) can be taken concurrently. Students must meet with an advisor to apply for ECE 482.

• Fall deadline for application: March 1\textsuperscript{st}
• Spring deadline for application: October 1\textsuperscript{st}
ACADEMIC POLICIES

The academic policies of UNLV can be found in the undergraduate catalog. Listed below are some of the important COE and UNLV policies for students.

CREDIT LOAD

- 12 credit hours a semester is considered a full-time student status
- Freshman registering for more than 17 credit hours must have a GPA of 3.0 or higher. A petition is required through the Education Advising and Field Placement Center for overload requests.
- Sophomores, Juniors, and Seniors registering for more than 18 credit hour must have a GPA of 3.0 or higher. A petition is required through the Education Advising and Field Placement Center for overload requests.

CLASS STANDING

Class standing is determined by the number of credit hours completed:

- Freshman (0-28)
- Sophomore (29-59)
- Junior (60-89)
- Senior (90 and above)

ACADEMIC GOOD STANDING, UNIVERSITY PROBATION AND SUSPENSION

- *Academic good standing* is based on a cumulative GPA of 2.0 and above, or a grade point balance of zero or above.
- *Probation* is a statement that a student’s GPA has fallen below a 2.0, or grade point balance less than zero. Probation will be lifted once the GPA is above 2.0, or grade point balance is greater than zero.
• If the grade point balance of a student already in probation falls to a negative 15 or below, the University will suspend the student for a minimum of one calendar year. A suspended student is not allowed to take any UNLV courses during this period.
• **The College of Education requires a minimum 2.75 GPA.** Students who do not achieve the 2.75 GPA will be placed on probation until they have attained a minimum 2.75 GPA.
• University suspension automatically suspends students from the college and program in which he or she is enrolled.

**GRADE POINTS AND GRADE POINT AVERAGE (GPA)**
A chart of quality points assigned for one semester per credit hour each grade.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>WEIGHT PER CREDIT</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
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</tr>
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**CALCULATING GRADE POINT AVERAGE**

<table>
<thead>
<tr>
<th>GRADE POINTS</th>
<th>ATTEMPTED CREDITS</th>
<th>GRADE POINT AVERAGE</th>
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<tbody>
<tr>
<td>114</td>
<td>DIVIDED 36</td>
<td>EQUALS 3.13</td>
</tr>
</tbody>
</table>
**GRADE POINT BALANCE**

Grade point balance assigns a positive or negative numeric value for each credit earned for a particular grade.

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<thead>
<tr>
<th>LETTER GRADE</th>
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</thead>
<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>1.3</td>
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<tr>
<td>B</td>
<td>1</td>
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<tr>
<td>B-</td>
<td>0.7</td>
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<tr>
<td>C+</td>
<td>0.3</td>
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<tr>
<td>C</td>
<td>0</td>
</tr>
<tr>
<td>C-</td>
<td>-0.3</td>
</tr>
<tr>
<td>D+</td>
<td>-0.7</td>
</tr>
<tr>
<td>D</td>
<td>-1</td>
</tr>
<tr>
<td>D-</td>
<td>-1.3</td>
</tr>
<tr>
<td>F</td>
<td>-2</td>
</tr>
</tbody>
</table>

**REPEATING A COURSE**

- Any course may be repeated, regardless of the grade received.
- Credit will be allowed only once for successful completion of the course, except for the courses designated in the catalog as allowable repeats.
- A student may repeat any UNLV course once at UNLV and not have the original grade included in the computation of the GPA (the second grade with replace the first). However, the first grade will be included on the transcript even though it is not being used in the GPA calculation.
• When a course is repeated more than once the second grade, third, and etc. will be averaged together in calculating the GPA.

**INCOMPLETE GRADES for UNDERGRADUATE STUDENTS**

• An *Incomplete grade* (*I*) may be granted if a student has satisfactorily completed at least 75% of the semester but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating.

• A student receiving an *Incomplete grade* has one semester to make up the course.

• If the course is not made up in the designated time period, the *Incomplete* automatically with turn to a grade of a F.

• Students who are making up for *Incomplete grade(s)*, **SHOULD NOT RE-REGISTER FOR THE COURSE.** Rather, students should make arrangements with the course instructor to determine and establish the remaining assignments/tasks/requirements for satisfactorily completing the course.

• If the student re-registers for the course, the *Incomplete* will automatically change to a grade of a F.

**STUDENT ACADEMIC MISCONDUCT POLICY**

UNLV is first and foremost an academic community, with its fundamental purpose the pursuit of learning and student development. UNLV believes that any instance of academic misconduct hurts the entire community, and that the values of honesty, trust, respect, fairness, responsibility, and professionalism are paramount. Therefore, to uphold and support standards of personal honesty and integrity for all members of the campus community consistent with the goals of a community of scholars and students seeking knowledge, it will be the policy of UNLV to enforce these standards through fair and objective procedures governing instances of alleged student academic misconduct.
• The most updated version of the academic misconduct policy can be found online through the Office of Student Conduct at

http://www.unlv.edu/studentlife/judicial/misconductpolicy.html
STUDENT CONDUCT CODE

• Students’ rights and responsibilities are outlined in the *UNLV Student Code of Conduct* which governs student behavior on campus. Each student is expected to become familiar with the expectations outlined in the code.

ACADEMIC ADVISING

COLLEGE OF EDUCATION ADVISING AND FIELD PLACEMENT CENTER

• The Center supports the three academic departments within the College of Education
• Full-time professional advisors are on staff to assist students. The advisors are a resource to serve as a guide for navigating academic choices, policies and requirements.
• Advisors will assist students in the development of their educational and career goals.

ADVISEE RESPONSIBILITIES—Students should:

• Schedule and keep advising appointments regularly
• Communicate openly and honestly with advisors regarding issues that affect their educational goals, career goals and academic performance
• Arrive to appointments on time and call if they have to reschedule or cancel.
• Come prepared to each advising session with questions or concerns and a tentative course schedule
• Take responsibility for their academic success by utilizing tools provided for them. Some examples include: undergraduate catalogs, degree sheets, advising summaries, college and university websites, checking web campus, and academic calendars.

LOCATION

Carlson Education Building (CEB) Room 221
Phone: (702) 895 – 1537
Website: [http://education.unlv.edu/afp](http://education.unlv.edu/afp)
E-mail: education.advising@unlv.edu
Hours: Monday through Friday 8-5, Wednesday extended 8-7
EDUCATION ADVISING AND FIELD PLACEMENT STAFF

Director: Ed Ronca
Senior Academic Advisor: Monica Moreno
Senior Academic Advisor: Lauren Layton
Academic Advisor: Katie Vevoda
Manager: Ana Franco
Field Placement Staff: Vicky Hoffman

SCHEDULING APPOINTMENTS

• Students should schedule their appointments online using Appointment Plus. This link can be found on the advising website clicking on the button “schedule an appointment.” The link can also be found on web campus in the menu.
• If students call to make an appointment, they will be assigned to meet with the first available advisor, regardless of day or time.
• A request to meet with a specific advisor, day, or time must be done through appointment plus.

WALK-IN APPOINTMENTS

• Tuesdays between the hours of 9 AM – 1 PM and 2PM-4PM. No appointment is necessary between these times. Students are seen on a first come first serve basis beginning at 10 AM. The last student will be seen at 12:45 PM and 3:45PM Students will see the first advisor available and requests for a specific advisor will not be granted.
• These appointments are for quick questions that can be resolved within 10-15 minutes. A drop-in appointment does not take the place of a scheduled appointment and is not to be used to discuss class schedules for a particular semester; rather, a scheduled appointment is required for discussion of these types of issues.

SCHEDULED APPOINTMENTS

• Are required each semester prior to registering for courses.
• Are 60 minutes in length
• Can be scheduled Monday-Friday
TIPS FOR STUDENTS

• Activate and use your Rebelmail. If you don’t plan on using Rebelmail, have it forwarded to an account you use regularly.
• Check your Rebelmail daily
• Check your WebCampus daily
• Know when the last day is to drop classes for each semester
• Attend classes
• Find a good place to study--either at home or on campus
• If you are experiencing a problem, contact the advising office immediately-- don’t wait!
• Become familiar with your degree audit. Check your degree audit at the end of each semester
• Meet with your advisor every semester prior to registering for courses.
• Get involved on campus
• Attend athletic events
• Get to know your professors (at some time you may need their recommendations)
• Know all important dates, which can be found at http://registrar.unlv.edu/calendars.
• Reminder: all freshmen need to have taken the Praxis Core Exams (formerly PPST) by the end of their first year. Transfers need to take the Praxis Core Exams as soon as possible.
• If you are having difficulty with time management, test preparation or study skills, speak with your advisor.
### Course Planning

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FORMS AND PROCEDURES

PETITIONS

• Petition forms can be found in the Advising and Field Placement Center as well as online on the faculty senate website at http://facultysenate.unlv.edu

• Petitions are used for the following purposes:
  o To request a credit overload
  o To request a waiver of a department, college or university requirement
  o To request reinstatement following university of college suspension

• All petitions are brought to the Education Advising and Field Placement Center. Petitions will require signatures of any or all of the following:
  o Advisor
  o Department Chair
  o College Dean
  o Instructor
  o Faculty Senate

• Suggestions for completing a petition:
  o Discuss with your academic advisor ahead of time to determine whether it is a request that should be petitioned
  o Specifically state what you are requesting – be clear, concise and cogent
  o Specifically state why you think your petition should be approved
  o Attach any supporting documents for your request
  o For credit overload petitions, list all the courses you are registered for, plus the additional course(s) you intend to register. Overload petitions require a 3.0 GPA.

SUBSTITUTIONS

• Substitutions used to substitute one course for another, which can be transfer or UNLV courses.
TRANSFER COURSES

- Transfer courses are articulated as specific UNLV for courses upon admission. However, if there is a question about specific course, students can work with advisor to evaluate the course.
- Courses to be evaluated must be accompanied by a course description; this is usually provided by an academic advisor. If the advisor is unable to get a course description, then the student will be responsible for attaining one.
- The students’ advisor will submit all documentation to the appropriate authorities and notify students once a decision has been made.

VETERANS AND MILITARY FORMS

- Forms are obtained at the Veterans Affairs Office
- Once forms are completed, they must be submitted to the College of Education Advising and Field Placement Center
- If students have met with advisors in the last year, forms may be dropped off. However, if students have not, an advising appointment is required.
- Student’s advisor will sign the form and fax or scan it to the Veterans Affairs Office.
- When military forms are signed, students will be contacted by the College of Education Advising and Field Placement Center for form pick up.
- The processing of forms takes 24 – 48 hours.

FINANCIAL AID FORMS

- A Consortium Agreement Form is filled out in its entirety and brought to the College of Education Advising and Field Placement for a signature. No appointment is necessary and the form can, in most instances, be signed immediately.
- The Satisfactory Academic Progress Appeal (SAP) Form will require an advising appointment if students have not met with an advisor within the past year. Otherwise, it can be dropped off at the College of Education Advising and Field Placement Center. Student’s advisor will verify and sign and students will be called to pick up the form.
- The processing of forms takes 24 – 48 hours.
COLLEGE OF EDUCATION CONTACTS

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Executive Dean, Dr. Jane McCarthy
Associate Dean, Dr. Linda Quinn
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Room: CEB 301

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Department Chair, Dr. Emily Lin
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Room: CEB 354

Department of Education and Clinical Studies
Department Chair, Dr. Tom Pierce
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Room: CEB 118

Department of Education Psychology and Higher Education
Department Chair, Dr. LeAnn Putney
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Room: CEB 320

Education Advising and Field Placement Center
Director, Ed Ronca
Office Phone: (702) 895 – 1537
Room: CEB 221
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