



CSN Academic Advising Syllabus

ADVISING PHILOSOPHY

The College of Southern Nevada is committed to providing quality academic programs and support services that promote student achievement, degree completion and lifelong learning. Our academic advising program is an essential component of the student learning experience. CSN employs an accomplished team of academic advising professionals whose mission is to engage each student in an ongoing developmental process in which advisors share information, and teach planning and decision making skills to help the student learn to manage their educational career.

EXPECTATIONS OF STUDENTS

The College of Southern Nevada and its academic advising professionals expect each student to:

- Be proactive. Activate your college email, My CSN, and My Coyote Plan accounts upon admission. Read all emails, review your accounts regularly and respond accordingly.
- Commit to completion. Work with your advisor to create a timely, completion focused academic plan to which you are able to commit. Review this plan regularly with your advisor.
- Meet critical deadlines. Be familiar with the deadlines for registration, financial aid, payment, withdrawal, etc.
- Be prepared for advising sessions. Review information prior to sessions, keep documents and forms and bring them to advising sessions, and be sure to ask questions if something is unclear.
- Accept responsibility for your decisions and actions.
- Be open to developing and clarifying your goals, and willing to consider all options and recommendations.
- Act responsibly. Be on time for advising appointments, and cancel in advance if unable to keep an appointment.

EXPECTATIONS OF ADVISING PROFESSIONALS

Students can expect advising professionals to:

- Understand and effectively communicate CSN policies, procedures, and program requirements.
- Provide guidance and support with selecting a major, career exploration, and transfer planning.
- Provide a professional, courteous, and responsive academic advising experience.
- Provide assistance in developing and reviewing individual academic plans.
- Make relevant and timely referrals for additional information and support services.
- Monitor academic progress and assist with developing action plans for students who encounter academic difficulty.
- Maintain confidentiality.

CSN ACADEMIC ADVISING and SUPPORT SERVICES COMMUNITY

CSN employs a community of academic advising and student service professionals to assist students from the time of their first enrollment to completion. Listed below are the departments within our community and the role of each.

- **The Academic Advising Department** has a team of academic advisors who are responsible for providing traditional academic advising for all CSN students, excluding Health Science majors.
- **Health Science Advisors** work exclusively with students who select majors in the Health Sciences.

While all students are required to meet with academic advising staff, students who seek services from the programs listed below are strongly encouraged to include professionals from these units in their enrollment and decision making process.

- **Disability Resource Center** ensures equal access; coordinates accommodations; and provides resources and academic support to students with disabilities.
- **TRIO Services** provides access, support, and resources for low income, first generation and students with disabilities.
- **Veteran Student Services** assists veterans and their dependents with their educational benefits and needs.
- **International Student Services** provides enrollment assistance, immigration advising, academic counseling and outreach to international students.

Your Academic Advising Plan at CSN

Check Point #1: Attend mandatory Orientation prior to first semester	
0-15 Credit Hours	<ul style="list-style-type: none"> ✓ Activate and be familiar with CSN student accounts (My CSN, My Coyote Plan, Canvas, email, etc.) ✓ Be familiar with basic academic policies and procedures ✓ Locate the annual academic calendar ✓ Locate and demonstrate knowledge of degree, certificate, and transfer options ✓ Complete Career Development Activity ✓ Understand core curriculum, general education, and major requirements ✓ For those interested in Health Sciences, attend Health Science Orientation and meet with Health Science advisor ✓ Declare a major ✓ Create an Academic Plan with an academic advisor
Check Point #2: Meet with advisor at 15 credit hour mark for an appointment	
16-30 Credit hours	<ul style="list-style-type: none"> ✓ Maintain consistent contact with advisor ✓ Complete English Composition and math requirements (based on major requirement) ✓ Review Academic Plan with academic advisor; adjust if necessary ✓ Understand academic standing; develop plan for improvement if necessary ✓ If now seeking admission to Health Science major, ensure that major is officially declared and meet with Health Science advisor ✓ If interested in transfer, obtain transfer information for colleges/universities of choice
Check Point #3: Meet with advisor at 30 credit hour mark for an appointment	
31-45 Credit hours	<ul style="list-style-type: none"> ✓ Maintain consistent contact with academic advisor ✓ Review Academic Plan and make adjustments with advisor if necessary ✓ Seek college resources for career development and job readiness services ✓ Meet with faculty in your major area to discuss goals related to major, related careers, etc. ✓ Clarify transfer plans; confirm admissions requirements for intended college/university
Check Point #4: Meet with advisor at 45 credit hour mark for an appointment	
46+ Credit hours	<ul style="list-style-type: none"> ✓ Complete degree audit and submit graduation application if eligible ✓ Meet with Career Services to create resume and job search strategy ✓ If seeking transfer, request CSN transcripts and submit application to transfer institution ✓ Seek information from Financial Aid Office regarding funding for additional study at transfer institution

Advising Methods

Advising Appointment

What It Is:

Half hour, one on one sessions with an advisor

Best for:

All planning activities and complex questions about policies and procedures

How to Access:

Use your My Coyote Plan account to schedule an appointment. Google **Student Lingo at CSN** for instructions to access your account.

Express Advising Session

What it is:

A 15 minute drop-in session with an advisor

Best for:

Quick questions to obtain basic information; not recommended for planning activities

How to Access:

Sessions are accepted on a first come, first serve basis, and may require a wait time of an hour or greater. Express service may close periodically throughout the day when demand is high.

Video Web Advising

What It Is:

Internet based video session up to a half hour with advisor

Best for:

All planning activities and complex questions about policies and procedures

How to Access:

Use your My Coyote Plan account to schedule an appointment, and request an **online** session.