

# **Registration Guide**

Spring 2012

## 2012 Spring Calendar

- November 7 .....**Spring registration begins.**
- January 5 .....**Last day to submit completed applications** for reinstatement after suspension to the University Faculty Senate Office.
- January 13 .....**Last day to pay** without late penalties
- January 15 .....**Last day to register** without late penalties.
- January 16 .....Martin Luther King Jr. Day Recess.
- January 17 .....**Classes and late registration begin.** Late registration fees and late payment fees apply.
- January 23 .....**Last day to add courses, switch sections,** change courses, change from audit to credit.
- January 23 .....**Final day to drop or withdraw and receive a 100 percent refund** (modular classes must be withdrawn the Friday before the class begins to receive 100% refund.) No refunds will be given after this day except for total withdrawal from all classes.
- February 20 .....Washington's Birthday Recess.
- February 24 .....**Final day to completely withdraw from all classes and receive a 50 percent refund.** Only 50% refunds will be processed at this time. No other refunds after this day.
- March 10 .....**Mid-semester.**
- March 18 .....**Final day for undergraduates to apply for Spring 2012 graduation** (you must apply for graduation in the student center in MyUNLV, check your RebelMail e-mail account for more information). Applying after this date will result in a late fee and exclusion from the commencement program booklet. \*Graduate students should check with the Graduate College for deadlines: [graduatecollege.unlv.edu](http://graduatecollege.unlv.edu)
- March 23 .....**Final day to drop or withdraw from classes** without a refund or change from credit to audit, except for modular classes. Drops and withdrawals will not be allowed after this date even with instructor approval.
- March 26 .....**Mid-Semester classes begin.**
- April 2-7 .....Spring Break Recess.
- April 30-May 5 .....**Study week.** Classes are scheduled but major written exams are not given.
- May 4 .....**Mid-Semester instruction ends.**
- May 5 .....**Instruction ends.**
- May 7-12 .....**Final examinations.**
- May 12 .....**Spring semester ends.**
- May 12 .....**Spring Commencement Ceremonies** 9 a.m. and 2 p.m. at Thomas & Mack Center. Check [commencement.unlv.edu](http://commencement.unlv.edu) for more information.

# Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.  
Students should submit to the Office of the Registrar, the dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to appeal to the Academic Standards Committee. The request will be forwarded to the office of the Vice President for Student Affairs for nonacademic appeals.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a state university to comply with the requirements of FERPA. The name and address of the office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC, 20202-4605.

# Student Directory Information

In accordance with the University of Nevada, Las Vegas, policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. UNLV does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of “directory” information considered to be public in nature and not generally deemed to be an invasion of privacy. At UNLV, the following categories are defined as “directory” information: name, address, e-mail address, telephone number, dates of attendance, full-time/part-time status, academic major, college and grade level, heights and weights of members of athletic teams, academic honors, other academic institutions recently attended, participation in UNLV organizations, and degrees earned.

UNLV uses directory information for noncommercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to UNLV affiliates, honors societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. UNLV exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. UNLV does not sell or rent student information for a fee.

You have the right to request that UNLV not release directory information about you for commercial and/or noncommercial purposes and you can make the appropriate designation in the student center in MyUNLV.

**WARNING:** It is important to consider carefully the potential consequences of restricting the release of directory information. For example, if you restrict release for noncommercial educational purposes, UNLV will be unable to place your name in publications such as honors and graduation programs, to confirm graduation and dates of attendance to potential employers, to verify enrollment with organizations such as insurance companies, or to send notifications about specialized scholarships.



# Spring 2012 Registration Schedule

The Spring 2012 Registration Schedule is based on expected class standing. For example, if you are currently a freshman and expect to finish enough credits before the spring semester to be a sophomore, you will register at the time designated for sophomores.

Each student will have an individual appointment date and time assigned to them based on their current academic standing. Students can view their specific appointment information in their student center. For example, the registration dates for sophomores are November 21, 2011 at 8 a.m. through November 22, 2011 at 7 p.m. Students must check their student center to determine the time between these two dates that they may actually register as different students will have different times assigned to them. The appointments are assigned randomly within each academic standing.

\*\*Students that have applied for graduation and selected the Fall 2011 term will not be supplied with a Spring enrollment appointment. Students must adjust their anticipated term of graduation through the Registrar's Office if they no longer expect to complete their degree by Fall 2011.\*\*

The times listed below are in Pacific Time (PT).

## **ADMITTED GRADUATES AND PROFESSIONAL DEVELOPMENT DEGREES**

November 7 Monday 8 a.m. Through November 9 Wednesday 7 p.m.

## **SENIORS (90 or more credits)**

November 9 Wednesday 8 a.m. Through November 15 Tuesday 7 p.m.

## **JUNIORS (60–89 credits)**

November 16 Wednesday 8 a.m. Through November 18 Friday 7 p.m.

## **SOPHOMORES (30–59 credits)**

November 21 Monday 8 a.m. Through November 22 Tuesday 7 p.m.

## **FRESHMEN (0–29 credits)**

November 23 Wednesday 8 a.m. Through November 25 Friday 7 p.m.

## **NON-DEGREE STUDENTS**

November 28 Monday 8 a.m.

Normal operating hours for online registration:

24 hours per day/7 days per week\*

\*Please view the following URL: [my.unlv.edu](http://my.unlv.edu) for possible outages due to normal system maintenance

## Before You Register

- If you are a new student, you are required to meet with your academic advisor prior to registering for classes. You will need to contact your academic advising center to schedule an appointment: [advising.unlv.edu](http://advising.unlv.edu). Make sure that your immunization records have been submitted to the Office of Admissions. Records can be delivered to the Student Services Complex Building B or faxed to 702-774-8008.
- Newly admitted international students must complete a check-in process. International students are advised to check their “To Do List” on their MyUNLV account. You will receive instructions and information about what you need to do at your RebelMail email address shortly after your admission to UNLV is approved. If you have questions or concerns, you may contact 702-895-0143 or visit the Students Services Complex Building C (SSC-C).
- Check the Student Center “Enrollment Dates” in the MyUNLV registration system to determine when you can register.
- Check the “Holds” section to make sure you don’t have any holds on your account.
- Check for course prerequisites and corequisites by clicking on the hyper-link for each course.
- Plan out your schedule from the online schedule of classes available through MyUNLV.

## Registration Information

### Selecting Classes

New students are required and continuing students are highly encouraged to meet with an academic advisor in the advising center or department of their declared major in order to plan classes for the upcoming semester. Visit [advising.unlv.edu](http://advising.unlv.edu) for more information. If you are undeclared and want to explore your options regarding a major, contact the Academic Success Center to see an academic advisor, 702-895-3177. Graduate students should check with their departmental advisors for approved graduate classes. Dental and Law students must see their respective professional schools.

### General Education Core Requirements

Check the appropriate catalog and see your advisor before registering for classes that satisfy core requirements. This is especially important because different majors may require different courses to fulfill these requirements. Core requirements are listed in the undergraduate catalog, and an updated list of courses satisfying the multicultural/international requirement can be found at <http://www.unlv.edu/committees/gec>.

### Dropping/Withdrawing

The final day to drop or withdraw from classes and receive a 100 percent refund is January 23, 2012. Refer to the academic calendar for the final day to drop all of your classes and receive a 50 percent refund as well as the final day to drop without a refund.

### Prerequisites/Corequisites

Prerequisite verifications can be obtained by contacting the department offering the course.

### Full Class Sections

Students must obtain permission from the department the class section falls under. Once a department has granted a student permission to add a course, then the student may add the course through the MyUNLV self service student center. Students are not allowed to attend a class that they are not registered in without authorization.

## **Room Listed as TBA**

This either signifies that a course is online or stands for “room and building to be announced.” Contact the department offering the course or the Enrollment Services Center 702-895-3443 for assistance.

## **Types of Classes**

The class component is listed under the class section link. Information on courses such as class location, class type, (e.g. lecture, laboratory, discussion) and instruction mode can be found through this navigation.

## **Online Classes**

Online (distance education) courses are those that can be searched by entering “web-based” as the mode of instruction. Once registered for a distance education course, visit the WebCampus site at [webcampus.unlv.edu](http://webcampus.unlv.edu). (Please note: There is a 24-hour delay from the time you register until the class appears on WebCampus and classes will not appear in Webcampus until two–four weeks from the start of the semester.) Your WebCampus username is the same as your Rebelmail e-mail prefix (e.g., if your Rebelmail account is [jdoe@unlv.edu](mailto:jdoe@unlv.edu), the prefix is “jdoe”). To obtain your prefix, log into online registration and click on the “Update Address” button. Your Rebelmail e-mail address will be displayed. Additional information about distance education courses is available at [http://distance\\_ed.unlv.edu](http://distance_ed.unlv.edu). International students (F-1 visa) may only take 3 credits of online courses as part of their full-time enrollment total, contact the Office of International Students & Scholars for more information.

## **Holds**

You will not be able to register until the hold has been released. There are a variety of holds that can restrict your registration (e.g., financial, library, parking, administrative). The information you receive in the Student Center in MyUNLV should include a phone number that you can call to take care of that particular hold. You can also call the Enrollment Services Center at 702-895-3443 for assistance.

## **To Do List**

It is recommended that you visit your Student Center in MyUNLV before and during the semester to complete any necessary actions listed in your To Do List.

## **Tuition and Fee Payment**

These questions can be answered by going to the Cashiering and Student Accounts website at <http://cashiering.unlv.edu>. The University will only defer tuition and fees for “anticipated” financial aid. If your financial aid (other than “anticipated aid”) has not been applied to your tuition and fees by this date, you must pay and be reimbursed when aid is applied. It is not appropriate for you to attend class without your account due amount paid in full or without being on an approved payment plan. Refunds are generated and checks mailed or funds direct-deposited once per week. Consult the personal information section of the MyUNLV Student Center to verify your mailing address or sign up for direct deposit.

## **Financial Aid**

If you have not yet applied for financial aid, please review the Financial Aid & Scholarship's website at: [finaid.unlv.edu](http://finaid.unlv.edu). Staff members are available to provide students with financial aid information. Financial aid representatives may be reached at 702-895-3424 or by visiting their office in the Student Services Center Building A, Room 232.

## **Auditing Classes**

Bring a photo ID to the Enrollment Services Center located in SSC-C Building. Refer to the academic calendar for applicable deadlines.

## **Transcripts**

Transcripts can be ordered online. Go to [registrar.unlv.edu](http://registrar.unlv.edu) and click on "transcripts." There is a \$10 processing fee per transcript and a shipping charge per envelope. You can also pay for and pick up your transcript in person from the Enrollment Services Center located in SSC-C Building.

## **Enrollment Verifications**

The National Student Clearinghouse (NSCL) is the official agent for all enrollment verifications. Enrollment verifications may be obtained online. Go to [registrar.unlv.edu](http://registrar.unlv.edu) and click on "enrollment verification." There will be a \$5.00 fee assessed to students and 3rd parties who decline to use the online request, need additional verification, or need verification outside of regular timeframes. Requests of this nature may be made at the Enrollment Services Center located in SSC-C Building 702-895-3443.

## **Grades**

You should expect to see your grades within two business weeks after the end of the semester although the exact date is dependent upon when your Instructor submits all of the grades for you/your fellow class members. Go to the Student Center "Other Academic" tab and click on "Grades."

## **Student Addresses and Phone Numbers**

It is your responsibility to keep the university informed of your contact information so that appropriate correspondence can be mailed to you. You can update this information through your Student Center in MyUNLV.

## **Class Attendance Policy**

Registration in a course obligates the student to be regular and punctual in class attendance. Students who without previous arrangement with the instructor or department fail to attend the first two class meetings of a course that meets multiple times per week or the first meeting of a class that meets one time per week may be dropped from the course. Nonattendance for a web-based course shall be defined as failure to log onto WebCampus or other instructor designed website within one week of course start date without previous arrangements with the instructor or department. A student may be dropped for nonattendance only during the regular drop/add period of the term. Nonattendance does not release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

# Final Examination Schedule for Spring 2012

\*Final examinations are scheduled to be two hours long.

Classes with starting times other than those shown on this examination schedule should follow the schedule set for classes with the next starting time (i.e., a class that meets at 6 p.m. Monday will use the examination schedule for Monday 7 p.m. classes and will take the examination May 07 at 8:10 p.m.). Classes with starting times other than those shown may be subject to having their final examination date and/or time adjusted depending on space availability. These classes will be scheduled and the department offering the non-standard class will be notified of the time, date, and location of the final examination. Instructors, will in-turn, notify students of the final examination time, date, and location. Students who have three or more final examinations scheduled on the same calendar day or two final examinations at the same time may contact one of the departments offering the final examination to inquire about alternative arrangements.

## Day Abbreviations:

M	Monday	R	Thursday
T	Tuesday	F	Friday
W	Wednesday	S	Saturday
MW	Monday & Wednesday	TR	Tuesday & Thursday

## Class Meets

	MW	
7 a.m.	Mon.	May 07
8:30 a.m.	Wed.	May 09
10 a.m.	Mon.	May 07
11:30 a.m.	Wed.	May 09
1 p.m.	Mon.	May 07
2:30 p.m.	Wed.	May 09
4 p.m.	Mon.	May 07
5:30 p.m.	Wed.	May 09
7 p.m.	Mon.	May 07

## Class Meets

	TR	
7 a.m.	Tues.	May 08
8:30 a.m.	Thurs.	May 10
10 a.m.	Tues.	May 08
11:30 a.m.	Thurs.	May 10
1 p.m.	Tues.	May 08
2:30 p.m.	Thurs.	May 10
4 p.m.	Tues.	May 08
5:30 p.m.	Thurs.	May 10
7 p.m.	Tues.	May 08

## Class Meets

	Mon. (M) Only	
2:30 p.m.-5:15 p.m.	Mon.	May 07
4 p.m.-6:45 p.m.	Mon.	May 07
5:30 p.m.-8:15 p.m.	Mon.	May 07
7 p.m.-9:45 p.m.	Mon.	May 07

## Class Meets

	Tues. (T) Only	
2:30 p.m.-5:15 p.m.	Tues.	May 08
4 p.m.-6:45 p.m.	Tues.	May 08
5:30 p.m.-8:15p.m.	Tues.	May 08
7 p.m.-9:45 p.m.	Tues.	May 08

## Class Meets

	Wed. (W) Only	
2:30 p.m.-5:15 p.m.	Wed.	May 09
4 p.m.-6:45 p.m.	Wed.	May 09
5:30 p.m.-8:15 p.m.	Wed.	May 09
7 p.m.-9:45 p.m.	Wed.	May 09

## Class Meets

	Thurs. (R) Only	
2:30 p.m.-5:15 p.m.	Thurs.	May 10
4 p.m.-6:45 p.m.	Thurs.	May 10
5:30 p.m.-8:15 p.m.	Thurs.	May 10
7 p.m.-9:45 p.m.	Thurs.	May 10

## Friday and Saturday

All times Same as class time.

## Spanish Finals

Spanish 113 finals will be given Saturday, May 5, 4-6 p.m.

Spanish 114 finals will be given Saturday, May 5, 6:10-8:10 p.m.

## Exam Date & Time

8 a.m. – 10 a.m.
8 a.m. – 10 a.m.
10:10 a.m. – 12:10 p.m.
10:10 a.m. – 12:10 p.m.
1 p.m. – 3 p.m.
3:10 p.m. – 5:10 p.m.
6 p.m. – 8 p.m.
6 p.m. – 8 p.m.
8:10 p.m. – 10:10 p.m.

## Exam Date & Time

8 a.m. – 10 a.m.
8 a.m. – 10 a.m.
10:10 a.m. – 12:10 p.m.
10:10 a.m. – 12:10 p.m.
1 p.m. – 3 p.m.
3:10 p.m. – 5:10 p.m.
6 p.m. – 8 p.m.
6 p.m. – 8 p.m.
8:10 p.m. – 10:10 p.m.

## Exam Date & Time

3 :10 p.m. – 5:10 p.m.
6 p.m. – 8 p.m.
6 p.m. – 8 p.m.
8:10 p.m. – 10:10 p.m.

## Exam Date & Time

3:10 p.m. – 5:10 p.m.
6 p.m. – 8 p.m.
6 p.m. – 8 p.m.
8:10 p.m. – 10:10 p.m.

## Exam Date & Time

3:10 p.m. – 5:10 p.m.
6 p.m. – 8 p.m.
6 p.m. – 8 p.m.
8:10 p.m. – 10:10 p.m.

## Exam Date & Time

3:10 p.m. – 5:10 p.m.
6 p.m. – 8 p.m.
6 p.m. – 8 p.m.
8:10 p.m. – 10:10 p.m.

## Math Finals Note for Math 096, 126, 127, 132, 181, and

**182:** Departmental final examinations for Math 96 will be given on Saturday, May 5 from 11 a.m.-1 p.m. Departmental final examinations for Math 132 will be given on Saturday, May 5 from 10 a.m.-noon. Departmental final examinations for Math 126 will be given on Friday, May 11 from 10 a.m.-noon. Departmental final examinations for Math 127 will be given on Friday, May 11 from 2-4 p.m. Exact auditorium assignments will be announced near the end of the semester by the Math 96, 126, 127, and 132 instructors. These room assignments will also be posted during or before the last week of instruction outside CDC 828.

Math 126/127 students taking a Friday class from another department whose time intersects with their Math final exam on Friday should contact the Department of Mathematical Sciences (895-3567) near the start of the spring semester.

The final exam for sections of Math 181, Math 182, Math 251, Math 283, Math 330, Math 428, Math 431, Math 432, Math 454, Math 458 and Math 480 classes that meet more than twice per week, one of which is a discussion session, will be held according to the lecture session, not the discussion session.

## Study Week

The UNLV Faculty Senate approved the following proposal at its November 10, 1987, meeting:

"To ensure that students have the proper time to prepare for final examinations, the week before final exams shall be designated as a study week, in which classes will meet as scheduled but during which faculty members are encouraged to refrain from giving major tests (i.e., hour-long, sit-down, written exams). The policy shall not affect such assignments as laboratory finals, performance exams (juries as in Theatre, Music, and Dance), short quizzes, term papers, final reports, and similar activities."

# Statement on Diversity in the University Community

## Statement on Diversity in the University Community

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students and is committed to maintaining a campus environment that values that diversity. Accordingly, the university supports policies, curricula, and co-curricular activities that encourage understanding and appreciation of all members of its community and will not tolerate any harassment of or disrespect for persons because of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation.

## Statement of Commitment to the Recruitment of Diverse Students at UNLV

The University of Nevada, Las Vegas (UNLV), along with other research intensive public universities in the United States, recognizes that a student body that is diverse with respect to race, ethnicity, socioeconomic class background, and geography, among other dimensions of cultural difference, benefits and enriches the educational experiences of all students, faculty, and staff. Accordingly, UNLV strives to recruit students who will further enrich this diversity and to support their academic and personal success while they are a part of our campus community. The presence and achievement of racial and ethnic minority students at UNLV not only benefits these students individually, it enhances the educational and interpersonal experiences of everyone in our campus community. UNLV actively encourages applicants whose racial and ethnic backgrounds are underrepresented in higher education in Nevada, who are first generation college students, and those with demonstrated financial need.

## Office of the Vice President for Diversity and Inclusion

Established in 2007, through campus and community-based advocacy, the Office of the Vice President for Diversity and Inclusion is responsible for the oversight of campus-wide diversity efforts for students, faculty, and staff at all levels of education and employment. These efforts extend off-campus into the greater Las Vegas area, for the broad array of community-based university stakeholders.

Diversity at the University of Nevada, Las Vegas (UNLV) is conceptualized as a “community responsibility,” therefore our diversity efforts are deliberately expansive. They include, but are not limited to, examinations of race; color; ethnicity; Deafhood; geographic origin; immigration status; language; socioeconomic class; employment status; environmental concern (sustainability); sex; gender; gender identity and expression; family configuration; sexual orientation; physical, developmental, and psychological ability; Veteran’s status; age and generation; religious, spiritual, faith-based, and secular belief; physical appearance; political affiliation; and, the exercise of rights secured by the First Amendment of the Constitution of the United States.

With a Carnegie ranking of “high research,” diversity and excellence at UNLV are integrally linked—each *requiring* the other. Accordingly, the Office of the Vice President for Diversity and Inclusion works to ensure that educational and employment equity exists for all of its constituents through the provision of a dynamic range of outstanding access, support, development, research, and entrepreneurial initiatives. Research on the educational benefits of diversity shows that *all* students who are educated in robustly diverse scholastic settings do better academically, are more likely to graduate in four years, and, upon graduation, are hired first, promoted faster, and earn more money sooner than peers who attend more racially and ethnically homogenous institutions. By building student, faculty, staff, and community constituents’ skill for, and comfort with, meaningful engagement with individuals and groups from across the spectrum of rich human uniquenesses, UNLV and Las Vegas build capacity for the kind of professional excellence that the domestic and global multi- and plural-cultural workplace of the 21<sup>st</sup> century expects and necessitates.

Beyond the current economically driven diversity imperative, there exists a more far-reaching ethically driven one. By actively creating and sustaining a welcoming and affirming campus climate, we not only equip all members of the UNLV campus community—especially our students—to compete in society the way it is currently set up, but to change the world for the benefit of all. It is toward this end in particular that the work of the Office of the Vice President for Diversity and Inclusion is dedicated.

## **Public Safety**

The UNLV Annual Campus Safety and Security Report, which fulfills the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act, is now available to the campus community and the public. There are several ways to obtain a copy of this report: On the internet at <http://publicsafety.unlv.edu/report.htm>, in hard copy form at the UNLV Department of Police Services, Police Headquarters Building (1325 East Harmon Avenue) and through the mail, free of charge, by calling the UNLV Department of Police Services Records Office at (702) 895-4747. Annual Security Reports are published yearly by October 1.