

Master of Hospitality Administration (MHA) Program Incoming Recruits: Getting Started

Onboarding

As an incoming student to the MHA Program, there is so much information you need to know. A complete checklist of what you need to complete prior to starting the program is outlined here: <http://hosgradprograms.sites.unlv.edu/new-mhastudent-checklist/>.

Graduate Rules and Guidelines

For information on the rules and guidelines that govern the graduate programs at UNLV, please visit the links below.

- Graduate Catalog: <https://www.unlv.edu/graduatecollege/graduatecatalog>
- Graduate College: <https://www.unlv.edu/graduatecollege>
- College of Hospitality Graduate Programs: <http://hosgradprograms.sites.unlv.edu/>

People in the Program

Dr. Finley Cotrone is the Faculty Program Director and your advisor for the MHA program. She can guide you on course selections and elective courses to complete based on your interests. She will also work very closely with you on completing your MHA 788 Project Registration form in your final semester. Dr. Cotrone can be reached via email at finley.controne@unlv.edu. She is also available for Zoom meetings upon request.

Diane Wrightman is the Director of Graduate Programs for the College of Hospitality. She is here guide all of graduate students through their academic program from start to finish. She is to assist you with items such as course concerns, general questions, paperwork, faculty issues, and course registration. If you are unable to reach Dr. Cotrone, she can assist with general advising questions as well.

Rhonda McElroy is the Assistant Dean of Student Success. She works with both undergraduate and graduate students and is another resource for students if Diane or Dr. Cotrone are not available.

How to Register

Students must register for session I and session II during the fall and spring term prior the semester starting. All textbooks for the semester are secured and purchased prior to the start of the semester. If you register for another course after the semester starts, the textbook cost is your responsibility. To register, please follow the directions below.

1. Go to My.UNLV (my.unlv.nevada.edu).

2. Log in with your NSHE ID number and password.
3. Click on the “Student Center – Classic” icon. Do not click on the “Enrollment” icon.
4. Click on “Enroll”, which is the third tab from the left at the top.
5. Select the semester and hit continue.
6. Search for the course you wish to enroll in.
7. Click on “Enter”.
8. The system will show you pertinent information about the class. If this is the class you want to take, click “Next”.
9. The screen will indicate that the course you entered is in your shopping cart.
10. You may enter another course by following steps 6 through 8 above.
11. Once you have all classes in your shopping cart, review and follow the directions to finish your registration.

Note: Only students who have been officially admitted into the program may register for MHA courses. If admitted as a non-degree student, please contact Diane Wrightman at diane.wrightman@unlv.edu with the courses you wish take. You must receive permission to enroll before you can register for the course.

How to Pay your Tuition Bill

You pay for classes via credit card through the My.UNLV system. Your financial information may not appear on your Student Center screen immediately after you register. It usually takes 24 hours to process and will require to you log back into the system at a later time. To pay your tuition, please follow the steps below.

1. Go to My.UNLV (my.unlv.nevada.edu).
2. Log in with your NSHE ID number and password.
3. Click on the “Student Center – Classic” icon. Do not click on the “Enrollment” icon.
4. On the main page of your “Student Center”, there is a blue bar called “Finances”. This is a drop-down so click on the arrow to open it. Once opened, you will see your tuition bill and pay your bill. Be sure to accept or decline any financial aid or scholarships applied to your account.
5. Follow the instructions for paying your bill once you click on “Make a Payment”.

Please double check to make sure your charges are correct. If you find an error or have questions, please contact the Cashiering and Student Account Office at 702-895-3683.

How to Drop a Class

1. Go to My.UNLV (my.unlv.nevada.edu).
2. Log in with your NSHE ID number and password.

3. Click on the “Student Center – Classic” icon. Do not click on the “Enrollment” icon.
4. Click on “Enroll”, which is the third tab from the left at the top.
5. Select the semester and hit continue.
6. A new navigation bar will appear and click on “Drop”.
7. Follow the instructions on the screen to drop your course.

This is the way to drop a class wither you made a mistake at the time you are registering or if you need to drop in the middle of the term. Before you drop in the middle of the term, please contact the MHA Faculty Director to ensure you understand your options to try and successfully complete your course.

Finding Grades on My.UNLV

To find your grades for a semester, log on to MyUNLV and go to the “Academic Records” icon. By default, this page opens to your course history and lists your grades in all classes with most recent at the top. If you would like to search for a specific term click on “View Grades” and then select the term you are interested in viewing.

Incomplete Grades

The grade of “I” – incomplete – can be granted when a student has satisfactorily completed at least three-fourths of the semester but for reasons beyond the student’s control cannot complete the last part of the course. The reasons must be acceptable to the instructor, and the instructor is confident that the student can finish the course without repeating it. A student who receives an “I” is responsible for making up whatever work was lacking at the end of the semester. Graduate students have one calendar year to complete all of the coursework and remove the “I” grade. If course requirements are not completed within the time indicated, a grade of “F” will be recorded and the GPA will be adjusted accordingly. Students who are making up an incomplete do not register for the course but make individual arrangements with the instructor who assigned the “I” grade. To report the course grade, the instructor requests the removal of the incomplete grade using a form from the Office of the Registrar.

“X” Grade

An “X” grade may be given in the MHA program in the professional paper class only. It indicates that the grade is being “held” until the paper is completed. However, please note that students must be registered in a class the semester of their graduation. If you have not completed your professional paper, you will need to register for another professional paper class to complete this requirement.

Financial Aid

Financial aid is available for students in the College of Hospitality graduate programs. The requirement is that students must complete two courses per semester. Because there are two

session per semester, Fall and Spring, this allows students to meet the financial aid requirement. To receive financial aid in the summer term, students must take two courses during the one summer session.

Disbursement for financial aid are made at the beginning of each semester. You must register at the beginning of the semester for all classes you plan to take to receive the appropriate amount of financial aid.

Note: If you are receiving financial aid, you must complete a minimum of six credits for the semester (an “F” is still completion of the course in financial aid terms). If you do not, it is possible that you will be required to immediately pay back the amount paid to you for that semester. If you are not able to pay, a hold may be placed on your account and you will not be able to register for any classes until the balance has been cleared. Please consult with Dr. Ausar (kweisi.ausar@unlv.edu) before you drop any course to discuss possible ramifications.

More information on financial aid can be found here: <http://www.unlv.edu/finaid>.

Scholarships

Scholarships are also available from a number of sources. They are often available through professional organizations at the national, regional, and local levels. As an example, we have had students receive scholarships from the American Hotel and Lodging Education Foundation and from the local chapter of the International Live Events Association. There are also scholarships available through the Harrah College of Hospitality. To be eligible for scholarships, one must have completed the FAFSA (Free Application for Federal Student Aid). For more information, visit <https://www.unlv.edu/hospitality/scholarships>.

For more information on the hospitality professional associations that may have scholarships, visit <https://www.unlv.edu/hospitality/professional-associations>.

Leave of Absence

The Graduate College wants to see everyone moving toward graduation, i.e., actively taking classes. If you need an extended break from school – for whatever reason – you may apply for a leave of absence for up to two years. However, a leave of absence cannot extend the six-year limit for the completion of any master’s-level degree at UNLV. To request a Leave of Absence please log into the RebelGateway and go to the forms tab. This form will automatically route for all required signatures.

Student Discounts

Your status as a student qualifies you for discounts in various museums, movie theaters, theme parks, etc. These discounts usually require a student ID with a picture. If you live in Vegas or are visiting, you can stop by the student union to get your RebelCard.

Data Storage

The Office of Information Technology has many offerings for students including opportunities for discounted computers and software, free LinkedIn Learning courses, and free data storage. Visit the link below for information on the many services provided by OIT:
<http://oit.unlv.edu/students>

Change of Address (Very Important)

If you move, you will need to change your address in MyUNLV. This will ensure that you receive your diploma after you graduate. Also, please send an email to Diane Wrightman (diane.wrightman@unlv.edu) so we have your accurate contact information.