Advising sessions are essential for successful educational planning. Group advising sessions are offered by major. Walk-ins are limited to 15 minutes and are available on a first-come, first-served basis. There may be a significant wait during peak periods.

For appointments, please call: (808) 934-2720
*Please have your MyUH Username and your major [or counselor's name] ready when calling.

For Students with Disabilities, please call: (808) 934-2725 (V/TTY).

Hawai‘i CC Counseling Department Mission Statement

Through encouragement and with respect and integrity, counselors inform and empower a diverse group of students to reach their educational goals and to enrich their communities.

<table>
<thead>
<tr>
<th>Responsibilities of Students</th>
<th>Responsibilities of Counselors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Know your MyUH Username and password</td>
<td>Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions</td>
</tr>
<tr>
<td>Recognize that advising is a shared responsibility</td>
<td>Help students clarify their educational and/or career goals</td>
</tr>
<tr>
<td>Come to appointments prepared with questions and/or topics to discuss</td>
<td>Maintain up-to-date knowledge about HawCC policies and procedures, degree requirements, majors, careers, and resources</td>
</tr>
<tr>
<td>Bring your personal advising folder (may include educational plan, MyUH Username and password and COMPASS scores)</td>
<td>Provide information or resources about HawCC policies and procedures, degree requirements, majors, careers, and resources</td>
</tr>
<tr>
<td>Learn and understand degree requirements, resources, policies, and procedures as appropriate</td>
<td>Assist students in course scheduling, transfer, and understanding their STAR Academic Journey</td>
</tr>
<tr>
<td>Monitor your academic progress and understand how it impacts financial aid</td>
<td>Refer students to other campus, system, and/or community resources as needed</td>
</tr>
<tr>
<td>Use advising tools such as STAR Academic Journey [in MyUH Portal], college websites, schedule of classes, and the college catalog to gather information and track your academic progress</td>
<td></td>
</tr>
</tbody>
</table>
Expected Student Learning Outcomes

<table>
<thead>
<tr>
<th>Through the academic advising experience at the HawCC Counseling &amp; Support Services Center, students will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify career and academic goals that incorporate his/her interests, values, and skills.</td>
</tr>
<tr>
<td>• Develop and implement an academic plan.</td>
</tr>
<tr>
<td>• Identify and use campus and community resources.</td>
</tr>
<tr>
<td>• Articulate the value of an education for improving the quality of life and society.</td>
</tr>
</tbody>
</table>

Questions To Ask Yourself When Considering Advising

| • Do you have transportation to campus?  
  Between campuses? |
| • How far do you travel to campus?  
  Do you have family responsibilities?  
  Do you have job commitments?  
  Do you have adequate computer skills?  
  Do you have learning challenges?  
  Do you have computer and Internet access at home?  
  Are you required to be a full-time student for scholarships, medical insurance, foster care benefits, or child support benefits? (In most cases, students must be enrolled at least half-time to be eligible for Financial Aid; however some scholarships and grants require full-time enrollment. Students who are eligible for the Federal Pell Grant may be paid for less than half-time enrollment). |

Advising Tools & Resources:

| HawCC Website:  
  [http://www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) |
| HawCC Catalog:  
  [http://www.hawaii.hawaii.edu/catalog](http://www.hawaii.hawaii.edu/catalog) |
| HawCC Schedule of Classes:  
| HawCC Financial Aid Office:  
  [http://www.hawcc.hawaii.edu/financialaid/](http://www.hawcc.hawaii.edu/financialaid/)  
  HawCC Financial Aid Office Calculators:  
  [http://hawaii.hawaii.edu/financialaid/resources.php](http://hawaii.hawaii.edu/financialaid/resources.php) |
| HawCC Student Conduct Code:  
| MyUH Portal:  
  [https://myuh.hawaii.edu/cp/home/displaylogin](https://myuh.hawaii.edu/cp/home/displaylogin) |
| UH System STAR for Students:  
  [https://www.star.hawaii.edu/student](https://www.star.hawaii.edu/student) |
| UH System Student Employment:  
  [https://sece.its.hawaii.edu/sece/](https://sece.its.hawaii.edu/sece/) |
| UH System Transfer:  
  [https://www.hawaii.edu/admissions/transfers.html](https://www.hawaii.edu/admissions/transfers.html) |
| UHCC System Distance Learning Site:  
  [http://www.hawaii.edu/dl/](http://www.hawaii.edu/dl/) |

Helpful Tips for Your Academic Success:

| • Check your MyUH Portal email daily as this is the way the HawCC community communicates with you  
  • Schedule your group advising appointment early and develop your semester-to-semester Academic Plan to reach your goal [if applicable]  
  • Create your personal academic advising folder  
  • Get involved in campus activities and/or programs [e.g. Student Government, campus clubs, service learning]  
  • Develop a study schedule for each semester |

Disability Services: Disability Services [Ha’awi Kokua] is a voluntary program for students with documented disabilities designed to ensure equal access in all areas of campus life. If you have questions about disability-related topics, please contact the Ha’awi Kokua Coordinator at kkane@hawaii.edu or 808-934-2725 (V/TTY).

Experiencing MyUH Portal Technical Difficulties?  
Call the IT Help Desk at 1-800-558-2669

Mahalo to UH Maui College for providing an academic advising template used to develop the HawCC academic advising syllabus.