



# Academic Advising Syllabus

*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.*

Responsibilities of Students	Responsibilities of Counselors
<ul style="list-style-type: none"> <li>• Know your MyUH Username and password</li> <li>• Recognize that advising is a shared responsibility</li> <li>• Come to appointments prepared with questions and/or topics to discuss</li> <li>• Bring your personal advising folder (may include educational plan, MyUH Username and password and COMPASS scores)</li> <li>• Learn and understand degree requirements, resources, policies, and procedures as appropriate</li> <li>• Monitor your academic progress and understand how it impacts financial aid</li> <li>• 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</li> <li>• Check your MyUH Portal account regularly as this is a primary means of communication [e.g. email, announcements, calendar]</li> <li>• Accept final responsibility for all decisions &amp; actions</li> </ul>	<ul style="list-style-type: none"> <li>• Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions</li> <li>• Help students clarify their educational and/or career goals</li> <li>• Maintain up-to-date knowledge about HawCC policies and procedures, degree requirements, majors, careers, and resources</li> <li>• Provide information or resources about HawCC policies and procedures, degree requirements, majors, careers, and resources</li> <li>• Assist students in course scheduling, transfer, and understanding their STAR Academic Journey</li> <li>• Refer students to other campus, system, and/or community resources as needed</li> </ul>

## Expected Student Learning Outcomes

Through the academic advising experience at the HawCC Counseling & Support Services Center, students will be able to:

- Identify career and academic goals that incorporate his/her interests, values, and skills.
- Develop and implement an academic plan.
- Identify and use campus and community resources.
- Articulate the value of an education for improving the quality of life and society.

### 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>

HawCC Catalog:

<http://www.hawaii.hawaii.edu/catalog>

HawCC Schedule of Classes:

<http://www.sis.hawaii.edu/uhdad/avail.classes?i=HAW>

HawCC Financial Aid Office:

<http://www.hawcc.hawaii.edu/financialaid/>

HawCC Financial Aid Office Calculators:

<http://hawaii.hawaii.edu/financialaid/resources.php>

HawCC Student Conduct Code:

<http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7-101.pdf>

MyUH Portal:

<https://myuh.hawaii.edu/cp/home/displaylogin>

UH System STAR for Students:

<https://www.star.hawaii.edu/student>

UH System Student Employment:

<https://sece.its.hawaii.edu/sece/>

UH System Transfer:

<https://www.hawaii.edu/admissions/transfers.html>

UHCC System Distance Learning Site:

<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](mailto:kkane@hawaii.edu) or 808-934-2725 (V/TTY).

### Experiencing MyUH Portal Technical Difficulties?

Call the IT Help Desk at 1-800-558-2669