



UNIVERSITY of HAWAII®
HONOLULU
 COMMUNITY COLLEGE

COUNSELING AND ADVISING SYLLABUS

NAME: _____ MAJOR/DEGREE: _____
 UH EMAIL: _____@hawaii.edu UH STUDENT ID: _____

RESPONSIBILITIES OF STUDENTS	RESPONSIBILITIES OF COUNSELORS
<ul style="list-style-type: none"> <input type="checkbox"/> Recognize that advising is a shared responsibility; you will accept final responsibility for all of your decisions. <input type="checkbox"/> Come to appointments prepared with relevant materials, questions, and/or topics to discuss. <input type="checkbox"/> Know your MyUH Username and password. <input type="checkbox"/> Monitor your academic progress using advising tools, such as STAR, the college website, and the college catalog. <input type="checkbox"/> Seek assistance from a counselor and instructor(s), about issues affecting your academic progress. <input type="checkbox"/> Understand and follow college policies, procedures, requirements, and deadlines. <input type="checkbox"/> Read your hawaii.edu email and check MyUH portal regularly as this is the official communication tool used by our college. 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain professional integrity, confidentiality, safety, respect, support, and sensitivity in academic counseling. <input type="checkbox"/> Listen to students concerns and respect their values and choices. <input type="checkbox"/> Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions. <input type="checkbox"/> Respect individual needs and diversity. <input type="checkbox"/> Assist students in developing an academic plan utilizing STAR toward graduation and/or transfer. <input type="checkbox"/> Assist in defining educational, career, and personal goals. <input type="checkbox"/> Clarify academic policies, college regulations, procedures, program requirements, and other college information. <input type="checkbox"/> Refer students to the appropriate campus, system, and community resources and services.

APPOINTMENTS:

- Appointments range from 15-45 minutes.
- Counselors are available by major or special program.
- Appointments allow more time to ask questions and address concerns.

WALK-INS:

- No appointments necessary
- Students are seen on a first-come, first-served basis.
- **During registration** sessions are for quick questions only, 10-15 minutes per session.

Our Mission:

“Empower students to attain college success strategies and to develop and implement meaningful educational plans compatible with their life goals.”

Counseling Information

Office Hours:

M-F
 8:00 am-4:30 pm
 (808) 845-9129

Walk-In Counseling Hours:

Hours vary during peak periods, please visit our website:
honolulu.hawaii.edu/counseling

Appointments:

To schedule an appointment, please contact your counselor.

CARP, COSM, CNAC, FT
 Erica Balbag-Gerard
ebalbag@hawaii.edu

AERO, AVIT, ECE, HSER, VESL
 Frank Fenlon
fenlon@hawaii.edu

LBART, MELE, Running Start, Early Admit
 Jean Maslowski
maslowisk@hawaii.edu

LBART, Bridge to Hope, Jump Start
 Maggie Templeton
mtemplet@hawaii.edu

AJ, AEC, FIRE, OESM, CMGT
 Marilynn Ito-Won
itowon@hawaii.edu

CENT, EIMT, SMP
 Rona Wong
ronawong@hawaii.edu

APTR, CA
 Scot Parry
sparry@hawaii.edu

ABRP, AMT, DISL, RAC, WELD
 Shanon Miho
smiho@hawaii.edu

Coordinator/Counselor
 Lara Sugimoto
lara@sugimoto@hawaii.edu

HELPFUL HINTS / SUCCESS STRATEGIES:

- ❖ Check your MyUH Portal email DAILY. This is the official communication method used by HCC.
- ❖ Develop an Academic Plan to reach your goal.
- ❖ Take advantage of tutorial services on campus and on-line. Seek help if you need it.
- ❖ Develop a study schedule. Be diligent about following your schedule.
- ❖ Get involved in campus activities and/or programs.
- ❖ See an academic counselor early on for advising, do not wait.

ACADEMIC COUNSELING / ADVISING SESSION PREPARATION TIPS & ADVICE:

- Review your “Academic Journey” in the STAR Degree Check through MyUH Portal prior to seeking academic counseling / advising.
- Bring in all relevant paperwork and advising resources that you have received. Put together a personal advising file so you can locate and keep track of all of the materials you need.
- Transfer students should obtain, review, and bring in all college transcripts which reflect credits received outside of the UH System to the academic counseling session. Refer to the transfer database: <http://hawaii.edu/transferdatabase> to explore which credits are transferrable.
- Prepare a list of specific questions you plan to discuss with your counselor.

COUNSELING STUDENT LEARNING OUTCOMES:

These are things that HCC expects you to know, be able to do, and find value in, when participating in academic counseling.

- Identify educational and life goals and outline an academic plan to meet your goals.
- Formulate questions when seeking assistance for academic needs. You will be able to identify steps required to make sound academic decisions.
- Determine your areas of academic difficulty and describe barriers preventing you from achieving success in college. You should be able to formulate steps to overcome your academic barriers and develop a plan to address your needs and maintain good academic standing.
- Identify resources and services available in the community and on-campus to support your academic goals.

For assistance with additional advising tools and resources, please refer to our website: honolulu.hawaii.edu There you will find information on STAR, My UH Portal, Financial Aid, and Student Employment.

Questions?—Please contact an academic counselor. We will be happy to assist you.

CONFIDENTIALITY

Please be aware that counseling services are being provided in an open office setting where others may be able to overhear your conversation. If it is important to you that your concerns not be overheard, please advise the counselor. Concerning academic records, we will use and protect your information in compliance with the Family Educational & Privacy Rights Act (FERPA). There are several exceptions to confidentiality: If you pose a danger to yourself or others, if there is reasonable suspicion of abuse or neglect of either a child or dependent elder, if a court issues a legitimate subpoena for your records, if we are approached by authorized federal officials for information related to national security and intelligence activities, if you have violated the Student Conduct Code. Please discuss any concerns about confidentiality with your counselor.

My Educational Plan

Major: _____

Semester: _____ Year: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total Credits: _____

Semester: _____ Year: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total Credits: _____

Semester: _____ Year: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total Credits: _____

Semester: _____ Year: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total Credits: _____

Semester: _____ Year: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total Credits: _____