



# Leeward Community College COUNSELING AND ADVISING SYLLABUS

## Counseling Contact Info

Office Hours:  
M-F  
8am—4:30pm

Pearl City:  
AD-208  
(808) 455-0233  
(808) 455-0234

LCC Wai'anae:  
(808) 696-6378  
X 105 or 106

Email:  
leeward@hawaii.edu

Website:  
www.leeward.hawaii.edu/  
counseling

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## Our Mission

With integrity & purpose, Leeward CC counselors promote student success & the college mission by:

*Valuing individual worth*

*Recognizing and respecting the diverse needs of students*

*Encouraging & supporting academic, career, and personal growth*

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## Counseling Student Learning Outcomes

Our services allow students to actively engage in:

*Academic and Career Planning*

*College and Community Resources*

*Self-Awareness*

NAME: \_\_\_\_\_

MAJOR/DEGREE: \_\_\_\_\_

COUNSELOR/CONTACT INFORMATION: \_\_\_\_\_

## Counselor and Student Responsibilities

*The advising process is a partnership and shared responsibility between student and counselor.*

Expectations of Students	Expectations of Counselors
<ul style="list-style-type: none"> <li>• Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary).</li> <li>• Be an active participant in identifying your career/educational goal(s) and creating an academic plan.</li> <li>• Come to appointments prepared with your STAR academic journey print out, questions, concerns, or other topics for discussion.</li> <li>• Be open to recommendations from counselors, faculty and other mentors.</li> <li>• Become knowledgeable of campus policies, procedures, and resources.</li> <li>• Monitor your academic progress by using advising tools such as STAR, college websites, schedule of classes, and the college catalog to track your progress.</li> <li>• Read your hawaii.edu email and check your MyUH portal regularly for announcements and information.</li> <li>• Accept final responsibility for all your decisions and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a safe, respectful, and supportive environment that honors confidentiality for counseling and advising.</li> <li>• Listen to your concerns and respect your individual values and choices.</li> <li>• Assist you in defining your academic, career, and personal goals.</li> <li>• Assist you in outlining an academic/career plan that supports your goals.</li> <li>• Assist you in course scheduling, majors and degree requirements, and transfer options using advising tools such as STAR, college websites, etc.</li> <li>• Assist you in understanding Leeward CC policies, procedures, processes, and available resources.</li> <li>• Empower you to be an independent, resourceful thinker who will assume responsibility for your own decisions.</li> <li>• Refer you to other campus, system and/or community resources as appropriate.</li> </ul>

## Types of Meetings with your Counselor

### Appointments

- Appointments can range from 15-45 min.
- Counselors are available by major and/or special programs.
- Appointments allow more time to ask questions and address concerns.
- You can receive in-depth assistance with decision making, goal setting, creating educational plans, etc.
- Advising available via email, Skype, phone, and after hours.

### Walk-ins/Express

- No appointment necessary.
- Students are seen on a first-come, first-served basis.
- Sessions are for quick questions only, maximum 15 min session per student.
- You may see different counselors each time you do a walk-in session.
- Counselors will only be able to provide limited services.

To schedule an appointment, call:

Pearl City: (808) 455-0233

LCC Wai'anae: (808) 696-6378

Walk-in/Express Hours:

Pearl City: M-F; inquire with front desk.

LCC Wai'anae: As available; inquire with front desk.  
(Hours will vary during high peak periods.)

# STUDENT SUCCESS CHECKLIST

At Leeward CC, we want to ensure your success as a college student. Use the checklist below to make sure that you stay on the course to success!

## Prior to the start of the first semester:

- Apply to Leeward CC ([www.leeward.hawaii.edu/apply](http://www.leeward.hawaii.edu/apply)).
- Complete New Student Orientation (in person or online).
- Activate your MyUH account and create your password.
- Turn in health clearances to the Health Center (AD-122).
- Take COMPASS placement test (LC-101); bring results to your appointment.
- Complete the Free Application for Federal Student Aid (FAFSA). Be sure to check your MyUH portal for your Financial Aid Status.
- Be prepared to discuss your goals, education plan, questions, and concerns during your appointment (initial registration and advising appointments are mandatory for new students.)
- Use the resources in CARL (Counseling, Advising and Registration on Lulima at [www.leeward.hawaii.edu/carl](http://www.leeward.hawaii.edu/carl)) to develop a tentative schedule that you will bring to your advising appointment.

## Each semester:

- Review your address, phone number, and major in MyUH portal and update your information at the Admissions and Records Office.
- Review your degree progress plan in STAR ([www.star.hawaii.edu](http://www.star.hawaii.edu)).
- Make an appointment to meet with your counselor (if needed). Schedule appointments during February/March (for Summer & Fall registration that will begin in April) and September/October (for Spring registration that will begin in November). **\*Remember to bring your STAR Academic Journey report with you to your advising appointment.**
- Check your financial aid status in MyUH portal and complete requirements.
- Review your academic and career goals and explore transfer options.

## Ongoing:

- Check your hawaii.edu email account at least once a week.
- Check campus bulletin boards and Leeward's website for upcoming events.

## Prior to your final semester:

- Review your degree progress in STAR.
- In your final semester, make an appointment to do a graduation check with your counselor (preferred) or complete an Application for Graduation form and submit it directly to the Cashier's Office.

## College Planning Sheet

SEMESTER: \_\_\_\_\_

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Total credits: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

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Total credits: \_\_\_\_\_

THINGS TO DO:

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NEXT COUNSELING APPOINTMENT:

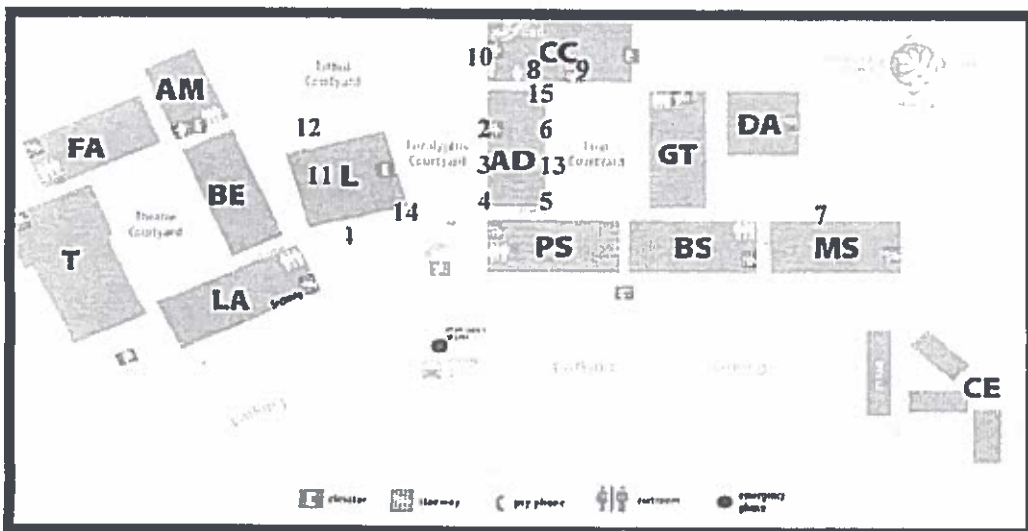
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## LEEWARD CC (PEARL CITY) CAMPUS MAP AND RESOURCE LIST

LEEWARD CC (WAI'ANAЕ) located at 86-088 Farrington Hwy, Suite 201



### KEY:

1. Learning Resource Ctr., LC-2nd fl., 455-0412
  2. Counseling, AD-208, 455-0233
  3. Financial Aid, AD-210, 455-0606
  4. Admissions and Records, AD-220, 455-0645
  5. Cashier's Office, AD-113 (1st fl.), 455-0308
  6. Health Center, AD-122 (1st fl.), 455-0515
  7. Math Lab, MS-204, 455-0400
  8. Bookstore, Campus Ctr (1st fl.), 455-0205
  9. Uluwehi Café, Campus Ctr (1st fl.), 455-0375
  10. The Pearl, Campus Ctr (1st fl.), 455-0475
  11. Library, LC-2nd fl., 455-0210
  12. Testing Center, LC-101, 455-0273
  13. Job Prep Services, AD-222, 455-0240
  14. Kako'o Ike (Service for Students with Disabilities), LC-208, 455-0421
  15. Dean of Student Services, AD-224, 455-0260
- For a complete list of services and resources on campus, visit [www.leeward.hawaii.edu/services](http://www.leeward.hawaii.edu/services).