



UNIVERSITY of HAWAII®
MAUI COLLEGE

Academic Advising Syllabus
<http://maui.hawaii.edu/student/counsel.php>

“Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning.”
 (National Academic Advising Association, 2004)

Kahului Counseling Center:

Ho’okipa Building
 Monday - Friday 8:00 am - 4:30 pm
 Wednesday Closing time varies according to
 wikipiki (walk-in) advising schedule

STAR and other group advising sessions are essential for educational planning. In-person, phone, and Web-based advising are also available. Wikipiki Wednesday begins at 12:30 pm with selected counselors on duty. (For other days, check with the Counseling Center.) Wikipiki advising is limited to 10 minutes and there may be a significant wait during peak periods. If your question requires more time, please schedule an appointment.

For appointments call: Kahului campus (808) 984-3306; Molokai and Lāna‘i (808) 553-4490 ext. 3

Please have your UH student ID number and your counselor’s name handy when making this call.

UH Maui College Counseling Department Mission Statement

The Counseling Department provides services that assist students to realize their educational goals.

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF COUNSELORS
<ul style="list-style-type: none"> ✓ Recognize that advising is a shared responsibility ✓ Come to appointments prepared with questions and/or topics to discuss ✓ Learn and understand degree requirements, resources, policies, and procedures as appropriate ✓ Monitor your academic progress and take appropriate action in relation to non-academic responsibilities ✓ Use advising tools, such as STAR Academic Journey (degree audit), college websites, schedule of classes, and the college catalog to gather information and track your academic progress ✓ Check your MyUH Portal account regularly as this is a primary means of communication (e.g. email, announcements, calendar) ✓ Accept final responsibility for all decisions and actions 	<ul style="list-style-type: none"> ✓ Foster a respectful, supportive atmosphere for advising ✓ Maintain confidentiality according to established standards (FERPA) ✓ Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions ✓ Help students clarify their educational and/or career goals ✓ Provide information about UHMC policies and procedures, degree requirements, majors, careers, and resources ✓ Assist students in course scheduling, transfer, and understanding their STAR Academic Journey (degree audit) ✓ Refer students to other campus, system, and/or community resources as needed ✓ Actively participate in professional development to improve skills and knowledge

EXPECTED STUDENT LEARNING OUTCOMES

Through the academic advising experience at the UHMC Counseling Center, students will be able to:

- ✓ Identify and articulate UHMC academic and/or career goals that incorporate interests, values, and skills
- ✓ Develop and implement an Education Plan
- ✓ Identify and utilize campus and/or community resources to assist in the achievement of academic goals
- ✓ Demonstrate an understanding of how to use the STAR Academic Journey (degree audit) and/or program worksheets, if applicable

Do I need an appointment or a walk-in?

Appointment vs. Walk-in (Wikiwiki Advising)

Group Session or Individual Appointment	Wikiwiki
Appointments can be scheduled for 30 or 45 minutes.	First-come, first-served basis; maximum 10 minutes.
Counselors are available according to major.	Varies according to the counselor on duty.
Can discuss concerns/questions in detail such as graduation, transfer and major requirements, career exploration, academic difficulty, etc.	Quick questions only.
You will have more time to ask questions.	Limited time.
Counselor will help you with the decision making process to clarify your goals, and create an educational plan that reflects these goals.	Counselor will be able to provide limited services.

Advising Tools & Resources:

UHMC Counseling Department Website: <http://www.maui.hawaii.edu/student/counsel.php>

UHMC Academic Calendar: http://maui.hawaii.edu/student/academic_calendar.php

UHMC Catalog: <http://www.maui.hawaii.edu/programs/catalog.php>

UHMC Schedule of Classes: <http://maui.hawaii.edu/student/schedule.php>

UHMC Services for Students with Disabilities: <http://www.maui.hawaii.edu/disability>

UHMC Financial Aid Office: <http://maui.hawaii.edu/financial>

UHMC Financial Literacy: <http://maui.hawaii.edu/financial> click on <Life Skills Instructions>

UHMC Scholarship Listing: <http://www.maui.hawaii.edu/services/eoc/>

UHMC Student Support Services: Program (Pai Ka Mana):

<http://www.maui.hawaii.edu/services/studentssupport>

UHMC Academic Probation Policy:

http://maui.hawaii.edu/forms_policies/app_flow_revised_031611.pdf

UHMC Student Conduct Code: http://maui.hawaii.edu/forms_policies/StudentConductCode.pdf

UHMC CareerLink: <http://maui.hawaii.edu/careerlink/home/>

UHCC Career Connections: http://uhcc.hawaii.edu/career_connections/overview.php

UH System STAR for Students: <https://www.star.hawaii.edu/student>

UH System Transfer to a UH Campus: <http://www.hawaii.edu/admissions/transfers.html>

UH System Course Transfer Database: <http://www.hawaii.edu/transferdatabase/>

Helpful Tips for Your Academic Success:

- Check your MyUH Portal email daily as this is the mechanism the UHMC community uses to communicate with you.
- Schedule your advising appointment early and develop your semester-to-semester Education Plan to reach your goal (if applicable).
- Get involved in campus activities and/or programs (e.g. Student Government, campus clubs, service learning).

Assessment: Periodically, you will receive an email notice requesting that you complete an advising assessment. This assessment will help the Counseling Department determine if your advising experience has helped you meet your academic advising learning outcomes and improve its services. Please complete the assessment during the same week you receive the email. Mahalo!

Disability Services: Disability Services is a voluntary program for students with documented disabilities designed to ensure equal access in all areas of campus life. If you need accommodations, please contact the Disability Services Coordinator at 984-3227.

Experiencing Technical Difficulties?

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

My Education Plan

Educational Goal _____
 Degree Only
 Degree and Transfer
 Transfer Only
 Lifelong Learner

Fall Semester
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Spring Semester
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Summer Session
 1. _____
 2. _____

Fall Semester
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Spring Semester
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Summer Session
 1. _____
 2. _____

Fall Semester
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Spring Semester
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

An electronic Education Plan is available in STAR under the Academic Planner tab

Mahalo to Northeast Wisconsin Technical College and City College of San Francisco for allowing us to use some of their material in producing this Academic Advising Syllabus for UH Maui College.