



Academic Advising Syllabus

"A strong academic advising **partnership** is key to your success as a college student and the development of a **meaningful educational experience**."

Name: _____ Division/Major/Concentration: _____

Academic Advisor/Contact Info: _____

Catalog/Program Year: _____ Faculty Advisor/Contact Info: _____

Mission Statement: The goal of academic advising at the University of Hawai'i West O'ahu is to further enhance the educational mission of the university, and create quality, accessible advising partnerships with all students in a positive environment that supports student success.

Student Kuleana (you will)	Advisor Kuleana (we will)	Faculty Advisors assist with:
<ul style="list-style-type: none"> Recognize that advising is a shared responsibility Be courteous & plan ahead (schedule appointments early & cancel or reschedule if necessary, if 10 min. late, please reschedule) Be an active participant in identifying your career/educational goal(s) & creating an academic plan Come to academic appointments prepared with your STAR academic journey print out, questions and/or other topics for discussion Become knowledgeable of college procedures, policies and deadlines Monitor your academic progress by using advising tools such as STAR, college websites, schedule of classes, and the college catalog to track your progress Read your hawaii.edu email and check your MyUH portal regularly for announcements and information Accept final responsibility for all your decisions and actions 	<ul style="list-style-type: none"> Cultivate a positive & nurturing environment for clear communication that honors confidentiality Listen to your concerns & respect your individual values & choices Assist you in defining & outlining your academic/career plan that supports your goals Assist you in course scheduling, division/concentration requirements, using advising tools such as STAR, college websites, etc. Assist you in understanding UHWO policies, procedures, processes, & available resources Empower you to be independent, resourceful thinkers who will accept responsibility for your decisions Refer you to other campus, system and/or community resources as appropriate Actively participate in professional development to improve skills & knowledge 	<ul style="list-style-type: none"> Program and Course Pre-Requisites Academic Program Goals Course content, selection and sequencing Suggested courses for program electives Graduate Programs Career and Professional Development <p>Student Services Academic Advisors assist with:</p> <ul style="list-style-type: none"> Pre-admission Advising General Education Core Change of Major/Concentration Graduation requirements Academic probation Leave of Absence Withdrawing from the University

How to make the most of your advising appointment:

To schedule an appointment, call (808) 689-2689 or toll free at 1-866-299-8656

Maintain an **"advising folder"** containing the paperwork listed below and bring it with you to advising appointments:

- Academic Advising Syllabus, includes name and contact information of your faculty and academic advisor, catalog year, concentration
- educational plans, including career goals
- an updated print out of your STAR Degree Audit
- note your next steps or action items to be done
- copies of important forms, (i.e., declaration/change of major/concentration forms, requirement modifications, etc.
- any record of a visit with your academic advisor
- course catalog of the year entered UHWO
- program / degree requirement sheet

Appointment vs. Walk-in?

To schedule an appointment, call (808) 689-2689 or toll free at 1-866-299-8656

Appointments	Walk-ins
<ul style="list-style-type: none"> • Appointments can range from 15 – 30 minutes • Advisors are available by major and/or special programs • Allow for more time to ask questions, discuss concerns • Allow for more in-depth assistance with decision making, goal setting, creating educational plans, etc. • Advising available via email, Skype, phone for Neighbor Island students; toll free at 1-866-299-8656 	<ul style="list-style-type: none"> • First-come, first-served basis; maximum 10 minutes • Varies according to advisors on duty • Sessions are for quick questions only • You may see different advisors each time you do a walk-in session • Advisors will be able to provide limited services

Student Success Checklist

Before each Academic Advising appointment, you should:

- ✓ Be prepared to discuss your goals, educational plan, questions, and concerns during your appointment
- ✓ Use the resources listed below to develop a tentative schedule that you will bring to your advising appointment

Each semester:

- ✓ Review your address, phone number, and major/concentration in MyUH portal and update your information at the Admissions & Records Office (www.myuh.hawaii.edu / 808-689-2900)
- ✓ Review your degree progress plan in STAR – Academic Pathway (www.star.hawaii.edu)
- ✓ Make an appointment to meet with your advisor (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 Pathway 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 your options
- ✓ Check your hawaii.edu email account at least once a week
- ✓ Check campus bulletin boards and UHWO website for upcoming events

Two semesters prior to final semester:

- ✓ Approximately 24 – 30 credits remaining towards a degree, attend a “*Group Advising Degree Audit*” session to verify your academic pathway (offered in January – April or September – November)

Prior to your final semester:

- ✓ Schedule an appointment to complete a “*Graduation Check*” with your advisor (preferred) or complete a *Petition for Graduation* form and submit directly to the Cashier’s Office

Advising Tools & Resources

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

UH System MyUH Portal – <https://myuh.hawaii.edu>

UHWO Academic Advising – <http://www.uhwo.hawaii.edu/advising> / 808-689-2689

UHWO Academic Calendar – <http://westoahu.hawaii.edu/academiccalendar>

UHWO Catalog – <http://www.uhwo.hawaii.edu/catalog>

UHWO Schedule of Classes – <http://www.uhwo.hawaii.edu/schedule>

UHWO Transfer Credit – <http://www.uhwo.hawaii.edu/transfercredit>

UHWO Academic Probation Policy – <http://www.uhwo.hawaii.edu/probsuspendismis>

UHWO Financial Aid Office – <http://www.uhwo.hawaii.edu/financial> / 808-689-2900

UHWO Student Conduct Code – <http://westoahu.hawaii.edu/conduct>

UHWO Academic Grievance Process – <http://westoahu.hawaii.edu/grievance>

UHWO No’eau Center – <http://westoahu.hawaii.edu/wlcenter> / 808-689-2750

UHWO Access Services – Schedule an intake appointment with our Disability Services Specialist at 808-689-2689

UHWO Kealaikahiki Native Hawaiian Program – <http://www.uhwo.hawaii.edu/kealaikahiki> / 808-689-2684 June 2013 (lo)



UNIVERSITY of HAWAII® WEST O'AHU

Please note:
Effective Fall 2007 all new students are required to complete the following General Education requirements below. If you have any questions, please see an Academic Advisor in the Student Services Office, C236 or call (808) 689-2689 for assistance.

A. UH West O'ahu General Education Requirements

Please refer to the UHWO catalog or Schedule of Courses for designations (e.g., FW, FS, FG, etc.)

1. Foundations Requirements: (12 credits) (Courses that fulfill Foundation requirements may not be used to fulfill other General Education requirements.)	Credits
a. Written Communication (FW): 3 credits i. ENG 100 Composition I	3
b. Symbolic Reasoning (FS): 3 credits i. MATH 103 College Algebra, MATH 135 Pre-Calculus, or higher (<i>Business, Social Sciences & Applied Science majors</i>) ii. MATH 100 Survey of Math (<i>Humanities & Public Administration majors</i>) iii. MATH 112 (pre-req MATH 111) (<i>Elementary Education majors</i>)	3
c. Global & Multicultural Perspectives (FG): 6 credits - Must be from 2 <i>different</i> groups. i. Group A: primarily before 1500 CE (HIST 151 or ANTH 151 or ENG 253) ii. Group B: primarily after 1500 CE (HIST 152 or ANTH 152 or GEOG 102) iii. Group C: pre-history to present (TBA)	6
2. Diversification Requirements: (19 credits)	Credits
a. Arts, Humanities and Literature (DA, DH, DL): 6 credits from 2 <i>different</i> areas. Arts area courses are designated "DA"; Humanities area courses as "DH"; and Literature area courses as "DL"	6
b. Social Sciences (DS): 6 credits from two <i>different</i> areas	6
c. Natural Sciences (DB, DP, DY): 7 credits as follows: Biological Science (DB): 3 credits Physical Science (DP): 3 credits Science Laboratory (DY): 1 credit	7

B. Graduation Requirements – All UHWO Degrees

1. Three Focus Courses: Hawaiian, Asian, & Pacific Issues (HAP) [may be a Diversification course above], Oral Communication (OC), Contemporary Ethical Issues (ETH)
2. ENG 200 Composition II (or equivalent)
3. Writing Intensive (WI): 3 upper-division level courses (300/400 level)
4. Minimum upper-division level credits (300/400 level): 45 credits
5. Minimum Residency Requirement (courses taken at UHWO or earned "in residence"): 30 credits
6. Minimum Total Bachelor Degree Credits: 120

(NOTE: Programs may vary on minimum credits needed to graduate. Please refer to the UH West O'ahu General Catalog or program advising sheet for specific requirements).



Fall (20__) – 1st Semester

Comments:

Spring (20__) – 2nd Semester

Comments:

Summer (20__) Session

Comments:

Fall (20__) – 3rd Semester

Comments:

Spring (20__) – 4th Semester

Comments:

Summer (20__) Session

Comments:

Fall (20__) – 5th Semester

Comments:

Spring (20__) – 6th Semester

Comments:

Summer (20__) Session

Comments: