UH Advisors workshop
2009 recap
Advising Syllabi
Student Learning Outcomes

The Student 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.
Student/Advisee Kuleana

The Student will ...

– Know and understand degree requirements, advising responsibilities, resources, policies and procedures.
– Recognize that advising is a shared responsibility, come prepared, actively participate, and accept responsibility for decisions.
– Monitor his/her own academic progress and take appropriate action in relation to life responsibilities
Advisor Kuleana

The Advisor will …

- Be knowledgeable about and able to communicate effectively policies and procedures, degrees, majors, careers, and resources.
- Empower students to be independent, resourceful thinkers and accept responsibility for their decisions.
- Be accessible and respond to students in a timely manner.
- Foster a positive environment for advising.
- Actively participate in professional development to improve skills and knowledge.
UH Hilo Academic Advising Syllabus

Kainoa Ariola, Director UH Hilo Advising Center
UH Maui College Academic Advising Syllabus

Lisa Deneen, Disability Services Coordinator/Counselor
Kahului Counseling Center:
Ho`okipa Building
Monday - Friday 8:00 am - 4:30 pm
Wednesday Closing time varies according to walk-in schedule

STAR and other group advising sections are essential for educational planning. In-person, phone, and web-based advising are also available. Walk-in Wednesdays begin at 12:30 pm with selected counselors on duty. Walk-in 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: (808) 984-3306
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.

<table>
<thead>
<tr>
<th>EXPECTATIONS OF STUDENTS</th>
<th>EXPECTATIONS OF COUNSELORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Recognize that advising is a shared responsibility</td>
<td>✓ Foster a respectful, supportive atmosphere for advising</td>
</tr>
<tr>
<td>✓ Come to appointments prepared with questions and/or topics to discuss</td>
<td>✓ Maintain confidentiality according to established standards (FERPA)</td>
</tr>
<tr>
<td>✓ Learn and understand degree requirements, resources, policies, and procedures as appropriate</td>
<td>✓ Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions</td>
</tr>
<tr>
<td>✓ Monitor your academic progress and take appropriate action in relation to non-academic responsibilities</td>
<td>✓ Help students clarify their educational and/or career goals</td>
</tr>
<tr>
<td>✓ 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</td>
<td>✓ Provide information about UHMC policies and procedures, degree requirements, majors, careers, and resources</td>
</tr>
<tr>
<td>✓ Check your MyUH Portal account regularly as this is a primary means of communication (e.g., email, announcements, calendar)</td>
<td>✓ Assist students in course scheduling, transfer, and understanding their STAR Academic Journey (degree audit)</td>
</tr>
<tr>
<td>✓ Accept final responsibility for all decisions and actions</td>
<td>✓ Refer students to other campus, system, and/or community resources as needed</td>
</tr>
<tr>
<td>✓ Actively participate in professional development to improve skills and knowledge</td>
<td></td>
</tr>
</tbody>
</table>

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 educational 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**

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

### Advising Tools & Resources:

- **UHMC Counseling Department Website:** [http://www.manu.hawaii.edu/student/counsel.php](http://www.manu.hawaii.edu/student/counsel.php)
- **UHMC Academic Calendar:** [http://www.manu.hawaii.edu/student/academic_calendar.php](http://www.manu.hawaii.edu/student/academic_calendar.php)
- **UHMC Catalog:** [http://www.manu.hawaii.edu/programs/catalog.php](http://www.manu.hawaii.edu/programs/catalog.php)
- **UHMC Schedule of Classes:** [http://www.manu.hawaii.edu/student/schedule.php](http://www.manu.hawaii.edu/student/schedule.php)
- **UHMC Services for Students with Disabilities:** [http://www.manu.hawaii.edu/student/ad.php](http://www.manu.hawaii.edu/student/ad.php)
- **UHMC Financial Aid Office:** [http://www.manu.hawaii.edu/financial](http://www.manu.hawaii.edu/financial)
- **UHMC Financial Literacy:** [http://www.manu.hawaii.edu/financial](http://www.manu.hawaii.edu/financial) click on <Financial Literacy>
- **UHMC Scholarship Listing:** [http://www.manu.hawaii.edu/services/scholarship](http://www.manu.hawaii.edu/services/scholarship)
- **UHMC Student Support Services: Program (Pai Ka Mana):** [http://www.manu.hawaii.edu/com/wss/studentsupport](http://www.manu.hawaii.edu/com/wss/studentsupport)
- **UHMC Academic Probation Policy:** [http://www.manu.hawaii.edu/a/academicpolicy](http://www.manu.hawaii.edu/a/academicpolicy/)
- **UHCC Career Connections:** [http://careercareers.hawaii.edu/career_connections/gallery.php](http://careercareers.hawaii.edu/career_connections/gallery.php)
- **UH System STAR for Students:** [https://www.star.hawaii.edu/students](https://www.star.hawaii.edu/students)
- **UH System Transfer:** [http://www.hawaii.edu/administrative/transfer.html](http://www.hawaii.edu/administrative/transfer.html)

### 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.

---

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.

03/30/10