Mission Statement

The mission of advising at UH Hilo is to promote student learning by assisting students in the development of educational plans and that are compatible with their career/life goals. Students are empowered to take responsibility for their own decisions and although advising is a shared responsibility, students have final responsibility for meeting degree requirements.

Learning Outcomes

Things the university expects you to know, be able to do, value, and appreciate as a result of your participation in the advising experience

When you first arrive to UH Hilo, you will:
- Begin to explore and research your academic and career interests as they apply to the University of Hawai’i at Hilo and start to narrow those interests to an area of study.
- Understand the components of general education, how these components fit into your degree program, and how to find the information on the web or on campus.
- Understand the difference between academic advising and registration and how participating in the advising experience will assist you in meeting your academic and career goals.
- Know how to contact an academic advisor and understand the advisor’s role as a resource.
- Understand academic standing and satisfactory academic progress.

While are at UH Hilo, you will:
- Meet regularly with your faculty or professional advisor
- Develop relationships with UH Hilo faculty and staff. Networking now will lead to opportunities such as internships and employment opportunities
- Understand the different components of a degree and how these components support your degree program.
- Develop an academic plan that will outline the components necessary to graduate in a timeframe that supports your academic and career goals
- Get involved by becoming a part of a student and/or community organization
- Utilize the various student resources on campus (please see the Campus Resources sheet)
- Understand the connection between your major and career path

As you approach graduation, you will:
- Understand what is left to complete your degree and apply to graduation
- Explore employment opportunities and/or research graduate school options

Your Faculty or Professional Advisor

You will be assigned to a faculty or professional advisor 3 weeks into the beginning of your first semester at UH Hilo, who will help guide your explorations through the academic options available to you. The role of your
advisor is to assist you in the process, however you are ultimately responsible for your educational choices.

Students entering UH Hilo with declared majors will be assigned to a faculty advisor in their major. Faculty advisors can go over course selection, sequencing in majors, and discuss career and academic exploration in the field. Faculty advisors hold office hours during the week and you will need to seek advising during those identified times. If you are unable to make office hours, contact your faculty advisor to schedule an appointment.

Exploratory or “undeclared” students will be assigned to a professional advisor in the UH Hilo Advising Center. Once an exploratory student declares a major, the student will be reassigned ot a faculty advisor.

Advisor assignments will be posted at:  www.uhh.hawaii.edu/studentaffairs/advising/advisors

Although you could visit your advisor during their posted office hours over the course of the semester, there are 2 key times during the academic year when students meet with faculty advisors in preparation for early registration.
• Advising for early Spring 2010 registration is scheduled from November 19-25, 2009.
• Advising for Early Fall 2010 registration is scheduled from April 12-16, 2010.

Advisor and Advisee Responsibilities (Kuleana)

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<tr>
<th>Advisor Kuleana</th>
<th>Your Advising Kuleana</th>
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<tr>
<td><strong>Faculty and professional advisors...</strong></td>
<td><strong>You will...</strong></td>
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<tr>
<td>• are dedicated to the advising process and exhibit a caring attitude toward</td>
<td>• recognize that advising is a shared responsibility and accept final responsibility</td>
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<td>advisees</td>
<td>for all decisions</td>
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<td>• are accessible to students</td>
<td>• clarify personal values, abilities, and goals</td>
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<td>• help students to clarify career/life goals as well as educational goals</td>
<td>• prepare for advising sessions and bring relevant materials when contacting the</td>
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<td>• are familiar with institutional regulations, policies, and procedures,</td>
<td>advisor</td>
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<td>especially as they relate to academic and/or graduation requirements</td>
<td>• contact and make appointments with your advisor when required or when in need of</td>
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<td>• monitor progress toward educational and career goals</td>
<td>assistance</td>
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<tr>
<td>• assist students in selecting courses that reflect individual interests and</td>
<td>• become knowledgeable about policies, procedures, and requirements, i.e. add/drop</td>
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<td>abilities</td>
<td>deadlines, graduation and general education requirements and policies.</td>
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<td>• refer students to other appropriate campus resources</td>
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<td>• participate in advisor training sessions to keep informed and current</td>
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Resources

Campus-wide advising events appear on the 2009-2010 academic calendar and are announced on the UH Hilo Calendar. Announcements about advising may also appear in your hawaii.edu email.

There are a number of advising resources available to prepare you for advising appointments:

• STAR Degree Check (also available through MyUH Portal)
• 2009-2010 Bachelor's Degree Planbook (in your Orientation packet or available for pick up at the Advising Center)
• 2009-2010 General Education Web Tutorial
• 2009-2010 Graduation Requirements Web Tutorial
• Important Advising Dates 2009-2010
• UH Hilo Campus Resources

Advising Tips

• As soon as you are assigned to an advisor, print out their contact information and write down your advisor’s office hours for the semester.
• Maintain an advising folder. Keep all relevant paperwork and advising resources together. Bring your advising folder with you to advising appointments.
• Take some time before your appointment to write down any questions in preparation for advising.
• Spend some time in your appointment getting to know your advisor and let them know who you are and what your educational and career goals are.
• Plan to meet your advisor during Advising Weeks, at least twice every academic year.
• Transfer students should resolve Transfer Credit Evaluation (TCE) issues, such as outstanding final transcripts and updating TCEs before the end of the first semester.

Ultimately, the college experience you have is yours to build. Your advisor will assist you by providing information and resources, but you are responsible for planning your individual program and for meeting academic requirements and deadlines.