



Academic Advising Syllabus

Advising sessions are essential for successful educational planning.

Group advising sessions are offered by major. Walk-ins are limited to 15 minutes and are available on a first-come, first-served basis. There may be a significant wait during peak periods.

For appointments, please call: (808) 934-2720

**Please have your MyUH Username and your major [or counselor's name] ready when calling.*

For Students with Disabilities, please call: (808) 934-2725 (V/TTY).

Hawai'i CC Counseling Department Mission Statement

Our mission is to provide counseling and advising services to empower students to achieve their educational, career and personal goals. To best serve our diverse learners, we collaborate with other campus units and our community to develop student centered resources and facilitate activities that foster student success.

Responsibilities of Students	Responsibilities of Counselors
<ul style="list-style-type: none"> • Know your MyUH Username and password • Recognize that advising is a shared responsibility • Come to appointments prepared with questions and/or topics to discuss • Bring your personal advising folder (may include educational plan, MyUH Username and password and Accuplacer scores) • Learn and understand degree requirements, resources, policies, and procedures as appropriate • Monitor your academic progress and understand how it impacts financial aid • Use advising tools such as STAR, MySuccess, schedule of classes, college websites, and the college catalog to gather information and track your academic progress • Check your UH Gmail account regularly as this is a primary means of communication [e.g. email, announcements, calendar] • Accept final responsibility for all decisions & actions 	<ul style="list-style-type: none"> • Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions • Help students clarify their educational and/or career goals • Maintain up-to-date knowledge about Hawai'i CC policies and procedures, degree requirements, majors, careers, and resources • Provide information or resources about Hawai'i CC policies and procedures, degree requirements, majors, careers, and resources • Assist students in course scheduling, transfer, and understanding their STAR • Refer students to other campus, system, and/or community resources as needed

Expected Student Learning Outcomes

Through the academic advising experience at the Hawai'i CC Counseling, Advising & Support Services Center, students will be able to:

- Identify career and academic goals.
- Develop a plan to achieve their career and academic goals.
- Identify campus and/or community resources.
- Understand their major requirements.
- Know how to maintain and/or return to good academic standing.

Questions To Ask Yourself When Considering Advising

- Do you have transportation to campus?
Between campuses?
- How far do you travel to campus?
- Do you have family responsibilities?
- Do you have job commitments?
- Do you have adequate computer skills?
- Do you have learning challenges?
- Do you have computer and Internet access at home?
- Are you required to be a full-time student for scholarships, medical insurance, foster care benefits, or child support benefits?

(In most cases, students must be enrolled at least half-time to be eligible for Financial Aid; however some scholarships and grants require full-time enrollment. Students who are eligible for the Federal Pell Grant may be paid for less than half-time enrollment).

Advising Tools & Resources:

Hawai'i CC Website:

<http://www.hawaii.hawaii.edu>

Hawai'i CC Catalog:

<http://www.hawaii.hawaii.edu/catalog>

Hawai'i CC Schedule of Classes:

<https://www.sis.hawaii.edu/uhdad/avail.classes?i=HAW>

Hawai'i CC Financial Aid Office:

<http://hawaii.hawaii.edu/financialaid>

Hawai'i CC Financial Aid Office Calculators:

<http://hawaii.hawaii.edu/files/financialaid/netpricecalculator/npcalc.htm>

Hawai'i CC Student Conduct Code:

<http://www.hawaii.hawaii.edu/student-conduct-code>

MyUH Portal:

<https://myuh.hawaii.edu/>

MySuccess:

<http://mysuccess.hawaii.edu>

UH System STAR for Students:

<https://www.star.hawaii.edu>

UH System Student Employment:

<https://sece.its.hawaii.edu/sece/>

UH System Transfer:

<https://www.hawaii.edu/offices/aa/transfer/>

UHCC System Distance Learning Site:

<http://www.hawaii.edu/dl/>

Helpful Tips for Your Academic Success:

- Check your UH Gmail daily as this is the way the Hawai'i CC community communicates with you
- Schedule your advising appointment early and develop your semester-to-semester Academic Plan to reach your goal [if applicable]
- Create your personal academic advising folder
- Get involved in campus activities and/or programs [e.g. Student Government, campus clubs, service learning]
- Develop a study schedule for each semester

Disability Services: Disability Services [Hā'awi Kōkua] is a voluntary program for students with documented disabilities designed to ensure equal access in all areas of campus life. If you have questions about disability-related topics, please contact the Hā'awi Kōkua Coordinator at marigiell@hawaii.edu or 808-934-2725 (V/TTY).

Experiencing MyUH Technical Difficulties?

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