

## Academic Advising Syllabus

Name: \_\_\_\_\_ Major: \_\_\_\_\_ Catalog/Program Year: \_\_\_\_\_

**Mission Statement:** The mission of the academic advising program is to provide an excellent and relevant student-centered learning environment which promotes the educational, career, and professional development of the student.

### Advising Responsibilities

Student Responsibilities	Academic Advisor Responsibilities
<ul style="list-style-type: none"> <li>• Be courteous &amp; plan ahead (schedule appointments early &amp; cancel or reschedule if necessary).</li> <li>• Be an active participant in identifying your educational goal(s) &amp; creating an academic plan.</li> <li>• Come to academic appointments prepared with questions and/or other topics for discussion.</li> <li>• Become knowledgeable of university procedures, policies, and deadlines.</li> <li>• Monitor your academic progress by using advising tools such as STAR, the schedule of classes, and the university catalog.</li> <li>• Read your hawaii.edu email and check your MyUH portal regularly for announcements and information.</li> <li>• Accept responsibility for all your decisions and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure you have access to knowledgeable and informed advisors who will cultivate a positive and respectful environment.</li> <li>• Mentor you in defining &amp; outlining an academic four year degree plan that supports your educational and life goals.</li> <li>• Assist you with course scheduling, major requirements, accessing university resources; and understanding university requirements, policies and procedures.</li> <li>• Teach you to utilize university resources (such as STAR) to become knowledgeable, empowered, and active participants in your academic journey.</li> </ul>

### Making Appointments:

Schedule online at: <https://ctahradv.youcanbook.me/>

### Which appointment do I need? (Mandatory/General Advising vs. Express Advising Appointments)

Mandatory/General Advising Appointments	Express Advising Appointment
<ul style="list-style-type: none"> <li>• Appointments are approximately 30 minutes</li> <li>• Allows for more time to ask questions, discuss concerns</li> <li>• Meant for more in-depth assistance with decision making, goal setting, creating educational plans, etc.</li> <li>• Required for mandatory advising and graduation checks</li> <li>• Advisors can sign off on forms during the course of appt</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 15 minutes</li> <li>• Meant for quick questions only or signatures needed for form approval (e.g. Veteran's enrollment, withdrawal, etc.)</li> <li>• Advisors will be able to provide limited services</li> </ul>

### Which advisor do I meet with?

CTAHR Academic Advisors assist with:	CTAHR Faculty Mentors assist with:
<ul style="list-style-type: none"> <li>• Prospective and new student advising</li> <li>• Academic degree planning and scheduling</li> <li>• Registration assistance</li> <li>• Degree and major advising (mandatory advising)</li> <li>• Graduation process and paperwork</li> <li>• Signing of academic related forms (e.g. add/drop forms, complete withdrawals, leave of absence, VA forms, financial aid forms, transfer paperwork, etc.)</li> <li>• Information about scholarships, co-curricular, student service opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Career mentorship</li> <li>• Internship information</li> <li>• Research opportunities</li> <li>• Departmental student jobs</li> <li>• Graduate school information/advising</li> <li>• Post-baccalaureate experience</li> <li>• Articulation of transfer credits within department</li> <li>• Letters of recommendation</li> <li>• Selection and approval of courses within the major/specialization area</li> </ul>

## Student Success Checklist

To schedule with an academic advisor, book online at: <https://ctahradv.youcanbook.me/>

### Before each advising appointment, you should:

- ✓ Review your degree progress in STAR, Academic Essentials and prepare questions you may have ([www.star.hawaii.edu](http://www.star.hawaii.edu))
- ✓ Be prepared to discuss your goals, educational plan, questions, and concerns during your appointment
- ✓ Gather any important forms that may be needed during the appointment (i.e. VA Enrollment, withdrawal, etc.)
- ✓ Use the resources listed below to develop a tentative schedule and your next steps or action items to be done.

### Each semester:

- ✓ Review your address, phone number, and major in MyUH portal and update your information at the Records Office ([www.myuh.hawaii.edu](http://www.myuh.hawaii.edu) / 808-956-8010 / [uhmanoa.records@hawaii.edu](mailto:uhmanoa.records@hawaii.edu))
- ✓ Review your degree progress in STAR, Academic Essentials ([www.star.hawaii.edu](http://www.star.hawaii.edu))
- ✓ Make an appointment to meet with your advisor (MANDATORY). 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); and any time you need assistance!
- ✓ Check your financial aid status in MyUH portal and complete any outstanding 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 UHM website for upcoming events

### Two semesters prior to final semester:

- ✓ Approximately 24 – 30 credits remaining towards a degree, confirm all final degree requirements for your last year by doing a “*preliminary degree check*” with an academic advisor

### One semester prior to final semester:

- ✓ Schedule an appointment to complete a “*Final Degree Check*” with an academic advisor. Fill out the Application for Degree form and complete the CTAHR Graduation Survey

### Final semester:

- ✓ Register for and attend graduation events (Convocation and Commencement)

## Advising Tools & Resources

CTAHR Advising – <http://www.ctahr.hawaii.edu/ugadvising>

CTAHR Scholarships – <http://www.ctahr.hawaii.edu/site/Scholarships.aspx>

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

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

Schedule of Classes – <https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN>

Financial Aid Office – <http://www.hawaii.edu/fas/>

Records Office – <http://manoa.hawaii.edu/records/>

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

Academic Calendar – <http://manoa.hawaii.edu/records/calendar/index.html>

Student Conduct Code – [http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

Academic Grievance Process – [http://studentaffairs.manoa.hawaii.edu/policies/academic\\_grievance/](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/)

Learning Assistance Center (Tutoring) – <http://manoa.hawaii.edu/undergrad/learning/>

Career Center – <http://manoa.hawaii.edu/careercenter/>

Counseling – <http://manoa.hawaii.edu/counseling/>

KOKUA Program (disability services) – <http://www.hawaii.edu/kokua/>

Student Life & Development – <http://www.manoa.hawaii.edu/studentlife/>

Study Abroad - <http://www.studyabroad.hawaii.edu/>

Questions? Email the CTAHR Advisors at [ctahradv@hawaii.edu](mailto:ctahradv@hawaii.edu).