

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

Making Appointments: Schedule online via [STAR Balance](#)

Which appointment do I need?

General Advising Appointment (30 min)	Express Advising Appointment (15 min)
<ul style="list-style-type: none"> • For mandatory advising, graduation checks, academic planning, and goal setting • Advisors can sign off on forms during appointment • Most appropriate appointment for continuing CTAHR students 	<ul style="list-style-type: none"> • Meant for quick questions only or signatures needed for form approval (e.g. Veteran's enrollment, withdrawal, community college enrollment, etc.) • Advisors will be able to provide limited services • Not appropriate for graduation checks
New Student Appointment (45 min)	Warning, Probation, and Suspension (60 min)
<ul style="list-style-type: none"> • For students who are new to CTAHR or interested in transferring into CTAHR • Advisors will be able to provide full program overview and academic planning 	<ul style="list-style-type: none"> • For students who are on academic warning, probation, or suspension • Advisors will work with students to discuss strategies to improve academic standing

Which advisor do I meet with?

CTAHR Academic Advisors assist with:	CTAHR Faculty Mentors assist with:
<ul style="list-style-type: none"> • Prospective and new student advising • Academic degree planning and scheduling • Registration assistance • Degree advising/mandatory advising • Graduation forms • Signing of other academic related forms • Information about scholarships, co-curricular, student service opportunities 	<ul style="list-style-type: none"> • Career mentorship • Internship information • Research opportunities • Graduate school information/advising • Post-baccalaureate experience • Articulation of transfer credits within department • Letters of recommendation • Selection and approval of courses within the major/specialization area

Student Success Checklist

Before each advising appointment, you should:

- ✓ Review your degree progress in STAR, Academic Essentials and prepare questions you may have (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 / 808-956-8010 / uhmanoa.records@hawaii.edu)
- ✓ Review your degree progress in STAR, Academic Essentials (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 – <https://cms.ctahr.hawaii.edu/Students/Scholarships>

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 – <https://manoa.hawaii.edu/registrar/>

Catalog – <https://manoa.hawaii.edu/catalog/>

Academic Calendar – <https://manoa.hawaii.edu/registrar/academic-calendar/>

Student Conduct Code – http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Academic Grievance Process – 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.