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

Through encouragement and with respect and integrity, counselors inform and empower a diverse group of students to reach their educational goals and to enrich their communities.

<table>
<thead>
<tr>
<th>Responsibilities of Students</th>
<th>Responsibilities of Counselors</th>
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</thead>
<tbody>
<tr>
<td>• Know your MyUH Username and password</td>
<td>• Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions</td>
</tr>
<tr>
<td>• Recognize that advising is a shared responsibility</td>
<td>• Help students clarify their educational and/or career goals</td>
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<tr>
<td>• Come to appointments prepared with questions and/or topics to discuss</td>
<td>• Maintain up-to-date knowledge about HawCC policies and procedures, degree requirements, majors, careers, and resources</td>
</tr>
<tr>
<td>• Bring your personal advising folder (may include educational plan, MyUH Username and password and COMPASS scores)</td>
<td>• Provide information or resources about HawCC policies and procedures, degree requirements, majors, careers, and resources</td>
</tr>
<tr>
<td>• Learn and understand degree requirements, resources, policies, and procedures as appropriate</td>
<td>• Assist students in course scheduling, transfer, and understanding their STAR Academic Pathway</td>
</tr>
<tr>
<td>• Monitor your academic progress and understand how it impacts financial aid</td>
<td>• Refer students to other campus, system, and/or community resources as needed</td>
</tr>
<tr>
<td>• Use advising tools such as STAR Academic Journey [in MyUH Portal], college websites, schedule of classes, and the college catalog to gather information and track your academic progress</td>
<td>• Check your MyUH Portal account regularly as this is a primary means of communication [e.g. email, announcements, calendar]</td>
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<tr>
<td>• Accept final responsibility for all decisions &amp; actions</td>
<td></td>
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</tbody>
</table>
Expected Student Learning Outcomes

Through the academic advising experience at the HawCC Counseling, Advising & Support Services Center, students 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.

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:

- HawCC Website: [http://www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)
- HawCC Student Conduct Code: [http://www.hawaii.hawaii.edu/studentsvcs/coc.htm](http://www.hawaii.hawaii.edu/studentsvcs/coc.htm)
- MyUH Portal: [https://myuh.hawaii.edu/cp/home/displaylogin](https://myuh.hawaii.edu/cp/home/displaylogin)
- UH System STAR for Students: [https://www.star.hawaii.edu/student](https://www.star.hawaii.edu/student)
- UH System Student Employment: [https://sece.its.hawaii.edu/sece/](https://sece.its.hawaii.edu/sece/)
- UH System Transfer: [https://www.hawaii.edu/admissions/transfers.html](https://www.hawaii.edu/admissions/transfers.html)
- UHCC System Distance Learning Site: [http://www.hawaii.edu/dl/](http://www.hawaii.edu/dl/)

Helpful Tips for Your Academic Success:

- Check your MyUH Portal email daily as this is the way the HawCC community communicates with you
- Schedule your group 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 marigiel@hawaii.edu or 808-934-2725 (V/TTY).

Experiencing MyUH Portal Technical Difficulties?
Call the IT Help Desk at 1-800-558-2669

Mahalo to UH Maui College for providing an academic advising template used to develop the HawCC academic advising syllabus. (Rev. 10/21/13)