

ACADEMIC ADVISORS' RESPONSIBILITIES: Instructional Faculty & Counseling Faculty

November 25, 2011

Instructional Faculty Academic Advisors help:

- Continuing students who are in good academic standing
- Students who come to regular registration (during faculty person's assigned time)
- Set up an academic advising appointment with a counselor for students whose academic situation is too complex

When advising, they help students to:

- Review the Academic Calendar
- Understand the registration process including add/drop/withdraw, credit/no credit options, and incompletes. This would include knowing semester deadlines for these procedures
- Access the college catalog, academic advising sheets, and STAR. These tools will help guide the student towards choosing the appropriate classes needed to graduate in their chosen major and catalog year
- Interpret COMPASS placement scores in writing, reading, and math so that the student knows which English and math courses they are eligible to enroll in. Additionally, they will help the student understand the progression of English and math classes they will need to take to be eligible to graduate (see progression charts for [Math Liberal Arts](#), [Math Vocational](#), [English Writing](#), [English Reading](#) and [ESL](#))
- Understand the basic Financial Aid Satisfactory Academic Progress Policy, specifically maintaining a G.P.A. of 2.0 or higher and having at least a 67% course completion rate, and consider these factors when choosing classes
- Identify and learn more about college resources (Library, Learning Center, Counseling Center, Career Center, Ha`awi Kokua Center, Testing Center, Financial Aid Office, Student Life, etc.) and community resources (listed on Urgent Service Directory for Families)
- Interpret the HawCC catalog and explain college policies and procedures as outlined
- Understand the relationship between current HawCC major and future degree and/or career plans
- Research transfer options into upper division programs, primarily within the UH System by giving referrals to appropriate offices or contacts, such as a transfer counselor at the other institution.

Counseling Faculty Academic Advisors help:

- New Students
- Continuing Students who are not in good academic standing (Academic Warning, Probation, Continued Probation, and Returning after dismissal)
- Students whose academic situation is too complex for the Instructional Faculty Academic Advisor
- Transfer students from another college

When advising, they help students to:

- Do all the items listed in the Instructional Faculty Academic Advisors guidelines
- Complete the application process including providing the information needed to obtain health clearances
- Complete Mandatory Orientation.
- Understand the resources available through Federal Financial Aid and the process for applying
- Identify choice of major and develop a long term academic plan that matches their interest, aptitudes, personality, etc. (Career & Job Placement Center).
- Evaluate transcripts from other colleges and assist with course/waiver request when necessary (is this aimed at the student to evaluate a transcript or should this go under the general heading for counselors? See ** above)
- Complete Financial Aid related forms (UH System Funding for Consortium Classes Request Form, Maximum Credits/Transfer Credits to Subsequent Degree Form, etc.)
- Complete educational plan forms that are required by most scholarships (i.e., Kamehameha Schools)
- Understand the requirements, process, and consequences for changing one's major
- Understand the requirements and process to transfer to another college
- Complete the forms necessary to graduate
- Remain in school by providing personal counseling and assisting in any appeals process (i.e., academic grievance, financial aid eligibility, academic dismissal)