

MĀNOA ADVISING CENTER

Queen Lili‘uokalani Center for
Student Services Room 101
2600 Campus Road Hon., HI 96822

Email: macadv@hawaii.edu
Phone: (808) 956-7273
Website:
manoa.hawaii.edu/.undergrad/mac/

Hours: Mon., Tues., Thurs., & Fri.
from 8:30am – 4:00pm
Wed. from 12:00pm-4:00pm

MISSION STATEMENT

The mission of Mānoa Advising Center (MAC) is to assist students in selecting a major that best fits their interests, abilities, and goals, and to provide advising support for them until they can declare or enter their major.

MAC STUDENT LEARNING OUTCOMES

- 1) Students can identify major options
- 2) Students can learn, identify, and understand general education, graduation and program requirements using advising combined with supplemental services
- 3) Students can identify and use campus resources available to them

INFORMATION ABOUT APPOINTMENTS

- In-person appointments are the preferred method of advising however, phone appointments are available if students are not on the island or unable to come in
- Starts either on the hour or at the half hour
- Lasts at maximum 30 minutes
 - If more time is needed, another appointment may be scheduled
- If student arrives more than 10 minutes late the appointment will be cancelled
- There is only a limited amount of appointments per day and per week, depending on advisor’s schedules
- Evaluations are distributed before appointments and are to be completed after the appointment
- Students are scheduled with their alpha advisor first but if their alpha advisor is not available, they may be scheduled with the next available advisor that meets their availability
- Attempts are made to accommodate requests to meet with certain advisors

EXPECTATIONS

FOR STUDENTS

- Seek advising on a regular basis; at least once a semester
- Come to appointments prepared with questions & documents from previous appointments
- Come to appointments on time or notify in advance if need to cancel
- Ask questions as they arise
- Use academic resources including STAR, catalog, program sheets, etc.
- Think about & clarify academic goals
- Follow through with recommendations & strategies discussed in appointments
- Check UHM email on a regular basis for important University information & notifications
- Take responsibility for actions & decisions

FOR ADVISORS

- Listen carefully to students
- Foster a respectful & supportive environment
- Empower students to be independent & make well-informed decisions
- Help students develop & clarify academic goals
- Provide accurate & up-to-date information on academic requirements & policies & procedures
- Maintain student confidentiality
- Identify campus resources & share strategies to help students be academically successful
- Make referrals to campus resources where appropriate

PREPARING FOR APPOINTMENTS

- 1) Know your appropriate advising office
 - MAC is for students exploring major(s) and select pre-majors (working towards admission into a major program which has pre-requisite requirements). A listing of the majors under MAC can be found at <http://manoa.hawaii.edu/undergrad/exploratory/major/>
 - If MAC is not your advising office, check for your appropriate office at catalog.hawaii.edu/corerequirements/advis-offices.htm
 - If you are not sure what major you have declared, check your STAR degree audit at star.hawaii.edu
- 2) If you have major(s) in mind, print the program sheet(s) at manoa.hawaii.edu/ovcaa/programsheets/ and bring them to your appointment
 - If you are completely undecided on a major, review the catalog at catalog.hawaii.edu/degrees/degrees-cert.htm for majors offered
- 3) Review academic resources including:
 - Program sheets- manoa.hawaii.edu/ovcaa/programsheets
 - Catalog- catalog.hawaii.edu/
 - Major descriptions/departmental information- manoa.hawaii.edu/admissions/undergrad/academic/majors.html
 - General Education Core & Graduation Requirements- catalog.hawaii.edu/corerequirements/default.htm
- 4) Think of questions you would like to ask and write them down if necessary
- 5) Bring a photo ID so that we can verify your identity
- 6) Evaluations are distributed before appointments and are to be completed after the appointment
- 7) Students are scheduled with their alpha advisor first but if their alpha advisor is not available, they may be scheduled with the next available advisor that meets their availability
 - Attempts are made to accommodate requests to meet with certain advisors.

DURING THE APPOINTMENT

- 1) Be on time! Being late either shortens or cancels the appointment
- 2) Appointments are at maximum 30 minutes long. Please be mindful of this
- 3) Show up for scheduled appointments
 - No shows prevent other students from receiving advising
 - If you need to cancel, call or come in to notify
- 4) Take notes as necessary

SCHEDULING AN APPOINTMENT

- 1) Appointments are scheduled for the same day or next business day, and is dependent upon availability.
- 2) Consider the timing of the semester
 - The busy period for MAC is the start of each semester and registration. To avoid a long wait and possibly not getting an appointment because all appointments are booked, come in during the slow period typically the third-tenth weeks of the semester or summer between May- early August
- 3) There are two ways to schedule an appointment: in-person or over the phone at (808) 956-7273
 - During our busy periods, we generally assist students who are here in-person first and then tend to the phone. We may not always answer the phone if we are assisting in-person students
 - Our phone does not accept messages
 - Appointments are not made over email unless there are circumstances where a student cannot schedule via in-person or over the phone
- 4) Phone appointments are available if students are not able to come in for advising
 - To schedule a phone appointment, see manoa.hawaii.edu/mac/phoneadvising.html
- 5) Walk-ins are accepted during designated periods. Check our website at manoa.hawaii.edu/mac for walk-in period updates

AFTER THE APPOINTMENT

- 1) Complete the appointment evaluation
- 2) Keep and bring forms to next appointment
- 3) Follow-up on actions and recommendations discussed during the appointment



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