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
  o 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/](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](http://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](http://star.hawaii.edu)

2) If you have major(s) in mind, print the program sheet(s) at [manoa.hawaii.edu/ovcaa/programsheets/](http://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](http://catalog.hawaii.edu/degrees/degrees-cert.htm) for majors offered

3) Review academic resources including:
   • Program sheets- [manoa.hawaii.edu/ovcaa/programsheets](http://manoa.hawaii.edu/ovcaa/programsheets)
   • Catalog- [catalog.hawaii.edu/](http://catalog.hawaii.edu/)
   • Major descriptions/departmental information- [manoa.hawaii.edu/admissions/undergrad/academics/majors.html](http://manoa.hawaii.edu/admissions/undergrad/academics/majors.html)
   • General Education Core & Graduation Requirements- [catalog.hawaii.edu/corerequirements/default.htm](http://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.

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](http://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

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

QLCSS Room 101 • [manoa.hawaii.edu/undergrad/mac](http://manoa.hawaii.edu/undergrad/mac)
macadv@hawaii.edu • (808) 956-7273