MISSION
The Advising Center helps College of Arts, Languages & Letters (CALL) students clarify their life and career goals, develop meaningful educational plans, navigate challenges, and attain a liberal arts baccalaureate degree, thereby preparing for productive lives, enlightened citizenship, and life-long learning.

ABOUT US
The Advising Center practices “learning centered advising,” which focuses on helping students:
- To be empowered and encouraged to make decisions about their academics;
- Identify their strengths and life/career goals;
- Discover/create the logic and meaning in their academic journeys;
- Integrate parts of the curriculum into a coherent whole;
- Build an educational experience that fulfills their needs and expectations;
- Navigate the challenges of their academic journey; and
- Overcome challenges and persist to graduation.

Dual Advising
Students meet with advisors in two areas: a Major Advisor, who is located in the major department, and a College Advisor, who is in the Advising Center for CALL (that’s us!). Be sure you know and meet regularly with both!

Major Advisors have expertise in the subject matter of the major. They know more details about course sequencing or future availability of some of the courses. They make decisions on exceptions to major requirements for your degree.

College Advisors have a broad knowledge of academic advising as a whole. They provide guidance on completion of general education and graduation requirements. They also process and clear students for graduation. They make decisions on exceptions to college and university requirements for your degree.

SERVICES
Initial Advising to assist incoming students with starting their academic journey at UH Mānoa
Registration Assistance to help with adding/dropping courses and navigating STAR GPS
General Advising to answer questions, provide resources and connect you with your major
Study Abroad Advising to encourage and plan for overseas academic experiences
Academic Planning to help develop a plan beyond the upcoming semester
Graduation Advising to help ensure that you are on track for graduation
Academic Warning to guide you through the process of understanding academic actions and help during challenging times
VALUE OF A LIBERAL ARTS EDUCATION
All majors in the College of Arts, Languages & Letters fall under the broader category of liberal arts. A liberal arts education builds strong communication skills, both in writing and speaking. Undergraduates learn to make persuasive arguments backed by evidence and communicate their ideas to diverse groups. A liberal arts degree also encourages creativity and fosters universally important skills, such as research, analytical reasoning, and creative problem-solving.

ADVISING OUTCOMES FOR STUDENTS
The student will:

- Focus on their academic journey: expanding knowledge and skills, identifying values, increasing navigation skills, and engaging in personal growth;
- Identify career and academic goals that incorporate their interests, values, and skills;
- Develop and implement an academic plan;
- Balance competing priorities in life;
- Develop independence and take charge of their education;
- Actively engage in the campus, community, and their life;
- Identify and use campus and community resources;
- Connect liberal arts to their transferable career and life skills; and
- Persist to graduation!

RESPONSIBILITIES

For Students
- Prepare for appointments, participate in the process, follow through on next steps, and apply what is learned;
- Know and understand degree requirements, advising responsibilities, resources, deadlines, policies and procedures;
- Recognize that advising is a shared responsibility;
- Accept responsibility for decisions;
- Be open to learning, trying new things, and changing;
- Mindfully develop rigorous critical thinking, self-assessment, and in-depth reflection that results in action; and
- Monitor your own academic progress and take appropriate action in relation to life responsibilities.

- Be responsible for knowing published deadlines and timelines for your academic success.
- Respect the staff and student assistants in the Advising Center who are there to provide you with guidance and advice.

For Advisors
- Be knowledgeable about, accurate in explaining, and able to communicate effectively UHM’s policies and procedures, degrees, majors, and/or refer to outside resources;
- Teach the advising curriculum;
- Be accessible and respond to students in a timely manner;
- Provide a safe space and a positive environment for advising;
- Help students discover the meaning and purpose of their education;
- Empower students to be independent, resourceful thinkers and accept responsibility for their decisions;
- Explain the power of a liberal education and its transferable skills;
- Challenge students to develop life skills (e.g., time management, decision making, growth mindset, resilience, etc.), explore connections, integrate learning, and create a coherent academic journey;
- Support and guide students through the complex journey from developing life goals to pursuing a major and transitioning successfully to a career;
- Respecting student rights and privacy.
RESOURCES

PERSONAL

Counseling & Student Development Center (CSDC)
QLC 312, http://www.manoa.hawaii.edu/counseling/
Confidential persona/career counseling; serves the mental health needs of the university.

Health Promotion Program
QLC 313D, https://www.hawaii.edu/shs/health_promotion/
Provides health promotion, education and brief intervention services for the student population.

KOKUA
QLC 013, https://www.hawaii.edu/kokua/
Assistance for students with documented disabilities.

LGBTQ+ Center
QLC 211, https://manoa.hawaii.edu/lgqtq/
Empowers students to create healthy living-learning communities, enhance interpersonal growth, and celebrate academic achievement.

Native Hawaiian Student Services
QLC 113, https://manoa.hawaii.edu/nhss/
Prepares Hawaiian students to build upon a legacy of excellence, with creativity and confidence, in order to fulfill the kuleana of their time, thereby leading Hawaiʻi into a thriving, life affirming, de-occupied future.

ACADEMIC

Academic Calendar
The academic calendar is the main resource for important dates and deadlines for all things related to course registration, add/drop, withdrawing, financial aid, and tuition and bill due dates.

Writing Center
KUY 411, https://sites.google.com/a/hawaii.edu/writingcenter/
Provides help with the writing process.

Learning Assistance Center
Free tutoring, academic success workshops (aka LearnAbility Sessions) on note taking, reading in college, test taking, time management and more.

Learning Emporium
Resource center for introductory courses in math, chemistry, information & computer sciences, and physics; help is readily available!

Office of Veteran Student Services
QLC 310, http://manoa.hawaii.edu/veterans/
Enhances the veteran and military-connected student experience, supporting academic success, and providing services that assist in the transition from military service to higher education.

University Health Services
UHS, https://www.hawaii.edu/shs
A health center providing a wide range of medical services and programs.

Women's Center
QLC 211, https://www.hawaii.edu/womenscenter/
Provides personal and academic support for the success of women and LGBT students at UHM.

Student Basic Needs
https://www.hawaii.edu/student-basic-needs/
Basic needs include food and housing, childcare, mental health, financial resources and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well being.

Information Technology Services (ITS)
http://www.hawaii.edu/its
Support for university technology and IT applications.

Undergraduate Research Opportunities Program
Help undergraduate students engage in faculty-engaged research and creative work.

Honors
Students take a more active role in their education through smaller classes, personalized academic advising, peer mentorship, and faculty guided-projects.

Student Support Services
KRA 114, https://manoa.hawaii.edu/undergrad/sss/
A program to increase the graduation and retention of first-generation college students and those with high financial need.

Outreach College
SL 310 http://outreach.hawaii.edu
Flexible Degree Programs, Continuing Education, Online Courses & Summer Programs.
CAREER
Mānoa Career Center
QLC 212, http://manoa.hawaii.edu/careercenter
Use the Mānoa Career Center to help with your résumé or CV, interview skills, or job search. Utilize the Letter of Recommendation/Credential file, especially if you are planning to apply to graduate or professional school.

Major Advisor
Your major advisor has the most relevant knowledge about career directions for your specific area of study. Utilize their expertise when planning your career path.

FINANCIAL
Financial Aid Services
QLC 112, http://www.hawaii.edu/fas
Financial aid information including eligibility, regulations, and types of aid.

Financial Literacy Program
Learn about budgeting, managing your credit and topics related to finances.

Cashier's Office
billpayment-l@lists.hawaii.edu
Office to contact about questions concerning your student bill and refunds.

INVOlVEMENT
Study Abroad Center
Travel to different countries and earn UH Mānoa credits. Experience new cultures. Become culturally competent in a multicultural world

Student Parents at Mānoa (SPAM)
QLC 211, http://manoa.hawaii.edu/studentparents/
To increase the visibility of and resources for student parents at UHMānoa as they pursue education while parenting.

Mānoa International Exchange (MIX)
QLC 206, http://manoa.hawaii.edu/mix
Explore different countries around the world. Participate in an international exchange program with other students

Student Conduct
http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/
Policy to establish guidelines relating to the Systemwide Student Conduct Code, including standards for the ways in which members of the University of Hawai‘i (UH) community interact with each other in the pursuit of both academic excellence and social responsibility.

National Student Exchange (NSE)
Explore different campuses across U.S. (including territories) and Canada. Study away with an element of comfort

Student Recreation Services
https://manoa.hawaii.edu/studentrec/mission.html
Provides a spectrum of involvement opportunities and learning experiences for students through innovative recreational activities and services.

Payment Plans
https://www.hawaii.edu/myuhinfo/payment-plan/

Student Housing Services
Frear, http://manoa.hawaii.edu/housing
Provides support resources for living on campus.

Student Life & Development
CAMCTR 208, http://www.manoa.hawaii.edu/studentlife/
● Registered Independent Organizations (RIO)
http://www.manoa.hawaii.edu/studentlife/studentorg/
Join student clubs and organizations, get involved with learning opportunities and leadership.
● Leadership
http://www.manoa.hawaii.edu/studentlife/leadership/
Helping you acquire, develop, and enhance the leadership and management skills you need to compete in an increasingly complex and interdependent world through Leadership Development, Credit Courses and Non-Credit Workshops.
● Student Events and Campus Life
https://www.hawaii.edu/campuscenter/
# 4-YEAR ADVISING CALENDAR

This 4-year advising calendar is designed to give you an estimate of the approximate times that you may be addressing key points in your education. Every student’s path is unique, but this calendar gives a typical 4-year plan to guide you on your journey. Just like using the STAR GPS Registration, it serves as only an estimation or guide for your completion.

## Year 1

| Learn Your Major | □ Learn the specifics about your major requirements. Visit the websites for the Advising Center and your department.  
□ Explore the various career paths that may be associated with your major. |
| Four-Year Plan of Study | □ Review your first-year coursework in relation to your overall plan of study. Review your academic plan in your STAR GPS Registration.  
□ Discuss with your advisor any plans to study abroad or attend graduate or professional school. |
| Academic Advising | □ Make sure to see your academic advisor every semester to ensure that you are taking the appropriate courses and remaining on-track for graduation. |
| General Education | □ Make sure you are progressing toward completion of your General Education Core requirements. |
| Course Prerequisites | □ Make sure you are progressing in the appropriate course prerequisites for your major so that you are on-track for graduation.  
□ Complete any placement exams for courses to ensure you can register for appropriate courses. |

## Year 2

| Complete General Education | □ You should be completing most of the General Education Core requirements at this point. |
| Get Involved | □ If you have not done so already, get involved in university life, whether it is with a student organization, an academic organization, or other scholarly activity. You need to begin to build your résumé early. |
| Faculty Relationships | □ Begin talking with faculty in your department regarding your future and what you can learn from their experiences. These individuals may be the source of your letters of recommendation.  
□ Work with your advisor to identify steps you may need to take to be prepared after you graduate. |
| Experience | □ Near the end of your second year, you should be considering work experience, research, or internships that would help you with either job placement or post-baccalaureate studies. |

## Year 3

| Leadership | □ Now that you have been involved in your respective area, you should consider taking the next step and being a leader in your organization(s). |
| Upper-Level Coursework | □ You should have already started taking upper-level courses, but this is the year where you choose your courses carefully to be most applicable to your path after graduation. |
| Graduation Preparation | □ Graduate School (if applicable): Begin narrowing down your graduate school plans and take the appropriate entrance exam.  
□ Employment: Begin looking at what industries or particular companies you should be contacting for future employment. Find ways to gain the necessary skills for your area. |

## Year 4

| Apply for Graduation | □ Remember to apply for graduation 1-2 semesters in advance. You may want to meet with your academic advisor before applying to make sure everything is on track. |
| Applications | □ Make sure you have prepared your résumé.  
□ Work with the Mānoa Career Center to help build your interviewing and application skills.  
□ Apply for graduate schools and employment. |