



COLLEGE of ARTS, LANGUAGES & LETTERS

Advising Syllabus

CONTACT

Advising Center for CALL
2530 Dole St
Sakamaki Hall, Room D202
Honolulu, HI 96822

(808) 956-8755
advising@hawaii.edu
manoa.hawaii.edu/advising

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 ensure that you are on track for graduation

Academic Notice 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 personal/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/lgbtq/>

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 Hawai'i 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

SL, <http://manoa.hawaii.edu/undergrad/learning/>

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

Learning Emporium

BILA 209,

<https://natsci.manoa.hawaii.edu/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

Moore 107/108, <https://manoa.hawaii.edu/undergrad/urop/>

Help undergraduate students engage in faculty-engaged research and creative work.

Honors

SL 106, <https://manoa.hawaii.edu/undergrad/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.

FINANCIAL

Financial Aid Services

QLC 112, <http://www.hawaii.edu/fas>

Financial aid information including eligibility, regulations, and types of aid.

Financial Literacy Program

CR 255, <http://manoa.hawaii.edu/undergrad/finlit>

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

INVOLVEMENT

Study Abroad Center

Moore 115, <http://www.studyabroad.hawaii.edu>

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

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

National Student Exchange (NSE)

QLC 406, <http://www.hawaii.edu/diversity/nse>

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

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.

Student Housing Services

Frear, <http://manoa.hawaii.edu/housing>

Provides support resources for living on campus.

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.

Student Employment

<https://sece.its.hawaii.edu/sece/login>

Listing of student employment opportunities through the university.

Cashier's Office

billpayment-l@lists.hawaii.edu

Office to contact about questions concerning your student bill and refunds.

Payment Plans

<https://www.hawaii.edu/myuhinfo/payment-plan/>

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.

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 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.

● **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	<ul style="list-style-type: none"> <input type="checkbox"/> Learn the specifics about your major requirements. Visit the websites for the Advising Center and your department. <input type="checkbox"/> Explore the various career paths that may be associated with your major.
Four-Year Plan of Study	<ul style="list-style-type: none"> <input type="checkbox"/> Review your first-year coursework in relation to your overall plan of study. Review your academic plan in your STAR GPS Registration. <input type="checkbox"/> Discuss with your advisor any plans to study abroad or attend graduate or professional school.
Academic Advising	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you are progressing toward completion of your General Education Core requirements.
Course Prerequisites	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you are progressing in the appropriate course prerequisites for your major so that you are on-track for graduation. <input type="checkbox"/> Complete any placement exams for courses to ensure you can register for appropriate courses.

Year 2

Complete General Education	<ul style="list-style-type: none"> <input type="checkbox"/> You should be completing most of the General Education Core requirements at this point.
Get Involved	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Work with your advisor to identify steps you may need to take to be prepared after you graduate.
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Graduate School (if applicable): Begin narrowing down your graduate school plans and take the appropriate entrance exam. <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you have prepared your résumé. <input type="checkbox"/> Work with the Mānoa Career Center to help build your interviewing and application skills. <input type="checkbox"/> Apply for graduate schools and employment.