UH MAUI COLLEGE
ACADEMIC ADVISING AGREEMENT

Name: ___________________________   Major: ___________________________
Student ID: ______________________   Phone: ____________________________

UH MAUI COLLEGE COUNSELING DEPARTMENT MISSION STATEMENT
The Counseling Department provides services that assist students to realize their educational goals.

COUNSELING SERVICES:
- 30 or 45 minute in-person academic and registration advising appointments are available upon request.
- Career counseling appointments are available upon request.
- 10 minute walk-in wikiwiki advising is available on Wednesday afternoons (Please check with front desk for additional times).
- Advising is also available via email and phone.
- To schedule an appointment, call: Kahului (808) 984-3306; Molokai and Lānaʻi (808) 553-4490 x 3.
- Hours will vary during high peak periods.

WHAT IS ACADEMIC ADVISING?
The academic advising process is a partnership and shared responsibility between the student and counselor. It includes exploring the value of a certificate and/or degree, reviewing campus services and policies, discussing educational and career plans, and making appropriate course selections.

The outcome of your first academic advising appointment will result in creating a course schedule for the upcoming semester.

EXPECTATIONS OF STUDENTS:
- Be an active participant in identifying your career and educational goal(s) and creating an academic plan.
- Come to appointments prepared with your CARL tentative course schedule and STAR academic journey print out for registration advising session.
- Learn and understand degree requirements, resources, policies, and procedures as appropriate.
- Monitor your academic progress and take appropriate action in relation to personal responsibilities.
- Use advising tools, such as STAR Academic Journey (degree audit), college websites, schedule of classes, and the college catalog to gather information and track your academic progress.
- Check your MyUH Portal account regularly as this is a primary means of communication (e.g. email, announcements, calendar).
- Accept final responsibility for all of your decisions and actions.
EXPECTATIONS OF COUNSELORS:
- Provide a respectful, supportive environment for advising.
- Maintain confidentiality according to established standards (FERPA).
- Help students clarify their educational and/or career goals and develop an academic plan.
- Provide information about UHMC policies and procedures, majors, degree requirements, careers, and resources.
- Assist you in course scheduling, transfer, and understanding their STAR academic pathway (degree audit).
- Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions.
- Refer students to other campus, system, and/or community resources as needed.
- Actively participate in professional development to improve skills and knowledge.

STUDENT LEARNING OUTCOMES:
- Define “academic advising”
- Describe the “student responsibilities in the Advising Agreement
- Explain what is accomplished at the end of an advising session
- Agree to the “student responsibilities” listed in the Academic Advising Agreement before going onto Step 2.

I understand and agree to the Student Expectations and Learning Outcomes as noted above. I also understand and agree that my pre-advising preparation is required to successfully finalize my course schedule and develop an academic plan for my chosen major.

________________________________________  _______________________
Signature                                      Date

9/23/13