



UNIVERSITY
of HAWAII®
HILO

Faculty Undergraduate Advising
2011-2012
hilo.hawaii.edu/advising

Advising Introduction

Academic advising is necessary to ensure timely academic progress, so students are strongly encouraged to meet with their assigned advisor once every semester.

At UH Hilo, students with declared majors are advised by faculty advisors in the department. Assignments are done by the college/division offices 3 weeks into the start of the new semester. Students who do not have a declared major or are exploratory (considering a change of major), are advised by the UH Hilo Advising Center.

Please include the following statement on your class syllabus.

Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements.

Advising Dates

NEW Student Advising

Fall 2011 Orientation- August 16-18

Tuesday, August 16	Wednesday, August 17	Thursday, August 18
8:30 -10:30 am	8:30 -10:30 am	8:30 -10:30 am
1:00 - 3:00 pm	1:00 - 3:00 pm	1:00 - 3:00 pm

Spring 2012 Orientation- January 3-6

Tuesday, January 3	Wednesday, January 4	Thursday, January 5
8:30 -10:30 am	8:30 -10:30 am	8:30 -10:30 am
1:00 - 3:00 pm	1:00 - 3:00 pm	1:00 - 3:00 pm

Faculty advisors are available to meet with students individually to discuss scheduling, academic planning, or to answer questions about the student’s new major. These sessions are typically held in faculty offices.

CURRENT Student Advising

Advising for EARLY registration for Spring 2011

Thursday, November 17 - Wednesday, November 23

Early registration for continuing students starts on Monday, November 28, following advising week, and based upon current class standing, which is determined by the number of EARNED credits.

Advising for EARLY registration for Fall 2012

Monday, April 9 - Friday, April 13

Early registration for continuing students starts on Monday, April 16, following advising week, and based upon current class standing, which is determined by the number of EARNED credits.

Getting Advisee Lists

Faculty advising assignments are available in MyUH, under "Faculty Services" and is one of the listed options toward the bottom of the screen. Available in the "Advisee List" function are downloadable advising lists, mass email capability to your advisees through your default mail application, as well as the availability of relevant academic advising information. Tutorial on accessing your advisee list: <http://myuhinfo.hawaii.edu/object/adviseelist.html>

Advising assignments may also be requested through college/division offices.

Advisor Responsibilities (Kuleana)

Advisors

- Are dedicated to the advising process and exhibit a caring attitude toward advisees
- Are accessible to students
- Help students clarify career/life goals as well as education goals
- Are familiar with institutional regulations, policies and procedures especially as they relate to academic and/or graduation requirements
- Monitor progress toward educational and career goals
- Assist students in selecting courses that reflect individual interests and abilities
- Assist students in decision-making skills
- Refer students to other appropriate campus resources
- Participate in advisor training sessions to keep informed and current

Advisees

- Recognize that advising is a shared responsibility and accept final responsibility for all decisions
- Clarify personal values, abilities, and goals
- Prepare for advising sessions and bring relevant materials when contacting the advisor
- Contact and make an appointment with the faculty advisor when required or when in need of assistance
- Become knowledgeable about policies, procedures, and requirements, including important deadlines
- Monitor progress toward educational and career goals

Advising Pointers

If you have been assigned advising duties, listed below are some suggestions that will help provide a positive advising session:

- ✓ Inquire about student's intended major. His/her intended major may affect course selections, especially in math and science
- ✓ Explain graduation requirements, i.e. writing intensive courses, upper division requirements, GPA, etc.
- ✓ Check to see that students has appropriate courses.
- ✓ Look for balance in course selections. Is the course load appropriate for the student?
- ✓ Explain sequence of courses, prerequisites if necessary.

Tools and Reference Materials

The Federal Family Educational Rights and Privacy Act (FERPA) - hilo.hawaii.edu/registrar/ferpa

Advisor Handbook - hilo.hawaii.edu/studentaffairs/advising/AdvisingHandbook

Star for Advisors - <https://www.star.hawaii.edu:10011/admininterface>

To set up your account, visit: hilo.hawaii.edu/registrar/Faculty

Class Availability - www.sis.hawaii.edu/uhdad/avail.classes?i=HIL

University Catalog - hilo.hawaii.edu/catalog

Academic Requirements

General Education Requirements

General Education requirements consist of 37 credits and include the following:

Basic Requirements:

- GF. Composition (3 semester hours)
- GL. Language Arts (3 semester hours)
- GQ. Quantitative reasoning (6 semester hours)
- GW. World Cultures (6 semester hours)

Area Requirements:

- GH. Humanities (6 semester hours)
- GS. Social Sciences (6 semester hours)
- GN. Natural Sciences (7 semester hours)

For more detailed explanations of each requirement and the list of approved courses for each requirement, please visit: hilo.hawaii.edu/academics/gened

Integrative Requirements

WI. Writing Intensive

Students are required to take Writing Intensive (WI) courses for graduation. At least one of these WI courses must be numbered 300 or above. The WI requirement for students varies depending upon the number of transfer credits accepted by UH Hilo:

	Freshman	Sophomore	Junior	Senior
Credits Accepted	0-24	25-54	55-88	89+

HPP. Hawai'i Pan-Pacific Requirement (3 semester hours)

Students must complete 1 semester course designated as "HPP". The course investigates the culture, language, economy, or natural environment of Hawai'i or of another indigenous culture or nation or region of the Pan-Pacific region.

GCC. Global and Community Citizenship Requirement (3 semester hours)

Students must complete 1 semester course designated as "GCC". The course allows students to apply knowledge gained from their course of study to the global and/or local communities.

For more detailed explanations of each requirement and the list of approved courses for each requirement, please visit: hilo.hawaii.edu/academics/gened

Major Requirements

Students are responsible for fulfilling the requirements for the major in effect at the time of official declaration of the major or they may opt to follow the requirements in place at the time of graduation. Some courses required for the major may also be used to fulfill General Education requirements. Classified students may declare or change their major by completing the Declaration/Change of Major form and submitting it to the Office of the Registrar. This form is available online on the Office of the Registrar website. Hard copies are also available at the Office of the Registrar.

Helpful Policies and Procedures

Transfer Students with an Associate of Arts (AA) Degree from a UH community college

Students transferring in with an AA degree from a UH community college will be deemed to have fulfilled General Education requirements *unless* specific course requirements are required for a given major. Students who have 6 credits or fewer to complete in their UH AA degree may transfer to UH Hilo and apply the AA degree to UH Hilo General Education requirements, providing the community college AA degree is completed in the first semester at UH Hilo and the student officially graduates with the academic credential.

Transfer Students with an AA degree from outside the UH System

Students transferring into UH Hilo with a transferable AA degree from an institution accredited by a U.S. regional accreditation agency will be exempted from the General Education requirements, unless specific course requirements are needed for a given major or specialty. The AA degree must have been completed to initial matriculation to UH Hilo.

Students Pursuing a Second Baccalaureate Degree

Students may earn a second baccalaureate degree of a different type (B.S. versus B.A.) or the same type of degree provided that:

- The major is different from the prior degree
- The student completes a minimum of 30 semester credit hours at UH Hilo after the first degree has been awarded
- All degree requirements are met.

Students entering the College of Agriculture, Forestry, and Natural Resource Management (CAFNRM), the College of Arts and Sciences (CAS), the College of Business and Economics (COBE), and Ka Haka 'Ula O Ke'elikolani College of Hawaiian Language (CHL) with a **Bachelor of Arts (BA)** degree (excluding other baccalaureate degrees), from a U.S. regionally accredited college or university will be deemed to have fulfilled the General Education requirements, unless specific prerequisites are needed in a given major. These students will be classified as seniors for registration.

Transfer Students without an Associate of Arts (AA) Degree from a UH community college

Transfer students without an AA degree may fulfill the General Education requirements in effect when they enroll as a classified student (Fall 2011 or Spring 2012) or the General Education requirements in effect when they first enrolled in the UH system and stayed continuously enrolled until the first semester of official matriculation to UH Hilo.

Transfer Students with an AA or BA degree from outside the UH System

Transfer students without an AA or BA degree must fulfill the General Education requirements in effect when they enroll as a classified student.

Placement Exams

Placement exams are necessary to enroll in specific classes. Students should bring a picture ID with them to all placement exams. hilo.hawaii.edu/kilohana/placements

3-peat rule

Students may not enroll in a course and receive a grade (including "W") more than 3 times. The exceptions to this policy are those courses identified in the catalog as repeatable.

Satisfactory/Unsatisfactory Progress

Satisfactory academic progress is defined by UH Hilo as maintaining a cumulative GPA of at least a 2.0. Unsatisfactory progress is defined as follows:

<i>Academic warning</i> -	semester GPA is less than 2.0
<i>Academic probation</i> -	first semester when cumulative GPA is less than a 2.0
<i>Continued academic probation</i> -	cumulative GPA is less than 2.0 for two or more consecutive semesters, but with a semester GPA at least 2.0.
<i>Academic dismissal</i> -	semester and cumulative GPA less than 2.0 at the end of a semester of academic probation or continued academic probation. Students may request to be re-admitted to UH Hilo by appealing to their college dean.

Academic Bankruptcy

Students may declare one semester of their career at UH Hilo as an “academically bankrupt” semester. All courses taken in such a semester are excluded from the GPA, regardless of whether passing grades were earned in some courses. There are financial aid implications if a student declares bankruptcy. The declaration must be made prior to graduation.

Graduation Application

Students must complete an application for graduation from any of the certificate or degree programs offered at UH Hilo to the Business Office by the deadline specified in the UH Hilo academic calendar. Failure to file a graduation application by the specified deadline may result in a delay of graduation. If the application is received by the priority deadline, a graduation evaluation will appear in the student’s STAR degree check, under “From your Advisor” (it will appear under “Advisors’ Notes” in STAR for Advisers).

“Mods” - Petitions for Modification of Academic Requirements

Any student may petition the university for a waiver of or other exception to any academic policy or regulation. This includes petitioning to substitute previous coursework to apply to academic requirements or waiving specific requirements of the academic degree.

The petition should include a clear and convincing justification for the action requested as well as appropriate documentation, such as syllabi or catalog course descriptions of the courses in question.

Students in the College of Arts and Sciences (CAS), the College of Business and Economics (CBE), and Ka Haka 'Ula O Ke'elikolani College of Hawaiian Language should use the Request for Modification of Academic Requirement. The form is available for pick up at the Office of the Registrar and available online at hilo.hawaii.edu/registrar/forms.php

Students in the College of Agriculture, Forestry, and Natural Resource Management (CAFNRM) must use the corresponding form available from the college's dean's office.

Outlined below is the process students should be advised to follow should they decide to petition for a modification on academic requirements.

Petition a Requirement for a Major, Minor, or Certificate

1. The student will fill out the appropriate Request for Modification of Academic Requirement for the college and attach documentation to support the petition. Examples include copies of syllabi or course descriptions.
2. The student will then consult the petition with his/her faculty advisor and the faculty advisor will need to sign the bottom of the form.
3. The petition should then be brought to the chair of the department/program for approval.
4. If approved, the student will then bring the form to the Office of the Registrar.
5. Upon receipt of the modification, the Office of the Registrar staff will post the modification under “Advisor Notes” in STAR.

Petition a Requirement for a General Education or Graduation Requirement

1. The student will fill out the appropriate Request for Modification of Academic Requirement for the college and attach documentation to support the petition. Examples include copies of syllabi or course descriptions.
2. The student will then consult the petition with his/her faculty advisor and the faculty advisor will need to sign the bottom of the form.
3. The petition should then be brought to the college dean for approval.
4. If approved, the student will then bring the form to the Office of the Registrar.
5. Upon receipt of the modification, the Office of the Registrar staff will post the modification under “Advisor Notes” in STAR.

Graduation Information

Graduation evaluations and final graduation certifications are currently handled by the Office of the Registrar, effective Fall 2011. Outlined below are areas in the process where faculty advisors and department chairs play key roles.

NUTS AND BOLTS: Graduation evaluations and final graduation deficiencies are no longer being sent via hard copy mail. These time-sensitive notifications are being posted in STAR. Once either graduation evaluations or deficiencies after graduation certification are posted in STAR, it generates an email to the student, telling them a new note has been entered. After receiving this email, it is the student's responsibility to check their STAR degree check and to work with their faculty advisors to resolve issues relating to graduation. Whatever is posted can be viewed in STAR for Students as well as STAR for Advisers.

GRADUATION EVALUATIONS

1) Student meets with a faculty advisor in the major to ensure they will be ready to graduate at the end of the semester for which they are petitioning. The advisor's signature on the application is an indication that the necessary discussions have taken place to ensure the student will indeed be graduating. If applicable, the advisor should check to see that the students' correct option/track of the major is listed on the graduation application.

Discussions of possible petitions for modifications and substitutions, as they relate to deficiencies should happen at this time. Please remember, the dean of the college approves or denies petitions for general education or other graduation requirements. Program or department chairs approve or deny petitions for their specific academic programs. Approved forms are then handed in to the Office of the Registrar.

IMPORTANT FORMS DURING THIS STEP

- STAR for Advisers: <https://www.star.hawaii.edu:10011/admininterface/login.jsp?>

Also:

- Graduation Application
- Instructions for the Graduation Application
- Request for Modification

These forms are available at the Office of the Registrar or download ready at: hilo.hawaii.edu/registrar/forms.php

2) The student hands in the completed form to the business office with payment.

3) The graduation petition is processed by the Office of the Registrar. If the student submitted a graduation application by the priority deadline, a preliminary graduation evaluation will be done for the student. The priority deadline for the fall and summer semesters is April 1. The priority deadline for the spring semester is October 1. If graduation applications are received AFTER these priority deadlines, the student may not receive a preliminary graduation evaluation.

4) The preliminary graduation evaluation will be posted in STAR. The student will receive an email the hawaii.edu email account indicating a new note has been posted in STAR. It is the student's responsibility to check this email account or to arrange for a copies of hawaii.edu emails are sent to the preferred email address. In STAR for Students, the preliminary graduation evaluation will appear under the "From your Advisor" tab. In STAR for Advisers, it will appear under "Advisor Notes". If the student has questions about graduation deficiencies or progress toward graduation, the faculty advisor will be able to field questions using the preliminary graduation.

You may also notice that approved modifications and substitutions are also posted under the same tab.

IMPORTANT FORMS DURING THIS STEP

- STAR for Advisers: <https://www.star.hawaii.edu:10011/admininterface/login.jsp?>
- STAR for Students: <https://www.star.hawaii.edu:10012/studentinterface/login.jsp>
- Student responsibility leading up to final graduation certification: hilo.hawaii.edu/registrar/GraduationInfo

FINAL GRADUATION CERTIFICATIONS

5) Final graduation certification does not happen until AFTER final grades are processed by the Office of the Registrar, therefore even the student may participate in commencement ceremonies, but will not have been certified.

If, after the final review of the student's records, the student has indeed completed all requirements, their file will be processed by the Office of the Registrar for degree conferral.

If the student did not meet all requirements when the final review is conducted, the student will NOT graduate and NOT be conferred the petitioned academic credentials. Although it may appear the student will absolutely graduate based upon all graduation requirements being tentatively complete at the time of application, final graduation certification depends on whether the student passes all classes (in many cases, with a specific minimum grade) and will meet all final requirement counts, including GPA.

If the student has not met graduation requirements, those deficiencies will again be posted in STAR, in the same place the preliminary graduation evaluation appears. Again, an email will be generated indicating a new note has been posted in STAR. As a friendly suggestion, students who may not have had discussions with faculty advisors about modifications early on, may be scrambling to secure modifications from department chairs or deans.

IMPORTANT FORMS DURING THIS STEP

- STAR for Advisors: [https://www.star.hawaii.edu:10011/admininterface/login.jsp?](https://www.star.hawaii.edu:10011/admininterface/login.jsp)
- STAR for Students: <https://www.star.hawaii.edu:10012/studentinterface/login.jsp>
- Student responsibility leading up to final graduation certification: hilo.hawaii.edu/registrar/GraduationInfo
- Request for Modification: hilo.hawaii.edu/registrar/forms.php

COMMENCEMENT

The Advising Center does not coordinate Commencement, however information appears online at: hilo.hawaii.edu/academics/graduation

FAQ's

What do I do if I don't know the answer to a student's question?

- 1) Check our the Advising Center website. We post a lot of information and even have an advising handbook for faculty. hilo.hawaii.edu/studentaffairs/advising/AdvisingHandbook
- 2) With the student, call the Advising Center at x47688. Most questions can be answered or resolved over the phone without having to send the student all the way down to PB-2.

UH Hilo Advising Center

phone: 974-7688

website: hilo.hawaii.edu/advising

email: uhhadvis@hawaii.edu

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