

COLLEGES OF ARTS & SCIENCES
STUDENT ACADEMIC SERVICES



ARTS & SCIENCES
ADVISING HANDBOOK

Chapter 1

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Section 1: Welcome to the Community of Arts & Sciences Scholars

WHAT'S GREAT ABOUT THE LIBERAL ARTS?

As a liberal arts student and graduate, you will be able to communicate across geographical and cultural borders, as your education provides you with an understanding and acceptance of differences and diversity. Such an education makes you attractive to employers—most of whom think globally and seek out employees with critical-thinking and communication skills. Students possessing the skills to adapt and thrive, the confidence and knowledge to succeed, and the attitude and heart for enlightened citizenship are the products of a liberal arts education; amongst the best of them are the graduates of the Colleges of Arts & Sciences (A&S) at the University of Hawai`i at Mānoa (UHM).

WHAT'S GREAT ABOUT THE COLLEGES OF ARTS & SCIENCES AND UHM?

As the flagship campus of the University of Hawai`i System, [UHM](#) has over a century of accomplishments in scholarship, teaching, and community service. You should take pride in attending a college that is among a select few institutions in the nation that can boast land-grant, sea-grant and space-grant designations and is further distinguished by its Hawaiian, Asian and Pacific focus and incomparable location. Within reach are the telescopes of Mauna Kea, the Pacific Ocean, and a unique, multi-cultural community. Members of the A&S community at UHM engage these assets in both their studies and free time, surrounded by students, faculty, and alumni of impressive caliber and accomplishments.

A&S is comprised of four Colleges based in the liberal arts that form the core of UHM's one-of-a-kind intellectual community.

The College of Arts and Humanities

The [College of Arts and Humanities](#) dedicates itself to the principle that a liberal arts education plays a fundamental role in the University's mission. The dynamism and diversity of the contemporary world demands equally vibrant citizens. Utilizing a wide spectrum of disciplines, methodologies and ideas, as well as the University's unique location, the College of Arts and Humanities offers students incomparable opportunities for the study of the histories, arts, philosophies, religions, cultures, and peoples of the Pacific, Asia, and the World.

The College of Languages, Linguistics, and Literature

The [College of Languages, Linguistics, and Literature](#) centers on the study of language in all of its modes: students learn and use foreign languages, engage the literatures of many cultures in translation and in original languages, and examine structures and theories of language in linguistics. While students may elect to study over 25 languages, the College of Languages, Linguistics, and Literatures maintains special focus on Asian and Pacific languages. The College also oversees and operates centers for interpretation and translation, language learning and skill development, a multi-lingual computer lab, and the Mānoa Writing Program.

The College of Social Sciences

The [College of Social Sciences](#) at UHM takes pride in its students and faculty, encouraging dynamic interactions and intellectual dialogue, exploration, and sharing amongst its members. Students are exposed to a broad knowledge base, and develop critical thinking skills with lifelong applications reaching beyond academia, and are taught to integrate research and community into their everyday lives.

The College of Natural Sciences

The [College of Natural Sciences](#) exemplifies what it means to be a research institution. Faculty members have been successful in competing for research funding and place high priority on sharing their skills with students. The programs are dynamic and respond to the ever-changing needs of students of all majors. Students and faculty benefit from shared knowledge and a diverse spectrum of opportunities, as the College of Natural Science greatly benefits from its close relationships to a number of UHM's research institutes.

Colleges of Arts and Sciences Student Academic Services

The focal point for academic advising for the four A&S colleges is the Colleges of Arts and Sciences Academic Services (CASSAS).

CASSAS provides colleges-wide advising and academic services to A&S students. CASSAS advisors work in partnership with over 40 department advisors across all four A&S Colleges in assisting students with their educational planning. CASSAS advisors, who are faculty specialists, have received funding and recognition for students academic services programs.



Section II: The Transition From High School to College

The transition from high school to college can be a big one. There are a number of aspects to take into consideration when pondering the transition. The academic component of this transition is rigorous and requires that students take a more active role in their education. No longer will someone be telling you what courses to take. In college, academic advisors can assist you in deciding what courses to take and how you can meet requirements, but ultimately it is your responsibility to plan your education. For many it will also be your first time away from home. So, in addition to acquiring the new responsibilities of creating your own educational career, you will be taking on the responsibilities of everyday life. Time management, money management, and long-term planning, as well as securing basic necessities such as food, shelter, and transportation will become significant issues.

STUDENT RESPONSIBILITIES

As an A&S student, you have the freedom to create and plan your academic experience. You have the responsibility to research the curricular and academic enrichment opportunities that are available as well as choose one or more majors and/or minor concentrations you wish to pursue. In addition, you are responsible for learning what your [degree requirements](#) are, as well as important university deadlines and procedures (Note: Beyond your degree requirements and deadlines, UHM has [Student Conduct Code](#) and [Academic Integrity](#) policies which you are held accountable to as a member of the University community.)

Tips from your peers:

“See an academic advisor to help you choose classes.”

“Try to figure out what you want to major in within your first two years”

“Be familiar with general education requirements and major requirements.”

“Pick classes that you enjoy/want to take for your general education requirements and major.”

“There are many options that can fit these requirements.”

SUCCEEDING IN THE NEW CLASSROOM SETTING

In college, class size may vary and many freshmen-level courses are large lecture courses with 100 to 200 or more students. Therefore, you are responsible for attending class on a regular basis, learning the material covered in class and assigned readings, and knowing your exam schedule and assignment deadlines outlined in the course syllabus. In addition, it is essential that you learn to communicate and work effectively with your professors as they are resources for improving your performance.

Tips from your peers:

“Go to all study sessions.”

“Don’t be afraid to see your professor/TA if you need extra help. Go in and seek help right away if you don’t understand something in your class.”

“Get to know your professors, especially in your major. Getting to know your professors will help out when you have questions or want letters of recommendation.”

“Read the syllabus and know what’s expected of you and what you can expect from the class so that there’s no misunderstanding. It’s important to note exam/project dates and plan ahead.”

“Get to know your classmates, especially those in your major classes. They’re a good resource if you miss class or if you want to set up study sessions before exams.”

“Take advantage of available resources (advising, Manoa Writing Center, free tutoring services).”

ENGAGEMENT VIA CO-CURRICULAR ACTIVITIES AND PROGRAMS

Your experience at UHM becomes more complete if you gain knowledge of and use campus resources, clubs and organizations to enhance your educational experience. There are usually significantly more co-curricular activities offered in college than in high school. These resources serve as a channel that bridges students and faculty alike through activity, sport, art, music, community service learning projects, academic interest, hobby, performance, theater, social events, and many other venues.

Tips from your peers:

"Get involved...joining clubs can help you meet new people and make college fun."

"Go to sporting events, it's cheap and fun!"

"There's only so much knowledge you can gain from the classroom, so to be able to do hands-on work in an internship is a valuable and enjoyable learning experience. It's also a great way to learn more about a profession."



Photo courtesy of [ACE](#) Learning Communities; serving as a peer mentor is a great way to get involved!

Section III: Educational Planning

Now that you're excited about being a part of the Arts and Sciences community at UHM and know more about the transition from high school to college, it's time to learn how to make the most of all that UHM has to offer. One important method to ensure that you take advantage of your time at UHM is through educational planning.

WHY PLAN?

Educational planning involves the purposeful mapping out of both your courses and activities to achieve your educational and professional goals. Educational planning is beneficial to you for a variety of reasons. Here are just a few reasons to begin educational planning immediately:

- 1.) You can save time and money! Planning out your courses and meeting with an advisor regularly to discuss your plan can ensure that you graduate in a timely fashion.
- 2.) You will choose courses more purposefully! Planning requires you to be thoughtful about which courses you choose to satisfy your requirements with your short-term and long-term goals in mind.
- 3.) You will be reflective about enrichment activities! Educational planning takes into account your activities outside of the classroom and requires you to evaluate if you are complementing your coursework in a meaningful way.
- 4.) It's required! Because we value educational planning and want you to receive the benefits of this reflective process, there are different times during your college career when CASSAS will require you to turn in an educational plan. Educational planning is often required when changing your major, requesting to add a second major, before filing your degree application, and anytime you would like an official audit of your academic record.

COURSE SELECTION

A major portion of your educational plan is made up of your coursework, or your academic plan. Developing a good academic plan requires a thorough understanding of your degree requirements. Some of the basic elements of your degree requirements¹ that you are expected to research and understand are:

- Course requirements
 - UHM General Education Core and Graduation Requirements
 - Foundations
 - Diversification
 - Focus
 - Hawaiian or Second Language
 - Arts and Sciences Program and Degree Requirements
 - Major Requirements
 - Electives
- Credit Requirements and Limitations
- Repeating and Backtracking Policy
- Grade/GPA Requirements

When choosing courses, you should also think both creatively and critically. Here are some additional areas you should consider to ensure successful course selection:

- Your interest and abilities in the specific topic or course content
- How the course relates to your personal, academic, and professional goals

¹ Refer to your A&S Program Requirement Sheet (http://www.advising.hawaii.edu/artsci/pages/academic_services/coresheets/), your Star Academic Journey, major requirement sheet, and the UHM Catalog (www.catalog.hawaii.edu). Always verify your requirements with your academic advisors (college and major).

- What transferable skills² you might gain from taking the course
- If the course has placement tests, pre-requisites that you need to complete, or skills you should develop, *prior* to taking the course
- Requirement(s) that the course fulfills and if the course may meet more than one requirement (be double-dipped³)
- How the course fits your schedule and the amount of time which you will need to devote to preparing for class, studying for tests, and/or writing papers
- Opportunities for growth offered by the course
- Structure of the class and suitability for your learning style
- Availability of tutors, supplemental instruction, or study groups

You should also familiarize yourself with practical online tools like the **STAR** academic journey and academic planner which can help guide course selection and track your progress. Just remember, the STAR academic journey provides only an approximation of your progress towards degree completion, while the STAR academic planner allows you to devise a long-term plan to meet your degree requirements. To take full advantage of educational opportunities, you should meet regularly with your academic advisors (college and major) to verify the information displayed in STAR, to work towards designing a long-term plan, and be an active participant in designing your overall undergraduate experience.

ENRICHMENT ACTIVITIES

Although completing degree requirements is an important element of your educational plan, good educational planning goes beyond the required courses. Good educational planning involves maximizing curricular and co-curricular opportunities that enhance your knowledge, develop your skills, and prepare you for your career, life, and educational goals. It requires a continuous process of reflection on each of your educational activities to determine if they align with your strengths and goals. Some academic enrichment activities which you should explore include⁴:

- Internships
- Field Studies
- Practicums
- Study Abroad
- Student Organizations
- Leadership Opportunities
- Service Learning

You should also seriously consider participating in an undergraduate research experience. As a research university⁵, UHM is committed to the discovery and creation of new knowledge. Because inquiry, investigation, and discovery are at the heart of the enterprise of a research campus, everyone should be a discoverer and a learner. You will have the opportunity to work with world leading scholars and participate in their state-of-the-art research. Take advantage of this unique opportunity—it will help you explore an area of interest, give you hands on experience, prepare you for graduate school, and increase your critical thinking ability!

Use the “Educational Planning Worksheet” and “First-Year Goals Worksheet” on the next few pages to begin mapping out your educational plan!

² See http://www.advising.hawaii.edu/artsci/pages/resources/lib_art_degrees/major_skills.asp for additional information.

³ See http://www.advising.hawaii.edu/artsci/docs/double%20dip%20chart_student%20version_.pdf for requirements that can be double-dipped.

⁴ See http://www.advising.hawaii.edu/artsci/pages/resources/educ_plan/Educ_Plan2.asp for more information.

⁵ See http://www.advising.hawaii.edu/artsci/pages/resources/educ_plan/researchcampus.asp for more information.

FIRST-YEAR EDUCATIONAL PLANNING WORKSHEET

Instructions:

- 1.) Begin by researching your degree requirements and academic enrichment opportunities.
- 2.) Consider your personal, academic, and professional goals and choose courses and activities which will bring you closer to achieving those goals.
- 3.) Choose courses for the fall semester, starting with Foundations courses and courses that will serve as pre-requisites for other requirements that you need to meet. When choosing your Foundations courses, also be aware of courses required for your specific major or degree. See the "Things to Consider When Choosing Courses" section of the *Academic Advising Handbook*.
- 4.) Write in the courses on your planning worksheet, indicating the number of credits you will receive for the course. Indicate the category of requirement met by the course (as the examples suggest) and/or if the course is for your Hawaiian/Second Language requirement, major, minor/certificate, pre-requisite, or elective credit. If applicable, you must be enrolled in *at least* 12 credits to maintain full-time status.
- 5.) List enrichment activities that you would like to pursue.
- 6.) Do the same for the spring semester.
- 7.) Reflect on the questions provided on this worksheet and adjust your plan accordingly; do this again after completing your first semester.
- 8.) Meet with an advisor to discuss your preliminary plan.

Fall Semester		Foundations (ex: FW, FS, FG)	Diversification (ex: DA, DB, DS)	Hawaiian/ Second Language	Focus (ex: H, W)	Major	Minor/ Certificate	Pre- req	Elective
Course	# of Credits								

Possible Enrichment Opportunities for Fall (List specific student organizations, service learning opportunities, employment, etc.)

Spring Semester		Foundations (ex: FW, FS, FG)	Diversification (ex: DA, DB, DS)	Hawaiian/ Second Language	Focus (ex: H, W)	Major	Minor/ Certificate	Pre- req	Elective
Course	# of Credits								

Possible Enrichment Opportunities for Spring (List specific student organizations, service learning opportunities, employment, etc.)

Reflective Questions: things I should be considering as I develop my first year educational plan

1. Why am I taking these courses?
2. How do these courses fit into my four year academic plan?
3. Are there any time conflicts?
4. What co-curricular activities will support my personal, educational and career goals?
5. How will these courses assist me in meeting my educational and career goals?
6. What is the connection between the courses in my plan with my interests, values, and abilities?
7. What transferrable skills will I gain from these courses and the co-curricular activities I've identified?
8. After completing my first semester, what have I learned about my interests, values, goals, and abilities? Are there ways to adjust my plan according to what I've learned?

Name: _____

Student ID#: _____

CASSAS FIRST-YEAR GOALS WORKSHEET

One of the goals shared by students at UH-M is to earn a degree. A degree can open many doors including getting a job or acceptance into graduate/professional school. To prepare yourself for a successful future, you have the next few years to make the most of both your undergraduate experience and your Arts and Sciences degree.

Please complete the following questions and return to an advisor. We will refer to this worksheet during your future advising appointments.

1.) As a _____ major, I plan on using my bachelor's degree to pursue a career in _____. I will make the most of my undergraduate experience and Arts and Sciences degree by taking courses in fields beyond my major such as _____. I will participate in activities and/or organization like _____ to further enhance my skills and experience.

2.) To help me achieve the aspirations I have set for myself in question 1, the following is a smaller goal **specifically for my first year of college**:
_____.

3.) A **concrete step** I can take/have taken to achieve my goal in question 2 is _____ . One [recommendation/resource](#) that may help me achieve my goal in question 2 is _____ .

Section IV: Advising Syllabus and Services

COLLEGES OF ARTS AND SCIENCES STUDENT ACADEMIC SERVICES ADVISING SYLLABUS 2010-2011

2600 Campus Road
QLC 113
Honolulu, HI 96822

<http://www.advising.hawaii.edu/artsci/>
Phone: 808.956.8755
Fax: 808.956.9796

CASSAS Mission Statement

Within the context of a liberal arts education, CASSAS assists students to clarify their life and career goals, develop meaningful educational plans, and prepare for productive lives, enlightened citizenship, and life-long learning.

The CASSAS Advising Partnership

As a student at UHM, you have an exceptional amount of freedom in crafting your own college experience, choosing from over one hundred academic fields, and fulfilling degree requirements using a wide range of course offerings. This freedom invites students to explore connections between fields, engage in co-curricular activities, and develop unique combinations of majors, minors, and certificates. To be a successful partner in the academic advising process, you must come to all individual advising appointments and group sessions prepared.

Your CASSAS Advisor Expects the Following From You:

1. Make advising appointments or call the Information Desk Advisor when you have general questions or concerns. (see "How to Make an Appointment" below)
2. Bring your Arts & Sciences Program Requirement Sheet and a list of questions/topics to advising appointments.
3. Reflect on your interests, strengths, values and career/life goals.
4. Research curricular and co-curricular opportunities.
5. Meet deadlines and uphold university policies, including the [Student Conduct Code](#) and [Academic Integrity](#).
6. Read your UH e-mail—it is official University correspondence!
7. Utilize available resources to create an educational plan and meet with an advisor to discuss your plan.
8. Meet with your major advisor to identify those major courses that would best match your interests and goals.

You Can Expect the Following From Your CASSAS Advisor:

1. Provide you with accurate and useful information with regard to your educational plan and academic policies.
2. Discuss options with you, but not make decisions for you.
3. Both support and challenge your plans in order to encourage rigorous critical thinking, self-assessment, and in-depth reflection.
4. Connect you to the campus community and a broad array of resources available throughout the UH system.

How to Make an Appointment

For in-person, individual advising:

- Same Day Appointments ("SDA") -956-8755, ext #1

For quick referrals and general information:

- Information Desk Advising ("IDA")-956-8755, ext#2
-

Student Learning Outcomes

CASSAS has developed learning outcomes for Arts and Sciences majors. The level of achievement for each of these outcomes becomes increasingly more complex as you progress throughout your college career. As a successful participant in the CASSAS advising partnership, you will be able to:

- Develop and implement an academic and educational plan.
 - Identify and explain your interests, strengths, values and career/life goals.
 - Understand how the Arts & Sciences degree prepares you for success in your personal, academic, and professional life.
-

Tips and Milestones

First Year

- Explore your interests, strengths, values, and goals.
- Investigate possible majors/career options that match with your interests, strengths, and goals.
- Get involved in student organizations or community service projects.
- Attend all required mandatory advising programs.

Second Year

- Continue to explore and hone your interests, strengths, values, and goals.
- Further explore meaningful co-curricular activities and other academic enrichment opportunities and add those to your educational plan. See our website for ideas: http://www.advising.hawaii.edu/artsci/pages/resources/educ_plan/Educ_Plan2.asp
- Visit the Career Development and Student Employment office (QLC 212) and major advisors to help you declare a major (or confirm that your current major is a good fit).
- Attend all required mandatory advising programs and complete a JUMP session.

Third Year

- Start making decisions based on your identified interests, strengths, values, and goals.
- Revise your educational plan based on your focused goals, interests, and selected activities.
- Research the skills you need to attain for certain careers and/or graduate school.
- Continue to participate in meaningful academic enrichment activities that will help you reach your goals.
- Attend all required mandatory advising programs and complete a GRAD session.

Fourth Year

- Make sure you have been following your educational plan.
 - Attend all required mandatory advising programs and do paperwork for graduation.
 - Continue participation in academic enrichment activities and consider taking a leadership role in a class, project, organization, or team.
 - Revisit the Career Development and Student Employment office for appropriate resources to assist your graduate school or employment application processes. Register for the commencement ceremony and purchase your cap and gown.
-

Required Reading

A&S Advising Handbook	http://www.advising.hawaii.edu/artsci/docs/Handbook_web.pdf
A&S Program Requirement Sheet	http://www.advising.hawaii.edu/artsci/pages/academic_services/coresheets/
Online Tutorials	http://www.advising.hawaii.edu/artsci/pages/academic_services/tutorials.asp
Your MyUH and UH E-mail	http://www.hawaii.edu/myUH/manoa/
UHM Catalog	http://www.catalog.hawaii.edu/

Recommended Reading and Resources

Admissions Office	QLC 001	956-8975	http://manoa.hawaii.edu/admissions/www.hawaii.edu/admrec
Articulation Website			http://www.hawaii.edu/gened/articulation.htm
Career Development & Student Employment	QLC 212	956-7007	http://cdse.hawaii.edu
Cashier's Office	QLC 105	956-7554	
Children's Center (UHMCC)	2320 Dole St.	956-7963	www.hawaii.edu/childrenscenter
Civil Rights Counselor	QLC 210	956-4431	
Co-Curricular Activities, Programs, and Services	CC 208	956-8178	http://hawaii.edu/caps
Counseling and Development Center	QLC 312	956-7927	http://www2.hawaii.edu/~csdc/
Dean of Students Office (Vice Chancellor for Students)	QLC 409	956-3290	http://studentaffairs.manoa.hawaii.edu/
Financial Aid	QLC 112	956-7251	www.hawaii.edu/fas
Freshman Programs (ACE, First Year Seminars)	Sinclair	956-8626	http://manoa.hawaii.edu/freshman/
Gender Equity Counselor	QLC 210	956-9977	www.hawaii.edu/osa/Gender_Equity
General Education	Bilger 104	956-6660	www.hawaii.edu/gened
Graduate Division	Spalding 354	956-8544	www.hawaii.edu/graduate
Honors Program	Sinclair 504	956-8391	www.honors.hawaii.edu
International Student Services	QLC 206	956-8354	www.hawaii.edu/issmanoa
Kokua Disability Access Services	QLC 013	956-7511	www.hawaii.edu/kokua
Kua'ana Student Services	QLC 207	956-2644	www.hawaii.edu/kuaana
Learning Assistance Center	Sinclair	956-6114	www.manoa.hawaii.edu/learning
Learning Information Literacy Online			www.hawaii.edu/lilo
Housing	Johnson A	956-8177	www.housing.hawaii.edu
Lesbian, Gay, Bisexual, Transgender Student Services	QLC 211	956-8059	http://manoa.hawaii.edu/lgbt/index.html
Multicultural Student Services	QLC 309	956-7348	http://omss.ssc.hawaii.edu/
National Student Exchange	QLC 206	956-6772	http://www2.hawaii.edu/~nse/
New Student Programs	CC 208	956-3667	www.hawaii.edu/nso
Online Success Workshop			http://www.advising.hawaii.edu/artsci/success/
Outreach College	Krauss 101	956-7221	www.outreach.hawaii.edu
Parking	QLC 014	956-8899	www.hawaii.edu/parking
Placement Exam Information			http://manoa.hawaii.edu/records/register/place_exams/fall_2010.html
Pre-Health & Law Advising Center	QLC 101	956-4045	http://manoa.hawaii.edu/pac/
Records	QLC 010	956-8010	http://manoa.hawaii.edu/records/
Service Learning	QLC 209	956-4641	http://www.hawaii.edu/servicelearning/
Star			http://star.hawaii.edu/student
Student Athlete Academic Services	Nagatani	956-6580	http://www.advising.hawaii.edu/saas/desktop.htm
Student Equity, Excellence, and Diversity (SEED)	QLC 413	956-4642	www.hawaii.edu/diversity
Student Health Services	UHSM	956-8965	www.hawaii.edu/shs
Student Success Center	Sinclair	956-8308	http://gohere.manoa.hawaii.edu
Student Support Services	EQ 31A	956-8402	www.sss.hawaii.edu
Study Abroad	Moore 115	956-5143	www.studyabroad.hawaii.edu
Transfer Credit Search			http://www.hawaii.edu/transferdatabase/
Value of a Liberal Arts Degree Website			www.advising.hawaii.edu/artsci/pages/resources/lib_art_degrees/major_valuelibart.asp
Veteran's Services	QLC 010	956-7737	http://manoa.hawaii.edu/records/veterans/
Women's Center	QLC 211	956-8059	www.hawaii.edu/womenscenter
Writing Workshop	Kuy 415	956-7619	www.english.hawaii.edu/workshop

ADVISING SERVICES

When to Speak With a CASSAS Advisor

We encourage you to come in and see us anytime, but here is a list of specific situations when you should definitely utilize our services:

- To change your A&S major (or add a second A&S major or concurrent degree)
- To receive a time conflict override or credit overload
- To obtain approval for a Leave of Absence and/or Complete Withdrawal
- To talk about your educational plan and verify your Star Academic Journey
- To confer changes you want to make to a GRAD or JUMP plan.
- To discuss exceptions to UHM policies (including adding/withdrawing from courses after the published deadlines)
- To clarify confusion you may have about degree requirements or academic policies
- To apply for your degree before graduating
- To receive an official academic audit
- To discuss academic actions such as academic warning, probation, and suspension
- To talk about your options and get referrals when struggling in courses or with the transition to college-level learning

The following is a list of advising services offered on a regular basis, and does not include specialized workshops for specific student populations.

Services

Same Day Advising (SDA) Appointments

Confidential, one on one appointments with an academic advisor for questions and/or concerns pertaining to your personal student record.

SDA advising appointments are available every half hour, Monday through Friday, 8:30 am to 4:00 pm, all year around. Exceptions are on Wednesdays from 12:00 noon -1:30 pm, state and federal holidays, and for approximately two weeks at the end of each semester during which we work exclusively on reviewing students for graduation or academic actions.

Phone Advising ("IDA" - Information Desk Advisor)

Get quick referrals and answers to your questions via phone.

If you have general questions to ask of an academic advisor, call us on our IDA line, Monday through Friday 8:30 am to 3:30 pm. Please note that in accordance with FERPA (Family Educational Rights and Privacy Act) guidelines, we are unable to discuss personal information specific to your record over the phone. For example, we would not be able to tell you what your GPA is, but would be able to provide you with general information regarding academic actions such as probation, suspension and dismissal.

Online Jump Sessions

An online advising workshop and in-person follow-up appointment for students wishing to do long-term educational planning

Pre-planning allows you to develop a realistic course schedule and project a graduation date. Your academic plan serves as the basis for comprehensive educational planning that incorporates research and internship opportunities, co-curricular and leadership activities, and allows for participation in meaningful study abroad or national student exchange programs.

[Online Success Workshop](#)

Inform yourself of university policy regarding academic standing and actions, work through a time management exercise, and identify key UHM campus resources available to help you succeed in earning your degree.

[Online Tutorials on Degree Requirements](#)

A series of self-paced Powerpoint tutorials designed to assist you in learning your degree requirements, keeping track of your academic progress, and developing an academic plan.

[Exploring Your Choices: Choosing an Arts & Sciences Major](#)

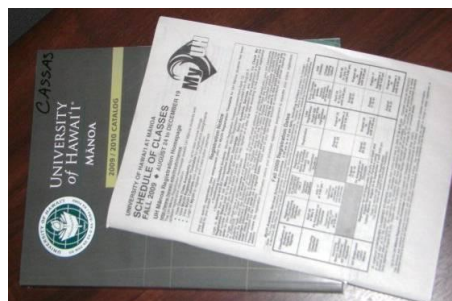
On-line workshop on selecting your major. Useful also for students who need assistance in deciding whether to pursue a second major, minor/certificate, or concurrent degrees within the Colleges of Arts & Sciences.



Section V: Important Terms You Should Know

- Applicable credits = Credits that apply to the minimum 124 credits required for a Bachelor's degree at UHM. Examples of credits that are NOT applicable are: credits from repeating previously passed courses, credits from backtracked courses, KLS activity courses beyond 8 credits, etc.
- Arts & Sciences credits = Credits earned from courses offered from departments within the College of Arts and Sciences.
- Bachelor's degree (i.e. BA, BS, BFA, etc.) = An undergraduate degree awarded by a four-year college on successful completion of their undergraduate curriculum (= course of study). At UHM, bachelor's degrees signify completion of the UHM general education core, major, elective, and credit requirements of UHM and of an academic unit.
- Breadth = one option for the A&S BA college program requirement designed to ensure a diversified course selection outlining the necessity to take one 3 credit course from each of the 4 colleges under the heading A&S.
- Catalog = Publication which provides information on UHM, individual colleges, major and minor fields of study, as well as course descriptions and other important information.
- Certificate = Certification that signifies that a student has completed a defined body of work in a particular department or program of interest. At UHM, this consists of a minimum of 15 credit hours of non-introductory course work, completed with a grade of C (not C-) or better and an overall GPA of 2.5 or better for those courses. A certificate can be conferred as soon as you complete the program's requirements.
- Class standing = Based on the number of earned credits: students with 0-24 earned credits are classified as freshmen; sophomores are those with 25-54 earned credits; juniors are those with 55-88 earned credits; and seniors have 89+ earned credits.
- Credits = Units used to calculate the amount of work required for graduation; the number of credits is usually equivalent to the number of hours spent in class each week (e.g., 3 credits are roughly equivalent to 3 hours of class work each week).
- Degree = An academic award or title conferred by a university or college upon the completion of a course of study.
- Degree requirements = College-level courses and credits that need to be completed in order to earn a degree .
- Depth = the alternate option for the A&S BA program requirement designed to ensure a more in-depth study of one discipline or field of study through completion of a minor or certificate.
- Double-dipped courses = Courses that, when successfully completed, satisfy two or more requirements. For example, a Religion course with "E" and "DH" designations can be used to fulfill both the Contemporary Ethical Issues Focus requirement and a Diversification Humanities requirement.
- Drop = (not to be confused with "withdraw") is when the student has the option, during the specified drop period, to disenroll from a course using the computer registration system and does not require an instructor signature. There is also no evidence of having been enrolled on the transcript. A "Drop" is possible only within the drop period.
- Electives = Courses that generally do not meet any set of specific degree requirements.

- General education = A core curriculum, usually in the area of liberal arts, that an institution of higher education mandates of all students in the institution. It is designed for the acquisition of knowledge and development of skills in a broad range of academic disciplines.
- Goldenrod = a form significant prior to graduation completed to assist with academic planning; used to demonstrate courses already taken towards the major, as well as the courses still to be completed.
- Full-time student = Undergraduates carrying 12 or more credits per semester.
- Higher education = Post-secondary education, education beyond high school, which awards academic degrees.
- Leave of Absence (LOA) = Continuing classified students may apply for up to two semesters of leave under specific circumstances. Students cannot be enrolled in courses during their leave period; an exception is students enrolling in an overseas institution. Please see the UHM Catalog and a CASSAS advisor for more details.
- Liberal Arts = college and university subjects that are intended to provide students with general knowledge, e.g. languages, literature, history, and philosophy, as opposed to a professional, or technical curriculum.
- Major = Primary field of concentration that you need to select and complete as part of your bachelor's degree requirements.
- Minor = Secondary area of concentration in which a student focuses to a lesser degree than in his/her major. It is not required but it becomes part of the student's college degree.
- Non-introductory (NI) credits = Credits from courses that are 300-level or higher, or courses at the 200-level with an explicitly stated course prerequisite.
- Prerequisite = Courses, test scores, class standing, or consent that must be completed or obtained before taking a specific course.
- Schedule of classes (SOC) = Publication listing the official deadlines and details (course sections, times, days, etc.) of courses being offered for the current semester. The schedule of classes also provides information on placement tests, registration timetables, and other information pertinent to registration.
- Withdraw ("W") = Disenrollment from a course after the official drop period but before the withdrawal deadline; carried out by procuring an instructor signature resulting in a notation of 'W' on transcript.
- Undergraduate = A university or college student who is working toward a bachelor's degree; it also refers to the level of study corresponding to bachelor's level.

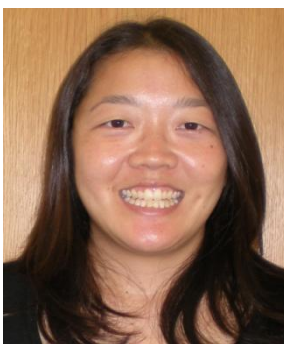




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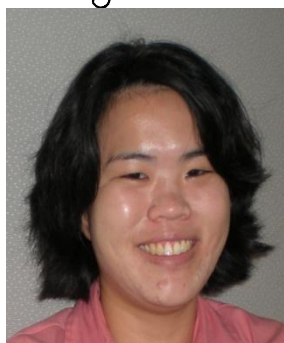
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*An Advising Handbook for First Year Arts & Sciences Students Created for YOU
By Your Arts and Sciences Advising Team*