

COLLEGES OF ARTS & SCIENCES  
STUDENT ACADEMIC SERVICES



FIRST YEAR  
ADVISING HANDBOOK  
for Arts & Sciences majors

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

### WHAT'S GREAT ABOUT THE LIBERAL ARTS?

Interest in the liberal arts has experienced a renewal in recent years. Educators and employers alike are realizing the benefits of critical-thinking skills and a broad knowledge base — just two of the [hallmarks of a liberal arts education](#). As a future liberal arts graduate you will be viewed as being more flexible, adaptable, and possessing a diverse spectrum of abilities, traits that will make you invaluable to employers in today's dynamic world. Studies have found that the majority of employers and college graduates believe an undergraduate education should provide a balance between specific knowledge and skills and non-specialized general education, such as those provided through a liberal arts program.

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 unique location. Within reach are the telescopes of Mauna Kea, the Pacific Ocean, a melting pot of ethnicities, and a culture all its own. Members of the Colleges of Arts & Sciences community at UHM engage these assets in both their studies and free time, surrounded by students, faculty, and alumni of impressive caliber and accomplishments.

- UHM has been ranked in the *Princeton Review's* "America's Best Value Colleges" for three consecutive years (2006-08)  
(<http://starbulletin.com/2007/04/28/news/story09.html>)
- In 2004, the UHM ranked in the top 50 public universities in federal research funding by the Top American Research Universities; overall, UHM received nearly \$255 million.  
(<http://mup.asu.edu/research2006.pdf>)
- Hawaii tops in nation for increases in federal research funding  
(<http://starbulletin.com/2007/04/12/news/story01.html>)
  - Fourth in per capita federal funding in 2007;
  - UH-Mānoa ranked 72nd of 1,243 (top 5%) institutions receiving federal funds in 2004, according to the National Science Foundation;
  - Second in nation for growth in private industry research;
  - \$25 million in funding was received by the College of Natural Sciences, which is in the Colleges of Arts & Sciences.

The Colleges of Arts & Sciences are comprised of four colleges based in the liberal arts that form the core of UH Mānoa'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. Recent honors and awards include:

- Assistant Professor Robert Perkinson, American Studies, Selected as a Soros Justice Fellow for 2006 by the Open Society Institute
- Associate Professor Andrew Crislip, Religion, will direct a team of Coptic language scholars in the translation of the works of Shenoute of Atripe over the next three years with a grant of \$100,000 from the National Endowment for the Humanities.
- Professor Graham Parkes, Philosophy, received a Contemplative Practice Fellowship for his project, "Hellenistic Contemplative Practices and Zen Mindfulness," 2006-7
- UHM's Marching Band is one of only five bands chosen for top national honors by the College Band Directors National Association
- Professor Elizabeth Wichmann-Walczak, Theatre, is the first non-Chinese recipient of the National Festival of Jingju's Golden Chrysanthemum Award for outstanding achievements in promoting and developing Jingju
- UHM's History Department is the International Headquarters for the World History Association
- The Philosophy Department has sponsored Summer Institutes for Comparative Philosophy since 1984 with support grants from the National endowment for the Humanities.

### **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, including Hawaiian. 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. Some recent achievements of members of the College of Languages, Linguistics, and Literature:

- Over 50 teaching awards received since 1997, including the Regents' Medal for Meritorious Teaching and the Chancellor's Citation for Meritorious Teaching
- The National Foreign Language Resource Center, one of 14 such centers in the United States, utilizes grants and awards to research and develop methods of foreign language instruction and assessment
- Professor Ian MacMillan (Retired), Best Book of the Year, *Los Angeles Times* and PEN-USA West Award in Fiction, 2000
- Instructor Marie Hara, English, Association of Book Publishers of Hawaii Excellence in Literature: Ka Palapala Pookela, 2001

## **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. Students, faculty, and alumni of the college have been the recipients of many awards, a selection of which follows:

- Professor Deborah Altschul, Psychology, Co-Author and Cultural Competency Specialist for the *Hawaii State Incentive Grant for the Treatment of Persons with Co-Occurring Substance Related and Mental Disorders*, \$3,534,000 (2003-08)
- Professor Bruce Chorpita, Psychology, Co-Principal Investigator of *Linking Science and Practice to Improve Youth Mental Care: Evidence-Based Practice in Clinics and Systems*, John D. and Catherine T. MacArthur Foundation grant, \$5,000,000 (2003-07)
- Professor Miriam Stark, Anthropology, 2003 National Science Foundation Archaeology Grant *Historical Ecology of the Mekong Delta*, \$173,000
- Associate Professor Christine Yano, Anthropology, recipient of the 2006 Smithsonian National Air and Space Museum A. Verville Fellowship, \$45,000

## **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. Amongst the accolades of the college are:

- Compounds extracted from blue/green algae have shown promise for use as a chemotherapy drug, to fight a number of types of cancer
- Research in the Department of Botany have shown that the silversword, unique to Hawai'i, is related to plant organisms indigenous to the mainland
- Use of the supercomputer in the Department of Information and Computer Sciences gives potential for analysis for even the most complicated problems.
- Professor Ralf Kaiser, Chemistry, was awarded \$2.4 million grant from the National Science Foundation's Collaborative Research in Chemistry program to examine the atmosphere of Titan, one of Saturn's moons
- Assistant Professors Michael Liu, UH Institute for Astronomy, and Kirill Melnikov, Physics and Astronomy, were awarded 2005 *Sloan Foundation Research Fellowships*
- Assistant Professor Gary Varner, Physics, received a 2006 *Department of Energy Advanced Detector Research Award*

The focal point for academic advising for the four A&S colleges is the [Colleges of Arts & Sciences Student Academic Services](#).

The Colleges of Arts & Sciences Student Academic Services (CASSAS) provides colleges-wide advising and academic services to Arts & Sciences students. CASSAS advisors work in partnership with over 40 department advisors across all four Arts & Sciences colleges in assisting students

with their educational planning. In order to enhance the advising experience for Arts & Sciences students, CASSAS advisors, who are faculty specialists, have received funding and recognition for student academic services and programs:

- Area Health Education Center grant for the A&S/UHM Health and Law Professions Advising Center office in 2007.
- Associated Students of the University of Hawaii grant for Navigating Your Success-Major and Career Decision Series in 2005.
- National Academic Advising Association Service to Commission Award for service to the Assessment of Advising Commission in 2005.
- UHM General Education Assessment Fund grant for assessing advising learning outcomes of students in the Colleges of Arts and Sciences in 2001- 2002.
- UHM Ohana Award for Outstanding Service to Students -- Inaugural Co-Recipient in 1999.

### **Notable CAS Alumni & Activities**

Graduates of Colleges of Arts & Sciences programs have experienced immense success in countless endeavors. A liberal arts education at UHM prepared them for success in various fields and endeavors beyond their field of study. Amongst these notable individuals are:

- Hawaii Congressman Neil Abercrombie, MA in Sociology (1964)
- Dr. Jae Jin Byun, PhD in Economics (2001): South Korean Minister of Health and Welfare
- Colleen Hanabusa, BA in Economics and Sociology (1973): State senator since 1998; elected first female Senate president in Hawaii state history in 2006
- Senator Daniel K. Inouye, BA in Economics (1950)
- Carol Kai Onouye, BA in Music (1966): Professional entertainer; founder of the Carol Kai Bed Race; co-founder of the Great Aloha Run
- Tina Shelton, BA in Journalism (1980): Investigative reporter for KHON Fox 2
- Donna Tanoue, BA in English (1976): Vice President of Financial Services for Bank of Hawaii; Chairman of the Federal Deposit Insurance Corporation, 1998-2001
- Livingston M.F. Wong, BS in Biology (1952): Pioneer in kidney and bone marrow transplant procedures

Colleges of Arts & Sciences faculty, students and alumni contribute to the community, environment, and economy in numerous ways. For example,

- June 4, 2006, *Star Bulletin*: The 'Super Sucker' which was developed by a partnership between the University of Hawaii, the Nature Conservancy and the Department of Land and Natural Resources, has seen tremendous success in removing invasive species of algae from Hawaii's coral reefs.  
(<http://starbulletin.com/2006/04/12/news/story07.html>)
- June 8, 2007, *Pacific Business News*: Economists at the University of Hawaii Research Organization (UHERO) find that visitor arrivals in Hawaii may decline in 2007  
(<http://pacific.bizjournals.com/pacific/stories/2007/06/04/daily59.html>)

## 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 more 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 basic necessities such as food, shelter, and transportation will become significant issues.

Being a part of the Colleges of Arts and Sciences at UHM will be an opportunity for you to participate in the largest institution in the University of Hawaii system. As you now know, Mānoa is the flagship campus of the Polynesian South Pacific. With the Colleges of Arts and Sciences (Arts and Humanities; Languages, Linguistics and Literature; Natural Sciences; and Social Sciences) as one of ten different colleges at UHM, there are over [60 different majors](#), 87 graduate degrees of which 51 programs offer doctoral degrees.

### **Thinking globally in a diverse academic environment**

College is a place to learn how people with different life experiences may think and feel, and how to respond to those differences when you encounter them. This process gives you the opportunity to consider your own attitudes and beliefs and to understand them in a broader context (Shoenberg, 2005). UHM is a place where students can share in the knowledge of the life experiences of students from all over the world. You can take pride in knowing that UHM's campus diversity immerses students in settings that enable them to interact with students whose world views are different from their own. This allows you to become aware of the many histories, experiences, beliefs, and preferences of different groups of people and to work with these differences in a respectful, responsible way. With these types of interactions, you ultimately become an educated, informed, and responsible citizen. With this knowledge, you benefit not only yourself but also society by moving it towards a greater sense of social justice and humanity.

Courses offered at UHM that focus on understanding racial and ethnic cultural differences can make you aware of differences, but also help you to work with differences in a socially responsible way. This ultimately prepares you to solve problems effectively in an increasingly multicultural workplace and world.

### **Student Responsibilities**

As a student in the Colleges of Arts and Sciences you have the freedom to create and plan your academic experience. At the same time, 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. This also means that you have the responsibility to present your academic plans to your advisor as a means of verifying that your plan is feasible, appropriate to suit your interests, and will satisfy University requirements.

Since you have the freedom to pursue your academic interests and plan your overall education, it is up to you and not your parents, family, friends or significant other to plan your education. Your college education is much more than just simply knowing and "checking off" the University requirements. It is an educational journey for a lifetime of learning and a foundation upon which you will grow and earn a living.

## **Understanding the Change in Academic Curriculum**

While a high school curriculum is set, the liberal arts degree/major you choose is up to you. You have the opportunity to select from among more than 60 different undergraduate degree/majors in the Colleges of Arts and Sciences. Your research and effort will allow you to get the most out of your education. In addition, the degree of variation within each academic area is exponential compared to the topics you were exposed to in high school. For example, in high school you may have chosen a social science class to take. At UHM, social science courses are wide-ranging and include Sociology, Political Science, Ethnic Studies, Women's Studies, Psychology, to Geography – all of which are housed within the College of Social Sciences.

Another difference between college and high school is in the rigor of the academic curriculum itself—the classes students will take. College curriculum sets forth quantitative (of or pertaining to the describing or measuring of quantity) and qualitative (relating to or involving comparisons based on qualities) differences from the curricula set in high school.

*Quantitatively* speaking, a college student's assignments are lengthier—papers are generally much longer, having more pages or a larger word minimum involved in assignments. Or, there may be more math or science problems to work through. The differences are also *qualitative*: the depth and scope of the work is much more demanding. Professors look more critically at the content of a student's writing. More in-depth analysis and research is involved in college and research style writing. College math and science problems are complex and require deeper understandings, greater problem solving strategies, and logical reasoning in order to solve them.

The better the student's academic performance, the greater freedom a student has in choosing her or his major or adding a second major or concurrent degree. The more proactive you are in researching major options and making self-assessments, the more you will get out of your educational experience.

## **Succeeding in the new classroom setting**

Another obvious difference for a student at UHM is class size. In high school, classes generally do not exceed 30 students. 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 note taking, attending class on a regular basis, and learning the material covered in class and assigned readings. You determine the level of your own success by prioritizing class time, understanding the course material so that you can apply this information to novel problems, participating in classroom discussions or raising pertinent questions in class, and completing assignments in a timely fashion.

While in high school, your schedule is essentially set for you and the bell signals the transition as a student proceeds from class to class. In college, students plan their own unique schedules pertinent to interests and requirements, and are responsible for making it to class on time. In high school, attendance is taken in classes. In many college classes, particularly large lecture halls, no attendance is taken. If you miss class, you miss the material. If you miss deadlines, there is rarely an opportunity for you to make up the missed assignment. Discuss your options with your instructor if you know beforehand that you must miss a class due to an extenuating circumstance.

In high school, instructors are addressed as teachers. In college, teaching faculty are professors or lecturers and they are addressed as professor, or doctor. Material presentation style is different in college as well. High school teachers usually present material to students to help them understand the textbooks. The instructor will expect more self-direction in learning the material. Professors determine how and what to follow from a textbook. They will expand on the material covered in the text or provide their own expertise. They expect students to have read the textbook and related course materials on their own.

To be a successful student you should do your reading assignments before class. Syllabi are provided at the beginning of the semester outlining course expectations, reading assignments, and schedules of examinations, assignments or term paper due dates. Professors in college expect that you have read the material and know of deadlines and assignments that outlined in the course syllabus.

It is essential that you learn to communicate and work effectively with your professors and faculty as they are resources for improving your performance. Furthermore, faculty can link you to internships, or other opportunities related to the subject matter, and can ultimately facilitate the development of an intrinsic interest in an academic area of concentration.

Succeeding in the classroom means that you will need to develop excellent time management, note-taking, research, and study skills. A general rule of thumb is that you should spend 2-3 hours of study time per 1 hour of lecture. Often you will need to adapt the way you learn to match the instructor's teaching style and the course content. Make an appointment to meet with your academic advisor, visit the [Learning Assistance Center](#) or [Student Success Center](#), or work through our on-line [Success Workshop](#) if you are having difficulty adjusting to the new classroom setting.

### **Enrichment 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.

You can get involved in: academic or professional organizations - such as the Microbiology Club, the French Club, etc.; ethnic or cultural organizations - such as the Chinese Dancing Club, Katipunan, etc.; leisure or recreational organizations - such as the Vegetarian Club, Honolulu Guitar Society, etc.; or political organizations - such as the Sierra Club and Amnesty International. A full listing of organizations appears on the [Co-Curricular Activities, Programs, and Services \(CAPS\) website](#). There are also intramural athletics that students, staff, and faculty alike can participate in and meet each other. These activities allow all members of the UHM community to come together around common interests, enhancing the culture and synergy of the Mānoa environment.

### **Academic Policies, Requirements, and Student Responsibility**

In high school, graduation requirements are uniform for the entire school and you may not have been responsible for knowing specifically what they are. In college, you are responsible for learning what your degree requirements are, as well as important deadlines and procedures. Some of the things that you should become familiar with are your [Arts & Sciences Program Requirement Sheet](#), the [University catalog](#), and the Schedule of Courses.

### **Being a responsible member of the University Community**

Along with knowing, understanding, respecting, and effectively responding to social difference, another outcome of your education at UH Mānoa is to develop the capacity to see the ethical aspects of problems and your own behaviors. The University of Hawai'i at Mānoa exists for the pursuit of knowledge through teaching, learning, and research conducted in an atmosphere of physical and intellectual freedom. Moreover, members of the UH academic community are committed to engage in teaching, learning, research, and community service and to assist one another in the creation and maintenance of an environment which supports these activities. We expect all our students to display civil behavior and abide by the [student conduct code](#).

## Section III: Academic and Educational Planning

### **The Benefits of a College Education**

The most visible end-product of the college experience is a degree, but college is not just for taking required courses and earning that degree. There are equally important and valuable 'invisible' end-results of college education – knowledge, skills, and values that will become the foundation of your life after graduation. A college education involves learning in an interactive and diverse environment where people challenge each other, break preconceptions or assumptions, and value innovative and creative ideas. A college education also develops critical thinking skills (in addition to other numerous transferable skills) by providing a wide range of courses that require examining problems from different perspectives. As a result, college graduates gain a better understanding of themselves and society, nature, and the universe in which we live.

### **The Benefits of a Liberal Arts Education**

A [liberal arts education](#) refers to a part of a degree program consisting of study in the areas of the arts, humanities, social sciences and natural sciences. It is the core component of the education of all UHM students. Graduates from the Colleges of Arts & Sciences build on this foundation by pursuing further concentrated study (your academic major) in a liberal arts discipline. As shown in a growing need and recognition of a liberal education among educators and employers, the broad-based knowledge and transferable skills will prepare you to adapt and be successful in an ever-changing, socially complex and dynamic world. Visit the [Arts & Sciences advising website](#) for more information of the [value of liberal arts education](#) and the [transferable skills](#) gained.

### **Academic and Educational Planning**

You can achieve a fruitful and productive college experience through good academic and educational planning. Academic planning refers to a series of steps or a design to be carried out in order to meet degree requirements, while educational planning goes beyond required courses, promoting learning inside and outside of the classroom.

#### **Academic Planning**

Developing a good academic plan requires a thorough understanding of your degree requirements. A degree consists of graduation, general education, specific college program, and major requirements. In addition, elective courses round out your educational experience. There are required numbers and types of credits as well as specific grades that must be satisfied as well. As described in hallmark statements, each requirement has its own purpose and aims to develop certain types of knowledge, skills and attitudes. To facilitate your learning and better accommodate your academic planning, it is important that you understand how each requirement contributes to your personal and intellectual growth. Understanding the difference among degrees - Bachelor of Arts (BA), Bachelor of Science (BS), and Bachelor of Fine Arts (BFA) and Bachelor of Music (BMus) – in relation to your major field is very important since different degrees have different emphases in terms of the knowledge and skills that are developed. In addition, the amount of electives you can incorporate into your degree program differs from degree to degree. For example, if you want to pursue graduate studies in a science area and become a research scientist, you may want to consider a BS to gain more in-depth knowledge in the science fields rather than exposure to a broad range of different fields. Therefore, you need to evaluate each degree in light of your goals and choose one that best fits your objectives.

Another aspect of academic planning involves selecting courses and ordering them in a feasible sequence within a time frame you have specified for yourself. The diversity and the flexibility of A&S degree requirements allow you to create your own degree program, but this requires the

clarification and careful consideration of various factors – your academic interests, strengths and weaknesses, educational and career goals along with your financial and personal situations. For example, it is important for you to know how many credits you can reasonably take each semester without overextending yourself or sacrificing other aspects of your life (e.g., work, family, health, grades), and how many semesters you can support yourself financially.

There is a wealth of courses to select from at UHM. You may want to choose a course in an area of academic strength (to further your knowledge and interests) or alternatively, choose a course to increase your knowledge and skills in an area that needs development. You can also choose a course for exploration – based on pure curiosity or gain an introduction to the academic field. Alternatively, you may want to choose a course that will provide you with skills and knowledge that are useful when you attend professional/graduate school or in employment settings.

Furthermore, a good academic plan should take into consideration the sequential and incremental nature of knowledge development. Higher knowledge is built upon a set of more basic knowledge and skills. Likewise, knowledge that is more specific assumes a basic understanding of general knowledge. For example, you need to learn some vocabulary and basic grammar of a language before you write or speak a relatively long passage. In the same way, you need to know what the discipline of psychology is about before you take more specific psychology courses such as developmental or cognitive psychology. Introductory courses, which are numbered at the 100 and 200 levels, provide you with the knowledge base and preparation for upper division courses, which are numbered at the 300 and 400 levels. This is why some advanced courses require the completion of a set of introductory courses as prerequisites.

## Educational Planning

## [Freshman Educational Planning Sheet](#)

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.

It is also important to know that knowledge, skills, and values develop both inside and outside of a classroom. Experiences outside of a classroom, which enhance your overall educational experience, include [internships](#), [field studies and practicums](#), [study abroad](#) programs, and [research](#). Internships provide an opportunity to apply skills and knowledge to the real world; it also helps build interpersonal connections outside of a university. Field studies and practicums provide opportunities to learn about the larger community. These activities allow you to connect theories, ideas, and tools that you have learned in a classroom to real situations, giving you a new perspective of your course of study. The study abroad experience can lead to important discoveries about yourself as well as other people. Study abroad programs give you the holistic training important for language development as you experience the culture and people in which a language is embedded. Not only do you learn to see things from different perspectives, but you also come to see what you have not noticed about your own culture, country, or language.

Experience the beauty of discoveries and human creativeness first-hand! As a [research university](#), 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. In other words, look for ways to become engaged in the chief enterprise of the campus. Research gives you the hands-on experience of applying knowledge and skills learned in the classroom to the real world, and it also allows you to gain more in-depth knowledge in a field of interest. It helps you develop creative, critical, and empirical thinking; these are essential skills that are required for effective life-long learning that is expected in the world of work. You will have the opportunity to work with world leading scholars and participate in their state-of-the-art research.

## Section IV: The Value of Academic Advising

Your college education is built upon a collaborative process between you and other members on the UHM campus such as faculty, mentors, as well as academic and major advisors within the Colleges of Arts & Sciences. A strong academic advising partnership is key to your success as a college student and the development of a meaningful educational experience.

At the Colleges of Arts and Sciences Student Academic Services (CASSAS), we strive to make quality advising available. Therefore, supported by extensive research, and keeping in line with the intentions of the A&S advising team and our valued learning outcomes, we view advising as a partnership between you and your advisors. We strive to assist you in developing the knowledge and skills necessary in an ever-changing global environment; this means that as advisors, we will not make decisions for you. Rather, we discuss options, both supporting and challenging your academic & educational plans in order to encourage rigorous critical thinking, self-assessment, and in-depth reflection. Through the use of this partnership method, we hope all Arts and Sciences students will internalize our goal of life-long learning.

### Colleges of Arts & Sciences Student Academic Services Advising Partnership

UHM students have an exceptional amount of freedom in crafting their 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 meet the responsibility inherent in this freedom, students must be active partners in the advising process. This responsibility includes researching curricular and co-curricular opportunities, creating educational plans, and presenting those plans to an advisor.

Advisors do not make decisions for students. Rather, they discuss options, both supporting and challenging plans in order to encourage rigorous critical thinking, self-assessment, and in-depth reflection. Advisors also help students connect with the campus community and the broad array of resources throughout the UH system.

Student peer mentors, who work closely with advisors, enrich the advising dialogue and offer their own perspectives on students' educational choices.

This collaborative advising partnership provides students the opportunity to create a transformative college experience in which they discover their unique potential, imagine new goals, and are inspired to share their rich and diverse backgrounds with others.

We hope that as a result of your educational experience at UHM, and more specifically as a student in the Colleges of Arts and Sciences, you will leave here citizens of whom we can be proud. We

hope that by graduation you will take with you the ability to think critically, plan thoughtfully and intentionally, make well informed decisions with a full awareness of the consequences of your choices, and be able to identify and accomplish your educational and life goals. We would also like you to recognize the importance of becoming a responsible, independent, self-directed learner during your academic career so you may carry these values with you throughout your life journey. Additionally, we would like you to gain an appreciation for diversity and become engaged in the world around you on multiple levels including the classroom, campus, community and ultimately, on a global scale. And, finally we would like you to recognize that you have gained all of these life enriching skills and attitudes as a result of being proud, productive, engaged students in the Colleges of Arts and Sciences at the UHM.

Your CASSAS advisors strive to make academic advising more than just picking classes, or telling you what you need. As you may already know, UHM has a core curriculum designed to allow students the freedom to create their own unique college experience. With this freedom come many opportunities for choice. The best way to make good choices is to make informed choices. A&S advisors are here to assist you in exploring your choices and find the information you need to make the right decisions for your own unique journey. The partnership model necessitates that you become an active, thoughtful, intentional participant in creating your academic & educational plans. It is more than just selecting a course from a list of possibilities or someone telling you what to take. It is, as a team, selecting the course that will meet the requirement, incite personal interest, and inform a future career or life choice, making it meaningful rather than just necessary. Our partnership style of advising also has student responsibility, independence and self-directedness embedded into its very foundations. Again, advisors act as mentors and guides allowing you to claim your educational journey. This prepares you for a lifetime of responsibility and independence. A&S advisors additionally strive to teach you effective evaluative and decision-making methods. Through thoughtful questions and genuine concern, advisors help you to clarify goals, evaluate and critique information, make informed fully thought-out decisions, and create life plans.

Yet another valuable result of the advising partnership is that it not only allows, but also encourages you to assess your own personal interests, attitudes, and goals. Also inherent in developing a quality partnership with an advisor is learning effective oral and written communicate skills. You must learn to communicate values, interests, concerns, grievances, frustrations, and emotions in a positive and constructive manner. A&S advisors help to cultivate those communications through in person appointments, phone conversations, email and written communications, and the submission of reflective essays or educational plans. Advisors are so much more than the question and answer box.

Your CASSAS advisors seek to form ongoing advising relationships, become points of contact, lend support, assist with exploration, encourage the development of full potential, and in short, become your partner, your guide, and an ally as you begin your academic journey at UHM.

## Contact Information

University of Hawai'i at Mānoa  
Colleges of Arts & Sciences Student Academic Services  
2600 Campus Road  
Queen Liliuokalani Center for Student Services #113)  
Honolulu, HI 96822

Phone (808) 956-8755  
Website: <http://www.advising.hawaii.edu/artsci>

## Advising Services

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

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

*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.

To make an appointment, call or come to our Service Counter. We begin scheduling for the day at 8:15; students signing up for appointment times in-person at the counter are given priority over those calling in.

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

*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 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.

### JUMP Sessions

*Group Advising Workshops for students wishing to do long-term Academic 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.
- 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 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 = 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 = 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.

## References

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Welcome to the Colleges of Arts & Sciences  
Community of Scholars

**A**ttitudes & **S**kills necessary to  
**U**nderstand your options,  
**H**one your choices, and  
**M**aximize your education.

An Advising Handbook  
For First Year Arts & Sciences Students  
Created for YOU  
By Your Liberal Arts Advising Team

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