



What is Academic Advising?

Academic Advising can help you learn about college majors, services, and resources. Through advising you will work with your counselor to clarify your educational goals and receive support for academic success.

Counselors provide degree information, academic planning, transfer planning, career exploration, and learning assistance to help you attain your educational, career and life goals. Counselors help students understand more about who they are and what they want for their future. This document can be used to help you through the academic advising process.

Student Development Outcomes

Students will continue to grow through self-awareness.

Students will be responsible for their choices and make informed decisions.

Student Responsibilities* <i>What we expect of you</i>	Counselor Responsibilities* <i>What you should expect from us</i>
<ul style="list-style-type: none"> • Recognize that advising is a shared responsibility. • Come to appointments prepared with questions and/or topics to discuss. • Track your academic progress using advising tools, such as STAR (Transcripts, Academic Journey, Academic Plan), the KCC and other college websites, and college catalogs. • Seek assistance from counselors, instructors, and/or mentors about issues and concerns that are affecting your academic progress. • Understand and follow college policies, procedures and important dates and deadlines as appropriate. • Seek out and use the college services and resources available to you. 	<ul style="list-style-type: none"> • Maintain professional integrity, confidentiality, respect, support and sensitivity in advising. • Empower students to be independent, resourceful thinkers who will accept responsibility for their decisions. • Assist students in developing an education plan utilizing STAR toward graduation and/or transfer. • Help students clarify their educational and/or career goals based on their interests, values, and strengths. • Clarify academic policies, college regulations, program requirements, procedures, and other college information. • Refer students to appropriate campus, system, and community resources and services. • Respect students' individual needs and diversity.

*These statements are reworded excerpts from Academic Advising responsibilities on p. 13-14 of the 2009-10 KCC catalog. Please refer to the catalog for a complete list.

How should I prepare for an advising session?

Step 1: Reflect. Academic advising brings together personal, career, and academic interests, values and skills. The more you explore your own interests and goals, the better equipped you will be to assess what academic disciplines are right for you.

Step 2: Review. Before you seek out a counselor for specific advice, read up on the College and major requirements. Some good ideas are:

- Take part in career exploration activities and exercises available at the Maida Kamber Center (MKC) for Career & Transfer Services (‘Ilima 104, phone 808.734.9500) which may lead to a clearer academic direction.
- Attend an Information Session, if available, to gather information on the program of study.
- Obtain, review, and bring advising sheets of the different programs of study being explored to the advising session. Please go to <http://www.kcc.hawaii.edu/page/programs> for more information about the various programs of study.
- Review your “Academic Journey” in the STAR Degree Check through MyUH Portal to better understand your graduation requirements.
- Obtain, review, and bring all transcripts outside of the UH System to the advising session (transfer students). Check <http://hawaii.edu/transferdatabase> to get an idea of what your previous classes will transfer as at KCC.
- Write down and bring a list of questions that you would like to ask your counselor at your meeting.

Step 3: Reach Out. Seek advice early on from the counselor in your major department in order to make good, timely decisions.

- E-mail, call or visit your advisor in order to schedule an appointment.
- Make a note of walk-in days and times for future reference (if available).

Step 4: Record. You should keep the following in a personal advising file:

- Transfer Evaluation Report from KCC (transfer students only).
- Copies of all petitions or forms you submit and the response you receive.
- All letters and correspondence received from the College.
- Any advising worksheets you have received from an counselor.
- STAR degree audit reports (know how to access and read online)

Step 5: Remember. You are responsible for your academic decisions. KCC offers a wide range of resources to help you make decisions about your academic goals, but ultimately you must decide what is best for you.

- Be familiar with change of registration deadlines and pay attention to Academic Calendar: <http://kcc.hawaii.edu/page/acadcalendar>.
- Utilize “Academic Planner” to map out future semesters on STAR.
- If planning to change majors, explore the “What If Journey” on STAR to see how the classes you’ve taken fit into this new major.
- If you’re planning to transfer to a four-year institution, research the transfer requirements of that institution and the prerequisite requirements of the particular degree you are interested in. Your counselor can help you with this.
- Know how to calculate your GPA and understand whether or not you are in “good academic standing”: http://kcc.hawaii.edu/object/io_1178854573250.html

Need Counseling Services?

Counselors at KCC work with students to find the best path to reach their goals and be successful. Success in life makes us feel happy and healthy as relates to classes, a degree, career, or personal issues. When there is something blocking the path, it may be a good idea to see a counselor. Please go to <http://www.kcc.hawaii.edu/object/counselors.html> for more information on resources and help available to you.