Counseling and Advising Syllabus

Leeward Community College

COUNSELING AND ADVISING SYLLABUS

NAME: ___________________________ MAJOR/DEGREE: ___________________________

COUNSELOR/CONTACT INFORMATION: __________________________________________

Counselor and Student Responsibilities

The advising process is a partnership and shared responsibility between student and counselor.

Expectations of Students

- Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary).
- Be an active participant in identifying your career/educational goal(s) and creating an academic plan.
- Come to appointments prepared with your STAR academic journey print out, questions, concerns, or other topics for discussion.
- Be open to recommendations from counselors, faculty and other mentors.
- Become knowledgeable of campus policies, procedures, and resources.
- Monitor your academic progress by using advising tools such as STAR, college websites, schedule of classes, and the college catalog to track your progress.
- Read your hawaii.edu email and check your MyUH portal regularly for announcements and information.
- Accept final responsibility for all your decisions and actions.

Expectations of Counselors

- Provide a safe, respectful, and supportive environment that honors confidentiality for counseling and advising.
- Listen to your concerns and respect your individual values and choices.
- Assist you in defining your academic, career, and personal goals.
- Assist you in outlining an academic/career plan that supports your goals.
- Assist you in course scheduling, majors and degree requirements, and transfer options using advising tools such as STAR, college websites, etc.
- Assist you in understanding Leeward CC policies, procedures, processes, and available resources.
- Empower you to be an independent, resourceful thinker who will assume responsibility for your own decisions.
- Refer you to other campus, system and/or community resources as appropriate.

Types of Meetings with your Counselor

Appointments

- Appointments can range from 15-45 min.
- Counselors are available by major and/or special programs.
- Appointments allow more time to ask questions and address concerns.
- You can receive in-depth assistance with decision making, goal setting, creating educational plans, etc.
- Advising available via email, Skype, phone, and after hours.

Walk-ins/Express

- No appointment necessary.
- Students are seen on a first-come, first-served basis.
- Sessions are for quick questions only, maximum 15 min session per student.
- You may see different counselors each time you do a walk-in session.
- Counselors will only be able to provide limited services.

To schedule an appointment, call:
Pearl City: (808) 455-0233
LCC Wai`anae: (808) 696-6378

Walk-in/Express Hours:
Pearl City: M-F; inquire with front desk.
LCC Wai`anae: As available; inquire with front desk. (Hours will vary during high peak periods.)
STUDENT SUCCESS CHECKLIST

At Leeward CC, we want to ensure your success as a college student. Use the checklist below to make sure that you stay on the course to success!

Prior to the start of the first semester:

□ Apply to Leeward CC (www.leeward.hawaii.edu/apply).
□ Complete New Student Orientation (in person or online).
□ Activate your MyUH account and create your password.
□ Turn in health clearances to the Health Center (AD-122).
□ Take COMPASS placement test (LC-101); bring results to your appointment.
□ Complete the Free Application for Federal Student Aid (FAFSA). Be sure to check your MyUH portal for your Financial Aid Status.
□ Be prepared to discuss your goals, education plan, questions, and concerns during your appointment (initial registration and advising appointments are mandatory for new students.)
□ Use the resources in CARL (Counseling, Advising and Registration on Laulima at www.leeward.hawaii.edu/Carl) to develop a tentative schedule that you will bring to your advising appointment.

Each semester:

□ Review your address, phone number, and major and in MyUH portal and update your information at the Admissions and Records Office.
□ Review your degree progress plan in STAR (www.star.hawaii.edu).
□ Make an appointment to meet with your counselor (if needed). Schedule appointments during February/March (for Summer & Fall registration that will begin in April) and September/October (for Spring registration that will begin in November). *Remember to bring your STAR Academic Journey report with you to your advising appointment.
□ Check your financial aid status in MyUH portal and complete requirements.
□ Review your academic and career goals and explore transfer options.

Ongoing:

□ Check your hawaii.edu email account at least once a week.
□ Check campus bulletin boards and Leeward’s website for upcoming events.

Prior to your final semester:

□ Review your degree progress in STAR.
□ In your final semester, make an appointment to do a graduation check with your counselor (preferred) or complete an Application for Graduation form and submit it directly to the Cashier’s Office.

LEEWARD CC (PEARL CITY) CAMPUS MAP AND RESOURCE LIST

LEEWARD CC (WAI’ANAE) located at 86-088 Farrington Hwy, Suite 201

College Planning Sheet

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THINGS TO DO:

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NEXT COUNSELING APPOINTMENT:

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LEEWARD CC (PEARL CITY) CAMPUS MAP AND RESOURCE LIST

LEEWARD CC (WAI’ANAE) located at 86-088 Farrington Hwy, Suite 201

KEY:

1. Learning Resource Ctr.; LC-2nd fl., 455-0412
2. Counseling; AD-208, 455-0233
3. Financial Aid, AD-210, 455-0606
4. Admissions and Records, AD-220, 455-0645
5. Cashier’s Office, AD-113 (1st fl.), 455-0308
6. Health Center, AD-122 (1st fl.), 455-0515
7. Math Lab, MS-204, 455-0400
8. Bookstore, Campus Ctr (1st fl.), 455-0205
9. Uluwehi Café, Campus Ctr (1st fl.), 455-0375
10. The Pearl, Campus Ctr (1st fl.), 455-0475
11. Library, LC-2nd fl., 455-0210
12. Testing Center, LC-101, 455-0273
13. Job Prep Services, AD-222, 455-0240
14. Kako’o Ike (Service for Students with Disabilities), LC-208, 455-0421
15. Dean of Student Services, AD-224, 455-0260

For a complete list of services and resources on campus, visit www.leeward.hawaii.edu/services.