

# MĀNOA ADVISING CENTER

Queen Lili‘uokalani Center for  
Student Services Room 101  
2600 Campus Road Hon., HI 96822

Email: [macadv@hawaii.edu](mailto:macadv@hawaii.edu)  
Phone: (808) 956-7273  
Website: [manoa.hawaii.edu/mac/](http://manoa.hawaii.edu/mac/)

Hours: Monday-Friday (except  
Wednesdays) 8:30am – 4:00pm  
Closed: Wed., Sat., Sun., & holidays

## *MISSION STATEMENT*

The mission of Mānoa Advising Center (MAC) is to assist students in selecting a major that best fits their interests, abilities, and goals, and to provide advising support for them until they can declare or enter their major.

## *MAC STUDENT LEARNING OUTCOMES*

- 1) Students can identify major options
- 2) Students can learn, identify, and understand general education, graduation and program requirements using advising combined with supplemental services
- 3) Students can identify and use campus resources available to them

## *INFORMATION ABOUT APPOINTMENTS*

- In-person appointments are the preferred method of advising however, phone appointments are available if students are not on the island or unable to come in
- Starts either on the hour or at the half hour
- Lasts at maximum 30 minutes
  - If more time is needed, another appointment may be scheduled
- If student arrives more than 10 minutes late the appointment will be cancelled
- There is only a limited amount of appointments per day and per week, depending on advisor's schedules
- Evaluations are distributed before appointments and are to be completed after the appointment
- Students are scheduled with their alpha advisor first but if their alpha advisor is not available, they may be scheduled with the next available advisor that meets their availability
- Attempts are made to accommodate requests to meet with certain advisors

## *EXPECTATIONS*

### **FOR STUDENTS**

- Seek advising on a regular basis; at least once a semester
- Come to appointments prepared with questions & documents from previous appointments
- Come to appointments on time or notify in advance if need to cancel
- Ask questions as they arise
- Use academic resources including STAR, catalog, program sheets, etc.
- Think about & clarify academic goals
- Follow through with recommendations & strategies discussed in appointments
- Check UHM email on a regular basis for important University information & notifications
- Take responsibility for actions & decisions

### **FOR ADVISORS**

- Listen carefully to students
- Foster a respectful & supportive environment
- Empower students to be independent & make well-informed decisions
- Help students develop & clarify academic goals
- Provide accurate & up-to-date information on academic requirements & policies & procedures
- Maintain student confidentiality
- Identify campus resources & share strategies to help students be academically successful
- Make referrals to campus resources where appropriate

## PREPARING FOR APPOINTMENTS

- 1) Know your appropriate advising office
  - MAC is for students exploring major(s) and certain pre-majors (working towards admission into a major program which has pre-requisite requirements) including Pre-Business, Pre-Social Work, Pre-Medical Technology, Pre-Pharmacy, Pre-Dental, Pre-Law & Pre-Medicine
  - If MAC is not your advising office, check for your appropriate office at [catalog.hawaii.edu/corequirements/advis-offices.htm](http://catalog.hawaii.edu/corequirements/advis-offices.htm)
  - If you are not sure what major you have declared, check your STAR degree check at [star.hawaii.edu](http://star.hawaii.edu)
- 2) If you have major(s) in mind, print the program sheet(s) at [manoa.hawaii.edu/ovcaa/programsheets/](http://manoa.hawaii.edu/ovcaa/programsheets/) and bring them to your appointment
  - If you are completely undecided on a major, review the catalog at [catalog.hawaii.edu/degrees/degrees-cert.htm](http://catalog.hawaii.edu/degrees/degrees-cert.htm) for majors offered
- 3) Review academic resources including:
  - Program sheets- [manoa.hawaii.edu/ovcaa/programsheets](http://manoa.hawaii.edu/ovcaa/programsheets)
  - Catalog- [catalog.hawaii.edu/](http://catalog.hawaii.edu/)
  - Major descriptions/departmental information- [manoa.hawaii.edu/admissions/undergrad/academics/majors.html](http://manoa.hawaii.edu/admissions/undergrad/academics/majors.html)
  - General Education Core & Graduation Requirements- [catalog.hawaii.edu/corequirements/default.htm](http://catalog.hawaii.edu/corequirements/default.htm)
- 4) Think of questions you would like to ask and write them down if necessary
- 5) Bring a photo ID so that we can verify your identity

## DURING THE APPOINTMENT

- 1) Be on time! Being late either shortens or cancels the appointment
- 2) Appointments are at maximum 30 minutes long. Please be mindful of this
- 3) Show up for scheduled appointments
  - No shows prevent other students from receiving advising
  - If you need to cancel, call or come in to notify
- 4) Take notes as necessary

## SCHEDULING AN APPOINTMENT

- 1) Consider the timing of the semester
  - The busy period for MAC is the start of each semester and registration. To avoid a long wait and possibly not getting an appointment because all appointments are booked, come in during the slow period typically the third-tenth weeks of the semester or summer between May- early August
- 2) There are two ways to schedule an appointment: in-person or over the phone at (808) 956-7273
  - During our busy periods, we generally assist students who are here in-person first and then tend to the phone. We may not always answer the phone if we are assisting in-person students
  - Our phone does not accept messages
  - Appointments are not made over email unless there are circumstances where a student cannot schedule via in-person or over the phone
- 3) Phone appointments are available if students are not able to come in for advising
  - To schedule a phone appointment, see [manoa.hawaii.edu/mac/phoneadvising.html](http://manoa.hawaii.edu/mac/phoneadvising.html)
- 4) Walk-ins are accepted during designated periods. Check our website at [manoa.hawaii.edu/mac](http://manoa.hawaii.edu/mac) for walk-in period updates

## AFTER THE APPOINTMENT

- 1) Complete the appointment evaluation
- 2) Keep and bring forms to next appointment
- 3) Follow-up on actions and recommendations discussed during the appointment



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