



## ACADEMIC ADVISING SYLLABUS

Academic Advising Office  
 1164 Bishop St., Suite 123 (UB)  
[advising@hpu.edu](mailto:advising@hpu.edu)  
[www.hpu.edu/academic-advising](http://www.hpu.edu/academic-advising)

**For appointments**  
**(808) 544-1198 or [Online](#)**

For **dates and deadlines**, visit:  
<https://www.hpu.edu/registrar/academic-calendar.html>

**Advisor:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Location:** \_\_\_\_\_

### STATEMENT OF INTENT:

This syllabus is designed to outline what is expected of students in the academic advising process during their time at Hawaii Pacific University. Academic advisors are committed to engaging, encouraging, equipping, and empowering students to explore and excel in the university environment and beyond.

### STUDENT AND ADVISOR RESPONSIBILITIES

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF ADVISORS
Learn how to understand the policies/ procedures of Hawaii Pacific University and your academic program, including all academic deadlines.	Understand and effectively communicate the curriculum, general University degree/graduation requirements, and University policies and procedures.
Use your official Degree Plan and Degree Planning Worksheet to map your degree progress and select your classes.	Advocate for student success and development.
Check your HPU Email account regularly and respond to actionable items.	Respond to student emails within 48 business hours (not including weekends, holidays, or peak registration periods).
Keep a record of your academic progress and goals.	Refer students to other University resources when appropriate or necessary.
Demonstrate respect for others at all times.	Maintain a courteous, respectful and supportive advising environment.
Accept final responsibility for course scheduling, program planning, the successful completion of all graduation requirements, and any decisions regarding your academic career.	Assist students with decision-making skills in assuming responsibility for their educational plans and achievements.

### TYPES OF APPOINTMENTS

INDIVIDUAL APPOINTMENT	WALK-IN (EXPRESS)
Generally a <b>45-minute</b> allotted meeting time.	Generally a <b>15-20-minute</b> allotted meeting time on a first-come, first-served basis.
Discuss concerns or questions in detail (graduation, major and transfer requirements, internships, study abroad, academic difficulty, etc).	Quick review of academic progress. Limited service and answers to quick questions.
More time for questions and detailed discussion, such as: academic plan/goals, academic difficulty, leave of absence, university withdrawal, study abroad, change of major, etc.	Limited time. Walk-in hours are offered on Wednesdays 9:00am-11:30am and 1:00pm-3:30pm, as well as other peak times throughout each semester. Please watch for announcements/emails for specific details.

## **HOW TO...**

### **SCHEDULE AN APPOINTMENT**

- Click [here](#) to book online.
- **Or** Call **808-544-1198** a minimum of 24 hours in advance; appointments are subject to availability.
- Provide the following: Student Name/ID number, e-mail address, phone number, and reason for your appointment.
- Advising appointments are intended to be one-on-one with the advisor and advisee. If you **must** bring someone else (parent, guardian, spouse, partner, child, etc.) please let us know.

### **CANCEL/RESCHEDULE AN APPOINTMENT**

- Call **808-544-1198** no later than the morning of your appointment if you need to cancel.

### **PREPARE FOR YOUR APPOINTMENT**

- Review your Degree Plan via HPU Pipeline.
- Prepare a list of questions or topics you want to address.
- Refer to student expectations listed on page 1.

### **ARRIVE FOR YOUR APPOINTMENT**

- Arrive promptly, at least 5 minutes early.
- Turn **off** your cell phone.
- If you are more than 10 minutes late, you may be asked to reschedule your appointment.
- If you are running late, let us know by calling **808-544-1198**.

### **EMAIL YOUR ADVISOR**

- When e-mailing your advisor, please use your HPU e-mail account ([username@my.hpu.edu](mailto:username@my.hpu.edu)).
- Include your name and Student ID number. Use a clear subject line, such as "Question about My Schedule."
- Allow 48 business hours for a response, excluding weekends, holidays, and peak times. (Contact [advising@hpu.edu](mailto:advising@hpu.edu) if your advisor is absent for an extended period.)

### **CALL YOUR ADVISOR**

- If your phone call goes to an advisor's voicemail, please leave your full name, Student ID number, phone number (with area code) and repeat this information twice. Also, provide the nature of the question or concern you need to address. Speak clearly and slowly.
- Allow 48 business hours for a response, excluding weekends, holidays, and peak times. (Contact [advising@hpu.edu](mailto:advising@hpu.edu) or call (808) 544-1198 if your advisor is absent for an extended period.)

### **USE WALK-IN (EXPRESS) ADVISING**

- Walk-in (Express) hours are Wednesdays, 9:00am-11:30am and 1:00pm-3:30pm as well as during peak times throughout the semester.
- Students are seen on a first come, first-served basis.
- Please arrive and sign in by 11:20 a.m. or 3:20 pm. Be advised that if you arrive at the end of the walk-in advising hours, we may not be able to accommodate your visit and ask you to schedule an appointment.

## **STUDENT RESOURCES**

### **ACADEMIC CALENDAR:**

<https://www.hpu.edu/registrar/academic-calendar.html>

### **ACADEMIC CATALOG:**

<https://www.hpu.edu/registrar/academic-catalog/index.html>

### **ACCESSIBILITY RESOURCES AND SERVICES:**

[www.hpu.edu/cas/accessibility](http://www.hpu.edu/cas/accessibility)

### **ADMISSIONS:**

[www.hpu.edu/admissions](http://www.hpu.edu/admissions)

### **BUSINESS OFFICE:**

[www.hpu.edu/business-office](http://www.hpu.edu/business-office)

### **CAMPUS ACTIVITIES:**

<https://www.hpu.edu/student-activities/index.html>

### **CAREER DEVELOPMENT CENTER:**

[www.hpu.edu/career-development-center](http://www.hpu.edu/career-development-center)

### **COUNSELING SERVICES:**

<https://www.hpu.edu/health-services/counseling.html>

### **FINANAICAL AID:**

[www.hpu.edu/financial-aid](http://www.hpu.edu/financial-aid)

### **GRADUATION INFORMATION:**

[www.hpu.edu/graduation](http://www.hpu.edu/graduation)

### **HONOR SOCIETIES:**

<https://www.hpu.edu/honor-societies/index.html>

### **OFFICE OF VETERAN SERVICES:**

[www.hpu.edu/military-and-veterans](http://www.hpu.edu/military-and-veterans)

### **OFFICE OF INTERNATIONAL STUDENTS/SCHOLARS:**

<https://www.hpu.edu/oiss/index.html>

### **REGISTRAR'S OFFICE:**

[www.hpu.edu/registrar](http://www.hpu.edu/registrar)

### **RESIDENTIAL HONORS PROGRAM:**

<https://www.hpu.edu/academics/programs-and-resources/res-honors.html>

### **STUDY ABROAD:**

[www.hpu.edu/study-abroad](http://www.hpu.edu/study-abroad)

### **TESTING AND TUTORING SERVICES:**

<https://www.hpu.edu/cas/index.html>

## **REMINDERS:**

- Classes for the 8A term begin **ONE WEEK PRIOR** to the start of full term classes.
- Non-Military Students may not be eligible for classes offered in the 8A or 8B terms. (See your Academic Advisor for more details).
- Refer to the [ACADEMIC CALENDAR](#) for registration deadlines and tuition implications of adding/dropping.
- Students should review transfer credits with their Academic Advisor to ensure they are applied accurately on the degree plan.
- Check HPU email daily as this is the official means of electronic communication recognized by our University community (Faculty, Staff, Student Service Offices, etc.).
- Be sure to make your advising appointments early in order to avoid the rush during peak times.
  - Registration for Spring and Summer = Early November
  - Registration for Fall and Winter = Early April

## **GRADUATION REQUIREMENTS:**

**Note:** For a full time student to graduate in 4 years, the student should take 15 credits per semester or 30 credits per year.

- **Submit a PTG whether or not you plan to participate in the Commencement ceremony. *Submitting a PTG and/or participating in the commencement ceremony does NOT guarantee degree conferral. All university requirements listed below must be met to officially award your degree.***
  - **Cumulative GPA above 2.00**
  - **Major GPA above 2.00 (2.75 for Nursing)**
  - **Completion of all General Education Curriculum requirements**
  - **36 Upper Division Credits (3XXX or 4XXX level courses)**
  - **Last 30 credits in Residence at HPU (unless studying abroad on an approved program)**
  - **Total Credits:**
    - **124 credits (Catalog Terms: Summer 2015 or prior)**
    - **120 credits (Catalog Term: beginning Fall 2015)**



## Academic Advising Acknowledgment of Acceptance and Understanding

### Academic Advising Mission Statement:

Hawaii Pacific University believes that academic advising is an integral part of a student's educational experience. As advisors, we are committed to preparing students for success in the academic setting by assisting in the development of skills to define and achieve their academic goals. Our cohort advising model enables students to develop a collaborative working relationship with a professional advisor. Through mentorship, students are able to define and implement sound educational plans that are consistent with their personal values, goals, and career plans.

### Expectations of Advisors:

- Understand and effectively communicate the curriculum, general University degree/graduation requirements, and University policies and procedures.
- Advocate for student success and development.
- Respond to student emails within 48 business hours (not including weekends, holidays, or peak registration periods).
- Refer students to other University resources when appropriate or necessary.
- Maintain a courteous, respectful and supportive advising environment.
- Assist students with decision-making skills in assuming responsibility for their educational plans and achievements.

### Expectations of Students:

- Learn how to understand the policies/ procedures of Hawaii Pacific University and your academic program, including all academic deadlines.
- Use your official Degree Plan and Degree Planning Worksheet to map your degree progress and select your classes.
- Check your HPU Email account regularly and respond to actionable items.
- Keep a record of your academic progress and goals.
- Demonstrate respect for others at all times.
- Accept final responsibility for course scheduling, program planning, the successful completion of all graduation requirements, and any decisions regarding your academic career.

### Agreement to Terms

I acknowledge that I have been provided a copy of the Academic Advising Syllabus and that my advisor has explained the content herein and answered any questions that I have at this time. I also acknowledge how these policies and procedures apply to my academic progress at HPU.

Today's Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Student Signature: \_\_\_\_\_

Advisor (Print Name): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_