“I’m Undecided – So Why Do I Have So Many Options?”
Facilitating Success Through Mandatory Advising

UNIVERSITY of HAWAI‘I
MĀNOA

Office of Undergraduate Education
Spring Discussion Series
Background on MAC’s Mandatory Advising

Megumi Makino-Kanehiro, PhD
Director, Mānoa Advising Center
Mandatory Advising

- Fall 2008
- Technically not the first
- All incoming freshmen for first 4 semesters
- “Intrusive advising” vs. “Proactive advising”
- Mandatory Declaration of Major
  - Improve retention & graduation rates
MAC Staffing

• Fall 2008
  – 4,500 students (1,500:1 ratio)
  – Director / Academic Advisor
  – 2 full-time Academic Advisors

• Fall 2013
  – 2,100 students (525:1 ratio)
  – Director / Academic Advisor
  – 3 full-time Academic Advisors
  – 7 Peer Advisors (each 11 hrs. per wk.)
Reasons

• Practical
  – #s
  – varied student needs
  – other responsibilities

• Developmental
  – continuum
  – unspoken policy
  – find true major
Reasons

• Collaborative
  – shared students
  – cross-campus
  – communication

• Philosophical
  – choices
  – student responsibility
Mandatory Advising Overview

Matt Eng, MEd
Advisor, Mānoa Advising Center
Qualifications and Groups

• Qualifications
  – First-time freshman
  – First four semesters at UHM
• Grouped by semester of entry
• Academically at-risk students (GPA < 2.00) grouped separately
Qualification and Groups

<table>
<thead>
<tr>
<th>GPA</th>
<th>Term Admitted</th>
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<tbody>
<tr>
<td></td>
<td>Spring 2014</td>
</tr>
<tr>
<td>≥ 2.0</td>
<td>Group A</td>
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<tr>
<td>&lt; 2.0</td>
<td></td>
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Notification

- Website of options
  - Options vary by group
- Email with option link sent during 5th week of the semester
- Multiple options exist, but only one is necessary for completion
Registration Holds

• Placed during 10th week
• Early completers exempt from the hold
• Hold lifted after student documents the completion of an option
Mānoa Advising Center and First-Year Programs

Kyle Van Duser, MS
Director, First-Year Programs
What is Access to College Excellence (ACE)?

• ACE learning communities
  – Less than 15 students per cluster
  – Common core courses

• Help students transition smoothly and successfully into college
Collaboration Efforts

• FYP and advising offices (MAC)
  – Choose courses for learning communities
  – Guided choice options

• Ensure students are on track
Utilizing Learning Communities to Implement Mandatory Advising

• Advising workshops
• Learning outcomes
  – Importance of meeting and maximizing time with an advisor
  – Familiarize students with advising resources
  – Understand general education requirements
  – Registration and scheduling tips
Assessment Highlights

- 90% of students know where to go to talk about academic and/or career planning
- Helpers of the UHM Community

![Bar chart showing percentages of students who go to different helpers for academic and career planning.]

- Academic Advisor: 42.6% (87)
- Tutor: 18.6% (38)
- SI Leader: 13.2% (27)
- Counseling Center: 6.4% (13)
- Professor: 6.4% (13)
- Librarian: 3.4% (7)
- Program Staff: 2.5% (5)
Lessons Learned & Changes Made

Rayna Tagalicod, MEd
Advisor, Mānoa Advising Center
Announcing Mandatory Advising

• Takes time for students to adjust

• Understanding the requirement
  – Questioning the need
  – Reminding students it is required for four semesters

• Some prefer in-person explanation
Options Available

• Popular options
  – Supplementary advising offices
  – Written / online assignments

• Eliminated some options

• New options
  – Career Exploration assignment
  – Major Exploration Workshop
  – Mānoa Peer Advisor appointments
  – Sophomore Experience
  – IS 197
Completing Options

• Collaboration is key
• Students may prefer options with the least work or are quickest
• Few complete early; many complete around the registration period
• Follow up
  – Reminders
  – Promote certain options
Lifting Holds

• Before registration
  – At the end of the work day

• During registration
  – Immediately (as expected by students)

• Survey
Present State of MAC
Mandatory Advising and Tips

Megan Terawaki, MEd
Advisor, Mānoa Advising Center
Fall 2013 Recap

- 1,116 students
  - 1,089 completed; 97.58%
    - 27 not completed
      - 6 “self-withdrawals”
      - 5 transfer to UH CCs
      - 14 possible non-System transfers
  - 1,201 instances completed
    - 32 ACE GenEd cluster students
    - 143 MAC Advisor appointments
    - 234 MAC MPA Appointments
Spring 2014

• Important dates
  – Mandatory email: 02/14/14
  – Survey email: 02/24/14
  – Holds will be placed: 03/17/14

• Two-step process
  – Option
  – Survey

• Mandatory Advising Form
Mandatory Advising Form

Mānoa Advising Center (MAC) – Spring 2014

**Please note: Mandatory Advising is a two-step sequence**

Submitting this form to QLCS 101 will complete Step One of Mandatory Advising. Step Two requires that you complete the MAC Mandatory Advising Survey. Both steps must be completed in the proper sequence in order to satisfy your Mandatory Advising requirement for this semester.

Your Mandatory Advising hold will not be lifted until after the survey has been completed. It will take up to two business days after completion of the survey for your hold to be released. Please plan accordingly.

Please write legibly.

Student Name: ____________________________
(______, ________)

ID Number: ____________________________ UH Email: ____________________________@hawaii.edu

Please discuss the following with your advisor:
• GPA concerns (if applicable)
• Projected timeline of major declaration
• Academic plan up to admission
• Alternative route to achieve the career goal (if applicable)

Advisors only below this line.

Purpose of Appointment: □ Advising □ Declaration

Advising Office/Major: ____________________________

Date of Appointment: ____________________________

Advisor’s Name: ____________________________

Advisor’s Signature: ____________________________

Advisor’s Email: ____________________________@hawaii.edu

Check one: I am a(n): □ Advisor □ Peer Advisor

After meeting with your advisor and turning in this form to QLCS 101, your next step is to complete the MAC Mandatory Advising Survey in order to satisfy Mandatory Advising for Spring 2014.
Tips: Making Preparations

1. Establish options
2. Establish partnerships
3. Set timelines
Tips: Getting Students’ Attention

1. Increase visibility
2. Send reminders
3. Use holds
Tips: Reaching Target Groups

1. At-risk students
2. Transfer students
3. Seniors
Mahalo nui loa!

Mānoa Advising Center – macadv@hawaii.edu
First-Year Programs – freshman@hawaii.edu