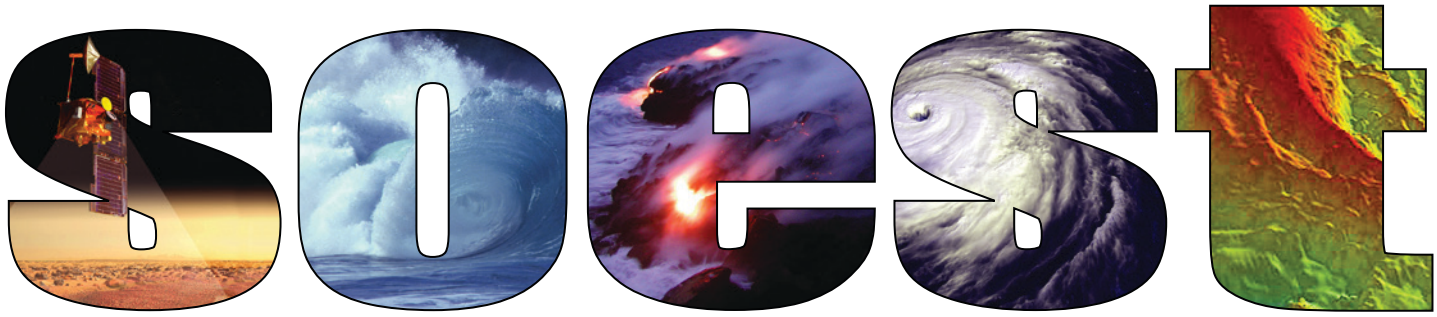

SOEST SAS: Student Academic Services

SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

UNIVERSITY OF HAWAI'I AT MĀNOA

The University of Hawai'i is an equal opportunity, affirmative action institution.

What is SOEST SAS?

1. At the University of Hawai'i at Mānoa, academic affairs/student affairs/student services operate through the schools and colleges. Each school and college informs and collaborates with their internal departments and programs. SOEST SAS operates to collaborate and inform SOEST departments and programs about UHM campus policies and procedures for compliance and student progress.
   - **Department of Atmospheric Sciences**
     - BS in Atmospheric Sciences
   - **Department of Earth Sciences**
     - BA in Environmental Earth Science
     - BS in Earth Sciences
     - Minor in Earth Sciences
   - **Department of Oceanography**
     - BS in Global Environmental Science
2. SOEST SAS is a function of the SOEST Associate Dean for Academic Affairs.
3. SOEST SAS is officially represented on three campus-wide committees: Council of Academic Advisors (CAA), Academic Procedures Committee (APC), and the Educational in Academic Advising (EAA).
4. Two full-time APT employees manage the office: one Director of Student Services and one Student Services Specialist.
5. Our mission is to support students in compliance with campus policies and procedures.

SOEST Advising Mission: SOEST values and promotes collaborative relationships between academic advisors, faculty advisors, and students to implement a personal education plan that is consistent with the student's goals.

Academic advising is a collaborative educational process between students and their advisors. Students and their advisors are partners in meeting essential learning outcomes, ensuring student academic success, and they collaborate to develop and achieve the students' personal, academic, and career goals. No circumstance is too great or too minor to investigate or discuss. We all learn from each other each and every day.

What does SOEST SAS do?

Here's a glimpse of what we do…

Student Advising: Advising is teaching. Advising is much more than talking about what classes to take. Advising is concerned about the whole student: their physical and mental well-being; academic preparation; and the use of support services that often intersect with University of Hawai'i at Mānoa Student Affairs offices (i.e., Financial Aid, Veterans Affairs, Title IX, Housing, and KOKUA). Academic advising enhances the educational development of students and is supported by quantitative and qualitative research and practice.

We advise all students in SOEST and are knowledgeable about the UHM General Education and Graduation Requirements and all bachelor degree programs in SOEST and can guide and advise students from declaring their major through graduation.

Recruitment of students locally, nationally, and internationally through a variety of outreach efforts and events on the Mānoa campus, community colleges, high schools, general public, and in partnership with the SOEST Outreach Coordinator and the UHM Admissions Office. Events we have coordinated include but are not limited to: The Mānoa Experience; Welcome Back to School event in the fall; admitted freshmen events with the Admissions Office; group visits; individual visits; and the biennial SOEST Open House. We make visits off-campus and welcome visitors on-campus.

Undergraduate Admissions. The UHM Admissions Office coordinates all undergraduate applications for Atmospheric Sciences, Earth Sciences, and Global Environmental Science through SOEST SAS.
We manage the admission process in SOEST and communicate with admitted students each semester. Student advising begins once the applicant commits to becoming a student in one of our programs.

Annual Welcome Orientation. Coordinate and execute a two-day-long event for newly entering SOEST undergraduates each fall. The event includes workshops, field trips, meals, and relies on the assistance of at least a dozen student volunteer peer leaders who receive training prior to the event.

Student Retention. Retaining students in our majors is challenging. To encourage retention, we provide the following.

- Coordinate SOEST undergraduate **Program Sheets**. We manage and coordinate changes, deletions, and updates from each academic department in SOEST to ensure compliance with existing SOEST and UHM policies and procedures.
- Oversee the services of a **SOEST Tutor** to further support undergraduates in chemistry, math, and physics courses.
- **Back on Track Program.** A program for declared majors who are not progressing, on probation, or headed toward probation. Each student's needs are assessed to provide the best course of action to succeed.
- **Mandatory Advising.** All declared majors meet with their assigned advisor at least once a semester to discuss courses for the next semester, career planning, challenges, opportunities such as internships, research, and life-balance concerns and needs.
- Although tracking student progress is routine, more intentional tracking is applied once students submit their **Graduation Worksheets**. These worksheets are to be submitted by students at least two semesters prior to graduation.
- **Graduation Exit Interviews.** All students participate in a face-to-face exit interview before the start of the semester in which they plan to graduate. These informal sessions range from 30 to 60 minutes. Applications for graduation are completed during this session.
- **SOEST Club.** We advise the student-run organization for all SOEST undergraduates to perpetuate a sense of belonging within SOEST. Activities include: field trips; career forums; community service projects; and other informal gatherings.

Records. We routinely search and collect data and information from all units across the campus and especially from within SOEST. Data and records are regularly collected, assessed, and used to make informed decisions. Data with specific identifiers cannot be shared due to FERPA regulations and policies associated with data governance although summaries may be provided.

Signature Authority. A signature from SOEST SAS is recognized as the official signature authority for numerous documents at UHM. Please see below for procedures and examples. Incorrect signatures on documents are not processed. They are returned without action and will delay progress.

Procedures — Forms that require School/College signature in SOEST

- Walk form over to SOEST SAS if urgent; wait for the signature, and then take it to the next level.
- If not urgent, put form in the SOEST SAS mailbox in the HIG Mailroom. Signed documents will be returned to your HIG Mailroom mailbox.
- The graduate Marine Biology office is separate from SOEST SAS. Please make deliveries directly to their office or utilize their HIG Mailroom mailbox.

Example — Forms that require School/College signature in SOEST; include but are not limited to

- VA Forms
- Financial Aid Forms (especially if dually enrolled between campuses)
- Requests for Multiple Degrees
- Curriculum Transfer Requests
- Change of Grade
- Leave of Absence
- Complete Withdrawals
- Add/Drop Forms for declared majors only
- Graduation Worksheet
- Time Conflict Override Requests

Confirmation of Degrees. We confirm that all graduation requirements are met for SOEST undergraduates each fall, spring, and summer semesters. We also coordinate and produce the **Annual Spring Graduation Reception** for SOEST graduates with the assistance of at least a dozen student volunteers for 60 to 100 guests.

Have Questions…?

You can contact us at:

(808) 956-8763 • soestsas@hawaii.edu

Hawai'i Institute of Geophysics (HIG) Room 131B

www.soest.hawaii.edu/soestwp/education/

SOEST SAS

STUDENT ACADEMIC SERVICES

2020