



# Student Academic Services



**SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY**  
UNIVERSITY OF HAWAII 'I AT MĀNOA



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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, and 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**

- B.S. in Atmospheric Sciences

- **Department of Earth Sciences**

- B.S. in Earth Sciences
- Minor in Earth Sciences
- B.A. in Environmental Earth Science

- **Department of Oceanography**

- B.S. 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 Excellence in Academic Advising (EAA).

4. Two full-time APT employees manage the office: one Director of Academic Advising, and one Instructional and Student Support 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 collaborating to develop and achieve the student's 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...*

**Recruitment:** We establish and foster partnerships here in Hawai'i and beyond with the goal of connecting with prospective SOEST students. Our outreach efforts and events take place on UH Mānoa's campus, at community colleges and high schools, out in the general public, and in partnership with the SOEST Outreach Coordinator and the UHM Admissions Office. Events we have coordinated and participated in include but are not limited to: The Mānoa Experience/ Discover Mānoa, SOEST Open House, SOEST and UHM Admissions Office new student orientations, and group and individual campus visits. We travel off-campus for visits and also host visitors on-campus.

**Student Advising:** Advising is teaching. Advising is much more than just talking about what classes to take. Advising addresses the student holistically: their physical and mental well-being, academic preparation, and the use of support services that often intersect with UH Mānoa Student Affairs offices (i.e., Financial Aid, Veterans Affairs, Title IX, Housing, and KŌKUA). 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 UHM General Education and Graduation Requirements and all bachelor degree programs in SOEST. We guide and advise students from the time that they first inquire about SOEST up through declaring a major and petitioning for graduation. Advising expectations can be found on our [advising syllabus](#).

**Records:** We routinely gather and securely manage 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 is not shared due to FERPA regulations and policies associated with data governance, although summaries may be provided in accordance with appropriate procedure.

**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.** SOEST SAS coordinates and executes an orientation event for newly-entering SOEST undergraduates each fall. The event includes workshops, field trips, and 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 services:

- **Coordination of 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.
- **Administration of SOEST Tutor Services:** Subjects available for tutoring include: chemistry, math, and physics.
- **Guidance and facilitation of SOEST Club:** We advise SOEST's student-run undergraduate organization to help perpetuate a sense of belonging within SOEST. Activities include: field trips, career forums, community service projects, and other informal gatherings.
- **Provision of Mandatory Advising:** All declared majors are required to meet with their assigned advisor at least once a semester to discuss courses for the next semester, career planning, challenges, opportunities such as internships and funding, research, and life-school balance concerns and needs.
- **Routine Tracking of Student Progress:** Although tracking student progress is routine, more intentional tracking is applied once students submit their Graduation Worksheet. These worksheets are to be submitted by students at least two semesters prior to graduation.
- **Management of SOEST's Back on Track Initiative:** 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.
- **Conduction of 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.

**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. Please note that incorrect/ inappropriate signatures on documents are not processed. They are instead returned without action and will ultimately delay progress.

***Procedure for forms that require School/ College signature in SOEST:***

- **If urgent:** Walk form over to SOEST SAS; wait for signature, and then proceed to next step as advised
- **If not urgent:** Put form in the SOEST SAS mailbox in the HIG Mailroom. Signed documents will be returned to your HIG Mailroom inbox.
  - The graduate Marine Biology office is separate from SOEST SAS. Please make deliveries directly to their office or utilize their HIG Mailroom inbox.
- You can also submit documents securely online using SOEST SAS's dropbox.

***Forms that require School/ College signature in SOEST include, but are not limited to:***

- VA forms
- Financial aid forms (especially if enrolled in more than one campus)
- Requests for multiple degrees
- Curriculum transfer requests
- Change of grade
- Leave of absence
- Complete withdrawals
- Add/ drop forms (for declared majors only)
- Graduation worksheets
- Time conflict override requests

**Confirmation of Degrees.** SOEST SAS confirms 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 and guests with the assistance of at least a dozen student