

ADVISING SYLLABUS



UNIVERSITY OF HAWAII AT MĀNOA

SHIDLER COLLEGE
OF BUSINESS

SCHOOL OF TRAVEL
INDUSTRY MANAGEMENT

TIM Office of Student Academic Services | George Hall 346 | timinfo@hawaii.edu | 808-956-8946

Mission Statement

The advisors in the School of Travel Industry Management are committed to providing information and assistance to all TIM students, from orientation to graduation, to help them reach their full potential.

Student Learning Outcomes

1. Develop and implement an academic plan
2. Understand general education, graduation, and major requirements needed to earn a B.S. in Travel Industry Management
3. Recognize and cultivate the soft skills required for the travel industry
4. Identify and utilize university and TIM student support resources

Expectations

FOR STUDENTS

- Take ownership of education
- Fulfill advising requirements before the deadline(s)
- Be courteous; arrive on-time or notify us of cancellations
- Complete all forms/worksheets prior to advising appointment
- Ask for clarification when necessary

FOR ADVISORS

- Arrive prepared and on-time
- Foster a supportive relationship with students
- Be knowledgeable of curriculum and degree requirements
- Communicate requirements and deadlines
- Keep up with industry knowledge and trends

Preparing for Appointments

BEFORE

- Review course requirements and prerequisites
- Look through the course catalogue
- Double-check for holds

DURING

- Take initiative
- Share your personal, educational, and professional goals
- Practice professionalism, be attentive and give your full attention

AFTER

- Reflect on what was discussed
- Email us if you have more questions

Advising Types

PROSPECTIVE STUDENTS/CHANGE OF MAJOR (60 MIN)

For prospective students to learn more about the TIM major, including major curriculum and support services

INCOMING STUDENT ADVISING (60 MIN)

For new TIM major students to understand major requirements and discuss first semester classes

ACADEMIC ACTION (30 MIN)

Required for students placed on academic action

GRADUATION (30 MIN)

- Required for graduation, must be completed the semester before intended graduation date
- Complete graduation check and required forms online

MANDATORY ADVISING (30 MIN)

- All TIM students required to complete mandatory advising until they reach junior standing (60+ earned credits)
- Transfer and newly declared TIM major students also required to complete mandatory advising during their first semester

REGISTRATION (30 MIN)

General registration and academic planning questions

STUDENT EXCHANGE (45 MIN)

Advising focused on student exchange programs: study abroad, Mānoa International Exchange, National Student Exchange

TIM CERTIFICATE (30 MIN)

Advising focused on the TIM certificate

VIRTUAL DROP-IN ADVISING (15 MIN)

Express advising for quick questions

Scheduling an Appointment

Sign up for advising via STAR Balance

Current TIM Major Students: <https://star.hawaii.edu/appointment/>

All other students: <https://star.hawaii.edu/appointment/login.jsp?groupid=24>

Virtual Drop-in Advising available for all students, Wednesday 10am-12pm & 2pm-4pm

<https://www.star.hawaii.edu/virtual-kiosk/app.jsp#!/kiosk?unit=24>