Mandatory Advising. Mandatory advising every semester from the time a student enters the program through graduation. The sessions occur approximately three weeks prior to the next semester’s registration period. Each session lasts approximately 15 – 30 minutes depending on the student’s progress. Each student is required to bring a completed Planning Sheet that includes courses being taken during the current semester with credit hours and focus designations through the semester in which they intend to graduate. Students are able to literally view their progress to graduation and have realistic expectations.

Back on Track. Mandatory meetings with the Director of Student Services for students who have received warning letters from the associate dean regarding their unsatisfactory academic performance the previous semester. The meetings are designed to help the students back on track. Tools and services utilized include KOKUA, Counseling Services, Student Success Center, SOEST Tutoring Services, and reviewing learning and time management skills and practices. Meetings will vary from once a month to once a week depending on the student’s needs. Without these meetings, many students would have been suspended or simply dropped out from school.

Student Ambassador Program. Three positions are available each year and all majors are eligible to apply if they are full-time students with at least a 3.00 cumulative GPA. Ambassadors serve as liaison between the students and administration in SOEST. They attend recruitment functions, plan student events and field trips, hear concerns and suggestions from peers, and are given a partial tuition waiver.

Mandatory Fall Orientation Session. For all incoming students each fall semester. The session takes place on a Friday just before classes begin. Students receive an orientation to their major programs including course requirements, opportunities, expectations, and a tour of the department’s facilities. Ambassadors lead the program with assistance from volunteers within each major. This is a perfect opportunity for new majors to connect with their peers. Lunch is provided.

SOEST Tutor. One graduate student within SOEST is employed as a part-time TA to provide tutoring services to SOEST undergrads in the areas of math, chemistry, and physics. Majors are able to contact the tutor to arrange for unlimited tutoring sessions free of charge.

SOEST Internship Program for Declared Majors. The program connects students with on- and off-campus individuals and organizations to provide real-world experience. Students may also contact individuals and organizations independently. Students sign up for an internship course, receive between 1 – 3 credits and receive a CR/NC grade option. Grades are based on two papers and supervisor evaluation.

The Graduation Worksheet. The worksheet needs to be completed at least two semesters prior to their intended graduation date. The worksheet includes a check list that requires cross-referencing between STAR and their own records. The intent is to get students thinking about graduation and to ensure that they are on track by completing the form. We ask students to submit the form two semesters in advance so that they have at least 1-2 semesters of cushion if it becomes necessary.

- Future plans include more engagement between academics and careers/employment after graduation. We are looking into this in more detail this year.
- The above accomplishments are valuable to UHM in that they address retention of students and attempt to make positive strides toward graduation in a timely manner.