## 2013-2014 Student Services Student Learning Outcomes
### Division Summary

### Department: Counseling

*As a result of using the services provided by the Counseling Department, students will be able to:*

- Create and follow an academic plan that reflects their program requirements and leads to registration into appropriate classes.
- Identify and effectively use MyUH Portal to achieve academic goals by registering and accessing STAR for academic planning.
- [For students on Academic Probation] Identify, interpret, and correctly follow academic policies that directly impact their academic progress.

### Department: Career and Employment Centers

*As a result of using the services provided by the Career and Employment Centers, students will be able to:*

- Identify various career/major options based on their interest, values, skills, and educational goals.
- Use a multitude of career resources to identify and research various occupations and develop an action plan that connects their program of study to their career goals.
- Identify and utilize pre-employment skills and resources to seek employment.
- [For students seeking on-campus employment] Follow the policies and procedures necessary to obtain student employment at Honolulu Community College.

### Department: Student Life & Development

*Student Life Departments across the entire UH System adopted 5 Student Learning Outcomes in the following areas: Ethical Leadership, Critical Thinking, Teams & Groups, Interpersonal Communication, and Mission, Vision & Goals.*

- Students will be able to contribute to a positive organizational environment through active participating and cooperation with other. (Ethical Leadership)
- Students will be able to gather relevant situational information. (Critical Thinking)
- Students will be able to recognize the Tuckman and Jensen model and identify the stages of group development. (Teams & Groups)
- Students will be able to exhibit effective interpersonal communication in a variety of settings. (Interpersonal Communication)
- Students will be able to articulate the mission and goals for their organization. (Mission, Vision, & Goals)
### Department: Health Office

**As a result of participating in the Health Office's educational efforts, students, faculty, and staff will be able to:**

- Identify appropriate healthy and safe actions/behaviors that contribute to supporting their educational experience and goals in life.

- Participate (directly and indirectly) in activities that support and build stronger healthier communities.

- Articulate the appropriate steps to take before, during and after a medical emergency at HonCC and synthesize and apply these concepts of prevention and preparedness to better plan and protect themselves and their families for future emergencies.

**As a result of the participating in the training and performing the duties for a Health Office Student Assistant, students will be able to:**

- Apply learned skills in order to independently and successfully complete a major project on time.

- Apply skills learned to collaboratively work as a team to successfully plan, execute and debrief a campus-wide activity.

- Demonstrate persistence and progress toward mastery in utilizing Microsoft Office, Excel, Word, UH Laulima, and UH Google email in office operations.

### Department: Mental Health & Wellness

**As a result of using the services provided by the Mental Health & Wellness Office students will be able to:**

- Identify and access mental health services/resources on-line and in-person to obtain information that will enhance academic progress and personal growth and development.

- Identify various proactive behaviors that will increase their knowledge of wellness-related behaviors, positive symptom management and personal safety and well-being as a result of participating in mental health related programming.

- Develop a greater understanding of mental health conditions and be able to recognize situations that may impact their academic performance and emotional well-being as a result of participating in brief individual counseling, crisis counseling and/or enrichment groups.

- Develop and implement a wellness plan to support individual needs and goals. Wellness plans include identifying behaviors to improve academic progress, physical and emotional well-being, social interactions and personal safety.

- Identify signs and symptoms of college mental health conditions and its impact on academic performance, personal and emotional well-being.
### Department: Outreach & Orientation

**As a result of completing the new student orientation process, students will be able to:**

- Locate, identify, and demonstrate a basic understanding of college and academic policies and procedures.
- Identify campus resources and utilize those that are appropriate to their needs.
- Identify and navigate technological and on-line resources to support their educational goal.
- Identify ways to access and engage in the campus community, opportunities, and activities.
- Identify and select appropriate funding options to meet their educational goals based on their financial need.

### Department: Financial Aid

**As a result of using the services provided by the Financial Aid Office students will be able to:**

- Identify needs and concerns in order to ask appropriate questions in verbal and written form related to their Financial Aid in order to resolve problems.
- Utilize financial aid budgetary tools and resources to create and maintain a budget appropriate to their financial status.

Utilize organizational skills in a timely manner to accurately complete forms and produce necessary documents in the home, work place, and greater community.

### Department: Admissions & Records

**As a result of using the services provided by the Admissions & Records Office students will be able to:**

- Identify and interpret applicable policies and procedures, including anticipating consequences of non-compliance and adhering to deadlines.
- Identify and/or utilize appropriate resources, forms, referrals, and online tools as provided by the Admissions & Records Office to complete transactions that support their academic journey.