Business, Legal and Technology (BLT) New Student Orientation
PowerPoint Outline

Title of PowerPoint: Business, Legal & Technology (BLT), New Student Orientation (online version)

Slide 1: New Student Orientation (online version)
Business, Legal & Technology (BLT) Education Department

Slide 2: Welcome
• Orientation is for new, transfer, and returning BLT students
• Topics include
  o Introduction of Faculty and Staff
  o Counselor Contact
  o Program Requirements
  o Lauilima Overview
  o Counselor Highlights
  o BLT Facilities
  o STAR, Online Degree Audit

Slide 3: Introduction of Faculty and Staff
• Department chair—Estelle Ogawa, estelle@hawaii.edu
  Contact regarding department concerns, including grievances
• Program coordinators
  Contact regarding courses, instruction, course scheduling
  • Accounting—Calvin Tan, ctan@hawaii.edu
  • Information Technology—Steve Singer, singer@hawaii.edu
  • Marketing—Susan Dik, dik@hawaii.edu
  • Paralegal—Susan Jaworowski, susanjaw@hawaii.edu
• Faculty and lecturers—online at http://blt.kcc.hawaii.edu click on People
  Contact regarding class content and expectations

Slide 4: Counselor Contact
• Lori Sakaguchi
  BLT students with last names A-L
  Email: Llsakag@hawaii.edu
  Phone: 734-9017
  Location: Kopiko building, room 111
• Cynthia Kimura
  BLT students with last names M-Z
  Email: ckimura@hawaii.edu
  Phone: 734-9107
  Location: Kopiko building, room 109

Slide 5: Counselor Contact (continue)
Counselor walk-in Wednesdays
• 9:00-11:00am and 1:00-3:00pm
• Hours may change without notice
• Quick sessions, schedule an appointment if more time required
**Program Requirements**

Program advising sheets
- list requirements for each BLT degree/certificate
- list courses that apply towards a bachelor’s degree at the University of Hawai`i-West Oahu
- available from
  - counselors
  - online at [http://blt.kcc.hawaii.edu](http://blt.kcc.hawaii.edu) click on Advising>Advising Sheets

**Program Requirements (continue)**

Program requirements
- in effect at time of entry or subsequent requirements are the requirement that must be met for graduation
- no mixing of requirements
- if stop out (not enrolled) the requirements in effect upon return/reentry are the requirements that must be met for graduation

**Laulima Overview**

- Laulima, course management software
  - used by the University of Hawai`i system
  - used in all classes
  - similar to programs such as Web CT and Blackboard

**Counselor Highlights**

- BLT Student Handbook ([http://blt.kcc.hawaii.edu](http://blt.kcc.hawaii.edu), click on Advising>Student Resources)
  - review handbook and keep as quick reference
  - does not substitute for counselors or the college catalog
  - is a quick reference to be used with caution
  - handbook topics to review
    - Academic Advising
    - Academic Advising Syllabus & Rights and Responsibilities of Students/Advisors
    - Academic Year
    - @hawaii.edu Email Requirements
    - BLT Degrees and Certificates
- Student Engagement

**Counselor Highlights, Handbook Topics to Review (continued)**

Academic Advising
- Academic advising includes
  - assistance with course selection
  - processing course substitutions
  - information regarding transfer credits
  - processing of various academic forms
- Students are encouraged to meet with an advisor minimally
  - in their first semester for planning toward graduation
  - prior to their last semester of enrollment to verify completion of program requirements
• Students may also use STAR, their online degree audit program that matches the student's academic record against program requirements to show what has been completed and what still needs to be complete to meet those requirements

Slide 11: Counselor Highlights, Handbook Topics to Review (continued)
Academic Advising Syllabus & Rights and Responsibilities of Students/Advisors
• Academic Advising Syllabus
  o is intended for registered students
  o prepares students for a productive academic advising session
• Rights and Responsibilities of Students/Advisors
  o What advisors can expect from students
  o What students can expect from advisors

Slide 12: Counselor Highlights, Handbook Topics to Review (continued)
Academic Year
• Kapi`olani CC follows a semester schedule
  o fall term starts in August and ends in December
  o spring term starts in January and ends in May
• summer session starts in May (two six-weeks sessions)
• refer to the college catalog (www.kcc.hawaii.edu/page/catalog) or calendars (www.kcc.hawaii.edu/page/calendars) for specific dates

Slide 13: Counselor Highlights, Handbook Topics to Review (continued)
@hawaii.edu Email Requirements
• @hawaii.edu is the official email of the University of Hawai`i System
• students are expected to use their @hawaii.edu email when contacting the counselors or anyone on the Kapi`olani CC campus or in the University of Hawai`i System
• regularly check UH email for announcements and personal email
• failure to check your UH email will mean missing critical information from advisors, instructors, registration and business office staff, classmates, student organizations, and others
• the BLT counselors regularly email program majors, “News from the BLT Counselors”

Slide 14: Counselor Highlights, Handbook Topics to Review (continued)
BLT Degrees and Certificates
• the BLT department offers the
  o associate in science (AS) degree
  o certificate of achievement (CA)
  o certificate of completion (CC)
  o certificate of competence (CO)
  o advanced professional certificate (APC)
• the various major degree and certificates are described in
  o BLT student handbook
  o BLT website (http://blt.kcc.hawaii.edu), click on Programs

Slide 15: Counselor Highlights, Student Engagement (continued)
• critical components of the department orientation are
  o the interaction between students and faculty
  o student frequently asked questions
• to meet faculty and staff, participate in announced BLT engagement activities
• visit the BLT website (http://blt.kcc.hawaii.edu) and read Frequently Ask Questions (FAQs)

Slide 16: BLT Facilities
• Kapi'olani CC is located on the slopes of Diamond Head crater just minutes from Waikiki
• view an online campus tour at http://kcc.hawaii.edu/page/campustour
• most BLT courses, faculty, and staff are located in the Kopiko building

Slide 17: STAR, Online Degree Audit
• an online degree audit program
  o matches the student’s academic record against program requirements
  o shows what has been completed and what needs to be completed
  o unofficial transcripts from all UH System schools are viewable
  o ability to create a plan of action listing courses by semester to degree completion
• view STAR in MyUH portal (https://myuhportal.hawaii.edu/cp/home/displaylogin), click on STAR Degree Check/View Transcript
• read “STAR for Students” instructions (http://blt.kcc.hawaii.edu/images/stories/resources/STAR_for_Students.ppt)

Slide 18: STAR, Online Degree Audit (continue)
• view the following short videos regarding STAR
  o Learn how to login: http://blt.kapiolani.hawaii.edu/star-learn-how-to-log-in/
  o View unofficial transcripts: http://blt.kapiolani.hawaii.edu/star-view-unofficial-transcripts/
  o Create an academic plan in STAR: http://blt.kapiolani.hawaii.edu/star-create-an-academic-plan-in-star/
  o View how courses apply to another degree: http://blt.kapiolani.hawaii.edu/star-view-how-courses-apply-to-another-degree/

Slide 19: Conclusion
• Thank you for viewing this PowerPoint
• The PowerPoint highlights the BLT new student orientation topics but does not include the specific student discussions/questions
• If you have questions/concerns please contact your BLT counselor