### Table of Contents

Detailed class information including days and times can be found on the Internet at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)

Please be advised that classes may be added or may open as registration progresses.
If classes are cancelled or changed you will be notified.

---

**Fall 2015 Registration Information** ................................2-10
- Application Information
- COMPASS Placement Testing
- Transfer Credits
- Academic Advising and Counseling
- Information About
  - Veterans
  - Post 9/11 GI Bill (Chapter 33)
  - Military Spouse Career Advancement Accounts
  - Measles/Rubeola, Mumps, Rubella
  - TB Clearance
  - Disability Accommodations

**HawCC Policies** ............................................................. 3
- Repeating a Course
- Add a Class
- Drop a Class
- Withdraw From a Class
- Completely Withdraw From All HawCC Classes
- The No Show Policy

**Tuition and Fees** ............................................................ 4-5
- How and When to Pay
- Payment Plan
- Financial Aid Information
- Payments by a Third Party Sponsoring Agency
- Refunds for Withdrawals
- Bookstore Information

**Distance Education** .....................................................5-7
- Textbooks for DE Classes
- Registering and Paying for DE
- Are DE Classes right for you?
- Video Conferencing Classes (Hawai'i Island Only)
- HITS Classes
- HawCC Online/Internet Classes

**Web Registration Info** ................................................8
- MyUH Portal
- Accessing MyUH Portal
- MyUH Tutorials
- Reminder about Campus Locations
- Viewing Grades at the End of the Semester
- Time Ticket Info

**Other Information** .....................................................8-10
- HawCC Online Orientation
- E-mail Account
- Student ID Card
- Parking
- Child Care
- Waitlist Information
- Degree/Cert. Conferral & Ordering Diploma/Cert.
- Family Education Rights/Privacy Act (FERPA)

---

For information about specific services or the location of offices or personnel, please check at the **Information Center** on the Manono Campus.

Prior to June: temporarily located in the Hale Aloha building, first floor lobby.

After May: located in Building 378.

Or call (808) 934-2800.

---

**Policy Clause**

Hawai'i Community College complies with federal and state rules and regulations regarding non-discrimination and affirmative action and educational opportunity for the disabled. Students wishing more information or to register a complaint on the basis of these rules, please contact Jason Cifra, Vice Chancellor for Student Affairs, Hawai'i Community College, 200 West Kawili Street, Hilo, HI 96720-4091, (808) 934-2509. Hawai'i Community College students with disabilities needing assistance are encouraged to contact the Hawai'i Kōkua Program in Building 388 on the Manono Campus, (808) 934-2725 [TTY]. In West Hawai'i call (808) 969-8816 [TTY].
**Application Information**

You must have a completed UNIVERSITY OF HAWAI’I SYSTEM ONLINE APPLICATION on file with the Admissions Office in order to register. If you were not enrolled in Spring 2015 you must submit an application by 4:00pm on Saturday, August 1, 2015.

**Note for students planning to attend the University of Hawai‘i Center, West Hawai‘i:** Students with less than 55 credits must apply to and be accepted by HawCC. Students who have completed 55 credits or an Associate of Arts degree may apply for a baccalaureate degree program offered through another UH campus. Classes are hosted at the UH Center, West Hawai‘i.

**COMPASS Placement Testing**

Some courses require prerequisites and/or placement levels of reading, writing, and math to help students meet the demands of classroom learning. Having COMPASS scores facilitates online registration into classes with English or Math prerequisites. Placement test scores are valid (active) until they are archived by the UH System (after at least two years). Students with active scores who wish to retake the COMPASS test(s) will be assessed a fee to do so. Once scores are archived they can no longer be used for placement purposes. Students with archived scores who still need placement levels may retake the tests free of charge. See a counselor if you have taken college classes elsewhere or if you already have a college degree to determine if you have equivalencies or need to take the placement tests.

In Hilo, testing is by appointment only. Students must bring a photo ID on test day. For appointments or information on Hilo testing times and location, call the Hale Kea Advancement and Testing Center at 934-2540. Students with disabilities should call Mari Giel at 934-2725 [TTY] to arrange special testing accommodations.

If your test scores do not place you into at least the entry level reading, writing, and/or math courses at HawCC, you are advised to contact HawCC’s Office of Continuing Education and Training (OCET). For schedules and other information about HawCC and DOE non-credit preparation courses in reading, writing, and math, call 934-2700 or 934-2699, or visit OCET on the Manono Campus, Bldg 379A.

**COMPASS placement tests at the UH Center, West Hawai‘i:** are on a first-come, first-served basis at the days/times listed below. Bring a photo ID and your UH number (from your acceptance letter). For more information, call the Library & Learning Center at 969-8830. To arrange special test accommodations, call the Office of Student Services at 969-8816 [TTY]. Arrive 30 minutes early to sign in.

**Monday-Friday:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>First testing starts at: 8:30am</td>
<td>UH Center, Bldg 379A</td>
</tr>
<tr>
<td>Second testing starts at: 1:30pm</td>
<td>UH Center, Bldg 379A</td>
</tr>
</tbody>
</table>

**Transfer Credits**

Transcript(s) must be sent directly to Hawai‘i Community College from the sending institution to be considered official. Transcripts will not be accepted from the student. Transcripts will be evaluated for transfer credits for Hawai‘i Community College students in the order in which they are received. Students will be notified via e-mail when a transfer credit evaluation has been completed.

**Academic Advising and Academic Counseling**

All New, Returning, and Transfer students are to meet with a faculty advisor or counselor prior to registering for advice on course selections and program requirements. During the regular registration period in Hilo, faculty and counselors will be available.

**West HI students are encouraged to see an Academic Counselor after taking their COMPASS Placement tests. Call the Student Services Office in WH for more information, 969-8816.**

**Veteran's Information**

The U.S. Department of Veteran's Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. (Please visit the U.S. Department of Veterans Affairs website www.gibill.va.gov for more information.) The V.A. pays for classes appropriate to your declared major only. You must submit all necessary documents to the Admissions and Records Office and participate in a Veteran's Orientation session **before registering.** Also meet with an advisor/counselor prior to registration.

The Veteran’s Affairs Certifying Official is responsible for certifying and monitoring Veterans’ enrollment, academic progress, and other academic information. For HawCC, contact Dorinna Manuel-Cortez at 934-2710 **BEFORE the semester begins.**

Chapter 31 Veterans should also contact Mari Giel at 934-2725 [TTY] or e-mail marigiel@hawaii.edu for disability accommodations.

**Post 9/11 GI Bill (Chapter 33)**

Chapter 33 payments for tuition and fees are paid directly to the University approximately six weeks after receiving certification from the campus V.A. Certifying Official. Refunds due to changes in registration after the first day of the term will be sent to the student. Refunds due to non-attendance will be sent to the V.A. If funds are returned to the V.A. because you did not officially withdraw from the University, you will be responsible for all tuition and fee charges incurred.

**Military Spouse Career Advancement Accounts**

MyCAA payments are paid directly to the University. You must bring or send a copy of your approved Financial Assistance Form to HawCC’s Business Office at least 48 hours prior to the payment deadline. This will ensure that an invoice is sent and grades will be posted for classes in which you are registered. An approval form is required each semester you register.

If the MyCAA program does not make a payment for your tuition for any reason after being billed by the University, you will be responsible for paying any unpaid balances on your student account.

**Measles/Rubeola, Mumps, Rubella Information**

All new and returning students born after 1956 must be immunized against measles (rubeola), mumps, and rubella prior to registration. Proof of immunization is required each semester you register.

1. Documentation of vaccination record (two measles, one mumps, and one rubella are required)
2. Lab results showing immunity to the three diseases.

If you need to be immunized, MMR immunizations are available at the UH Hilo Student Medical Services; call to inquire about cost and availability.
HawCC Admissions and Records Office.

NOTE: Vaccination records must be signed or stamped by the practitioner or clinic where the vaccinations were administered.

West HI students needing MMR immunizations may contact one of three offices about availability and cost of vaccination: West Hawai'i Community Health Center (75-5751 Kuakini Hwy, Suite 104) at 326-5629, Kealakekua Office (81-6627 Mamalahoa Hwy, Suite 106) at 323-8005, or the Waikoloa Office (across the Village Market) at 769-5160. Or check with your family doctor.

TB Clearance Information

State of Hawai'i Department of Health regulations require students to submit proof of health clearance for TB to A&R/WHSS. Before you can register for classes, you are required to present a TB clearance issued in the U.S. in which the date of clearance is not earlier than August 24, 2014.

Anyone needing a TB test should not have received immunizations in the 6 weeks prior to the test, especially the MMR vaccine. Take a photo ID to one of the following TB testing sites, or inquire at your private doctor's office. After getting a TB test, you must return for a reading within 72 hrs, see below. For this reason, tests are not given in weeks that have a holiday on either the test date or the reading date.

In Hilo TB tests are available for $3.00 (insurance accepted) at the UH Hilo Student Medical Services (932-7369), Campus Center, Rm 211. Testing is done twice weekly: Tests given on Wednesdays, 1:00pm-4:00pm are read on Friday, 1:00pm-4:00pm. Tests given on Fridays, 1:00pm-4:00pm are read on Monday, 1:00pm-4:00pm. No appointment necessary. Free TB testing is also available from the Department of Health at the Hilo State Building, 75 Aupuni St. Tests given on Mondays, 1:00pm-2:00 are read on Wednesday, 1:00pm-2:00. Call 974-6025 for more info.

Free TB tests are available at the Department of Health (322-1500) located below Kona Hospital. Tests are given on Mondays, 2:00pm-4:00pm and read on Wednesday, 2:00pm-4:00pm.

Disability Accommodations

Students with disabilities registered in HawCC classes must self-identify with the Hä'awi Kōkua Program to receive disability accommodations. In Hilo contact Mari Giel 934-2725 [TTY].

In West Hawai'i contact Student Services, 969-8816 [TTY].

Repeating a Course

Students can repeat HawCC courses once at HawCC without restrictions. For any subsequent repeats, students must register during late registration on a space-available basis with Instructor approval.

Credit is allowed only once for a repeated course except for certain courses, identified in the catalog, which are repeatable for additional credit. The GPA is computed using the first highest grade received. All entries remain a part of the student's permanent academic record. Transfer credits cannot replace HawCC credits.

Add a class

During the first week of instruction, you may enroll in semester-length classes online through your MyUH account. If special consent is needed for an override, ask the instructor to provide the override(s) through his/her MyUH account.

After the first week of instruction, you must register in-person with an Add/Drop form signed and dated by the instructor. If an override is needed, ask the instructor to provide the override(s) through his/her MyUH account.

Drop a Class

The deadline to drop semester-length classes online without a “W” grade (provided you have at least one class remaining at your home institution) is September 14, 2015. (Deadlines for partial-semester classes are calculated differently. Check with HawCC's Business office.) These classes will NOT appear on your academic record.

If you are receiving Financial Aid, check to see if dropping a class will require you to repay any portion of your award, and how it may affect future financial aid eligibility.

To completely withdraw from all HawCC classes, see below.

Withdraw From a Class

The deadline to withdraw from semester-length classes online with a “W” grade (provided you have at least one class remaining at your home institution) is October 30, 2015. (Deadlines for partial-semester classes are calculated differently. Check with HawCC's Business office.) A grade of “W” will appear on your academic record. If you fail to withdraw officially during this period, you risk receiving an “F” for such classes.

If you are receiving Financial Aid, check to see if withdrawing from a class will require you to repay any portion of your award, and how it may affect future financial aid eligibility.

Completely Withdraw From All HawCC Classes

To withdraw completely from HawCC, obtain a Complete Withdrawal form from the HawCC A&R/WHSS Office and follow procedures. If you are receiving Financial Aid, check to see if completely withdrawing will affect your eligibility status. If you were officially enrolled on the first day of instruction, you need not submit a new application to Early Register for the next semester.

The No Show Policy

You are responsible for attending both of the first two sessions of the class (or the first session for classes meeting once a week). If you do not attend class during this time, your instructor has the right to drop you to allow other students to register. There are financial aid implications if you are dropped from a class by an instructor. For tuition refunds, refer to the refund dates listed. If you have been dropped from a class by the instructor, you will be notified by the HawCC Admissions and Records Office.

The No Show Policy does not guarantee you will be dropped. Check with the instructor to confirm. Students who are enrolled in classes are obligated to pay any unpaid tuition balances, regardless of their attendance record.
Tuition and Fees for Fall 2015 (subject to change)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>per credit hour for all credits taken</td>
</tr>
<tr>
<td>Resident</td>
<td>$122.00</td>
</tr>
<tr>
<td>Non-resident</td>
<td>328.00</td>
</tr>
<tr>
<td><strong>Add/Drop Fee</strong></td>
<td></td>
</tr>
<tr>
<td>online</td>
<td>free</td>
</tr>
<tr>
<td>in-person</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Late Registration Fee</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Student Activity Fee</strong></td>
<td>for all students</td>
</tr>
<tr>
<td>10 or more credits</td>
<td>$15.00</td>
</tr>
<tr>
<td>9 or fewer credits</td>
<td>$1.50</td>
</tr>
<tr>
<td><strong>Student Government Fee</strong></td>
<td>for all students</td>
</tr>
<tr>
<td>10 or more credits</td>
<td>$10.00</td>
</tr>
<tr>
<td>9 or fewer credits</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Publications Fee</strong></td>
<td>flat rate</td>
</tr>
<tr>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Room and Non-Hilo Classes</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>per student per credit hour taken</td>
</tr>
<tr>
<td>Resident</td>
<td>$122.00</td>
</tr>
<tr>
<td>Non-resident</td>
<td>328.00</td>
</tr>
</tbody>
</table>

How and When to Pay

All tuition and fees are to be paid in accordance with published deadlines and payment procedures. Registration will temporarily reserve your classes. With payment of tuition and fees, classes are made official. Failure to pay by the published deadlines may result in cancellation of your registration. VISA, MasterCard, debit cards, or electronic checks (eChecks) are accepted for tuition payments made online. Only checks, money orders, and cash will be accepted in-person at the Business Office at Bldg. 397 in Hilo on the Manono Campus (934-2740) or, at the UH Center, West Hawai‘i (969-8812). Make checks or money orders payable to: Hawai‘i Community College, identified with your name and UH number.

If you register but later decide to not complete coursework at HawCC, you are responsible to drop your classes. Your classes will not be dropped for you unless the instructor exercises the No Show Policy. Students who are enrolled after the withdrawal deadline are obligated to pay any unpaid tuition balances, regardless of their attendance record. Tuition and refund policies apply.

Dishonored checks: An additional fee of $25.00 will be assessed for any check returned for any reason. Your receipt becomes an official verification of your registration and payment. If payments were made online, print your “Account Summary.”

Payment Plan

An installment plan is available to students who cannot pay in full by the published deadline. A $30 non-refundable plan fee is charged per student per semester to participate. For more info, log into your MyUH Portal account.

Financial Aid Information

For information, contact the Financial Aid Office, Building 379A Room 4 on Manono Campus, or call 934-2712. Students receiving scholarships should notify the Financial Aid Office (FAO) via their MyUH portal account. To request financial aid for Distance Education classes, please submit a Request for Funding Consortium Classes form. Students taking DE classes from other University of Hawai‘i campuses must be enrolled in at least 6 credits at HawCC to be eligible for financial aid through HawCC. Per federal regulations, federal financial aid awards issued through HawCC can pay for HawCC tuition/fees only. Students enrolled in classes at another campus must pay that campus directly. Any award balance, after HawCC charges are paid will be for the student to use toward other educational expenses.

Payments by a Third Party Sponsoring Agency

If your tuition is being paid by a third party sponsoring agency, (e.g. Alu Like, Vocational Rehabilitation, Armed forces branch, etc.) a letter of financial guarantee, purchase order, or authorization letter from your sponsor must be submitted to the Business Office by the payment deadline. You are also responsible to pay the remaining tuition and/or fees by the appropriate payment deadline.

Refunds for Withdrawals

Any refund can be directly deposited into a checking or savings account by signing up for eRefund through the MyUH Portal.

**Fees:** No fees refunds unless a complete withdrawal is made by 4:00pm on Friday, August 28, 2015.

**Tuition:** The guidelines below will be used to determine the dates for tuition refunds. Students who wish to withdraw from their last class at HawCC must also submit a Complete Withdrawal form to the HawCC A&R/WHSS Office.

- **Semester Length Classes**
  - last day for refunds: Friday, August 28, 2015 100%
  - Mon, Sep 14, 2015 (4pm if withdrawing from last class at home institution) 50%

- **Partial-semester classes:** check with HawCC's Business Office

NOTE: Financial aid recipients may be subject to a federal refund policy as required by federal regulations. Financial aid recipients may have all or part of their refund returned to Title IV program(s). Contact the Financial Aid Office for more information.
Bookstore Information

Students can buy or rent textbooks and other educational materials and equipment at the UH Hilo Bookstore. The store sells software and computer related items as well as convenience and personal items, gifts, and clothing. Personal and Traveler’s checks, money orders, VISA, MasterCard, and Discover are accepted.

The Bookstore is located in their new location adjacent to the Campus Center Dining room on the first floor. Their phone number is (808) 932-7394.

Bookstore hours:
- Regular hours Mon-Fri: 8:00am - 4:30pm
- Sat. before classes start: 8:00am - 12:00noon
- First two days of class: 8:00am - 6:00pm
- Sat, Sun, and Holidays: closed

You can order textbooks online from the UH Hilo Bookstore. View textbook information for classes by visiting:
www.bookstore.hawaii.edu/hilo

Bookstore refund policy: A full refund on books if returned unmarked by the end of the second week of the start of the semester. A receipt is required. Used books are bought back at the end of the semester during Finals Week - visit the website above for details on book buyback.

West Hawai‘i students can buy textbooks from the UH Hilo Bookstore. Items will be shipped. For ordering information, call the bookstore phone number or visit their website, both listed above.

Textbooks for Distance Education Classes

Students taking Distance Education classes must contact the bookstore that services the college offering the class. Therefore, all students registering for Hawai‘i Community College classes will purchase books from the UH Hilo Bookstore, regardless of where the student lives.

Textbook information for DE classes is available by calling toll free 1-800-842-6657, or view textbook information online at www.bookstore.hawaii.edu/hilo

To order books, have ready the course reference number (CRN), Instructor name, and your UH number. Books will be shipped after payment is received. Credit cards are accepted (Visa, MasterCard, and Discover only) or you can mail a check/money order.

If payment is to be paid by scholarship, call 1-800-UHBOOKS for details.

Registering and Paying for Distance Education

Distance Education (DE) classes are available for students at various campuses of the University of Hawai‘i system. You must meet all the application and registration deadlines at the campus where you register for these classes. To select appropriate courses, please check with your home campus counselor/advisor for your degree requirements and course prerequisites.

Distance learning provides students with access to education through a network of various technologies. Instructor and student interact without having to be physically present in the same location. Distance learning provides students flexibility in achieving educational goals through audio, video, and computer technologies.

Working collaboratively, the University of Hawai‘i Community Colleges offer courses leading to an Associates degree through Cable TV, the Internet, interactive television (HITS), and VideoConferencing. You may choose to earn your degree through a combination of distance-delivered and on-campus courses. For more information about Distance Learning at the University of Hawai‘i Community Colleges, see www.hawaii.edu/dl

The UHCC e-learn site provides students with information on distance courses offered. Online orientation is available, designed to familiarize students with distance learning at the University of Hawai‘i Community Colleges. It also provides informational resources to support services and offers tips to help students become successful distance learners.

HawCC offers DE classes via HITS, VideoConferencing, and Internet. Other campuses offer DE classes including cable TV. Cable classes for Hawai‘i Island are broadcast on channel 55. Internet classes require access to the Internet and an e-mail account. Multimedia and/or copyright fees may be required in addition to tuition. Textbooks must be purchased by the student.

If you are a current UH system student, you may register for any Community College DE class. If you wish to register for a UH Mānoa, UH Hilo, or West O‘ahu DE class, contact the Admissions office of that institution first. If you are NOT currently a UH system student, please visit or call the appropriate office on the campus nearest you for application and registration information.

Hawai‘i (Hilo): 934-2710 Kaua‘i: 245-8226
Hawai‘i (WH): 969-8816 Lee‘a‘wai: 455-0645
Honolulu: 845-9129 Maui: 984-3267
Kapi‘olani: 734-9448 Windward: 235-7432

After registering, you are responsible for any tuition/fees payments by the published deadline. Students receiving financial aid should contact the Financial Aid Office about DE class payments. Contact the Business Office of the campus nearest you to inquire about the deadlines, and to make arrangements for tuition payments.

Hawai‘i (Hilo): 934-2740 Kaua‘i: 245-8214
Hawai‘i (WH): 969-8812 Lee‘a‘wai: 455-0328
Honolulu: 845-9103 Maui: 984-3288
Kapi‘olani: 734-9528 Windward: 235-7409

Information about distance classes available from community colleges in Hawai‘i can be found online at www.hawaii.edu/dl

In the Current Students box at the bottom of the page, click the “Courses” link. Choose “Fall 2015” then press the “show me” button.
Are Distance Education classes right for you?
To help you decide, read the “Is Distance Learning For Me?” information at www.hawaii.edu/dl/pswhatisdistancelearning then choose the “Self Assessment Quiz” link at the end of the section.

Video Conferencing Classes (Hawai‘i Island Only)
In the video conferencing classroom, one site is a live class while the other sites can interact with the live class through video and audio communications. Because the system is interactive, you can talk with the instructor and the students at the other locations.

Video conferencing classes may be broadcast between:
• Manono campus (3393-104, 388-102, 396A-1, or Hale Kea)
• Upper campus (PB3-103, 346-101)
• UH Center at WH (B4-R1, B4-R3, B5 R5C, B5 Conf Rm, or the Admin Conf Rm)
• and/or Waimea (the Kohala Center)

HITS Classes
HawCC HITS classes are broadcast between the Upper Campus (Mookini Library, Room 344) and the UH Center at West Hawai‘i (B4-R2). The HITS system is interactive; you view and talk to the instructor and students at other sites on a large TV monitor, and they also view and talk to you.

HITS Classes Offered Fall 2015
Ling 102  Introduction to the Study of Language
Phil 100  Introduction to Philosophy: Survey of Problems

Final exams for HITS classes will be given at the regularly scheduled class time during final exam week.

Video Conferencing Classes Offered Fall 2015
AJ 101  Introduction to Administration of Justice
AJ 181  Intelligence Analysis and Security Management
AJ 210  Juvenile Justice
AJ 221  Criminal Law
AJ 280  Current Issues in the Administration of Justice
AJ 290B  AJ Practicum I
Host 100  Career and Customer Service Skills
Host 101  Introduction to Hospitality and Tourism
Host 150  Housekeeping Operations
Host 152  Front Desk Operations
Host 261  Meeting, Convention Management
Host 265  Tourism and Destination Planning
Math 27  Intermediate Algebra
Math 110  College Algebra
Math 115  Statistics
Math 135  Pre-Calculus: Elementary Functions
Math 140  Pre-Calculus: Trigonometry & Analytic Geometry
Math 205  Calculus I
Nurs 151  Mental Health Nursing
Nurs 153  Nursing Concepts and Skills
Nurs 254  Family Health Nursing Care I
Nurs 255  Family Health Nursing Care II
Phil 101W  WI-Intro to Philosophy: Morals and Society
Phil 102  Introduction to Philosophy: Asian Traditions
Phys 100  Concepts of Physics-A Survey
Poli 110  Introduction to Political Science
SSci 111  Humanity, Society, and Technology
Subs 294  Substance Abuse Practicum I

To check the status of any class, click on the “Check Class Availability” link at the top of our homepage at www.hawaii.hawaii.edu

Please be advised that classes may be added, cancelled, or changed.
**HawCC Online/Internet Classes**

Online classes are offered statewide via the Internet. You can use any computer with reliable Internet access (high-speed recommended), including computers in the Learning Center nearest you. Online classes allow you to interact with the instructor and other students through the use of e-mail, discussion boards, or chat rooms. You must be familiar with using a computer and have basic Internet skills (browsing, sending e-mail, saving/sending files). Upon registration, contact the instructor for instructions and/or passwords to class website.

More information (such as class requirements, class website, instructor e-mail, and required textbooks) about these and other distance education classes available in Hawaii can be found at [www.hawaii.edu/dl](http://www.hawaii.edu/dl).

In the Current Students box at the bottom of the page, click the “Courses” link. Choose “Fall 2015” then press the “show me” button.

---

**Online/Internet Classes Offered Fall 2015**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc 120</td>
<td>College Accounting I</td>
</tr>
<tr>
<td>Acc 130</td>
<td>Hospitality Accounting I</td>
</tr>
<tr>
<td>Acc 155</td>
<td>Spreadsheets in Accounting</td>
</tr>
<tr>
<td>Acc 201</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>Acc 202</td>
<td>Introduction to Managerial Accounting</td>
</tr>
<tr>
<td>AJ 101</td>
<td>Introduction to Administration of Justice</td>
</tr>
<tr>
<td>AJ 131</td>
<td>Ethics in Public Services</td>
</tr>
<tr>
<td>AJ 208</td>
<td>Criminology</td>
</tr>
<tr>
<td>Anth 200</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>Art 101</td>
<td>Introduction to the Visual Arts</td>
</tr>
<tr>
<td>Art 112</td>
<td>Introduction to Digital Arts</td>
</tr>
<tr>
<td>Art 115</td>
<td>Foundation Studio: 2-D Design</td>
</tr>
<tr>
<td>Art 125</td>
<td>Introduction to Graphic Design</td>
</tr>
<tr>
<td>Art 202</td>
<td>Digital Imaging</td>
</tr>
<tr>
<td>Asan 120</td>
<td>Japanese Culture I</td>
</tr>
<tr>
<td>BioC 241</td>
<td>Fundamentals of BioChemistry</td>
</tr>
<tr>
<td>Biol 101/L</td>
<td>General Biology/Lab</td>
</tr>
<tr>
<td>Biol 141</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>Bus 120</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>Busn 121</td>
<td>Introduction to Word Processing</td>
</tr>
<tr>
<td>Busn 150</td>
<td>Intro to Business Computing</td>
</tr>
<tr>
<td>Busn 158</td>
<td>Social Media &amp; Collaboration Tools for Business</td>
</tr>
<tr>
<td>Busn 164</td>
<td>Career Success</td>
</tr>
<tr>
<td>Busn 189</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>Chem 100/L</td>
<td>Chemistry for Non-Science Majors/Lab</td>
</tr>
<tr>
<td>Chem 151/L</td>
<td>Elementary Survey of Chemistry/Lab</td>
</tr>
<tr>
<td>ECEd 245</td>
<td>Child, Family, and Community</td>
</tr>
<tr>
<td>Econ 131</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>Eng 100</td>
<td>Composition I</td>
</tr>
<tr>
<td>Eng 102</td>
<td>College Reading Skills</td>
</tr>
<tr>
<td>Ent 120</td>
<td>Starting a Small Business</td>
</tr>
<tr>
<td>FamR 230</td>
<td>Human Development</td>
</tr>
<tr>
<td>Geog 101</td>
<td>Geography and the Natural Environment</td>
</tr>
<tr>
<td>Geog 102</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>Geog 122</td>
<td>Geography of Hawai‘i</td>
</tr>
<tr>
<td>GG 101/L</td>
<td>Introduction to Geology/Lab</td>
</tr>
<tr>
<td>Haw 101</td>
<td>Elementary Hawai‘i Language I</td>
</tr>
<tr>
<td>Haw 201</td>
<td>Intermediate Hawai‘i Language I</td>
</tr>
<tr>
<td>Hist 151</td>
<td>World History to 1500</td>
</tr>
<tr>
<td>Hist 152</td>
<td>World History since 1500</td>
</tr>
<tr>
<td>Hist 242</td>
<td>Civilizations of Asia II</td>
</tr>
<tr>
<td>HSer 131</td>
<td>Ethics in Public Services</td>
</tr>
<tr>
<td>HwSt 100</td>
<td>Piko Hawai‘i</td>
</tr>
<tr>
<td>HwSt 101</td>
<td>Hawai‘i Culture I: ‘Aikapu</td>
</tr>
<tr>
<td>HwSt 102</td>
<td>Hawai‘i Spirituality</td>
</tr>
<tr>
<td>HwSt 105</td>
<td>Hawai‘i Plant Culture</td>
</tr>
<tr>
<td>HwSt 107</td>
<td>Hawai‘i: Center of the Pacific</td>
</tr>
<tr>
<td>HwSt 201</td>
<td>Hawai‘i Culture II: ‘Ai Noa</td>
</tr>
<tr>
<td>Math 25</td>
<td>Elementary Algebra II</td>
</tr>
<tr>
<td>Mgr 124</td>
<td>Principles of Supervision</td>
</tr>
<tr>
<td>Mier 130</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Mkt 130</td>
<td>Principles of Retailing</td>
</tr>
<tr>
<td>Mkt 151</td>
<td>Principles of Customer Service</td>
</tr>
<tr>
<td>Nurs 101</td>
<td>Personal Vocational Relations</td>
</tr>
<tr>
<td>Nurs 110</td>
<td>Introduction to Medical Terminology</td>
</tr>
<tr>
<td>Nurs 158</td>
<td>Issues and Trends I</td>
</tr>
<tr>
<td>Oen 201</td>
<td>Science of the Sea</td>
</tr>
<tr>
<td>Phil 110</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td>Phil 120W</td>
<td>WI-Science, Technology and Values</td>
</tr>
<tr>
<td>Psy 100/W</td>
<td>Survey of Psychology (Introductory)/WI</td>
</tr>
<tr>
<td>Rel 150</td>
<td>Introduction to the World’s Major Religions</td>
</tr>
<tr>
<td>Sci 124</td>
<td>Introduction to Environmental Science</td>
</tr>
<tr>
<td>Soc 100</td>
<td>Survey of General Sociology</td>
</tr>
<tr>
<td>Soc 208</td>
<td>Criminology</td>
</tr>
<tr>
<td>SpCo 151</td>
<td>Introduction to Speech and Communication</td>
</tr>
<tr>
<td>Subs 131</td>
<td>Ethics in Public Services</td>
</tr>
<tr>
<td>Subs 132</td>
<td>STDs and Confidentiality</td>
</tr>
<tr>
<td>Subs 140</td>
<td>Individual Substance Abuse Counseling</td>
</tr>
<tr>
<td>Subs 268</td>
<td>Survey of Substance Abuse Problems</td>
</tr>
<tr>
<td>WS 197</td>
<td>History of Gender/Sex/Sexuality to 1500 CE</td>
</tr>
</tbody>
</table>
**MyUH Portal**  [http://myuh.hawaii.edu](http://myuh.hawaii.edu)

MyUH provides the UH community with secure, personalized access to UH services such as registration, financial aid, and student records information. A helpful feature of the portal is auto-messaging, where students will automatically receive messages about critical processes that affect them, such as announcements that a class they registered for has been cancelled or that a grade change has been made.

MyUH includes e-mail, a calendar, a link to Academic Service (also called Self-Service) functions, the STAR Advising Tool, and integration with personal announcements.

Access to the MyUH Portal requires a UH Username and password. Once online, you may get to the Self-Service functions by clicking on the “Academic Services” icon at the top right, or in the left column.

You, and only you, have access to your information. View your information by logging on from any computer that can connect to the Internet (below lists system recommendations).

- **For your security and privacy:**
  - DO NOT share your password with anyone.
  - When you are finished viewing your information, click the EXIT button on the upper right of the screen. This properly closes the connection to your account.

**Accessing MyUH Portal**

PC users: Chrome (current version), Internet Explorer (7, 8, or 9), or FireFox (10 ESR or 17 ESR)

Mac users: Safari

Go directly to [http://myuh.hawaii.edu](http://myuh.hawaii.edu) or choose the “MyUH” link at the top of Hawai‘i Community College's homepage at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)

Following the format shown on the screen, enter your UH Username and password. Click the Login button to proceed.

- Your MyUH account will be disabled after 5 unsuccessful attempts. Should this happen, contact the University of Hawai‘i ITS Help Desk toll free at 1-800-558-2669.

Students without Internet access at home may use designated campus computers located at the Library, the Cafeteria, at Lava Landing in the Campus Center, at the Hale Kea Advancement and Testing Center on the Manono Campus, in WH at the Library/Learning Center, or at the WH computer lab.

**MyUH Tutorials**

Tutorials for faculty can be found via the link: [http://myuhinfo.hawaii.edu/page/faculty](http://myuhinfo.hawaii.edu/page/faculty)

Tutorials for students can be found via the link: [http://myuhinfo.hawaii.edu/page/registration](http://myuhinfo.hawaii.edu/page/registration)

---

**Reminder about Campus Locations**

Students are advised to check campus location of classes during registration. HawCC may offer classes in Hilo, Ka‘ū, Wai‘ākea, Honoka‘a, and West Hawai‘i in Kekākua. The building/room information may help indicate location.

**Viewing Grades at the End of the Semester**

Grade Reports (report cards) are no longer mailed. Grades for each semester are posted to students’ MyUH accounts after ALL classes for the semester have finished; refer to the calendar at the front of this schedule. To view your final grades at the end of the semester, access your MyUH account, click on **Student Records**, then click on **View my Final Grades**. Students are responsible for monitoring their academic status.

Grades will also appear on the STAR Advising tool. STAR is available through your MyUH account.

**Time Ticket Info**

You may view information for Fall 2015 classes any time after April 1st, but you cannot register until your assigned time. Students are assigned a registration “time ticket” based on the number of credits completed at their home institution (do not include in-progress credits). Students may register after their time ticket; however, students are encouraged to register early because classes have limited seating and fill on a first-come, first-served basis.

**HawCC Credits Completed**

<table>
<thead>
<tr>
<th>Credits Completed*</th>
<th>Register on or After</th>
</tr>
</thead>
<tbody>
<tr>
<td>36+</td>
<td>Monday, April 13, 2015</td>
</tr>
<tr>
<td>24+</td>
<td>Tuesday, April 14, 2015</td>
</tr>
<tr>
<td>18+</td>
<td>Wednesday, April 15, 2015</td>
</tr>
<tr>
<td>6+</td>
<td>Thursday, April 16, 2015</td>
</tr>
<tr>
<td>0 - 5 and students</td>
<td>Friday, April 17, 2015</td>
</tr>
<tr>
<td>in their first semester</td>
<td></td>
</tr>
</tbody>
</table>

* do not include in-progress credits

- Reminder: If you early register, then your Tuition and Fees are due no later than 4:00pm on Friday, July 24, 2015. Or, you must submit an application for the payment plan.

- You may be dropped from your classes if payment or a payment plan application is not received by this deadline.

Online Registration will be unavailable after 4:00pm on Friday, July 24, 2015 to process disenrollments for non-payment. Registration will reopen after the process is finished.

**HawCC Online Orientation**

To know how to make use of campus resources and know what is expected of them, incoming students must attend a HawCC
Orientation session. To learn more, go to Hawai‘i Community College’s homepage at www.hawaii.hawaii.edu and choose the “Future Students” link, then click on “Orientation.”

E-mail Account Information

Students need a UH username/password to register for classes, check financial aid status, review grades, and access student records. This same UH username/password provides access to your free hawaii.edu e-mail account where important HawCC information will be sent. You are responsible for frequently checking your e-mail account and managing your inbox so that mail can be delivered.

To obtain a username and password (or to reset a forgotten password) go to www.hawaii.hawaii.edu and click on the “MyUH” link at the top of the page. Choose “Get a UH username” from the left. You will be taken to a “Check Status” page to complete and submit. This page will accept one of two ID numbers:

* your 9-digit Social Security number
* your UH number (e.g. 12345678)

The UH number for new applicants is printed on your acceptance letter. By providing one of the above ID numbers and your Date of Birth, you should receive your UH Username and password in a few minutes. Log into www.hawaii.hawaii.edu and click on the “MyUH” link at the top of the page.

For assistance, call HawCC’s Information Center at 934-2500 or stop by in Bldg. 378 on the Manono Campus. Or call the ITS Help Desk toll free at 1-800-558-2669.

Student ID Card Information

As a HawCC student, you will need a student photo ID. You should carry your ID card at all times while on campus and present it when asked by security and/or staff. The cost is $10.00 (cash/check only) for the first ID. Additional fees will be charged for replacements or for changing campuses (e.g. transferring from UHH). No charge for validating existing ID cards. Picture-taking and validation are done at Lava Landing (Campus Center). Call 932-7365 for hours.

After registering for classes, new, transfer, and returning students need to bring a current (valid) photo ID with birthdate (e.g. driver’s license, state issued ID, or passport). Continuing students can get their existing HawCC student ID cards revalidated free after registering for classes; revalidation stickers are available at Lava Landing.

A special bar code on the ID is used for those on meal plans. Meal plans are purchased through the Sodexho Office (cafeteria). Your current student photo ID card may be used to check out materials at the Mookini Library. Your ID card is also used as a library copy machine card. Inquire with a librarian if you have questions.

Meal points can also be loaded onto your ID card. Contact Sodexo at 932-7352 for more information about meal plans and flexible spending points.

Parking Information

In Hilo, the Manono (Lower) Campus does not require a permit. All parking is open except in designated and marked stalls.

However, to park on the Upper campus, a University Parking Permit is required from 6:00am - 4:00pm during the Fall and Spring semesters. Permits for different zones are sold by the semester and/or academic year on a first-come, first-served basis. To obtain a permit you must submit:

* a completed application
* a valid vehicle registration
* a current driver’s license
* an owner’s waiver (if you are not the registered owner)
* verification of enrollment (e.g. class schedule or fee slip)

Return these with payment to the Parking Office, Upper Campus, Auxiliary Services Bldg. 300, Room 101. The office is open Monday-Friday 8:00am-4:00pm (closed on holidays).

For short-term visits, $3/day passes are sold at the Kawili St., Nowelo St., and Lanikaula St. entrances, or at the parking office. Receipts are given if you leave within a half hour.

Vehicles entering campus with two or more people are eligible for a free car pool pass, available at gate locations listed above. A University permit or day pass is also required to park in a car pool stall.

Handicapped stalls require both a University permit and either a placard or special plates.

There are various reserved stalls around campus. These include, but are not limited to, loading stalls (15 minute limit), service stalls, alternative fuel (AF) stalls, and an electric vehicle (EV) charging station (in the STB/LS parking lot). Parking in these stalls is limited to those who qualify.

For more info about parking on campus, call 932-7001 or visit www.uhh.hawaii.edu/auxsvc/parking

At the UH Center in West HI, all parking is open and free except in designated and marked stalls.

Child Care Information

The Hawai‘i Community College Children’s Center in Hilo provides early education and care for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from HawCC and UHH. The staff has specialized training in Early Childhood Education.

The Children’s Center (Bldg. 3393 on the Manono Campus) offers a high quality developmental approach to early education, and also serves as a training site for Early Childhood Education students. The Center is accredited by the National Association for the Education of Young Children (NAEYC). There is a fee for service with student assistance available. Call 343-2630 for more information.

There is no child care at the UH Center at West Hawai‘i.
FALL 2015 REGISTRATION INFORMATION

Is your class full? Get on a Waitlist.

The University of Hawai‘i has implemented electronic waitlisting for select classes. You must still meet the class registration requirements before adding your name to the list.

Being on a waitlist does NOT guarantee registration in a class.

When a seat becomes available, a notification will be sent to the first person on the waitlist. Notices will be sent to your UH hawaii.edu e-mail address. If you choose to waitlist for a class, be sure to check your e-mail regularly because there is a time limit as to how long an open seat will be held for you.

NOTE: Tuition payments must be made by the published deadline. Students who do not pay tuition by the deadline will be removed from their waitlist(s).

The last day to add your name to a waitlist for Fall 2015 is Saturday, August 22, 2015. All waitlists will be purged before the semester begins.

For more information view http://myuhinfo.hawaii.edu/object/waitlistfaqs.html

Degree/Certificate Conferral and Ordering Diploma/Certificate

Upon successful completion of program requirements, degree(s)/certificate(s) will be automatically conferred, and credential(s) recorded on your academic record. Your name and credential awarded will appear in the Spring commencement program and will be included in public notices published by the college, unless you notify the ARO, in writing, that you would like your name excluded from the commencement program and public notices. You may also “opt-out” of automatic degree/certificate conferral by notifying the ARO, in writing that you wish to do so.

By early-October, an email from hawgrad@hawaii.edu will be sent to all students who have or are in-progress to complete degree/certificate requirements. If you believe you are close to completing your program requirements and do not receive this email, please contact the ARO for assistance in determining your status.

To order a diploma/certificate, submit an Application for Degree/Certificate, along with payment, if applicable, to the ARO by Thursday, December 10, 2015.

For further assistance, contact the ARO at (808) 934-2710 or at hawccar@hawaii.edu.

Family Educational Rights/Privacy Act (FERPA)

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at HawCC, are hereby notified of the following:

1. It is the policy of HawCC to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.

2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
   a. The right to inspect and review education records.
   b. The right to request to amend education records.
   c. The right to protection of disclosures by HawCC of personally identifiable information contained in education records without permission of the student involved.
   d. The right to file complaints concerning alleged failure by HawCC to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Vice Chancellor for Student Affairs, HawCC.

4. Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the College’s discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information.
   a. name of student
   b. local address and zip code
   c. local telephone number
   d. major field of study
   e. educational level (e.g. freshman, sophomore, etc.)
   f. fact of participation in officially recognized activities/sports
   g. weight and height of members of athletic teams
   h. dates of attendance
   i. degrees and awards received
   j. UH System e-mail address

A student has the right to request that the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must notify the ARO in writing no earlier than the first day of instruction and no later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed without the prior written consent of the son, daughter, or spouse. The College may make an exception to this particularly when the health and safety of the student or other students are involved.