New, Returning, and Transfer Students do not need to submit a Summer Session application.

Continuing Students

Measles/Rubeola, Mumps, Rubella (MMR) Information

All new and returning students born after 1956 must submit proof of immunity to measles (Rubeola), mumps, and rubella. Contact the Admissions and Records Office (ARO) (934-2710) for more information on requirements. If you need to be immunized, MMR immunizations are available in Hilo at the UH Hilo Student Medical Services (932-7369), or in West HI at the Community Health Center (326-5629). Call about cost and availability.

Did you take your placement tests?

You are required to take HawCC Compass placement tests if you plan to register for a class that has an English or Math placement requirement (see course description listing). Placement tests are given by appointment. Call 934-2540 in Hilo, or 969-8830 in West HI.

If your test scores do not place you into the entry level classes at HawCC, you should improve your reading, writing or math skills by registering for non-credit classes at the Office of Continuing Education and Training (OCET). For class schedules call 934-2700, or visit OCET in Hilo: Manono Campus, Bldg 379A, Rm 3.

Do you have any outstanding obligations?

All past and current financial obligations with the University of Hawai'i (housing, parking, library, etc.) must be cleared at the originating campus in order to register for classes. Failure to do so will place a hold on your account and prevent class registration.

Are you a veteran receiving V.A. benefits?

You must submit all necessary documents to the Admissions and Records Office (ARO) before registering. Contact ARO ASAP at 934-2710 if you plan to attend Summer Session.

Are you repeating a HawCC course?

Students can repeat courses once without restrictions. Credit is allowed only once for a repeated course, except for certain courses identified in the catalog which are repeatable for additional credit. Your GPA will be computed by using the first highest grade received. All entries remain a part of your permanent academic record.

Do you plan to transfer a HawCC course?

If you plan to transfer HawCC courses to another institution, consult the catalog of the receiving campus and work closely with an advisor from that campus to ensure that HawCC courses will fulfill the requirements of the program at the receiving campus. Even though courses at HawCC are accredited and are generally accepted for transfer credit, transferability decisions rest with the receiving campus.

Do you need accommodations taking the placement tests, accessing classes, or in the classroom?

The Hā'awi Kōkua Program provides assistance to students with a documented disability in accessing programs & courses. For information or accommodations: in Hilo call Mari Giel at 934-2725 [Voice/TTY] or e-mail (marigiel@hawaii.edu); in West HI call Willow Aureala at 969-8823 [Voice/TTY] or e-mail (aureala@hawaii.edu).
**Registration - begins April 14**

You are encouraged to register as early as possible. A late fee of $10 will be charged for registration on or after May 27, 2014.

Online Registration is accepted through the day before the first day of class. (However, a late fee of $10 will be charged for registration on or after May 27, 2014.)

**Late walk-in Registration** will be processed on the first day of class only. No registrations will be processed after the first day of class.

**Cancelled classes**

Classes are dependent upon sufficient enrollment. Classes are monitored throughout the registration period and classes with insufficient enrollment will be cancelled. You will be responsible to add any other open classes if desired, and for any additional tuition charges if your credit load increases. If your class is cancelled, an attempt will be made to notify you either by phone or via your hawaii.edu e-mail account, and notices will be posted on the classroom doors prior to the first day of instruction.

**Tuition and Fees:**

Tuition: See individual program descriptions

| Late Fee | any registration on or after May 27, 2014 | $ 10.00 |
| Add/Drop Fee | in-person | $ 5.00 |
| Add/Drop Fee | online (until day before class starts) | no charge |

**How and when to pay**

Tuition is to be paid at time of 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 at West Hawai’i (969-8816), or at any UH System Business Office. Make checks or money orders payable to: University of Hawai’i, identified with your name and UH number.

Your receipt becomes an official verification of your registration and payment. If payments were made online, print your “Account Summary.”

**Dishonored checks:** An additional fee of $25.00 will be assessed for any check returned for any cause.

**NOTE:** If you registered 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.

**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.

If the Business Office does not receive a letter or purchase order from your sponsor, you must pay for your own tuition and fees. If you have paid for your tuition and fees and the sponsor sends payment, the Business Office will process a refund. If the sponsor does not pay for the tuition and fees as authorized by their letter or purchase order, the obligation may become the responsibility of the student.

**Refunds**

**Tuition refund:** 100% refund for complete withdrawal if made on or before the last working day prior to the first day of class. 50% refunds follow college policy (no exceptions). Check with the HawCC Business Office for specific refund dates. Any refund can be directly deposited into your checking or savings account by signing up for eRefund through the MyUH Portal.

**Financial Aid**

Only the Federal Pell Grant is available for summer. For more information, call the Financial Aid Office at 934-2712.

**After You Register**

**Adding a class** Register online prior to the first day of class.

**Dropping a class** You can officially drop a class prior to and including the first day of class. These classes will not appear on your academic record.

After the official drop period, you may withdraw from a class before the midpoint of the class session. 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.

To view the withdrawal deadlines, click the “Check Class Availability” link at www.hawaii.hawaii.edu then choose “Summer”, an alpha, and a CRN.

**Get your student ID card (validated)**

As a HawCC student, you will need a student photo ID. The cost is $10.00 for the first ID. Additional fees will be charged for replacements. No charge for validating existing ID cards. Picture-taking and validation are done: in Hilo at the Campus Center (932-7365), or in West HI at the Library/Learning Center (969-8830). Call for hours.

After registering for classes, new, transfer, and returning students need to bring a current 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 for free after registering for classes.

In Hilo, 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.
Parking on campus

During the summer session, open parking is available except in designated and marked stalls.

Buy your books and supplies at the bookstore

In Hilo, you can buy your textbooks, educational materials and equipment, convenience and personal items, gifts, and clothing at the UH Hilo Bookstore. Personal and traveler's checks, money orders, VISA, and MasterCard are accepted. The Bookstore does not accept out-of-state personal checks. Located adjacent to the Campus Center Dining room on the first floor, the bookstore is open Monday through Friday except for holidays: 8:00am - 4:30pm.

A full refund will be made on books if they are returned within 14 calendar days after classes begin. Books must be unmarked for a full refund. A receipt is required.

In West Hawai'i, books are ordered online from the UH Hilo bookstore. You must have a VISA or MasterCard to purchase books online. If you do not have a credit card, call 1-800-UHBOOKS. Books will be mailed after payment is received. Students should order books as soon as possible so they arrive before the start of class.

www.bookstore.hawaii.edu/hilo

Visit the Mookini Library/The Learning Center (TLC)

Summer Session library hours will be posted at the Library’s front entrance before the session begins.

Summer Session Learning Center hours will be posted at TLC’s entrance. The Learning Center is located on the first floor of the Mookini Library. You may enter TLC through its entrance on the side of the library facing the K classroom building.

In West Hawai'i call 969-8830 for service hours.

Policy Clause

Hawai'i Community College reserves the right to make changes in fees, faculty assignments, policies and procedures, and time schedules; to cancel classes where necessary; and to set enrollment limits in classes.

HawCC complies with federal and state rules/regulations regarding non-discrimination and affirmative action and educational opportunity for handicapped persons. Students wishing more info 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 Kāwili Street, Hilo, HI 96720-4091, (808) 934-2510.

HawCC students with disabilities needing assistance are encouraged to contact the Ha‘awi Kōkua Program, Bldg. 388 Room 106, on the Manono Campus in Hilo, 934-2725 [Voice/TTY]. In West HI contact the Ha‘awi Kōkua Program at 969-8816 [Voice/TTY].

Academic Policies

Grades are indicated by letters: A, B, C, D, F, CR (Credit), NC (No credit), W (Withdrawal), and I (Incomplete).

Grade Points are given for all courses in which grades are reported. For each semester hour of a course: 4 grade points are granted if the grade is A, 3 if B, 2 if C and 1 if D.

Grade Reports are no longer mailed. Grades for each semester are posted to students’ accounts after all classes for the semester have finished. Once grades are posted they may be viewed online by accessing your MyUH Portal account.

An official transcript of your academic record can be requested after final grades are posted. Forms are available at the HawCC ARO (808) 934-2710, or online (click on the “Request For Transcript Form” link) at www.hawaii.hawaii.edu/records/forms.php

A fee of $5 is charged in advance for each transcript requested. For $15 the transcript will be processed within 24 hours after payment is made and the form is received by the HawCC ARO. No fee is charged if a transcript is to be sent to another UH Admissions Office. Contact that campus’ Admission Office directly for assistance.

Any change of address or forwarding address should be reported to the local post office and to HawCC by accessing your student information account online.
Regular Session: Credit Classes

Students can register for HawCC’s summer credit classes to get closer to completion of their degree, to try a HawCC class, or to complete a credit class and transfer the credit to another college. Be sure to check with the receiving campus for transferability of the course. Class credits are listed below next to the title.

Tuition: per credit hour (Resident) $248.00
per credit hour (Non-resident) $357.00

CVE - Cooperative Vocational Education (variable credits)
PreReq: Consent of Division/Department Chair
CVE classes are available in Summer. Contact your Division/Department Chair for more information.

Acc 201—Introduction to Financial Accounting (3)
PreReq: “C” or better in Eng 21 or “C” or better in Eng 22 or “C” or better in ESL 15 or placement in Eng 100 or placement in Eng 102
Recommended: Busn 189 or equivalent
An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuating assets, liabilities, and equity of an organization.
Instr: Joel Peralto
peralto@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 27 - August 1 Online class: days/times are arranged
19433 Hilo 19434 West Hawai‘i

AJ 208—Criminology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Cross-listed as Soc 208
This course explores crime and the body of knowledge regarding it as a social phenomenon. An emphasis is placed on the analysis of crime, crime causation, crime variables, impact on society, and societal reactions to crime.
Instr: Donnalyn Kalei
johnsd@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
July 7 - August 14 Online class: days/times are arranged
19414 Hilo 19415 West Hawai‘i

AJ 210—Juvenile Justice (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
This course focuses on principles and procedures of arrest, detention, petition, summons, records, and adjudication of the juvenile offender. It introduces the organization and function of the police juvenile unit, community diversion practices and organization of the Family Court.
Instr: Donnalyn Kalei
johnsd@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 27 - July 3 Online class: days/times are arranged
19420 Hilo 19421 West Hawai‘i

Art 101—Introduction to the Visual Arts (3)
Introduction to the Visual Arts, the nature of the visual arts and their expression in various forms.
Instr: Violet Murakami
violet@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
July 7 - August 14 Online class: days/times are arranged
19439 Hilo 19440 West Hawai‘i

Biol 101—General Biology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Recommended: concurrent enrollment in Biol 101L
A one semester introductory biology course for non-majors. Course covers molecular biology to ecosystems.
Instr: Brianna Day
dayb@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 27 - July 3 Online class: days/times are arranged
19408 Hilo 19409 West Hawai‘i
May 27 - August 1 Online class: days/times are arranged
19466 Hilo 19467 West Hawai‘i
**Biol 101L—General Biology Laboratory (1)**  
*CoReq: Biol 101 (or prior completion)*  
Experiments and exercises to accompany Biology 101, General Biology. Survey of the functioning, diversity, evolution and ecology of living things at the molecular, cellular, organ system and ecosystem levels.  
*Instr: Brianna Day*  
dayb@hawaii.edu  
https://laulima.hawaii.edu  
Internet access required. Contact instructor prior to the first day of class for login information.  
May 27 - July 3  
*Online class: days/times are arranged*  
\[19411\] Hilo  \[19412\] West Hawai‘i

**Biol 141—Human Anatomy and Physiology I (3)**  
*PreReq: “C” or better in Eng 21 or “C” or better in Eng 22 or “C” or better in ESL 15 or placement in Eng 100 or placement in Eng 102*  
*CoReq: Biol 141L*  
Recommended: High school or college chemistry with lab; Microbiology preferred  
Structure and function of the human body, including basic biochemistry, cells, and tissues. Includes detailed coverage of the integumentary, skeletal, muscular, digestive, respiratory and cardiovascular systems.  
May 27 - July 3  
*View the Check Class Availability link at Hilo only*  
\[19401\] Hilo only  
\[19402\] Manono Campus, MPA-2

**Biol 141L—Human Anatomy and Physiology I Lab (1)**  
*CoReq: Biol 141 (or prior completion)*  
Observation and identification of human tissues under light microscopy, in photomicrographs, and in Human models. Dissection of animal organs and tissues to complement lectures in Biology 141.  
May 27 - July 3  
*View the Check Class Availability link at Hilo only*  
\[19401\] Hilo only  
\[19402\] Manono Campus, MPA-2

**Biol 142—Human Anatomy and Physiology II (3)**  
*PreReq: “C” or better in Biol 141 or consent of instructor*  
*CoReq: Biol 142L*  
Recommended: High school or college chemistry with lab; Microbiology preferred  
Structure and function of the human body, including metabolism, fluid and electrolyte balance, and genetics. Includes detailed coverage of the urinary, nervous, endocrine and reproductive systems.  
July 7 - August 14  
*View the Check Class Availability link at Hilo only*  
\[19436\] Hilo  \[19437\] West Hawai‘i

**Biol 142L—Human Anatomy and Physiology II Lab (1)**  
*CoReq: Biol 142 (or prior completion)*  
Observation and identification of human tissues under light microscopy, in photomicrographs, and in Human models. Dissection of animal organs and tissues to complement lectures in Biology 142.  
July 7 - August 14  
*View the Check Class Availability link at Hilo only*  
\[19401\] Hilo only  
\[19402\] Manono Campus, MPA-2

**Eng 22—Introduction to Expository Writing (3)**  
*PreReq: Eng 20R or placement in Eng 21; and “C” or better in Eng 20W or placement in Eng 22*  
Instruction and practice in writing clear, effective, well-developed paragraphs and short essays using various modes of development. Exit examination required.  
This developmental class is eligible for a reduced summer tuition rate.  
*Instr: Loren Mitchell*  
July 7 - August 14  
*Monday-Thursday 10:30am - 11:45*  
\[19402\] Hilo only  
\[19403\] Manono Campus, MPA-2

**Eng 100—Composition I (3)**  
*PreReq: “C” or better in Eng 21 or “C” or better in ESL 21 or placement in Eng 102; and “C” or better in ESL 22 or “C” or better in ESL 22W or “C” or better in ESL 22G or placement in Eng 100*  
Recommended: Eng 102  
Instruction and practice in writing clear, effective university level prose. Attention to all stages of the process—generating ideas, drafting, revising, and editing.  
*Instr: Anne Miller*  
May 27 - July 3  
*Monday-Thursday 12:00pm - 2:30*  
\[19401\] Hilo only  
\[19402\] Upper Campus, PB-3-101

**Eng 102—College Reading Skills (3)**  
*PreReq: “C” or better in Eng 21 or placement in Eng 102; and Eng 20W or ESL 13 or placement in Eng 22 or placement in ESL 15*  
Emphasis on reading college-level materials, including improvement in the following areas: problem solving skills, reading and interpreting literature, college vocabulary, study skills, library research skills, and speed reading skills to become a flexible reader.  
*Instr: Michael Hopson*  
hopson@hawaii.edu  
https://laulima.hawaii.edu  
Internet access required. Contact instructor prior to the first day of class for login information.  
May 27 - August 1  
*Online class: days/times are arranged*  
\[19436\] Hilo  \[19437\] West Hawai‘i
**Geog 101—Geography and the Natural Environment (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Survey of the natural environment of the earth; distribution and interrelationships of climate, vegetation, soils and landforms with a focus on Hawai'i and the Pacific. Emphasis will be placed on current environmental problems and issues as they are related to course content.

**Instr:** Moshe Rapaport  
rapaport@hawaii.edu  
https://laulima.hawaii.edu

Internet access required. Contact instructor prior to the first day of class for login information.

- July 7 - August 14  
  Online class: days/times are arranged  
  19442 Hilo  19443 West Hawai'i

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**Hist 152—World Civilization II (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

A broad survey of world history from the 16th century to present.

https://laulima.hawaii.edu  
Internet access required. Contact instructor prior to the first day of class for login information.

- May 27 - July 3  
  View the Check Class Availability link at  
  www.hawaii.hawaii.edu

**Instr:** John-Gabriel James  
July 7 - August 14  
Mon, Wed, Fri  
12:00pm - 2:45  
19426 Hilo only  
Upper Campus, PB-3-103

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**HwSt 100—Piko Hawai'i (3)**

This introductory course provides the learner with a first hand opportunity to develop a relationship with the sacred geography of Hawai'i Island. To develop an environmental kinship with the places and people of Hawaii Island embeds the idea of belonging to the landscape. This concept is central to Hawai'i Life Styles.

**Instr:** Lokelani Brandt  
lbrandt@hawaii.edu  
https://laulima.hawaii.edu

Internet access required. Contact instructor prior to the first day of class for login information.

- July 7 - August 14  
  Online class: days/times are arranged  
  19451 Hilo  19452 West Hawai'i

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**HwSt 105—Hawai'i Plant Culture (3)**

An introductory course to the study of Hawai'i plants, and their functions and uses within a Hawai'i cultural context. Learners are expected to participate in multi-sensory learning.

**Instr:** Leialoha Ilae-Kaleimamahu  
leialoha@hawaii.edu  
https://laulima.hawaii.edu

Internet access required. Contact instructor prior to the first day of class for login information.

- May 27 - July 3  
  Online class: days/times are arranged  
  19454 Hilo  19455 West Hawai'i
HwSt 107—Hawai‘i: Center of the Pacific (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
An introduction to the unique aspects of the Native Hawaiian point of view in Hawai‘i and the larger Pacific with regards to origins, language, religion, land, art, history, and modern issues.
Instr: Pele Kaio
pelekaio@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 27 - July 3 Online class: days/times are arranged
19427 Hilo 19428 West Hawai‘i
July 7 - August 14 Online class: days/times are arranged
19430 Hilo 19431 West Hawai‘i

Math 22—Pre-Algebra Mathematics (4)
PreReq: “C” or better in Math 1 ABCD or placement in Math 22
Designed to prepare students for an elementary algebra course as well as various technical math courses. Topics include: operations with integers and rational numbers, use of variables, algebraic expressions, the process of solving single- and multi-step equations, introduction to graphing linear equations, ratios, proportions, and percents. Optional topics may include geometry, mensuration, and polynomials.
This developmental class is eligible for a reduced summer tuition rate.
Instr: Denise D’Haenens-Luker
May 27 - August 1 Monday-Thursday 8:00am - 9:35
19483 Hilo only Upper Campus, K-125

Math 24—Elementary Algebra I (3)
PreReq: “C” or better in Math 22 or placement in Math 24
This course is the first half of a standard one-year course in elementary algebra. Topics to be covered include: the concept of a variable, evaluation of expressions, and simple algebraic modeling. Students will solve and graph linear equations and inequalities.
This developmental class is eligible for a reduced summer tuition rate.
Instr: Denise D’Haenens-Luker
May 27 - July 3 Monday-Friday 10:00am - 11:40
19484 Hilo only Upper Campus, K-125

Nurs 101—Personal Vocational Relations (1)
PreReq: “C” or better in Nurs 122
Assuming the responsibilities and opportunities associated with a career in practical nursing. Ethical implications, legal aspects, and career requirements discussed. Offered during summer session only.
Instr: Diane Van Hoose
diane@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 27 - July 23 Online class: days/times are arranged
19473 Hilo Only

Nurs 110—Introduction to Medical Terminology (2)
PreReq: “C” or better in Eng 21 or placement in Eng 102
Recommended: Sci 51 or Biol 100
An introduction to medical terminology that includes: prefixes, suffixes, and word roots; pronunciation, spelling, definition of words dealing with human body systems; commonly used abbreviation and symbols; diagnostic and special procedures; pathology and pharmacology. Emphasis is on increasing professional vocabulary.
Instr: Luzviminda Miguel
miguellb@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 27 - August 1 Online class: days/times are arranged
19463 Hilo 19464 West Hawai‘i

Nurs 126—Child Health (3)
PreReq: “C” or better in Nurs 122 and “C” or better in FamR 230
Theory and clinical experiences in caring for sick children of various age groups in the hospital. Concepts of normal growth and development are considered in the assessment, planning, and implementation of care for individual patients. Offered during summer session only.
Instr: Luzviminda Miguel
June 25 - July 23 Monday 8:00am - 11:45
Tuesday, Wednesday 6:30am - 3:00
Thursday 8:00am - 12:30
19474 Hilo only Manono Campus, 396A-1
(Various clinical offices on Tues, Wed, Thurs)
Nurs 128—Maternity Nursing (3)
Prereq: “C” or better in Nurs 122 and “C” or better in FamR 230
Caring for the normal family unit during the antepartum, intrapartum, and postpartum periods including care of the newborn infant. Clinical experiences in doctor’s office, hospital maternity, and newborn units. Offered during summer session only.

Instr: Diane Van Hoose
May 27 - June 24 Monday 9:00am - 12:45
Tuesday, Wednesday 6:30am - 3:00
Thursday 8:00am - 12:30
19475 Hilo only Manono Campus, 396A-1
(Various clinical offices on Tues, Wed, Thurs)

Phil 110—Introduction to Logic (3)
Prereq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100
Or placement in Eng 102
Development of basic methods and techniques of analysis and an understanding of principles and concepts involved in critical thinking. Emphasis on logical validity, deductive and inductive reasoning, fallacious arguments, Symbolic logic, Fuzzy logic, and the Scientific Method and the criteria of reasonable evidence.

Instr: Jessica Lerma
jlerma@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.

July 7 - August 14 Online class: days/times are arranged
19457 Hilo 19458 West Hawai’i

Soc 208—Criminology (3)
Cross-listed as AJ 208
Prereq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
This course explores crime and the body of knowledge regarding it as a social phenomenon. An emphasis is placed on the analysis of crime, crime causation, crime variables, impact on society, and societal reactions to crime.

Instr: Donnalyn Kalei
johnsd@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.

July 7 - August 14 Online class: days/times are arranged
19417 Hilo 19418 West Hawai’i

SpCo 151—Introduction to Speech and Communication (3)
Prereq: “C” or better in Eng 22 or “C” or better in ESL 15 or placement in Eng 100
Principles, theories and practices in one-to-one, small group, and one-to-many communication situations through participation in structured activities.

Instr: Mikaela Marlow
mikaela@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.

May 27 - July 3 Online class: days/times are arranged
19460 Hilo 19461 West Hawai’i

Instr: Louise Patrick
July 7 - August 14 Monday-Thursday 4:30pm - 6:15
19476 Hilo only Upper Campus, PB-16-1

Subs 268—Survey of Substance Abuse Problems (3)
Prereq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
This course provides students with a general and basic understanding of substance use, abuse, and dependency. Students will explore the historical and societal perceptions of substance use, patterns and trends of use, and societal and legal responses to drugs and alcohol. Methods of ingestion, effects on the individual, prevention, intervention, and treatment will be identified and analyzed.

Instr: Donnalyn Kalei
johnsd@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.

July 7 - August 14 Online class: days/times are arranged
19423 Hilo 19424 West Hawai’i

Non-credit classes
Coordinator: Sherri Fujita
slfujita@hawaii.edu
www.hawaii.hawaii.edu/iep

ESOL - English For Speakers of Other Languages
The Intensive English Program at Hawai’i Community College provides academic English language instruction and comprehensive support services to non-native English learners.

The IEP offers 20 hours a week of academic English instruction in reading, writing, listening, speaking and grammar skills. Students are prepared with the skills that they need to study in an American university. Students who complete the IEP can enter credit classes at Hawai’i Community College without a TOEFL score.

More information on the IEP and tuition can be found at the website above, or by e-mailing Sherri Fujita, or by phone at (808) 934-2699 or (808) 934-2697.

May 21 - May 23 Orientation and placement testing in Hilo
May 27 - July 18 Hilo only Tuesday-Friday
**Where is the Summer Application Form?**

**Continuing Students:** (those who were enrolled in Spring 2014) do not need to submit a Summer Session application.

**New, Returning, and Transfer Students:** should submit a UH System Application Form (UHSAF) to the Admissions and Records Office (ARO) by 4:00pm no later than three working days prior to the class start date. The UHSAF application form is available in Hilo at the ARO in Bldg. 378 on the Manono Campus (808) 934-2710, in West Hawai‘i at the UH Center (808) 969-8816, or by e-mailing (hawccar@hawaii.edu). The UHSAF form is also available online at [http://www.hawaii.edu/admissions](http://www.hawaii.edu/admissions)

**Early Admits and Running Start students:** (High school juniors/seniors) in Hilo must contact Christine Quintana at 934-2720 [Voice/TTY] to obtain application materials and information. Students in West Hawai‘i must contact Raynette Haleamau-Kam at (808) 969-8822
Distance Education Classes

HawCC HITS classes are broadcast to and from Mookini Library (Room 344) and the UH Center at West Hawai‘i (Building 4-Room 2) or statewide. In the HITS classroom, you view the instructor and students from other sites on a large television monitor and they also view you. Because the system is interactive, you can talk with the instructor and the students at the other locations.

HawCC VideoConference classes are similar to HITS classes. 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), the UH Center at West Hawai‘i (B4-R1, B4-R3, B5 RSC, B5 Conf Rm, or the Admin Conf Rm), Honoka‘a (North HI Education and Research Center), and/or Waimea (the Kohala Center).

HawCC Online classes are offered statewide via Internet. If you have access to Internet and e-mail, you can participate in instructional activities, complete assignments, and take tests. If you do not have home access, you can use any computer with Internet access or computers in the Learning Center nearest you. Online classes allow you to interact with the instructor and other students through use of e-mail and features such as bulletin boards or chat rooms. Upon registration students must contact the instructor for instructions and/or passwords to enter class website.

If your online class uses Laulima and you are experiencing problems accessing Laulima, call the University of Hawai‘i ITS Help Desk toll free at 1-800-558-2699, or contact the Laulima support staff online by choosing the “Request Assistance” link at https://laulima.hawaii.edu

Other community colleges offer distance education classes including cable TV and Internet. Cable classes are broadcast on Hawaiian Cablevision channel 54, and Sun Cablevision channel 54. Internet classes require access to the Internet. Other requirements may include CD ROM and an e-mail account. Multimedia and/or copyright fees may be required in addition to tuition. Textbooks must be purchased by the student.

Bookstore information for all DE classes offered by Hawai‘i Community College is available on the Internet. You must have a VISA, MasterCard, or JCB card to purchase books online. View/order books by choosing the “Hilo Bookstore” link at www.bookstore.hawaii.edu

If you do not have a credit card, you may mail in your check or money order to the University of Hawai‘i Bookstore. To order books by phone, have ready the course reference number (CRN) and your student ID# and call 1-800-UHBOOKS. Books will be mailed after payment is received.

Community College Tuition:
per credit hour (Resident) .......... $ 248.00
per credit hour (Non-resident) ....... 357.00

For more information about classes available, deadline to submit applications, and how to register, call the Admissions and Registration Office of the community college nearest you.

Hawaii (Hilo): 934-2710 Kaua‘i: 245-8226
Hawaii (WH): 969-8816 Leeward: 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. Contact the Business Office of the campus nearest you to inquire about the deadlines, and to make arrangements for tuition payments.

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

The following HawCC classes are offered statewide via the Internet. These sections are for students NOT on the Island of Hawai‘i. Course descriptions are printed on pages 4-8.

19435 Acc 201—Intro to Financial Accounting
19416 AJ 208—Criminology
19422 AJ 210—Juvenile Justice
19441 Art 101—Introduction to the Visual Arts
19410/19468 Biol 101—General Biology
19413/19471 Biol 101L—General Biology Laboratory
19438 Eng 102—College Reading Skills
19444 Geog 101—Geog & the Natural Environment
19447 Geog 122—Geography of Hawai‘i
19450 Hist 151—World Civilization I
19453 HwSt 100—Piko Hawai‘i
19456 HwSt 105—Hawai‘i Plant Culture
19429/19432 HwSt 107—Hawai‘i: Center of the Pacific
19465 Nurs 110—Intro to Medical Terminology
19459 Phil 110—Introduction to Logic
19419 Soc 208—Criminology
19462 SpCo 151—Intro to Speech and Comm.
19425 Subs 268—Survey of Subs. Abuse Problems

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

In the Current Students box at the bottom of the page, click the “Courses” link. Choose “Summer 2014” then press the “show me” button.
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 Dean of Student Services, 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.

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.
## Where Do I Find Information About...?

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MC Located on the Manono Campus. Others located on the Upper Campus.

Or, look for more information on the Internet: [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)