



## **SPRING 2010 HILO EARLY REGISTRATION BEGINS NOVEMBER 2009**

- ✓ **Registration Information Pickup**  
Begins as soon as Booklets are delivered to the Admissions and Registration Office ..... Mon-Fri 8:00am-4:00pm
- ✓ **Advising: It is strongly recommended that students be advised by a faculty advisor before registering,** especially if you are planning to graduate within the next 2 semesters. All students with declared majors should print their academic history from their web account and take it to their advisor. Advisors can print an Advising Document to compare and determine if graduation requirements have been satisfied. If you have not yet declared a major, see a counselor for academic counseling. A list of advisors is provided on the back of this flyer. Liberal Arts majors should check with the General Education Office at K-201.
- ✓ **Proof of Tuberculosis (TB) Clearance and Measles, Mumps, Rubella (MMR) Immunization is REQUIRED prior to registration**
- ✓ **Early Registration Online**  
HawCC's registration begins Monday, November 2, 2009 for students who have completed 36 or more home institution credits. Please check your time ticket status via your MyUH account.  
  
**Time Ticket Information:** Students are assigned a registration "time ticket" based on the number of credits completed at their home campus (do not include in-progress credits). Students may register on or after their time ticket; however, you are encouraged to register early because classes have limited seating and fill on a first-come, first-served basis. Time ticket information can be found by accessing your MyUH account.  
  
Online registration dates at all campuses are subject to change. For up-to-date info, check [www.hawaii.edu/myuh](http://www.hawaii.edu/myuh). Instructions on how to register online through the MyUH Portal will be available at the site above or see the Spring 2010 Registration Information booklet (page 8) for detailed information about:
  - Accessing MyUH Portal
  - MyUH Tutorials
  - Reminder about Campus Locations
  - Viewing Grades at the End of the Semester
  - Time Ticket Info  
**Accessing the Internet:** Students who do not have Internet access at home may use designated campus computers located on the Upper Campus at the Library, the Cafeteria, or at Lava Landing in the Campus Center. On the Manono Campus students may use computers at the Hale Kea Advancement and Testing Center in Building 387. Call the Information Center at 974-7611, or the Counseling Center at 974-7741 [TTY].
- ✓ **Pay tuition and fees at the time of early registration** .....no later than 4:00pm on Friday, December 18, 2009. Early registration temporarily reserves classes. Unless you have paid in full, or submitted a payment plan application by this payment deadline, you **will** be dropped from your classes. Students disenrolled for nonpayment may re-register after December 18th but must be aware that classes they previously registered into may be closed. If a scholarship or other organization is to pay your tuition and/or fees, you must bring the documentation to the Financial Aid Office **prior** to early registration.
- ✓ **Registration Changes** ..... any time after you have registered  
After you register, you can make changes (Add/Drop) to your registration online at no charge through MyUH Portal. Fees are charged for any Add/Drops made in person at the Admissions Office. Changes to semester-length classes may be made through Friday, January 15, 2010. Deadlines for changes to partial-semester classes vary; contact the Business Office at (808) 974-7555 for more information.
- ✓ **Complete Withdrawals**  
Students can drop all their classes online prior to the first day of the semester. Once the semester starts, if you choose to drop your last class at your home institution, submit a Complete Withdrawal Form to your home institution. Contact the Admissions/Registration Office (974-7661) for more information.
- ✓ **IMPORTANT PAYMENT POLICY**  
If you register for classes but decide to not attend, you must officially withdraw by Friday, January 15, 2010. After this deadline, students with unpaid balances will be obligated to pay. Students should not rely on the "No Show" policy to be exempt from payment.
- ✓ **Payment Plan**  
An installment plan is available. For more information, visit [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) and click on the "MyUH Portal" link to log in to your account.

# **ACADEMIC ADVISING FOR SPRING 2010**

**Faculty will provide academic advising for students within their major/program. Students are responsible to make an appointment with their advisor to determine progress toward graduation.**

## NURSING & ALLIED HEALTH

A schedule for nursing advising will be posted at the Nursing Division Office, PB-6 (main campus). ADN/PRACN major, see:

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
Laura Boehm .....	PB5-5 .....	974-7734
Erick Cremer .....	PB5-3 .....	974-7734
Katy James .....	PB5-3 .....	974-7734
Julia Moore .....	PB6-113 .....	974-7562
Sharon Moran .....	PB6-106 .....	974-7563
Kathryn Murphy .....	PB6-110 .....	974-7561
Lea Nordloh .....	PB6-114 .....	974-7562
Elizabeth Ojala .....	PB5-103 .....	974-7560
Pate Pieron.....	PB6-105 .....	974-7563
Jane Sherwood.....	PB6-109 .....	974-7561

## BUSINESS EDUCATION & TECHNOLOGY

Call an advisor in your major to schedule an appointment for advising. Or, call the Division Chair at 974-7427.

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Accounting:</b>		
Joel Peralto.....	346-112 .....	974-7338
<b>Business Technology:</b>		
Gordon Ching .....	346-120 .....	974-7435
Anne Chung .....	346-107 .....	974-7497
Robert Yamane.....	346-111 .....	974-7368
<b>Cisco Networking:</b>		
Jim Yoshida.....	PB3-101 .....	974-7427
<b>Information Technology:</b>		
Annie Brown .....	346-103 .....	974-7429
<b>Marketing:</b>		
Donala Kawa'auhau.....	346-106 .....	974-7314
Jim Yoshida.....	PB3-101 .....	974-7427

## LIBERAL ARTS

Advising for Liberal Arts majors will be by appointment. See flyer titled "Liberal Arts Advisors" posted around campus.

## HAWAII LIFE STYLES

General advising is held in Building 380, Room 34...974-7602

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Hawai'i Life Styles:</b>		
Kekuhi Keali'ikanaka'ole.....	380-34 Manono .....	974-7486
Noe Noe Wong-Wilson.....	380-34 Manono .....	974-7602
<b>Hula:</b>		
Manaiakalani Kalua.....	380-34 Manono .....	974-7602
Taupouri Tangarō.....	388-108 Manono .....	933-0700
<b>Lawai'a:</b>		
Leialoha Ilae-Kaleimamahu..	380-34 Manono .....	974-7602
<b>Mahi'ai:</b>		
Kihehi Nahale-a.....	380-34 Manono .....	974-7602

## PUBLIC SERVICE PROGRAMS

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Administration of Justice/Substance Abuse Counseling:</b>		
Donnalyn Kalei.....	388-107 Manono.....	933-0701
<b>Early Childhood Education:</b>		
Mary Goya.....	3393-116 Manono.....	933-0570
Mai Wong .....	3393-106 Manono.....	933-0571
<b>Human Services:</b>		
Sandra Claveria .....	388-109 Manono.....	933-0703

## FOREST TEAM

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
Orlo Steele .....	3393-127 Manono.....	933-0834

## DIGITAL MEDIA ARTS

Students will be advised by appointment.

<u>Advisor</u>	<u>Phone</u>	
Violet Murakami .....	violet@hawaii.edu..... 974-7533	
Hiipoi Hoopii.....	dma@hawaii.edu .....	974-7533

## ENGLISH AS A SECOND LANGUAGE

Advising for students whose first language is not English.

<u>Advisor</u>	<u>Phone</u>	
Donna Moore .....	moored@hawaii.edu .....	974-7489
Kayleen Sato .....	kayleen@hawaii.edu.....	974-7502

## APPLIED TECHNICAL EDUCATION

Students will be advised in the respective shops by appointment. Call the number below or the ATE Division Office at 974-7433.

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Agriculture:</b>		
David Ikeda.....	3393-126 Manono....	933-0833
<b>Auto Mechanics:</b>		
Harold Fujii .....	322-108 .....	974-7409
Kenneth Shimizu .....	322-107 .....	974-7409
<b>Auto Body Repair and Painting:</b>		
Michael Saito.....	321-208 .....	974-7406
Lloyd Sanborn .....	321-207 .....	974-7406
<b>Carpentry:</b>		
Gene Harada.....	3386B Manono .....	933-3349
Joel Tanabe .....	390-5 Manono .....	974-7410
<b>Diesel Mechanics:</b>		
Mitchell Soares.....	323-7&8 .....	974-7417
<b>Architectural, Engineering, &amp; CAD Technology:</b>		
Gayle Cho.....	380-31 Manono .....	974-7425
Clyde Kojiro .....	380-31 Manono .....	974-7425
<b>Electrical Installation &amp; Maintenance:</b>		
Patrick Pajo.....	391-18 Manono .....	974-7408
<b>Electronics:</b>		
Harvey Motomura.....	391-5 Manono .....	974-7407
<b>Machine, Welding &amp; Industrial Mechanics Technologies:</b>		
Douglas Leite .....	324-12 .....	974-7418
Darrell Miyashiro .....	324-12 .....	974-7418

## HOSPITALITY

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Culinary Arts - Call for appointment</b>		
Allan Okuda .....	382-122 Manono.....	974-7492
Sandy Barr Rivera.....	382-111 Manono.....	933-9988
Paul Heerlein .....	West HI.....	322-4853
Jim Lightner.....	West HI.....	322-4853
Betty Saiki .....	West HI.....	322-4853
<b>Hotel Operations - Call for appointment</b>		
Jim Lightner.....	West HI.....	322-4853

## COUNSELING

Counselors are also available to assist you.

<b>Manono Campus.....</b>	379-5A Manono .....	974-7741
Karen Crowell	Kenoalani Dela Cruz	
Karen Leialoha	Helen Nishimoto	
Kaleopono Quintana		

<b>Upper Campus:</b>		
Robert Duley .....	346-110 .....	974-7591

<b>International Students:</b>		
Christine Quintana.....	379-5 Manono .....	974-7741

<b>Students with Disabilities &amp; Chapter 31 Veterans:</b>		
Karen Kāne .....	388-104 Manono.....	933-0702 [TTY]