Registration for Summer 2016 begins April 11

April 11 (M) ..... Online Registration for credit classes begins.

Classes start ..... Start dates vary from May 23 through July 5. See individual program descriptions for exact dates.

May 30 (M) ..... Memorial Day (Holiday)

Classes end ..... End dates vary from July 1 through August 12. See individual program descriptions for exact dates.

June 10 (F) ..... King Kamehameha Day (Holiday)

July 4 (M) ..... Independence Day (Holiday)

Aug 12 (F) ..... Deadline to apply for Summer session Graduation.

Aug 15 (M) ..... Grades Due to Records Office by 12:00noon.

Aug 18 (R) ..... All Summer grades available for online viewing.

Aug 19 (F) ..... Admission’s Day (Statehood Day) (Holiday)

Mar 7, 17 (T) ..... “I” removal deadline: Student to Instructor.

Mar 28, 17 (T) ..... “I” removal deadline: Instructor to ARO/WHSS.

Before You Register

Prerequisites must be met prior to registering. See class listings. Continuing Students (those who were enrolled in Spring 2016) do not need to submit a Summer Session application.

New, Returning, and Transfer Students should submit a UH System online application by 11:59pm on June 30, 2016. The online application form is available at 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.

TB clearance information

State of Hawai’i Department of Health regulations require that students submit proof of health clearance for TB. Before registering for classes, you are required to present a TB clearance issued in the U.S. (dated no earlier than May 23, 2015) to ARO/WH Student Services.

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-4:00 are read on Friday, 1:00pm-4:00. Tests that are given on Fridays, 1:00pm-4:00 are read on Monday, 1:00pm-4:00. 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.

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

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 encouraged 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). In Hilo, placement tests are given by appointment; call 934-2540. In West HI, tests are on a first-come, first-served basis; call 969-8830 for test days and times.

If your test scores 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 (mari@hawaii.edu); in West HI call Willow Aureala at 969-8823 [Voice/TTY] or e-mail (aureala@hawaii.edu).

**Registration - begins April 11**

You are encouraged to register as early as possible. A late fee of $10 will be charged for registration on or after May 23, 2016.

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 23, 2016.)

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 23, 2016...... $ 10.00 |
| Add/Drop Fee | in-person ............................................ no charge |
| 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.

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

**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 Lava Landing in Campus Center (932-7365). Summer hours will be posted at hilo.hawaii.edu/campuscenter

In West HI picture-taking and validation are done at the Library/Learning Center (969-8830). Call for Summer 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 existing 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.

Meal points can also be loaded onto your Hilo ID card. Contact Sodexo at 932-7352 for more information about meal plans and flexible spending points.
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 the first week of class. Books must be unmarked for a full refund. An original 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)/Hale Kea Advancement and Testing Center (HKATC)

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.

Hale Kea provides access to printing, computers, various testing services, and placement support. During the Summer Session, Hale Kea will maintain normal hours of operation Monday through Friday 8:00am - 5:00pm. Hale Kea is located on the Manono campus in building 387. For more information call 934-2540 or visit the website www.hawaii.hawaii.edu/halekea

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, 934-2510.

HawCC students with disabilities needing assistance are encouraged to contact the Hā‘awi Kōkua Program, Bldg. 388 Room 106, on the Manono Campus in Hilo, 934-2725 [Voice/TTY]. In West HI contact the Hā‘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 934-2710, or online (click on the “Order Online” button) at www.hawaii.hawaii.edu/admissions/transcript-request

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.

AJ 101—Introduction to Administration of Justice (3)
PreReq:Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Focuses on history, philosophy, and language of the criminal justice system. The role of law enforcement, prosecutor, public defender, courts, and corrections is examined. Social aspects of change and how it affects the criminal justice system also explored.
Instr: Donna Madrid
dhaneko@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
19601 Statewide

AJ 131—Ethics in Public Services (1)
Cross-listed with HSer 131 and Subs 131
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed.
Instr: Charlene Merritt
csmerrit@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
19602 Statewide

AJ 208—Criminology (3)
Cross-listed as Soc 208
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
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.
19602 Statewide

AJ 210—Juvenile Justice (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
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: Donna Madrid
dhaneko@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
19603 Statewide

Biol 100—Human Biology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
Basic biology of cells, tissues, and organ systems applied to humans.
Instr: Jenni Guillen
jrygh@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
19659 Statewide
Biol 141—Human Anatomy and Physiology I (3)
PreReq: “C” or better in Eng 21 or “C” or better in ESL 21 or “C” or better in Eng 22 or (“C” or better in ESL 22G and “C” or better in ESL 22W) 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.

Instr: Jenni Guillen
jryngh@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 23 - July 1 Online class: days/times are arranged
19660 Statewide

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.

Instr: Jenni Guillen
May 23 - July 1 Tuesday, Thursday 12:00pm - 3:45
19650 Hilo only Manono Campus, 386A-1A

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.

Instr: Roberta Brashear-Kaulfers
brashear@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
July 5 - Aug 12 Online class: days/times are arranged
19604 Statewide

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.

Instr: Roberta Brashear-Kaulfers
July 5 - Aug 12 Tuesday, Thursday 8:30am - 12:15
19651 Hilo only Manono Campus, 386A-1A

Chem 151—Elementary Survey of Chemistry (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
CoReq: Chem 151L
Provides the beginning student with a background in the fundamentals of chemistry.

Instr: Barbara Zazzi
zazzi@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 23 - July 29 Online class: days/times are arranged
19605 Statewide

Chem 151L—Elementary Survey of Chemistry Laboratory (1)
CoReq: Chem 151 (or prior completion)
Laboratory of Chem 151: Provides the beginning student with a background in the fundamentals of chemistry laboratory.

Instr: Barbara Zazzi
zazzi@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 23 - July 29 Online class: days/times are arranged
19606 Statewide

Eng 22—Introduction to Composition (3)
PreReq: Eng 20R or ESL 20R or placement in Eng 21 or placement in ESL 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 tuition rate.

Instr: Anne Miller
May 23 - July 29 Monday-Thursday 1:00pm - 2:15
19648 Hilo only Upper Campus, PB3-101

BIG CHANGES to English 22 for Fall 2016. See page 11 for details.
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 Eng 22 or (“C” or better in ESL 22G and “C” or better in ESL 22W) 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
annemill@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 23 - July 29 Online class: days/times are arranged
19607 Statewide

Eng 102—College Reading Skills (3)
PreReq: “C” or better in Eng 21 or “C” or better in ESL 21 or placement in Eng 102; and Eng 20W or (ESL 20G and ESL 20W) or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
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: Danielle Carpenter
dsc2@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
May 23 - July 29 Online class: days/times are arranged
19608 Statewide

Geog 101—Geography and the Natural Environment (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) 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.
May 23 - July 1 Online class: days/times are arranged
19609 Statewide

GEOG 298—Cultural Ecology of Ireland (3)
PreReq: “C” in Eng 100
Recommended: Basic experience with computer usage and the Internet. Students must hold a valid Passport.
An introduction to the culture and ecology of Ireland, focusing in particular on the ways in which ecology affects culture. Students will learn about the natural environment of Ireland, the history of human occupation of the island, and the ways in which culture and language have been impacted over the course of Irish history via a study abroad experience. Students will complete a photojournalism project when they return to the U.S.
Due to the timing for flight reservations, Faculty/Staff tuition waivers will not be honored for this class.

Instr: Pamela Scheffler
pamelays@hawaii.edu
Instr: Carrie Mospens
mospens@hawaii.edu
May 16 - May 26 Study abroad. Instructor approval required. Contact Pam Scheffler for travel details.
July 1 Student projects due
View the Check Class Availability link at www.hawaii.hawaii.edu

Haw 101—Elementary Hawai‘i Language I (4)
Study of basic structures of Leo Hawai‘i or Hawai‘i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai‘i cultural context.

Instr: Tracy Kanahele
May 23 - July 1 Monday-Thursday 9:00am - 11:37
19646 Hilo only Manono Campus, 388-103

Haw 102—Elementary Hawai‘i Language II (4)
PreReq: “C” or better in Haw 101
Continuation of the study of basic structure of Leo Hawai‘i or Hawai‘i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai‘i cultural context.

Instr: Tracy Kanahele
July 5 - August 12 Monday-Thursday 9:00am - 11:37
19647 Hilo only Manono Campus, 388-103

Hist 152—World History Since 1500 (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102
A global historical survey focusing on human societies and cross-cultural interactions since 1500 C.E. Students will study historical characteristics of the cultures and customs of the world’s peoples including but not limited to: Africa, the Americas, Asia, and Europe and how the history of these regions helped shape the present world.

Instr: Samuel Giordanengo
samueleg@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.
July 5 - August 12 Online class: days/times are arranged
19610 Statewide
HSer 110—Introduction to Human Services (3)

Designed to provide students with an overview of the human services field, including history and perspectives on strategies of intervention and prevention. Emphasizes self-awareness, and examines the attitudes, knowledge, and skills necessary for a career in Human Services. Provides a diverse group of students with a basic understanding of cultural awareness through place based pedagogy. Guest speakers and visits to various agencies in the local community give students insight into the Human Service profession.

Instr: Kim Snodgrass-Holmes
ksh@hawaii.edu
https://laulima.hawaii.edu

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

July 5 - August 12  Online class: days/times are arranged
19611  Statewide

HSer 131—Ethics in Public Services (1)

Cross-listed with AJ 131 and Subs 131

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100

Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed.

Instr: Charlene Merritt
csmerrit@hawaii.edu

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

May 23 - July 1  Online class: days/times are arranged
19673  Statewide

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-Kaleimamahuleialoha@hawaii.edu
https://laulima.hawaii.edu

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

May 23 - July 1  Online class: days/times are arranged
19612  Statewide

IS 101—Building Bridges to Self, College, and Community (3)

Recommended: Placement in Eng 21 or placement in ESL 21

Builds the academic, technological, social, and personal skills needed to succeed in college and the work world, including goal setting and teamwork. Self reflection and community engagement support the development of problem solving, critical thinking, stress management, and global understanding skills. Course builds a foundation for any first year student to succeed in the college environment as well as explore applications to social science disciplines including psychology, sociology and political science which underpin personal and social change.

Tentative  View the Check Class Availability link at www.hawaii.hawaii.edu

Math 1A—Basic Mathematics A (1)

PreReq: Placement in Math 1

CoReq: Math 1B and Math 1C and Math 1D

Students will review the procedures used to solve problems involving whole numbers. Covers addition, subtraction, multiplication, and division of whole numbers; exponential notation; and order of operations. Other topics included are estimations, factorization, divisibility, and determining least common multiples.

Must be taken with Math 1B, Math 1C, and Math 1D.

This developmental class is eligible for a reduced tuition rate.

Instr: Ryan Felix
June 24 - August 12  Monday-Friday  8:00am - 9:45
19663  Hilo only  Upper Campus, K-123

Math 1B—Basic Mathematics B (1)

PreReq: Placement in Math 1

CoReq: Math 1A and Math 1C and Math 1D

Students will review the procedures used to solve problems involving fractions. Covers addition, subtraction, multiplication, and division of fractions; concepts of fractions; order; exponentiation; and order of operations.

Must be taken with Math 1A, Math 1C, and Math 1D.

This developmental class is eligible for a reduced tuition rate.

Instr: Ryan Felix
June 24 - August 12  Monday-Friday  8:00am - 9:45
19664  Hilo only  Upper Campus, K-123
Math 1C—Basic Mathematics C (1)
PreReq: Placement in Math 1
CoReq: Math 1A and Math 1B and Math 1D

Students will review the procedures used to solve problems involving decimals. Covers addition, subtraction, multiplication, and division of decimals; concepts of decimals; rounding decimals; converting fractions to decimals; converting decimals to fractions; and order of operations.

Must be taken with Math 1A, Math 1B, and Math 1D.
This developmental class is eligible for a reduced tuition rate.

Instr: Ryan Felix
June 24 - August 12 Monday-Friday 8:00am - 9:45
19665 Hilo only Upper Campus, K-123

Math 1D—Basic Mathematics D (1)
PreReq: Placement in Math 1
CoReq: Math 1A and Math 1B and Math 1C

Students will review the procedures used to solve problems involving ration and proportion and percents.

Must be taken with Math 1A, Math 1B, and Math 1D.
This developmental class is eligible for a reduced tuition rate.

Instr: Ryan Felix
June 24 - August 12 Monday-Friday 8:00am - 9:45
19666 Hilo only Upper Campus, K-123

Math 22—Pre-Algebra Mathematics (4)
PreReq: “C” or better in Math 1ABCD or placement in Math 22

Prepares students for elementary algebra, technical mathematics and/or select program courses. Topics include operations with rational numbers, an introduction to variables, expressions, equations, ratios, proportions, percents, and applications.

This developmental class is eligible for a reduced tuition rate.

Instr: Ryan Felix
June 24 - August 12 Monday-Friday 10:00am - 11:45
19667 Hilo only Upper Campus, K-123

Math 24—Elementary Algebra I (3)
PreReq: “C” or better in Math 22 or placement in Math 24

Represents the first course in a two-course sequence covering elementary algebra topics. Topics include operations with real numbers, linear equations and inequalities, graphing, linear systems, and applications.

This developmental class is eligible for a reduced tuition rate.

Instr: Ryan Felix
June 24 - August 12 Monday-Friday 1:00pm - 2:20
19668 Hilo only Upper Campus, K-123

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.

Class is limited to Nursing majors who have been accepted into the Practical Nursing Program at HawCC.

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

May 23 - July 1 Online class: days/times are arranged
19614 Statewide

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.

Class is limited to Nursing majors who have been accepted into the Practical Nursing Program at HawCC.

Instr: Luzviminda Miguel
June 20 - July 15 Monday 8:00am - 11:45
Tuesday, Wednesday 6:30am - 2:00
Thursday 8:00am - 4:00
19620 Hilo only Manono Campus, Hale Aloha-202
(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 antepartal, intrapartal, and postpartal periods including care of the newborn infant. Clinical experiences in doctor’s office, hospital maternity and newborn units. Offered during summer session only.

Class limited to Nursing majors who have been accepted into the Practical Nursing program at HawCC.

Instr: Luzviminda Miguel
May 23 - June 17 Monday 8:00am - 11:45
Tuesday, Wednesday 6:30am - 2:00
Thursday 8:00am - 4:00
19621 Hilo only Manono Campus, Hale Aloha-202
(Various clinical offices on Tues, Wed, Thurs)
<table>
<thead>
<tr>
<th>Subject</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Description</th>
<th>Instructor</th>
<th>Contact Information</th>
<th>Online Access Required</th>
<th>Class Schedule</th>
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</thead>
<tbody>
<tr>
<td>PolS 110</td>
<td>Introduction to Political Science (3)</td>
<td>PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100</td>
<td>The nature of the State, basic forms of government, and the theories of democracy, communism, fascism, and other political ideologies. Roles of political parties and pressure groups; the nature of job opportunity and voting behavior; the character of modern public administration; the pattern of contemporary international relations.</td>
<td>Donnalyn Kalei</td>
<td><a href="mailto:johnsd@hawaii.edu">johnsd@hawaii.edu</a></td>
<td>Yes</td>
<td>May 23 - July 1 Online class: days/times are arranged 19615 Statewide</td>
</tr>
<tr>
<td>Psy 100</td>
<td>Survey of Psychology (Introductory) (3)</td>
<td>PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100</td>
<td>Principles of human behavior, individual difference, motivation, emotion, perception, learning.</td>
<td>Karlan Osorio</td>
<td><a href="mailto:lucyj@hawaii.edu">lucyj@hawaii.edu</a></td>
<td>Yes</td>
<td>May 23 - July 29 Tuesday, Thursday 5:00pm - 7:15 19652 Hilo only Upper Campus, K-129</td>
</tr>
<tr>
<td>Rel 152</td>
<td>Asian Religions (3)</td>
<td>PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102</td>
<td>Introduction to the study of Asian Religions: Hinduism, Buddhism, Confucianism, Taoism, Shinto, Islam in Asia, Primal Religions (Shamanist/Animist), and New Modern Asian Religious Movements.</td>
<td>Shanti Devi</td>
<td><a href="mailto:sdevi@hawaii.edu">sdevi@hawaii.edu</a></td>
<td>Yes</td>
<td>May 23 - July 1 Online class: days/times are arranged 19661 Statewide</td>
</tr>
<tr>
<td>Soc 208</td>
<td>Criminology (3)</td>
<td>PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 102</td>
<td>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.</td>
<td>Donnalyn Kalei</td>
<td><a href="mailto:johnsd@hawaii.edu">johnsd@hawaii.edu</a></td>
<td>Yes</td>
<td>July 5 - August 12 Online class: days/times are arranged 19677 Statewide</td>
</tr>
<tr>
<td>Soc 251</td>
<td>Introduction to Sociology of the Family (3)</td>
<td>PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100</td>
<td>Examines family patterns, mate selection, parent-child interaction, socialization of roles, legal issues, and current trends in family organization and functions.</td>
<td>Daiquiri Miyasato</td>
<td><a href="mailto:lucyj@hawaii.edu">lucyj@hawaii.edu</a></td>
<td>Yes</td>
<td>May 23 - July 1 Monday-Thursday 4:00pm - 6:00 19653 Hilo only Upper Campus, K-124</td>
</tr>
<tr>
<td>SpCo 151</td>
<td>Introduction to Speech and Communication (3)</td>
<td>PreReq: “C” or better in Eng 22 or (“C” or better in ESL 22G and “C” or better in ESL 22W) or placement in Eng 100</td>
<td>Principles, theories and practices in one-to-one, small group, and one-to-many communication situations through participation in structured activities.</td>
<td>Mikaela Marlow</td>
<td><a href="mailto:mikaela@hawaii.edu">mikaela@hawaii.edu</a></td>
<td>Yes</td>
<td>May 23 - July 1 Online class: days/times are arranged 19616 Statewide</td>
</tr>
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</table>

**Instructor:** Mikaela Marlow  
**Contact Information:** mikaela@hawaii.edu  
**Online Access Required:** Yes  
**Class Schedule:** Monday - Friday 9:00am - 1:00pm  

| Instr: Ann Kern | July 5 - August 12 Monday, Wednesday 11:00am - 3:30 19655 West Hawai'i only Pālamanui Campus, 500-101 |
Subs 131—Ethics in Public Services (1)
Cross-listed with AJ 131 and HSer 131
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public service professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed.

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

<table>
<thead>
<tr>
<th>May 23 - July 1</th>
<th>Online class: days/times are arranged</th>
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<tbody>
<tr>
<td>19617</td>
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</tbody>
</table>

Subs 132—STDs and Confidentiality (1)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100
Sexually transmitted diseases (STDs) and Hawaii State and U.S. Federal laws governing the confidentiality of patients and their records, including 42CFR, Part 2, will be explored, analyzed, and discussed. Emphasis is on treatment and confidentiality of individuals, who abuse or are addicted to alcohol and other drugs.

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

<table>
<thead>
<tr>
<th>July 5 - August 12</th>
<th>Online class: days/times are arranged</th>
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<tr>
<td>19618</td>
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</table>

Subs 268—Survey of Substance Abuse Problems (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) 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: Charlene Merritt
csmerritt@hawaii.edu
https://laulima.hawaii.edu
Internet access required. Contact instructor prior to the first day of class for login information.

<table>
<thead>
<tr>
<th>May 23 - July 29</th>
<th>Online class: days/times are arranged</th>
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<td>19619</td>
<td>Statewide</td>
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</table>

Non-credit classes
Interim Coordinator: Steven Clements
stevencc@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, and speaking. 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 Steven Clements, or by phone at (808) 934-2697 or (808) 934-2698.

<table>
<thead>
<tr>
<th>May 25 - May 27</th>
<th>Orientation and placement testing in Hilo</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31 - July 21</td>
<td>Hilo only Tuesday-Friday</td>
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</tbody>
</table>
**Accelerate to Success!**

The Community Colleges in the University of Hawai‘i System have recently redesigned their models for offering developmental courses in English and Math.

So for this Fall, HawCC has revised the offerings for developmental reading, writing and math courses. If you're currently placed in English and Math courses below the 100 level... please read carefully as these new changes will most likely impact you.

One reason for this new redesign is to provide students an opportunity to accelerate through developmental coursework and complete the 100 level English and Math courses within one year (for those students placing in ENG 20R/20W or MATH 24 or higher). Studies show that a high percentage of students who need many levels of remediation are less likely to go on for an Associates Degree.

We want you to graduate! This initiative, to shorten the time to earning a degree, will provide students with a dynamic learning environment supplemented with “hands-on” support services to engage students and keep them focused.

Diagrams outlining the new models at HawCC are on pages 12-13. Visit with your Counselor or Faculty Advisor to learn more about how these new models might impact your English and/or Math progression.

**New placement qualifiers introduced for Fall 2016**

In addition to the new progression of English and Math classes, new qualifiers for the 100 level courses have also been approved.

For example, students with a minimum High School GPA of 2.6 may now qualify to take ENG 100 and ENG 102. Students who took the GED Reasoning Through Language Arts test and received a score of 170 or higher are now also eligible to take ENG 100 and ENG 102.

Students who had a High School GPA of 2.6 with successful completion of Algebra 2 with a “B” or better can now place directly into a new MATH 103 course titled Intro to College Algebra. Students who took the Smarter Balanced Assessment Test in High School with a score of 3 or 4 can now place directly into MATH 100 or MATH 115. A new pre-Statistics course (MATH 76) is also being developed for students who place into MATH 24.

To view a listing of the new placement qualifiers, go to [https://goo.gl/NcFIOo](https://goo.gl/NcFIOo)

Then meet with your Counselor or Faculty Advisor ASAP to determine if one of the new placement qualifiers applies to you.... before registration begins.

**Why do I need to know about these Fall changes in the Summer booklet?**

Some students may feel more comfortable taking things a little slower. Summer 2016 may be the last time some of these developmental classes will be offered individually (non-accelerated). It may also be the last time some of these developmental classes are offered for credit at HawCC.

And the best part? These developmental classes are offered at the Spring 2016 tuition rate. Save money by taking these developmental classes during Summer, then you will be prepared to take a wider range of classes in the Fall.

If you would like to complete ENG 22 (see description on page 5), MATH 1ABCD (page 7), MATH 22 (page 8), or MATH 24 (page 8) during the Summer, please visit the Check Class Availability link at the top of our homepage at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)

Summer classes with low enrollment will be cancelled, so be sure to register today!
Accelerate to Success!

In effect for Fall 2016!

Math Non-STEM Acceleration

Math STEM Acceleration

English Reading Acceleration

English Writing Acceleration

The University of Hawai‘i Community College System has recently redesigned its models for offering developmental courses in English and Math.

These new models will provide an opportunity for students to accelerate through the progression of English reading, writing, and math.

Achieving college level (100+) courses in these areas are a huge step forward in any student’s academic success. These fundamental courses provide a solid basis which will support students for success throughout their academic program.

Contact the Counseling Office at (808) 934-2720 (Hilo) or (808) 969-8816 (Pālamanui) for more information.

New English and Math Placement Qualifiers*

To view a listing of the new placement qualifiers: https://goo.gl/NgFIQn

Contact the Counseling Office or Testing Center nearest you to review your placement options.

*Although new qualifiers may place a student into higher level courses, work with your counselor or faculty advisor to determine your most appropriate placement level.

Registration for Fall 2016 classes begins the week of April 11th.
Non-STEM Math

Statistics Path

- 5 credits
- MATH 76: Intro to Mathematical Reasoning

- 3 credits
- MATH 115: Statistics

Non-Statistics Path

- 5 credits
- MATH 26: Elementary Algebra

- 3 credits
- MATH 100: Survey of Math

STEM Math

- 3 credits
- MATH 140: Calc I

- 4 credits
- MATH 205: Precalculus - Trig/Analytical Geometry

- 4 credits
- MATH 135: Precalculus -Elem. Functions

- 4 credits
- MATH 103: Intro to College Algebra

- 5 credits
- MATH 26: Elementary Algebra

- 4 credits
- MATH 115: Statistics

English Reading

- College Level
  - 3 credits
  - ENG 102: College Reading Skills

- Level 1
  - 3 credits
  - ENG 21: Intro to College Reading
    + 3 credits
  - ENG 102: College Reading Skills

- Level 2
  - 3 credits
  - ENG 20R: Reading Essentials
    + 3 credits
  - ENG 21: Intro to College Reading
    + 3 credits
  - ENG 102: College Reading Skills

English Writing

- 3 credits
- ENG 100: Composition I

- Level 1
  - 3 credits
  - ENG 22: Intro to Composition
    + 3 credits
  - ENG 100: Composition I

- Level 2
  - 3 credits
  - ENG 20W: Writing Essentials
    + 3 credits
  - ENG 22: Intro to Composition
    + 3 credits
  - ENG 100: Composition I

See your counselor or faculty advisor to determine how these changes may impact you!
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 R5C, 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 Hawai‘ian 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.

- Hawai‘i (Hilo): 934-2710
- Hawai‘i (WH): 969-8816
- Honolulu: 845-9129
- Kapi‘olani: 734-9448
- Maui: 984-3267
- Kaua‘i: 245-8226
- Leeward: 455-0645
- 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.

- Hawai‘i (Hilo): 934-2740
- Hawai‘i (WH): 969-8812
- Honolulu: 845-9103
- Maui: 984-3288
- Kapi‘olani: 734-9528
- Windward: 235-7409

The following HawCC classes are offered statewide via the Internet. Course descriptions are printed on pages 4-10.

19601 AJ 101—Intro to Administration of Justice
19676 AJ 131—Ethics in Public Services
19602 AJ 208—Criminology
19603 AJ 210—Juvenile Justice
19659 Biol 100—Human Biology
19660 Biol 141—Human Anatomy & Physiology I
19604 Biol 142—Human Anatomy and Physiology II
19605 Chem 151—Elementary Survey of Chemistry
19606 Chem 151L—Elem Survey of Chemistry Lab
19607 Eng 100—Composition I
19608 Eng 102—College Reading Skills
19609 Geog 101—Geog & the Natural Environment
19610 Hist 152—World History Since 1500
19611 HSer 110—Introduction to Human Services
19673 HSer 131—Ethics in Public Services
19612 HwSt 105—Hawai‘i Plant Culture
19613 IS 101—Building Bridges; Self/College/Community
19614 Nurs 101—Personal Vocational Relations
19615 PolS 110—Introduction to Political Science
19665 Psy 100—Survey of Psychology (Introductory)
19661 Rel 152—Asian Religions
19677 Soc 208—Criminology
19616 SpCo 151—Intro to Speech & Communication
19617 Subs 131—Ethics in Public Services
19618 Subs 132—STDs and Confidentiality
19619 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 2016” 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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<td>Faculty Office</td>
<td>934-2710</td>
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<td>Add/Drop/Withdraw Classes</td>
<td>Admissions &amp; Records Office</td>
<td>Bldg 378</td>
<td>934-2509</td>
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<tr>
<td>Books, Supplies, Refunds</td>
<td>Bookstore</td>
<td>Bldg 346</td>
<td>932-7394</td>
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<tr>
<td>Cashier/Financial Obligations</td>
<td>Business Office</td>
<td>Bldg 397</td>
<td>934-2740</td>
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<tr>
<td>Change Major/Name/Address</td>
<td>Admissions &amp; Records Office</td>
<td>Bldg 378</td>
<td>934-2710</td>
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<tr>
<td>Counseling, Academic or Personal</td>
<td>Counseling &amp; Support Services Cntr</td>
<td>Bldg 379</td>
<td>934-2720</td>
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<td>Counseling, Career</td>
<td>Career Center</td>
<td>Bldg 379</td>
<td>934-2720</td>
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<td>Courses for Employment (QVE)</td>
<td>Division Chair</td>
<td>Division Office</td>
<td>934-2725</td>
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<td>Disabilities</td>
<td>Hā'awi Kōkua Program</td>
<td>Bldg 388, Room 106</td>
<td>934-2700</td>
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<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>Bldg 379A-4</td>
<td>934-2712</td>
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<td>Housing</td>
<td>Housing Office</td>
<td>Hale Ikena</td>
<td>932-7001</td>
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<td>Library Services</td>
<td>Mookini Library</td>
<td>Bldg 334</td>
<td>933-7296</td>
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<tr>
<td>Lost and Found</td>
<td>Campus Center, Information Desk</td>
<td>Bldg 336</td>
<td>933-7655</td>
</tr>
<tr>
<td>Non-Credit Classes</td>
<td>Office of Continuing Education and Training</td>
<td>Bldg 379A</td>
<td>934-2700</td>
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<tr>
<td>Parking</td>
<td>Auxiliary Services</td>
<td>Bldg 300, Room 101</td>
<td>934-2540</td>
</tr>
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<td>Placement Testing</td>
<td>Hale Kea Advancement and Testing Center</td>
<td>Bldg 387</td>
<td>934-2509</td>
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<tr>
<td>Security (Upper Campus)</td>
<td>Auxiliary Services</td>
<td>Bldg 300, Room 101</td>
<td>934-2711</td>
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<td>Security (Manono Campus)</td>
<td>Security Office</td>
<td>Security shed next to Bldg 387</td>
<td>934-2760</td>
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<td>Office of Continuing Education and Training</td>
<td>OCET</td>
<td>Bldg 379A</td>
<td>934-2700</td>
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<tr>
<td>TB Clearance/Health Services</td>
<td>UH Hilo Student Medical Services</td>
<td>Campus Center, Room 212</td>
<td>932-7369</td>
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<td>Tuition Status/Refunds</td>
<td>Business Office</td>
<td>Bldg 397</td>
<td>934-2740</td>
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<td>Tutoring</td>
<td>The Learning Center</td>
<td>Mookini Library 1st Floor</td>
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<td>Upper Campus</td>
<td>Bldg 346, Rm 122</td>
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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)