

# General Information

## Kauhale

Hawai'i Community College embraces the concept of *Kauhale* that traditionally means the Hawaiian village. *Kauhale* is an 'ohana of administrators, faculty, staff, students, their families, and the Hawai'i Island community that contributes measurably to the success of our college's mission and outcomes. *Kauhale* maximizes the "community" in our mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. *Kauhale* enables all members of the college 'ohana to recognize and celebrate our own individual skills, knowledge, and experiences as well as the skills, knowledge, and experiences of others. *Kauhale* unites all components of Hawai'i Community College into an "academic village without walls" for the overall success of our learners, the learners' communities and their families, in the spirit of *E 'Imi Pono* (seeking excellence).

Mālama Ke Kula Kaiāulu o Hawai'i i Kauhale, he 'ike ku'una Hawai'i ia no ke kaiāulu. 'O Kauhale ke ka'ā e pa'a ai kākou, nā luna ho'oponopono, nā pū'ulu kumu kula, nā limahana, nā haumāna, ka 'ohana, a me ko ka Moku o Keawe kaiāulu i 'ohana ho'okahi. A e ho'olako a e ho'onui launa 'ole Kauhale i ka holopono 'ana o ko kākou ala nu'ukia a me ko ke kula kaiāulu nei mau hopena a'o. Na Kauhale e ho'omāhuahua ana i ko kākou nu'ukia ma o ke kūkākūkā 'ana, ka ho'olālā 'ana, ka 'imi mau 'ana o ka 'oi loa a'e, a me nā loiloi holomua 'ana ma waho a'e o ka mokuna kālai'ike a me nā ke'ena kākō'o ma'amau o ke ku'una kula kaiāulu e kū nei. Na Kauhale e ho'omana i nā lālā a pau o ko kēia kula kaiāulu nei 'ohana e mea e 'ike a hō'ike a'e ai i ko kākou mau mākau iho, ko kākou na'auao iho, a me ko kākou 'ike iho a hāpai pū ma ke ākea. 'O Kauhale ke ka'ā e ho'opili ana i nā mahele like 'ole o kēia kula kaiāulu nei i kaiāulu kālai'ike me nā paia 'ole no ka holopono 'ana o nā kānaka 'imi na'auao, no ka honua 'imi na'auao a no ko lākou mau 'ohana ma o ka mana'o o "E 'Imi Pono."

### Mission

To promote lifelong learning, Hawai'i Community College will emphasize the knowledge and experience necessary for Kauhale members to pursue academic achievement and workforce readiness. Aligned with the mission of the UH Community Colleges, we are committed to serving all segments of our Hawai'i Island community.

### Vision

Our Kauhale of lifelong learners will be productive and engaged citizens capable of meeting the complex challenges of our island and global communities.

### Institutional Learning Outcomes

Our Kauhale of lifelong learners will:

- Communicate effectively in a variety of situations.
- Utilize critical thinking to solve problems and make informed decisions.
- Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai'i island, as well as other cultures of the world.
- Utilize quality comprehensive services and resources in the on-going pursuit of educational and career excellence.
- Produce and perpetuate safe, healthy learning and professional environments that are respectful of social and individual diversity.
- Contribute to sustainable environmental practices for personal and community well-being.

### Ke Ala Nu'ukia

No ka ho'opi'i 'ana i ka ho'ona'auao 'ia 'ana a kau i ka puaneane, na ke Kulanui Kaiāulu 'o Hawai'i e kaulele ma ka 'ike e pono ai nā hoa Kauhale i na'auao a mākaukau ho'i. Ma hope mākou o ke ala nu'ukia o nā Kulanui Kaiāulu Hawai'i a pau a na mākou nō e lawelawe i ko Hawai'i nui kuāuli.

### Ka 'Ōlelo Nu'ukia

E lilo ana nā kānaka 'imi na'auao o ke Kauhale i kupa ho'oikaika a papau ho'i i hiki ke 'a'a i nā kūlana nōhihi o ko kākou kaiāulu mokupuni a me ko kākou kaiāulu honua.

### Nā Hopena A'o Honua Kula

Our Na nā kānaka 'imi na'auao o ke Kauhale e:

- Ho'oka'a'ike pono i nā manawa like 'ole.
- No'ono'o loi ma ka huli 'ana i ka hā'ina a ho'oholo mana'o me ke na'auao.
- Kōkua i ke kaiāulu, me ka 'ike a me ka mākau, a me ka mahalo ho'i i nā kānaka 'ōiwi a me nā mo'omeheu 'ōiwi o Hawai'i nei, a me nā mo'omeheu 'ē a'e o ka honua.
- Kūlia i ka nu'u ma ka 'imi na'auao a ma ka 'oihana ho'i ma o ka huli 'ana ma nā 'oihana a me nā kumuwaiwai maika'i.
- Ho'opuka a ho'omau i kekahi kaiapuni a'o maluhia me ona kaiapuni 'oihana e mahalo i ke kanaka a me ke kaiapuni.
- Mālama i ke kaiapuni no ke ola pono 'ana o ke kanaka a me ke kaiāulu.

## General Education Philosophy

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For the learner, general education at Hawai'i Community College fosters self awareness; broadens the understanding of an individual's roles within communities and environments; supports cultural understanding; emphasizes the breadth and interconnectedness of knowledge; and creates a foundation for continued personal, intellectual and professional development.

## General Education Learning Outcomes (GELOs)

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- GELO 1: Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- GELO 2: Critical Reading - Read critically to synthesize information to gain understanding.
- GELO 3: Critical Thinking - Make informed decisions through analyzing and evaluating information.
- GELO 4: Information Competency - Retrieve, evaluate, and utilize information.
- GELO 5: Technological Literacy - Employ computer technology to perform academic and professional tasks.
- GELO 6: Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- GELO 7: Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- GELO 8: Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- GELO 9: Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- GELO 10: Ethics - Articulate and demonstrate knowledge of ethical behavior and the process of ethical decision-making.

## A Rich Legacy

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Hawai'i Community College celebrated its 75<sup>th</sup> anniversary during the 2015-2016 academic year. From its start in 1941 as the Hawai'i Vocational School, the College has provided access to higher education opportunities, trained a skilled workforce and supported economic development of the County. With the

advancement in technology and expansion of educational opportunities into broader fields of technical training, the institution was renamed the Hawai'i Technical School in 1956.

In May 1970, the institution joined the University of Hawai'i as a comprehensive community college with the name Hawai'i Community College. Other significant developments for the College were the offering of college degree classes in Kona beginning in 1982, and the establishment of continuing education programs throughout the island of Hawai'i in 1992. In July 1997, Hawai'i Community College assumed administration of the University of Hawai'i Center, West Hawai'i, located in Kealahou. In Fall 2015, the University of Hawai'i Center, West Hawai'i moved to a new branch campus of Hawai'i Community College at Pālanui in North Kona to serve the West Hawai'i community. This new branch campus of Hawai'i Community College is called Hawai'i Community College-Pālanui.

Hawai'i Community College-Pālanui opened its doors in Fall 2015, offering two-year Associate degrees through a rich array of classes in Culinary Arts, Nursing, Hawaiian Culture, Science, Liberal Arts, and more. The campus also delivers Bachelor's and graduate-level degrees from other campuses in the UH System, such as UH Hilo, UH Mānoa, and UH West O'ahu. Hawai'i CC-Pālanui is a vibrant and essential resource for those who call West Hawai'i home. The new classrooms, science laboratories, learning kitchens, and learning resource center are state-of-the-art, LEED Platinum Certified facilities designed for 21<sup>st</sup> century learning.

## Accreditation

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Hawai'i Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org)

For further information regarding the College's accreditation process, visit the accreditation web page at

<https://hawaii.hawaii.edu/accreditation>

In addition to the College's overall accreditation, there are other specialty accreditations for certain programs:

<b>Program</b>	<b>Accrediting Organization</b>
Culinary Arts	• American Culinary Federation Foundation, Inc. Accrediting Commission (ACFFAC)
ECE/Children's Center	• National Association for the Education of Young Children (NAEYC)
A.S. in Nursing	• Accrediting Commission for Education in Nursing (ACEN)

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## Community Involvement

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Community partnerships and collaboration are central to the mission of the College. To keep curricula and requirements current and relevant, the College has invited community leaders in business, industry, and the professions to serve as advisers to provide guidance regarding course content, selection of training equipment, employment needs, and the effectiveness of different programs.

Program advisory councils are formed for each degree program. In addition, the Chancellor of the campus seeks advice from community and business leaders on ways the College can assist in development for the community. Members of these advisory groups are listed throughout the catalog.

### The Hawai'i Community College Learning Experience

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The uniqueness of the Hawai'i CC experience is the focus on four complementary elements that frame the learning climate: Community work-based learning; using and learning Technology; perpetuation of Hawaiian culture; and caring for the Environment.

The College has a rich history of work-based learning, from the Model Home project where the construction trades programs design and build a house, to working on customer jobs, and including a wide range of internships, service learning and volunteer work. Students in every discipline have opportunities to apply what they have learned in the classroom, and give back to the community.

Technology is interwoven into nearly every aspect of the College and is used to support distance learning utilizing the Internet or videoconferencing. Technology supports classroom instruction such as the use of global positioning systems (GPS) in Agroforestry, computer assisted design (CAD) in the Architectural/Engineering/CAD Technologies Program, and in certificate and degree programs such as Information Technology and CISCO networking.

The College has made a commitment to become the center for the study of Hawaiian culture, with an emphasis on the practice, perpetuation, and evolution of the culture. This includes an Academic Subject Certificate in Hawai'i Life Styles, and an Associate in Arts in Hawaiian Studies degree which are being delivered island-wide.

An Associate in Science Degree and certificate program in Tropical Ecosystem and Agroforestry Management is a key component of our focus on caring for the Environment. The College also supports an Academic Subject Certificate in Environmental Studies and has numerous projects which reflect our commitment to the natural environment.

Learning by doing through community work-based learning and expanding the classroom through the use of technology, spiced with the unique Hawai'i Island environment and the spirit of Kauhale, equals the Hawai'i Community College learning experience.

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## Campus Governance

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The interests of faculty, staff, and students are represented by three separate and equally important bodies:

- Academic Senate
- Associated Students of the University of Hawai'i - Hawai'i Community College
- College Council

In order to ensure the integrity and effectiveness of the College's governance and decision-making processes, roles of governance groups, such as College Council and Academic Senate, are regularly evaluated and results communicated with college constituent groups. (Policy Haw 3.303)

### Academic Senate

The Academic Senate of Hawai'i Community College convenes as an organization to maintain and strengthen academic decision-making at the College and system-wide levels. The purpose of the Academic Senate is to ensure academic integrity of the College. The Senate functions as a recommending and governing body. Senate responsibilities include but are not limited to the development, modification, initiation, and review of academic policies and issues in consultation with the Chancellor and others as needed. Membership consists of all BOR-appointed instructional and non-instructional faculty covered by Collective Bargaining Unit 7 who have their primary assignment with Hawai'i CC. Members of the Academic Senate are referred to as Senators. All Senators have the rights of voice and vote.

### Associated Students of the University of Hawai'i - Hawai'i Community College

The Associated Students of the University of Hawai'i - Hawai'i Community College (ASUH-Hawai'i CC) is a chartered student organization (CSO) established to carry out functions or operations on behalf of the University for the purpose of serving the entire Student Body of Hawai'i CC. The ASUH-Hawai'i CC pledges to build a community which is student oriented and establishes a democratic system of government committed to fellowship and service.

Membership consists of students whose home campus is Hawai'i CC and who are enrolled in at least one (1) credit offered by Hawai'i CC.

### College Council

The College Council of Hawai'i Community College convenes as the Chancellor's means to maintain and strengthen communication. The purpose of the Council is to serve as a college-wide organization with representatives from all major campus constituencies and ex-officio members. The Council's primary purpose is to serve as the Chancellor's forum to facilitate a dialog on college-wide issues. The Council advises the Chancellor on issues that affect the entire college and that are not exclusively

governed by another body, such as the Academic Senate and/or ASUH-Hawai'i CC. Ex-officio members and representatives must be full-time administrators, BOR-appointed faculty, or APT and clerical regular hires. Constituencies to be represented and ex-officio members are determined by the Chancellor and the Administration in consultation with the Council. Ex-officio members and constituencies for Council representation are determined by the most current Organizational Chart to ensure college-wide participation. (Policy Haw 3.303)

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### **Hawai'i Papa O Ke Ao**

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Hawai'i Papa O Ke Ao is a UH System-wide Strategic Direction's imperative to become a model indigenous-serving institution. The phrase Hawai'i Papa O Ke Ao means "Hawai'i Foundations of Light/Knowledge." A co-campus collaboration between Hawai'i Community College and the University of Hawai'i at Hilo, the goal is to seamlessly integrate our rich Hawaiian cultural heritage into our Western academic setting in order to build bridges to success for all college and university students, and employees.

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### **Ho'olulu Council**

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The Ho'olulu Council's mission is to honor, empower, and advance Native Hawaiian people, culture, and language through excellence in higher education. The Council serves as an advisory body to the Chancellor of Hawai'i Community College. The Council was responsible for the development of the college's Hawai'i Papa O Ke Ao plan to indigenize the institution. The Ho'olulu Council is a member of the University of Hawai'i's Pūko'a Council which serves as an advisor to the UH President on issues that have particular relevance for Ka Pae 'Āina o Hawai'i and Native Hawaiians. The Ho'olulu Council is also represented on the Community College's Native Hawaiian Chairs Council and serves as an advisor to the UH Vice President of Community Colleges.

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### **Kīpaepae Hawai'i Protocols Committee**

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Hawai'i Community College is celebrated throughout the University of Hawai'i System for having a campus culture foundation in Hawaiian culture. A significant contributor is the implementation of Hawaiian protocols facilitated by the Kīpaepae Hawai'i Protocols Committee. A co-campus committee with direct report to the Chancellors of Hawai'i Community College and the University of Hawai'i at Hilo, the purpose of the Kīpaepae Hawai'i Protocols Committee is twofold: to meet the need for traditional Hawai'i protocols in our academic, local, and global communities; and to respond to global invitations to bridge resources, talents, and experiences. On average there are 50 Kīpaepae per year. Kīpaepae are inclusive; one will experience first-hand the coming together of learners, employees, and community members in the spirit of Kauhale to welcome guests to our college and university.

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### **Chaminade University of Honolulu**

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Hawai'i Community College entered into a program transfer articulation agreement with Chaminade University of Honolulu's Adult, Evening and Online program (CUH-AEOP) to allow Hawai'i CC students who have achieved an Associate in Science degree in Early Childhood Education (AS-ECED) to apply toward meeting degree requirements in the Education Division of CUH-AEOP. It establishes an agreement for the transfer of students and the transfer of academic credit from Hawai'i CC to CUH-AEOP. For more information, contact Jana Smith at (808) 934-2629.

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### **Oregon State University**

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Hawai'i Community College entered into an articulation agreement with Oregon State University (OSU) to promote educational opportunities for students to earn a Bachelor's Degree. Hawai'i CC students can be jointly admitted and concurrently enrolled at OSU. Upon earning an Associate Degree from Hawai'i CC, students can transfer to OSU with junior standing and with lower division general education requirements completed. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

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### **University of Hawai'i at Hilo Degree Pathways Partnership Program**

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A Memorandum of Understanding (MOU) exists between the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College (Hawai'i CC) to cooperatively promote successful undergraduate educational experiences for students who attend both institutions through curricular and advising pathways. The Degree Pathways Partnership facilitates the completion of baccalaureate degrees at UH Hilo by students who begin their post-secondary education at Hawai'i CC.

This partnership supports student access, success, and 4-year degree completion by improving academic program articulation; offering students the opportunity to be admitted to, and receive advising from, the 4-year program while they are completing their Hawai'i CC program; and fostering better alignment between learning goals at each institution. This agreement benefits students and programs on both campuses.

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### **University of Hawai'i at Hilo AS in Natural Science Degree**

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A transfer agreement exists between the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College allowing Hawai'i CC graduates with an Associate of Science degree in Natural Science degree (AS-NSCI) who transfer into UH Hilo to receive automatic admission as juniors. This program is designed to fulfill most of the UH Hilo core requirements, and most of the entry-level STEM requirements for Life Sciences at UH Hilo. This state-wide program also allows students to transfer easily to any of the Community College campuses in the UH System. For more information, contact Laura Brezinsky at (808) 934-2618.

## **University of Hawai'i-Mānoa**

### **Early Childhood Education Program**

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Hawai'i Community College entered into an articulation agreement with the University of Hawai'i Mānoa (UHM). Students in the Associate in Science in Early Childhood Education (AS-ECED) program who would like to pursue a Bachelor of Education in Elementary Education with a Specialization in Early Childhood Education or a Bachelor of Education in Early Childhood and Early Childhood Special Education at the University of Hawai'i Mānoa will have a cohesive career pathway into these selected programs. For more information please contact Jana Smith (808) 934-2629.

## **University of Hawai'i-West O'ahu**

### **Creative Media Programs**

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A multi-campus articulation agreement exists between Hawai'i Community College, Honolulu Community College, Kapi'olani Community College, Kaua'i Community College, Leeward Community College, Windward Community College, University of Hawai'i Maui College, and the University of Hawai'i-West O'ahu (UHWO). Students in the Associate in Science in Creative Media (AS-CM) program who would like to pursue a Bachelor of Arts in Humanities with a Concentration in Creative Media or a Bachelor of Applied Science with a Concentration in Creative Media at the University of Hawai'i West O'ahu will have a transfer pathway into these selected BA programs. For more information please contact Violet Murakami (808) 934-2595.

## **University of Hawai'i-West O'ahu**

### **Early Childhood Education Program**

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A multi-campus articulation agreement exists between Hawai'i Community College (Hawai'i CC), Honolulu Community College, Kaua'i Community College, University of Hawai'i Maui College, and the University of Hawai'i-West O'ahu (UHWO). Students in the Associate in Science in Early Childhood Education (AS-ECED) program who would like to pursue a Bachelor of Arts in Social Sciences degree with a Concentration in Early Childhood Education at the University of Hawai'i-West O'ahu will have several options to transfer seamlessly into this BA program. UHWO's BA in Social Science with a Concentration in ECE is a program that is predominantly offered online. For more information, contact Jana Smith at (808) 934-2629.

## **Construction Academy**

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In 2006, the Hawai'i State Legislature passed a bill establishing Construction Academy programs at select University of Hawai'i Community College campuses with a goal of preparing high school students with the technical, academic, and employability

skills necessary to pursue a career in the construction industry. Hawai'i Community College has since established Construction Academy programs at Waiākea, Kohala, Konawaena, Pāhoa, and Kea'au High Schools, placing community college faculty at the high schools to teach courses, giving students the opportunity to earn community college credits while satisfying high school graduation requirements. For more information, contact Grant Ka'au'a or Renette Pacheco at (808)934-2795, or visit [www.hawaii.hawaii.edu/construction-academy](http://www.hawaii.hawaii.edu/construction-academy)

## **Distance Education at**

### **Hawai'i Community College**

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Distance Education (DE) classes provide students the flexibility to complete coursework outside of the traditional classroom setting. Hawai'i Community College (Hawai'i CC) has partnered with other University of Hawai'i Community Colleges to offer a variety of DE classes to meet the needs of students. In addition to the courses offered at Hawai'i CC, Hawai'i CC students are able to enroll in DE classes from all other UH Community Colleges (UHCC).

See [www.hawaii.hawaii.edu/de](http://www.hawaii.hawaii.edu/de) for more information about distance education at Hawai'i CC.

## **DE Classes are Offered in a Variety of Formats**

### **Online Classes**

Online classes offer flexibility for students with challenging schedules. Online classes require minimal requirements for students to come to campus. While classes have deadlines that need to be met, students taking online classes have the ability to access their classes via the Internet and study at times and places that best fit their schedules. Students must have access to a computer with reliable Internet connection.

See [www.hawaii.edu/dl/onlinelearning](http://www.hawaii.edu/dl/onlinelearning) for more information.

### **Cable Television Classes**

The University of Hawai'i system offers a number of cable courses statewide or county only. Students may watch a class at the scheduled time or record the class lectures for viewing at a more convenient time. Students must have access or subscribe to Oceanic Time Warner Cable or Hawaiian TelTV (not available on satellite TV).

See [www.hawaii.edu/dl/cable](http://www.hawaii.edu/dl/cable) for more information.

### **Interactive Television (ITV) Classes**

Using video conferencing technology, ITV courses meet at a designated time and location although the instructor and students are in different locations. They can see and hear each other, creating a traditional classroom-like environment. ITV classes may also include an online component for additional instruction and materials. Students must be able to meet at the designated time and location to attend class.

See [www.hawaii.edu/dl/interactivevideo](http://www.hawaii.edu/dl/interactivevideo) for more information.

## Student Success in DE classes

There are no special requirements to take an online class, as long as all prerequisites for the course are met. However, each student learns differently. Some students may be more successful in a regular classroom, while others may be more successful in a DE class.

Generally, successful DE students are:

- comfortable learning without seeing the instructor or classmates in person.
- comfortable learning on a computer or a TV.
- comfortable with using computers and other technology.
- self-disciplined, organized, and can independently follow lessons and complete coursework.
- able to create and stick to a schedule for his/her own learning.

Other considerations:

- DE classes take as much time as regular classes.
- DE classes require a substantial amount of reading and writing.
- DE classes require students to be organized to keep track of dates and assignments.
- DE classes may require a limited number of on-campus activities such as orientations, meetings, review sessions, and/or exams.

## Equipment and Skill Requirements

Access to a computer with reliable Internet access is required, especially for online classes. Visit the UH Information Technology Services Web site at [www.hawaii.edu/askus/585](http://www.hawaii.edu/askus/585) for information on computer hardware recommendations.

Most DE classes will also require use of common word processing and presentation software (e.g., Word, PowerPoint), e-mail, and the Internet to communicate and to complete and submit course assignments.

## Classes Available via DE

Students can register for a DE class offered through their home campus, or through any of the other UHCC campuses, as long as the course and program requirements for that class are met. Students should check with a counselor or the Admissions and Records Office if there are questions or special circumstances (e.g. taking only DE classes or if there are questions about credit transferability).

Visit [www.hawaii.edu/dl/courses/?vw\\_campus\\_id=CC](http://www.hawaii.edu/dl/courses/?vw_campus_id=CC) to view the list of DE classes at all UH Community Colleges. Before registering for a DE class, students should check all course information and notes listed for any specific requirements the class might have.

NOTE: All international students with an F-1 visa should check with a counselor for further information before registering for a DE class.

## Financial Aid Information

Financial aid may be applied toward a DE class. Students eligible for financial aid should check with the Financial Aid Office for additional information and requirements before registering for the class.

## Laulima

The most important tool needed for a DE course is Laulima. Laulima is the University of Hawai'i's official online course management tool. Students should log in to Laulima using their UH username and password. The address is <https://laulima.hawaii.edu>

## Facilities

In East Hawai'i, Hawai'i CC shares a campus with the University of Hawai'i at Hilo (UH Hilo) which consists of a 115-acre Main Campus and a 21-acre campus on Manono Street. To serve Hawai'i CC and the University, there are 51 major buildings and 36 portables, including classroom buildings, special facilities for student laboratories, a library and media center, numerous well-equipped shops for use in trade and industrial courses, faculty offices, administration building, student services offices, a learning center with satellites, a campus center for student activities, an athletic complex, tennis courts, and playing field. The 110-acre University Agricultural Farm Laboratory is located in the Pana'ewa Agricultural Park.

For information about West Hawai'i, see the following section.

## Hawai'i Community College-Pāalamanui

**73-4255 Ane Keohokālole Highway  
Kailua-Kona, HI 96740  
Kenneth M. Fletcher, Director  
Ph: (808) 969-8800  
v/t: (808) 969-8816**

The College serves West Hawai'i in Kailua-Kona at the new Hawai'i Community College-Pāalamanui campus, where many classes and associate degree programs are available. Pāalamanui houses classrooms, vocational labs, a computer lab, and a library/learning center. The student support office provides access to Hawai'i Community College counseling, financial aid assistance, registration information and special student success programs. Students attending Hawai'i CC-Pāalamanui have an opportunity to participate in a variety of class formats including: traditional instructor-led classroom settings, video conference classes, online classes available via the Internet, and hybrid classes that utilize a combination of technologies and/or face-to face participation.

**University Center, West Hawai'i at Pālanuanui**  
**Carrie Kuwada Phipps, Educational Specialist**  
**Ph: (808) 969-8808**

Hawai'i Community College-Pālanuanui also hosts the University Center, West Hawai'i. It is one of three University Centers that were established by the Board of Regents (BOR) in June 1996. The primary purpose of a University Center is to provide distance learning with local support for the many degrees and certificates offered by the University of Hawai'i colleges and universities. Call for more information on current courses of study available through the Center.

For a complete listing of distance programs available through the University Centers visit [www.hawaii.edu/dl](http://www.hawaii.edu/dl)

### **Academic Support Services**

In Hilo, Hawai'i Community College shares the library with the University of Hawai'i at Hilo. In West Hawai'i, students have access to the Library and Learning Center at Hawai'i Community College-Pālanuanui (see the Library and Learning Center section for more information).

**The Edwin H. Mookini Library**  
**Circulation Desk: (808) 932-7286**  
**Information Desk: (808) 932-7296**  
<http://library.uhh.hawaii.edu>

**Thora Abarca, Interim University Librarian/Director**  
**Ph: (808) 932-7315**

**Lari-Anne Au, Public Services Librarian**  
**Ph: (808) 932-7510**

The Edwin H. Mookini Library, completed in 1981, is located in the center of the Upper Campus. Its primary mission is to support the academic programs of both the University of Hawai'i at Hilo (UH Hilo) and Hawai'i Community College (Hawai'i CC).

Mookini Library provides access to books and periodicals in print and online formats, DVDs, videocassettes, streaming educational videos, compact disks, and microforms. Students locate these resources through the library's website. The Hawaiian Collection houses the library's extensive Hawaiiana holdings. To ensure student proficiency in the use of these collections, the staff provides reference assistance in-person at the Information Desk, by phone, or through email. The library also offers a comprehensive program of library instruction.

The Edwin H. Mookini Library provides other services and facilities that further the academic mission of the College. Students may utilize the audiovisual area with playback equipment. Students may also confer in the library's group study rooms located throughout the building. PCs located on all three floors provide access to web browsing, word processing, spreadsheets, and other software to support coursework. Interlibrary loan services are available to assist students and faculty in obtaining research materials from other university libraries.

**The Learning Center (TLC)**  
**Hilo (Upper Campus, Library, lower level)**  
**Guy Kimura, Coordinator**  
**Ph: (808) 934-2530**  
**fax: (808) 974-7785**

The mission of The Learning Center (TLC) is to help students be successful in their college experience. Its objective is to provide students with guidance and support to assist them in becoming active independent learners, taking responsibility for their own learning. TLC introduces students to new educational technology and old-fashioned one-on-one tutoring including study strategies and techniques. Its primary services incorporate:

1. Free academic tutoring (one-on-one and group) available to all currently enrolled students in reading, writing, math, study skills, English as a Second Language, and content-area courses as available (history, computer science, philosophy, etc.)
2. Computer assisted instructional programs (including getting started with Laulima classes)
3. Instruction utilizing self-paced Computer Assisted Instruction and printed material
4. Internet and e-mail assistance
5. Employment opportunities for students who enjoy helping other students and have developed mastery in one or more courses

**Hale Kea Advancement and Testing Center (HKATC)**  
**Building 387 (Manono Campus), Hilo**  
**Kaleo Pilago, Educational Specialist**  
**(808) 934-2540**  
**fax: (808) 934-2541**

The Hale Kea Advancement and Testing Center (HKATC) provides computers, a study area, and free testing services (placement testing, distance education testing, and make-up testing) for current and prospective Hawai'i Community College students.

**Hawai'i Community College-Pālanuanui,**  
**Library and Learning Center**  
**Laurel Gregory, Librarian**  
**Karen Au, Educational Specialist**  
**Ph: (808) 969-8830**  
**fax: (808) 209-8028**

The Library and Learning Center at Pālanuanui houses a small on-site collection of books and DVDs, along with access to thousands of books and periodical articles in electronic format. The staff offers formal and informal computer literacy and research instruction, reference services, and help in obtaining research materials from other UH campus libraries. Free academic tutoring is available to Hawai'i Community College students as well as test proctoring for UH system classes. Placement testing is offered year-round.

## Academic Support for Distance Education Students

Students who claim Hawai'i CC as their home campus for distance education purposes will be provided appropriate access to the following services for Hawai'i CC courses in which they are currently enrolled:

- Tutoring
- Placement Testing
- Computers
- Mookini Library/Library & Learning Center at Pāalamanui:
  - Reference assistance
  - Information literacy instruction
  - Intrasystem library loan
  - Reserves, print, and electronic collections

Test proctoring will be provided for UH distance education classes. (Policy Haw 5.200)

Remote access to library resources is authenticated by using a currently valid UH username and password.

**I Ola Hāloa Center for Hawai'i Life Styles**  
**Bldg. 380 (Manono Campus), Room 34**  
**Ph: (808) 934-2600**  
**fax: (808) 934-2601**

[www.hawaii.hawaii.edu/humd/iolahaloha/haloha.html](http://www.hawaii.hawaii.edu/humd/iolahaloha/haloha.html)

**Paepae 'Ōhua Native Hawai'i Success Center**  
**Monica Burnett, Educational Specialist**

**Ha'akūmalae Protocols Program**  
**Taupōuri Tangarō, Professor**  
**Pele Kaio, Instructor/Committee Chair**  
**Ryan McCormack, Co-Chair**

I Ola Hāloa Center for Hawai'i Life Styles offers full support for student success. Based on Native Hawaiian philosophy and foundation, I Ola Hāloa initiatives include:

- Paepae 'Ōhua Native Hawai'i Success Center where advising, tutoring, peer mentors, and other services to support academic success are offered.
- Ha'akūmalae Hawaiian protocols and cultural bridging initiative for faculty, staff, and learners from Hawai'i CC and the University of Hawai'i at Hilo.

These initiatives are supported, in part, by a USDOETitle III Native Hawaiian Serving Institutions Grant.

## Office of Continuing Education and Training

**Bldg. 379A, Rooms 1,2,3 (Manono Campus)**  
**1175 Manono Street**  
**Hilo, HI 96720-5096**  
**Ph: (808) 934-2700**  
**[www.ocethawcc.org](http://www.ocethawcc.org)**

The Office of Continuing Education and Training (OCET) was established in 1992 to deliver opportunities for continuing education and training for Hawai'i Island. The OCET unit delivers non-credit Workforce Development training; customized, contract training; career certificate programs; a variety of online classes; summer classes for K-12 students; and personal enrichment classes. Additionally, OCET provides testing services, passport acceptance services, and workshop/conference coordination for the community. The Apprenticeship training and the Intensive English Program are housed under OCET.

**Apprenticeship Training**  
**Richard Cowan, Coordinator**  
**Ph: (808) 934-2700 or (808) 934-2692**

Hawai'i CC's Apprenticeship Training Program provides related classroom instruction for apprentices registered in various apprenticeship programs. Classes are offered in the evenings or on Saturdays, and are currently related to training programs specific to the following building trades: carpenter, electrician, plumber, refrigeration and air-conditioning, mason, tile setter, roofer, sheet metal worker, and ironworker. Class instruction supports requirements established by State Apprenticeship Law and makes it possible for apprentices to comply with related instructional requirements in conjunction with on-the-job training requirements of each program. In addition, journeyworker-upgrade training courses are also accommodated for journeyworkers seeking skill-upgrading or self-improvement in their respective trades.

It is important to note that Hawai'i CC is not involved with the recruitment and selection of apprentices. This recruitment process is administered by separate Sponsor organizations and enrollment into apprenticeship classes is limited to individuals registered with the respective Sponsor. All Sponsors have established and registered apprenticeship programs that meet guidelines established by the Department of Labor and Industrial Relations (DLIR) and the U.S. Bureau of Apprenticeship Training (USBAT).





**Intensive English Program**  
**Christine Quintana, Coordinator**  
**Ph: (808) 934-2697**  
**[www.iephawaii.com](http://www.iephawaii.com)**

The Intensive English Program (IEP) provides intensive English language preparation for international students who wish to enter an American college or university as well as those who wish to improve their English skills for professional or personal reasons. The IEP is also for permanent residents and immigrants who are non-native speakers of English who need further development of their English language skills. Through academic advisement and assistance from faculty and staff, students are able to move quickly toward achieving their academic and professional goals.

Five 8-week sessions are offered each year beginning in January, March, May, August, and October. The IEP offers up to four proficiency levels. Students are placed in the level appropriate to their proficiency in English. A full-time coordinator and a student advisor is available to assist students with orientation, housing, immigration, and any other concerns.

Students attend classes in intensive English as well as have the opportunity to participate in numerous extra-curricular activities. Students may also take elective classes in TOEFL (Test of English as a Foreign Language) preparation. Students who have fulfilled class and attendance requirements receive a Certificate of Participation.

Students who complete the Intensive English Program are admitted to Hawai'i CC with no TOEFL.

The Intensive English Program is a member of the American Association of Intensive English Programs (AAIEP). For more information, and to download application forms, visit the web-site above.

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## Student Organizations

Hawai'i Community College maintains two types of student organizations: Chartered Student Organizations (CSO) and Registered Independent Student Organizations (RISO).

**Chartered Student Organizations:** CSOs at Hawai'i CC are authorized by the University of Hawai'i Board of Regents (BOR) to carry out functions or operations on behalf of the University for the purpose of serving the entire student body. These organizations provide programming that is relevant to the student body and is funded by the mandatory student fees collected from the student body.

**Registered Independent Student Organizations:** RISOs are student clubs. To register, clubs require at least 6 currently registered Hawai'i CC students, a faculty/staff advisor (non-temporary), and bylaws. More information is available online at: <http://blog.hawaii.edu/riohawaiiicc>

### **Alpha Psi Epsilon Chapter of Phi Theta Kappa**

Phi Theta Kappa International Honor Society, founded in 1918, is the internationally recognized honor society for two-year colleges. Alpha Psi Epsilon, the Hawai'i CC chapter was chartered in April 1993. The purpose of the honor society is to recognize and promote educational achievement. Phi Theta Kappa is built on four hallmarks: scholarship, leadership, service, and fellowship.

To be invited for membership, students must have earned at least a 3.5 cumulative GPA and 12 credits that may be applied to an associate degree. New members are inducted each semester

based on their academic status at the end of the previous semester. To remain in good standing, members must maintain a minimum 3.0 cumulative GPA. Membership is open to students at both the Hilo and Pālanui campuses and distance learners whose home institution is Hawai'i CC.

Benefits of membership include scholarship opportunities, leadership development, and participation in college and community service projects, social support, and networking. Phi Theta Kappans receive special seals on their diplomas and are recognized at commencement.

## Emergency Response and Evacuation Plan

The purpose of the Emergency Response and Evacuation Plan is to provide the necessary guidance to organize and direct operations in the event of an emergency and/or civil defense action. Although Hawai'i Community College and the University of Hawai'i at Hilo have independent emergency operation plans, because the campuses are shared, both institutions work together in the event of an emergency. The Emergency Response and Evacuation Plan is periodically reviewed and updated. The final Emergency Plan is reviewed and approved by the Director of the Hawai'i County Civil Defense. (Policy Haw 2.203)

## UH Alert Emergency Notification System

The UH Alert emergency notification system alerts the university community in the event of a natural, health, or civil emergency.

### Automated emergency messaging options

**E-mail:** The hawaii.edu e-mail address is automatically subscribed to UH Broadcast, which sends out e-mails for administrative as well as health and safety alerts. Unsubscribing from UH Alert will not affect e-mail sent from UH Broadcast.

**SMS/text messages:** Faculty, staff, and students may choose to be alerted via text messages to mobile phones. Approximately one message per semester is scheduled to test the UH Alert system. Depending on the phone plan, some cell phone carriers may charge for this message. Due to limitations with public carrier networks, there is no guarantee an emergency message will be received.

Personal information will not be given, rented, or voluntarily supplied to any third party for any reason other than emergency notification. For more information and to sign up for the service, visit [www.hawaii.edu/alert](http://www.hawaii.edu/alert)

Return to the above page at any time to update information or to unsubscribe. If the relationship with the University is terminated and the UH Username is deprovisioned, the subscription to UH Alert will terminate automatically.

## University of Hawai'i System Average Graduation and Persistence Rates

This information shows the average percentage of full-time, first-time, certificate- or degree-seeking undergraduates entering in Fall semesters who have graduated or are still enrolled. This information should not be used to infer or predict individual behavior.

Rates are 6 years after entry for UH-Mānoa and UH-Hilo, and 3 years after entry for the UH-Community Colleges (150% of normal time to completion).

	Graduated	Still Enrolled	Transferred Out
Six years after entry:			
UH at Mānoa	58%	5%	n/a
UH at Hilo	35%	4%	n/a
UH - West O'ahu	14%	7%	n/a
Three years after entry:			
Hawai'i CC	21%	8%	6%
Honolulu CC	16%	16%	20%
Kapi'olani CC	18%	17%	19%
Kaua'i CC	18%	17%	15%
Leeward CC	16%	17%	17%
Maui CC	19%	19%	13%
Windward CC	16%	14%	19%

	UHCC Average	Hawai'i CC
Gender		
Men	15%	21%
Women	20%	21%
IPEDS Race/Ethnicity		
Nonresident alien	31%	#
Hispanic/Latino	12%	12%
American Indian/Alaska Native	#	#
Asian	22%	37%
Black or African American	9%	#
Native Hawaiian/Pacific Islander	13%	18%
White	16%	11%
Two or more races	15%	23%
Unknown	33%	#
Federal Grant/Loan Recipient		
Federal Pell Grant	16%	17%
Subsidized Stafford Loan (no Pell Grant)	17%	#
Neither Pell Grant nor Stafford Loan	20%	30%

# denotes any cohort/subcohort with fewer than 10 students

This information is provided in compliance with the Student Right-to-Know Act, Public Law 101-542. Institutions are required by Sec. 668.41 of the law to disclose and disseminate this information through appropriate publications and mailings to all currently enrolled and prospective students.

Source: Institutional Research and Analysis Office, University of Hawai'i, Feb 2017. For current rates: [www.hawaii.edu/irao/srpk](http://www.hawaii.edu/irao/srpk)