

Admission and Registration

Mailing address for Student Services units:
Admissions and Records Office
Financial Aid Office
Counseling, Advising, and Support Services
Hawai'i Community College
1175 Manono Street
Hilo, HI 96720-5096

Office of Student Housing
University of Hawai'i at Hilo
200 W. Kāwili Street
Hilo, HI 96720-4091

Admission of Students

Hawai'i CC is open to any high school graduate or person 18 years of age or older who can benefit from the instruction offered. Additional admission criteria may be imposed for individual community college programs.

Online applications and admission information may be obtained from high school counselors in Hawai'i or from the Admissions and Records Office (ARO), Manono Campus, Bldg. 378, or Hawai'i Community College-Pālanui, Student Services (WHSS) Office in Kailua-Kona, or online at www.hawaii.edu/admissions

Completed applications and all supporting documents must be received by August 1 for the Fall semester, December 15 for the Spring semester, and three (3) working days prior to the start of a class for the Summer session. Nonresident applicants are assessed a \$25.00 application fee.

International students requiring a student visa must submit all documents (see page 18) by May 31 for the Fall semester and October 31 for the Spring semester.

Successful applicants are reminded that acceptance *does not* imply that on-campus housing and/or financial aid is available. While the College will make every effort to assist, students must arrange for their own financial aid and housing.

Admission Procedures

1. Submit a completed application for admissions by the published deadline.
The Nursing program may have earlier admission deadlines. Admittance to the College is not acceptance into the Nursing program. Consult the program section of this catalog for further information.
2. If seeking financial assistance, request and file a Free Application for Federal Student Aid (FAFSA) by priority deadline March 1. Applications received after March 1 will be processed, but awards will be made to eligible students

only as funds are available. Application forms are available online. For more information, see the separate section on Financial Aid.

3. If seeking on-campus housing, contact the Office of Student Housing (808) 932-7403. Acceptance to the College does not guarantee on-campus housing.

Acceptance to Hawai'i Community College

Students are accepted into the College with a "classified" status by declaring a designated program or major of their choice. However, in a few cases the student may not be able to enroll in the beginning courses in the program because:

1. Certain prerequisites for the courses have not been met.
2. The program may be filled.
3. The beginning courses are not offered that semester.

Applicants will be notified by mail or e-mail of their acceptance and given information regarding registration. Prior to registration for courses, the student is expected to:

1. Submit a negative tuberculin test or chest x-ray report (valid if taken within one year of the first day of instruction) and proof of immunity to measles (rubeola), mumps, and rubella (MMR) directly to the ARO/WHSS Office.

Note: Chest x-ray reports must be accompanied by proof of a positive skin test which includes the date placed, the date read, and induration. Proof of MMR immunity must be signed by a licensed practitioner or stamped by a clinic.

2. Students who are unable to determine placement using the alternative placement qualifiers will be required to take the Accuplacer placement test to determine appropriate course placement. There are three sections to the test: Reading, Writing, and Math. Students have the option of taking all three tests at once, or each test individually. Placement tests are administered in Hilo at the Hale Kea Testing and Advancement Center on the Manono Campus. Appointments in Hilo can be made by calling (808) 934-2540 or by e-mailing halekea@hawaii.edu. In West Hawai'i, placement tests are administered through the Library and Learning Center on Pālanui Campus. Appointments in West Hawai'i can be made by calling (808) 969-8830. A valid UH student identification number is required in order to schedule an appointment. Also, a valid UH student ID or government issued picture ID is required and must be presented on the test days. Accommodations for students with disabilities can be arranged with Hā'awi Kōkua call (808) 934-2825 [TTY].
3. Attend a scheduled Student Orientation, Advising and Registration (S.O.A.R.) session. For details on time and place: in Hilo call (808) 934-2720, in West Hawai'i call (808) 969-8816.

After registration for courses, the student is expected to:

1. Pay for all tuition and fees by the published deadline.
2. Attend classes regularly.

Some programs accept students only in the Fall semester. If the program is filled, students are unable to enroll in courses for their program. They will be advised to take other related courses. After one semester, the student usually will be able to take beginning courses in the program; however, in a few programs the waiting period may extend to a full academic year or more. Continuing students will be given priority in Fall semesters to enter the programs when space becomes available.

The following programs accept all students who apply: Administration of Justice; Business; Early Childhood Education; Hawaiian Life Styles; Hotel Operations; Human Services; Information Technology; Liberal Arts; and Tropical Forest Ecosystem and Agroforestry Management.

The following Applied Technical Education programs will accept students on a first-come, first-served basis: Agriculture; Architectural/Engineering/CAD Technologies; Auto Body Repair and Painting; Auto Mechanics; Carpentry; Culinary Arts; Diesel Mechanics; Electrical Installation and Maintenance; Electronics Technology; and Machine, Welding, and Industrial Mechanics.

Admission into the Nursing programs is on a selective basis. Refer to the Curricula and Programs section of this catalog for more detailed information.

Counselors and support program coordinators are available to provide information about the College and its programs and to assist each applicant in choosing a program that offers the maximum opportunity for self-development. Information is also provided to students via e-mail through their hawaii.edu account.

Change of Home Institution

Students wanting to change their home institution from another UH campus must submit a University of Hawai'i Change of Home Institution form. The form is treated as an application and application deadlines apply.

Acceptance Rollover

A student who is accepted for one term (admit term) and does not register for the admit term, may "rollover" his/her acceptance to a subsequent term (rollover term), provided the rollover term is within three (3) terms of the admit term. For example, a student who is admitted for the Fall term may rollover his/her acceptance to the subsequent Spring, Summer, or Fall term. Should the student wish instead to enroll in a term beyond the subsequent three terms, he/she must reapply.

Residency Regulations for Tuition Purposes

Students other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay nonresident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the College until he/she can present satisfactory evidence that changes the residency status.

Definition of Hawai'i Residency: A student is deemed a resident of the State of Hawai'i for *tuition purposes* if the student (18 or older) or, in the case of a minor student, his/her parent or legal guardian has:

1. Demonstrated intent to reside permanently in Hawai'i;
2. Been *continuously physically present* in Hawai'i for the 12 consecutive months *prior* to the first day of instruction; and
3. Has *not* been claimed as a dependent (whether adult or minor) for tax purposes by his/her parents or legal guardians who are *not* legal residents of Hawai'i.

The following evidences of a person's intent to establish domicile in Hawai'i shall be considered:

1. Voting/registering to vote in the State of Hawai'i
2. Filing Hawai'i State Resident Personal Income Tax Return

Other information such as employment, carrying on of a business, ownership of residential property or continuous rental of a dwelling on a lease basis in Hawai'i, or the presence of immediate family members in Hawai'i may be considered. No single act is sufficient to establish residency in the State of Hawai'i.

The following rules of residency determination shall be applied in all cases:

1. The twelve months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see above) is taken to make Hawai'i the permanent residence.
2. Residency in Hawai'i and residency in another place cannot be held simultaneously.
3. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. A nonresident student enrolled for 6 or more credits during any term within the previous 12-month period shall be presumed to be in Hawai'i primarily to attend an institution of higher

learning. Such periods of enrollment shall not be applied toward the physical presence requirement.

4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

These considerations do not exhaust all of the factors that affect determination of residency. For more information, visit www.hawaii.hawaii.edu/residency or contact the Residency Officer at Hawai'i CC's Admissions and Records Office (ARO) (808) 934-2710.

Nonresident Students

Candidates for admission from outside the State of Hawai'i must meet all the requirements noted for Hawai'i applicants. Admission is also contingent upon the College's nonresident student enrollment quota. Therefore, out-of-state candidates should await written notice of acceptance before coming to Hawai'i. No special consideration can be given to students whose applications have not been accepted.

Once classified as a nonresident, a student continues in this status at Hawai'i CC until submitting satisfactory evidence that changes the residency status.

The maximum number of nonresident students that can be accepted by Hawai'i CC is limited by the Board of Regents policy. Students classified as nonresidents are required to pay nonresident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

1. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty
2. Members of the Hawai'i National Guard and Hawai'i-based Reserves
3. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning may be eligible for a tuition exemption which allows them to pay 150% of the resident tuition
4. Employees of the University of Hawai'i System and their spouses and legal dependents
5. Hawaiians: descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778
6. Veterans or individuals eligible to use transferred Post 9/11 GI Bill (Chapter 33) or Montgomery GI Bill active duty (Chapter 30) educational benefits, who live in Hawai'i, and enroll at the University within 3 years of discharge from a period of active duty service of 90 days or more.

Misrepresentation: A student or prospective student who intentionally or willfully misrepresents any fact or any form or document intended for use in determination of resident status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawai'i System.

Appeal Process: Residency decisions may be appealed by submitting an appeal application to the Residency Officer at Hawai'i CC's ARO. Contact the Residency Officer at (808) 934-2710 for more information prior to the start of the applicable semester. Appeal applications will not be accepted after the deadline established each semester by the University of Hawai'i System Office of the Associate Vice President of Student Affairs.

Conversion Process: A student who is a non-resident for tuition purposes and wishes to convert his/her residency status to resident may submit an Application to Convert Residency Status. The Application to Convert Residency Status must be submitted to the Residency Officer **prior** to the first day of instruction of the semester for which the student wishes to convert his/her residency. For more information and to obtain the Application to Convert Residency Status, contact the Residency Officer at (808) 934-2710.

International Students

Office of International Programs

1175 Manono Street

Hilo, HI 96720-5096

Ph: (808) 934-2698

www.hawaii.hawaii.edu/international-student

International applicants must comply with all regulations of the United States Citizenship and Immigration Service (US-CIS) as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Hawai'i CC. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Hawai'i CC is authorized under Federal Law to enroll non-immigrant students.

International students requiring an I-20 for application for an F1 visa must submit the following:

- UH System Application Form
- \$25 Application Processing fee
- Supplementary Information Form for Undergraduate International Applicants (FSS). To download this form, visit www.hawaii.edu/admissions
- A current (within 90 days from date of application) original bank statement from sponsor(s) signing the FSS Form - Section C Part II. The statement must indicate at least \$29,298 (US dollars) in available funds.
- Test of English as a Foreign Language (TOEFL) for international candidates whose native language is not English. A minimum TOEFL score of 61 on the Internet Based Test (iBT), or 500 (paper-based test) is required. Scores must be less than two years old and must be sent directly

to Hawai'i Community College (code #4322) from ETS. For information about TOEFL, visit the website at

www.toefl.com

A score of 5.5 on the International English Language Testing System (IELTS) is accepted. For information about IELTS, visit the website at www.ielts.org

A score of Grade 2A on the EIKEN (Test in Practical English Proficiency) is accepted. For information about EIKEN, visit the website at

www.eiken.or.jp/eiken/en/eiken-tests/overview

International students who do not meet the English proficiency requirement to enter Hawai'i CC's credit classes can begin their studies at the Intensive English Program (IEP). After successfully completing this program, students may enter Hawai'i CC credit classes without a TOEFL or IELTS score. (Policy Haw 7.220)

All application materials must be received by the deadlines listed in the academic calendar.

All nonresident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis and immunized against measles (rubeola), mumps, and rubella prior to enrollment.

Once admitted, the nonresident international student with a valid student F-1 visa must maintain a minimum course load of 12 credits each consecutive Fall/Spring semester in order to remain in status with the USCIS.

Hawai'i CC complies with all applicable requirements of other federal and state entities as may be required by law or by rules and regulations.

Veterans and Dependents

Hawai'i CC is an approved educational institution for education and training under the Veterans' Educational Assistance Act (GI Bill) and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. For more information, call 1-888-442-4551 or visit the website at www.gibill.va.gov

Veterans who are registered for the first time under the GI Bill must present a copy of Form 22-1990 (Application for Education Benefits) to the ARO. Dependents of disabled veterans and survivors of veterans whose cause of death was service-related, who register for the first time under any provision of the Federal Veterans' Bill, must complete and present VA Form 22-5490 to the Hawai'i CC ARO, Manono Campus. For more information call the VA Representative at (808) 934-2710.

Chapter 31 Disabled Veterans should contact the Hā'awi Kōkua Program at (808) 934-2725 [v/t].

Veteran's Information: The U.S. Department of Veteran's Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. Visit the U.S. Department of Veterans Affairs website www.gibill.va.gov for more information. The VA pays for classes applicable to declared majors only. Students must submit all necessary documents to the Hawai'i CC ARO, must participate in a Veteran's Orientation session, and must meet with an advisor/counselor *before registering*.

Each Veteran's Affairs School Certifying Official (SCO) is responsible for certifying and monitoring Veterans' enrollment, academic progress, and other academic information.

Chapter 31 Disabled Veterans should contact the Hā'awi Kōkua Program at hawccds@hawaii.edu

Post 9/11 GI Bill (Chapter 33): Chapter 33 payments for tuition and fees are paid directly to the College approximately six weeks after receiving certification from the campus VA Certifying Official. Refunds due to changes in registration after the first day of the term will be sent to the student. Refunds due to non-attendance will be sent to the VA. If funds are returned to the VA because the student did not officially withdraw from the College, those students will be responsible for all tuition and fee charges incurred.

Hawai'i Community College participates in the Yellow Ribbon Program. For more information call (808) 934-2710.

Military Spouse Career Advancement Accounts MyCAA: Payments are paid directly to the College. Students must bring or send a copy of their approved Financial Assistance Form to Hawai'i CC's Business Office at least 48 hours prior to the payment deadline. This will ensure that an invoice is sent and grades will be posted for classes into which they are registered. An updated approval form is required each semester.

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

Transfer Students

Transfer students are those who were previously enrolled at a college or university other than Hawai'i CC. If a course is not in the UH System articulation database, the ARO or the student may initiate the articulation process to have the coursework considered for transfer. A student who is transferring to Hawai'i CC from a non-UH institution, and who would like credits earned at the external institution evaluated for transfer, should arrange to have his/her official transcripts (sealed/unopened) sent **directly** to the ARO from the transferring institution. Transcripts that were issued to the student will not be accepted as official. The transcript(s) must be printed in English. Any transcript that is not printed in English will not be evaluated. All materials submitted become the property of Hawai'i CC.

Each summer, the ARO will review all transfer credit evaluations completed during the academic year and remove the record of transfer credits for students who never enrolled at Hawai'i

CC. The original transcript(s) will be maintained for three years following enrollment at Hawai'i CC, or one year after receipt if there is no history of enrollment at Hawai'i CC.

A course will be processed for possible transfer credits if the course was completed with a grade of "D" (not "D-") or better. However, for AAS, AS, and certificate programs, a course with a "D" grade will not be accepted when a "C" or better is required for that course for graduation. When applicable, transfer credits may be counted towards the specific requirements of a program; otherwise, they will be counted as general electives. However, neither grade points nor Grade Point Averages (GPA) earned at other institutions are used in the computation of the Hawai'i CC cumulative GPA. (Policy Haw 7.208)

Transferring Credits from External Institutions to Hawai'i CC

Credits earned from postsecondary institutions may be transferred to Hawai'i CC if the following criteria are met:

1. The official transcript is from an accredited institution recognized by Hawai'i CC.
2. The transcript is in English or translated into English by a certified translator.
3. The earned grade for the course is at least a "D" (not "D-").

Credits earned concurrently from other institutions within the UH system will be transferred to Hawai'i CC at the close of the semester if the course is already in the Hawai'i CC articulation database. If credits are not transferred, the student should submit the "Authorization Form to Access UH System Credits per Campus" to the Hawai'i CC ARO.

To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) **sent directly** from the transferring institution to the Hawai'i CC ARO. The ARO will transfer courses which are already in the UH articulation database. If a course is not in the UH articulation database, the ARO or the student may initiate the articulation process to have the coursework considered for articulation and transfer.

Acceptance of external credit(s) is at the sole discretion of the receiving campus. Coursework/credits already taken at Hawai'i CC can not be replaced by any transfer coursework. The higher grade for an external course cannot replace the lower grade for the same course taken at Hawai'i CC. Hawai'i CC coursework, including Hawai'i CC in-progress course(s), override any external transfer coursework. The ratio for converting quarter-system credits to semester-system credits is 3:2. Transfer courses with a "D" (not "D-") or higher grade may be accepted for transfer. Grades for transferred courses are not computed in the Hawai'i CC cumulative Grade Point Average (GPA). The student's GPA is not transferrable from one campus to another. This is to ensure that students meet the appropriate Hawai'i CC graduation standards.

Transcripts received by Hawai'i CC become the property of Hawai'i CC, and the original(s) will not be forwarded to other

institutions nor returned to the student. Transfer credit may be awarded for upper-division courses numbered 300 or higher. (Policy Haw 7.209)

To verify that credits have been transferred, students may check their STAR report. At the end of each academic year, students with no academic history with Hawai'i CC will have all transfer credits removed.

Auditors

Auditors must fulfill all requirements for regular admission. Persons wishing to participate in courses as auditors may apply for the privilege by completing and submitting the Auditor's Form no earlier than the first day of instruction. Permission of the instructor is required. Tuition is charged for the audited course(s). (Policy Haw 7.207)

Returnees

Any student who terminates his/her enrollment at Hawai'i CC during the semester and returns the following semester is considered a continuing student. A student who terminates his/her enrollment and does not register for the next semester may return without submitting an application provided he/she returns within three terms from the last term of registration. A student who does not enroll for three or more successive terms must reapply for admission.

Unclassified Nondegree Students

A person who wishes to take courses at Hawai'i CC, but does not wish, or does not qualify, to enroll in a degree program, may apply for admission as an unclassified student. Most types of financial aid programs or campus student employment are not available to unclassified students. International visa students are not eligible for unclassified nondegree status. An unclassified student may declare a major and become a classified student by completing the Change of Major Form at the ARO/WHSS Office.

Early Admission Program

The Early Admission Program is intended to encourage highly motivated and academically and/or vocationally talented high school students to advance in their schooling by supplementing their regular high school work with selected college courses. Interested applicants must comply with the regular admissions application procedure and deadlines. Continuation in the Early Admission Program depends upon the maintenance of a 2.0 grade point average (GPA) and approval of the College in consultation with the high school counselor.

A student seeking early admission should contact a Hawai'i CC counselor for guidance and explanation of the application process.

Interested high school students should first contact their high school counselor for program information, forms, and consultation. Students in the Early Admission Program do not qualify to receive veteran's benefits or federal aid.

Health Requirements for Registration

State of Hawai'i Department of Health regulations require students to submit proof of health clearance for Tuberculosis (TB), measles (Rubeola), mumps, and rubella PRIOR to registration for classes. Health clearances must be signed a US licensed MD, DO, APRN, or PA.

Tuberculosis (TB) Clearance: The student must present to the Admissions and Registration Office one of the following: Mantoux tuberculin skin test result of the diameter, T-spot, Quantiferon Gold In-Tube, or Negative Risk Screen issued within 12 months before first attendance or on or after 16th birthday. If the diameter of induration is 10mm or more, then a negative chest x-ray is also required. The certificate of TB examination (PPD) and chest x-ray must be issued by a US practitioner.

Measles (Rubeola), Mumps, Rubella Immunization (MMR): All students born after 1956 must present proof of immunity to MMR. A student is considered immune to MMR by submitting documented proof, signed or stamped by a licensed practitioner, of:

- having received two (2) doses of the MMR vaccine at least one month apart, on or after the first birthday; or
- having received one (1) dose of the MMR vaccine and one (1) dose of the measles (rubeola) vaccine at least one month apart; or
- laboratory (blood test) evidence of MMR immunity.

A student enrolled at another college in the State of Hawai'i is presumed to have met the health requirements for registration as long as the student can provide a copy of the required health documents that were presented to the original college.

Student Health Insurance

Supplemental health and accident insurance is strongly recommended. The UH Medical Plan is designed for students and is generally less expensive than most other health insurance plans. Applications can be obtained from the Nurse-Educator located at the Campus Center on the Upper Campus, or from the Information Center in Building 378 on the Manono Campus.

Health requirements for registration: All nonresident F1 Visa international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

Placement Testing

Contact for appointments:

Hale Kea Advancement and Testing Center (HKATC)
1175 Manono Street, Bldg. 387
Kaleo Pilago, Educational Specialist
Ph: (808) 934-2540
fax: (808) 934-2541

Hawai'i Community College-Pāalamanui
Karen Au, Educational Specialist
Ph: (808) 969-8830

Placement Testing in mathematics, reading, writing, and ESL is required at Hawai'i CC for all entering students except those listed below. Without placement test scores, registration into English, math and other courses is restricted.

Students with a disability requiring accommodations to take the placement test should contact Hale Kea in advance for assistance.

Students who have active COMPASS or Accuplacer test scores in the student information system will be charged a \$25 fee for each retesting session, regardless of how many tests they retake during any one session.

All test scores are valid for two years. Once scores are archived, retesting must be done prior to enrollment into any reading, writing, or math course.

Exceptions (Policy Haw 5.501)

1. Unclassified students who enroll in no more than one course per semester and do not enroll in any course that requires a minimum placement test score as a prerequisite.
2. Transfer students who have taken the COMPASS Test for placement in reading, writing, and mathematics can use their scores at Hawai'i CC.
3. Transfer students who have completed college courses in reading, writing, or mathematics.
4. Transfer students who have earned an Associate in Arts degree or higher.
5. Placement Rules for Entering Students with Prior Degrees:
 - a) Students with an AA/AS degree place into Eng 102 and 100 and Math 24.
 - b) Students with a BA/BS degree place into Eng 102 and 100 and Math 100, 27, 115.
 - c) This is for placement purposes only to assist students with registration and meeting of course prerequisites for all Hawai'i CC courses. This placement should be entered as a Human Evaluation preliminary to entry of the student's transfer credit evaluation. Unofficial transcripts can be used for placement purposes only.
 - d) Official transcripts must be used to grant transfer credit for courses completed to meet Hawai'i CC program and graduation requirements.
 - e) Concurrent UH Hilo classified majors (without Hawai'i CC placement scores) place into Eng 102, Eng 100 and Math 24. UH Hilo ESL students are placed into Hawai'i

CC ESL courses based on a combination of their COMPASS ESL placement scores and collaboration between UH Hilo ELI faculty, UH Hilo English Department faculty, and Hawai'i CC ESL faculty.

SAT/ACT Scores: Students who meet one of the following criteria will be placed into:

Eng 100:

- A score of 510 or higher on the Critical Reading section AND a score of 510 or higher on the Writing section of the SAT test
- A score of 22 or higher on the English section of the ACT test and a score of 22 or higher on the Reading section of the ACT test

Math 27/100/110/115:

- A score of 510 or higher on the Math section of the SAT test
- A score of 22 or higher on the Math section of the ACT test

Student Orientation, Advising and Registration (S.O.A.R)

Counseling, Advising and Support Services Center
1175 Manono Street, Bldg. 379
Ph: (808) 934-2720

Hawai'i Community College-Pāalamanui
Ph: (808) 969-8816

Upon acceptance to Hawai'i Community College, all students will be required to attend either mandatory, in-person orientation or mandatory success advising. Students should check their STAR account to determine their requirement. Students will not be able to register for classes until this requirement is met.

Students who are required to attend orientation must sign up in advance for one of the orientation sessions. A web-based option is available for students who do not reside on the Island of Hawai'i. At orientation, students will:

- learn about on-campus student resources,
- become familiar with college terminology and online tools used to track their progress towards graduation, and
- meet fellow students and supportive faculty and staff.

Students who are required to attend success advising must schedule an appointment to meet with a counselor. Students may schedule an appointment through MySuccess or by calling the Counseling Office (Hilo) or the Student Services Office (Pāalamanui).

To assist in the registration process, it is important that new students bring certain personal documents to campus:

- Driver's license (or other photo ID)
- Student identification number (located on the acceptance letter)
- Placement scores, and
- Copies of transcripts (if classes were taken outside of the University of Hawai'i System)

Transfer students must request their official academic transcripts, printed in English, be sent to the Hawai'i CC Admissions and Records Office. Catalogs with course descriptions from other colleges attended may be requested to help determine equivalencies of courses taken. It is strongly recommended that a copy of the college transcripts be brought to advising since official evaluation may not be completed until after a student's first semester at Hawai'i CC begins. A copy of the transcript will facilitate the advising and registration process.

International students from other countries should also bring:

- Passport
- Visa
- Immigration papers
- Health insurance documents and related medical papers

For students who early register, see the Academic Calendar for payment deadline. For students who register after the payment deadline, payment of tuition is expected at the time of registration. If an outside agency is paying tuition, the student must notify the Financial Aid Office and the Business Office that he/she has tuition assistance in order to secure registration.

Non-payment of tuition and fees may result in cancellation of registration and the registration process will need to be repeated during Regular Registration.

All students should have adequate funds for books, supplies, and housing to ensure their smooth adjustment to college. Some classes may also have lab fees and additional costs for tools.

Credits

Courses are assigned semester credit values determined by the number of hours of study per week required of the student in and outside of the classroom or laboratory. Credits are granted in recognition of work successfully completed in specific courses. A 15 week lecture course that meets one hour a week is assigned 1 credit and normally requires two hours of out-of-class student work for each credit. Each laboratory credit requires three hours of laboratory for each assigned credit. Each lecture/laboratory credit requires two hours of a combination of lecture/laboratory for each assigned credit and normally requires 1 hour of out-of-class student work for each credit. Although credits for a course are usually fixed, there are some variable credit courses. The amount of credit(s) given for a variable credit course must be approved by the instructor.

Registration, Withdrawals, and Other Changes

PLEASE NOTE:

Students who register and decide later to not attend must officially withdraw by the published deadline. Students still enrolled after the withdrawal deadline will have appropriate tuition and fees posted to their account even if they have stopped attending classes. Students with unpaid balances will be obligated to pay. Failure to pay will create a hold on the account affecting other transactions with the college such as: future registration, transcript requests, and receipt of a diploma/certificate.

Registration

Registration dates and deadlines are listed in the Hawai'i CC Academic Calendar at the front of this catalog.

Concurrent Registration

Hawai'i CC students may register concurrently for classes offered by the other community colleges in Hawai'i, provided prerequisites and requirements for each class are met. Students should contact the institution offering the class for assistance with registration.

All mandatory fees at Hawai'i CC and the other institution(s) will be charged as applicable.

If you are receiving financial aid from Hawai'i CC and are taking classes at other colleges in the UH System, your enrollment is not automatically protected from disenrollment due to non-payment. Check with the other college(s) concerning their enrollment protection policies and procedures.

Policies on Adding and Withdrawing from Classes

Current practices will reflect procedures in place by the computer registration system. Information is subject to change.

To Add a Class: For semester-length classes, classes may be added online through Friday of the first week of instruction. After the first week of instruction, classes may be added in-person at the ARO with instructor's signature on an Add form.

For classes that are less than the full semester in length, classes may be added up to and including the day prior to the start date of the class.

Students must meet any prerequisite and corequisite requirements. (Policy Haw 7.330)

To Drop/Withdraw from Classes: Classes may be dropped online until the withdrawal deadline. Financial Aid recipients should consult with the Financial Aid Office regarding possible repercussions resulting from registration changes. (Policy Haw 7.330)

Information regarding registration deadlines may be obtained through the students' MyUH Services. Students who fail to withdraw officially may receive an "F".

Refer to the Hawai'i CC Academic Calendar at the front of this catalog for published deadlines.

Tuition and Fees 2018-2019

Tuition is charged according to the number of semester hours carried by the student. Classified students, unclassified students, and auditors pay the same tuition.

Per Credit

Resident	\$ 128.50
Nonresident	342.50

Hilo and Non-Hilo Classes

Student Activity Fee: for all students

10 or more semester hours	15.00
9 or fewer (per semester hour)	1.50

Student Government Fee: for all students

10 or more semester hours	10.00
9 or fewer (per semester hour)	1.00

Publications Fee: for all students

Late Registration Fee

Add/Drop Fee

online	free
in-person.....	5.00

Special Fees and Charges:

Nonresident Application Fee	25.00
Payment Plan Fee (per semester per plan)	30.00
Nursing Professional Fee (per semester)	200.00
Diploma/Certificate Fee	15.00
Transcript of Record	5.00
Rush	15.00
Replacement of laboratory equipment (items broken or lost).....	Cost of Item
Check tendered to the College or any department therein and returned for any cause	25.00
(NOTE: After 3 returned checks, the University will not accept another check as a form of payment.)	
Cost of textbooks and other class supplies	varies, for approximate cost, visit www.bookstore.hawaii.edu/hilo

Tuition disclaimer statement: All tuition and fee charges at the University of Hawai'i campuses are subject to change in accordance with requirements of State law and/or action by the University of Hawai'i Board of Regents or Administration.

All tuition and fees are to be paid at the time of registration. For a full refund and/or cancellation of charges, students must officially withdraw from classes by the end of the late registration period. After this deadline, students with unpaid balances **will be obligated** to pay.

Tuition Payment Plan

An installment plan is available to students who cannot pay in full by the published deadline. A non-refundable plan fee will be charged per student per semester to participate. More information is available at www.hawaii.edu/myuhservices

Tuition Refund Policy

Any refund can be directly deposited into a savings or checking account. To do so, students must first sign up for eRefund through the MyUH Services at www.hawaii.edu/myuhservices

Semester-length classes

1. 100% refund for complete withdrawal only if made on or before the Friday of the first week of instruction.
2. 100% refund for change in status or tuition rate if made before the first day of instruction, unless otherwise stipulated by Federal regulations.
3. 50% refund for withdrawals if made after the first week of instruction but on or before the end of the refund period, unless otherwise stipulated by Federal regulations.
4. 0% refund if withdrawals or change in status or tuition rate is made after the 50% refund deadline, unless otherwise stipulated by Federal regulations.

Part-term classes

Students enrolled in classes that do not run the entire semester should consult with the Business Office (808) 934-2740 because different dates apply.

Fees

100% refund for complete withdrawal only if made on or before the Friday of the first week of instruction. No fees refund after this date.

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

Reminder: See the Hawai'i CC Academic Calendar in the front of this catalog for Registration and Refund dates and deadlines.

Education Tax Credits

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997 and the American Recovery and Reinvestment Act (ARRA) of 2009. More information about these tax credits as well as other education-related tax credits is available on the Internal Revenue Service (IRS) website at www.irs.gov/individuals/education-credits or review the IRS Publication 970 online at www.irs.gov/pub/irs-pdf/p970.pdf

With the exception of nonresident aliens, all students who are charged qualified tuition and related expenses from January

1st to December 31st of a given tax year will receive a 1098-T Tuition Statement. This form reflects amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the calendar year. Any registration charges for a Spring semester posted to a student's account on or before December 31st of the previous year will be reflected in the following calendar year's 1098-T form and not during the calendar year when that Spring semester occurs. Students may view their 1098-T through their MyUH Services. Additional information may be found online at www.fmo.hawaii.edu/student_accounts/index.html#tab5_4

Nonresident alien students are generally not eligible to claim education tax credits. However, under certain conditions, some nonresident alien students may be eligible to claim tax credits. Nonresident alien students, who feel they are eligible to claim the tax credit and can provide documentation of their status, should contact the Business Office at (808) 934-2746.

Important note about Social Security Numbers (SSN)

Students must provide the University of Hawai'i with a Social Security Number. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers (SSNs) or Individual Taxpayer Identification Numbers (ITINs) to report annually to the IRS any qualified and related expenses billed to students, as well as any scholarship and grant payments made to students. If the University does not have a valid SSN on file, students will be asked to submit a Form W9-S. Forms are available in PDF format at the IRS website at www.irs.gov/pub/irs-pdf/fw9s.pdf

Child Care

The Hawai'i Community College Children's Center is located on the Manono Campus in Hilo. It is an accredited site that provides early education and care for children 18 months to 5 years of age and serves children of students, faculty, and staff from Hawai'i Community College and UH Hilo. Community children are accepted on a space available basis. Tuition rates apply.

The Center, offering a high quality developmental approach to early childhood, serves as a training site for adult students. Under the supervision of qualified instructors and staff, the Center provides students with hands-on laboratory experience as well as consistent opportunities to practice skills needed to become early childhood professionals in the community. For more information call (808) 934-2630.

Bookstore

Textbooks, other educational materials and equipment, software and computer related items, convenience and personal items, gifts, and clothing are sold at the University of Hawai'i at Hilo Bookstore. Personal and Traveler's checks, money orders, VISA, MasterCard, and Discover are accepted.

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

Textbooks can also be ordered online from the UH Hilo Bookstore. Visit www.bookstore.hawaii.edu/hilo

Students taking Distance Education (DE) classes from other University of Hawai'i campuses may purchase books for the DE class by ordering from the link above.

Students attending the Hawai'i CC-Pālanui campus may purchase textbooks online from the UH Hilo Bookstore and have them mailed to the Pālanui campus for a flat rate fee of \$5. After adding the book(s) to the cart, choose the delivery method of "Pālanui". Books will be shipped directly to the Pālanui Library/Learning Center. Students will be notified by the Library/Learning Center when books are available.

Bookstore Hours:

Regular semester hours Mon-Fri:	8:00am - 4:30pm
Summer hours Mon-Fri:	8:00am - 3:30pm
Saturday before classes start:	8:00am - 12 noon
First two days of classes:	8:00am - 6:00pm
Sat, Sun, and Holidays:	closed

Parking on Campus

Parking Office
Auxiliary Services, Bldg 389, Room 7A
1175 Manono Street
Ph: (808) 934-2752

In Hilo, the Manono (Lower) Campus does not require a permit. Parking is open except in labeled/reserved stalls; all vehicles must park in appropriately marked spaces.

Parking permits are required to park a vehicle in all lots on the Upper Campus between 6:00am and 4:00pm (including parking with a Handicap placard and carpool stalls). Starting on the first day of classes, permits need to be displayed on all class days during the Fall and Spring semesters. Daily passes are available or permits can be bought for the semester/academic year on a first-come, first-served basis. Parking applications for the

different zones are available at the Parking Office on the Upper Campus, and online at www.uhh.hawaii.edu/auxsvc/parking. The following items are required to purchase a parking permit:

- completed parking application
- current driver's license
- valid motor vehicle registration certificate
- owner's waiver (if vehicle is not operated by registered owner)
- verification of enrollment (proof of payment done online or in-person, or a financial aid award letter).

At Hawai'i CC-Pālanui, all parking is open except in designated and marked stalls.

Housing

University Housing Office
University of Hawai'i at Hilo
PB-11, Room 1
200 W. Kāwili St.
Ph: (808) 932-7403
fax: (808) 932-7402

e-mail: uhhouse@hawaii.edu
www.hilo.hawaii.edu/housing
www.facebook.com/uhhouse

On-Campus Housing

In its residence hall operation, the UH Hilo University Housing Program is committed to providing an atmosphere where personal growth can occur in an environment that complements the educational objectives of the University. Residents, student staff, and professional staff carry out this commitment by adhering to concepts of responsible freedom, which encourage active participation in the residence hall community. Numerous opportunities for self and group development are available to the residents through participation in the areas of educational, recreational and social programming, community governance, and the development of residence hall policies and procedures. The UH Hilo on-campus housing is open to all students attending Hawai'i Community College.

Residence Halls

University Housing has a variety of room types to meet the needs of most single students, married students, and students with disabilities. On-campus residence halls currently house 922 students in five residence halls. Rooms are furnished with twin-size extra long beds (except for Hale Kauanoē which has standard size twin beds), chest of drawers, chairs, bookshelves, and desks. All other furnishings, including linens, must be supplied by the residents. All halls have recreation lounges, a television room, and laundry facilities. All halls follow the University policy on tobacco products: no smoking is allowed in any rooms or walkways of residence halls. Three halls (Hale Kauanoē, Hale Kanilehua, and Hale Kehau) are alcohol-free and substance-

free halls. Residents in the traditional-style halls and suites are required to participate in one of a variety of on-campus meal plan options.

Hale Kanilehua is a 60 bed traditional styled hall that is open to select UH Hilo students wanting to participate in a living learning community (LLC). The LLC focus is on providing additional learning opportunities outside of the classroom. The goal of the LLC is to integrate curricular and co-curricular experiences.

Hale Kauanoe is a traditional style residence hall that accommodates 136 resident students in shared rooms. Men and women are housed in separate wings. Students share a common bath and restroom on each floor of the wing. Lounge, recreation area, community kitchen, and computer lab are available.

Hale Kehau is a 236-bed, semi-suite-style coed hall. Each two rooms share a connecting bathroom. All rooms are fully carpeted. Six units are designed to meet the needs of students with disabilities. Hale Kehau houses 3 LLCs.

Hale Ikena, an apartment-style facility, provides accommodations for 196 students. Students applying to Hale Ikena must be 21 years of age or have completed 30 college credits. The majority of apartments in this facility are two-bedroom units with accommodations for four students in each unit. A limited number of one-bedroom apartment units accommodate two students. All apartment units are fully furnished with a private bathroom, living room, and kitchen. Residents must provide their own linens and cooking and eating utensils.

Hale 'Alahonua is a two-bedroom semi-suite style facility that features single person bedrooms. The hall includes a large student life area that includes lounges, kitchen, private study rooms, computer lab, and laundry.

Married Students

Married students may reside in student housing provided that at least one spouse per married couple is a full-time student who qualifies under the geographical area provisions of the Board's applicable priority system, the other spouse being a full-time or part-time student.

Students with Disabilities

UH Hilo has a variety of on-campus housing configurations designed to meet the needs of students with disabilities who are capable of living independently. Applicants requesting accommodations should indicate on their application the type of disability-related housing accommodation that is needed. Assignment will be made in collaboration with the Disability Services Office, to determine the applicant's residential accommodation. All decisions will be made in alignment with the Housing Terms of Assignment. A resident student with a qualifying disability and approved accommodation will not be charged a higher rate due to the accommodation.

Applicants requesting accommodations must also work with and be approved by Hawai'i CC Disability Services office before formal housing accommodations can be implemented. The

Housing staff will work closely with the applicant to ensure the appropriate accommodations are in place. Disabilities Services can be contacted at (808) 934-2825; or by e-mail at hawccds@hawaii.edu

The available accessible housing units are:

- Hale Ikena: Apartment for mobility, vision, and auditory impaired,
- Hale 'Alahonua: Suites for mobility, vision, and auditory impaired,
- Hale Kehau: Suites for mobility, vision, and auditory impaired,
- Hale Kanilehua: Room for mobility, vision, and auditory impaired.

Application Procedures

Students wanting to apply for on-campus housing should go to the UH Hilo University Housing website and click on Apply Here in the right-hand side bar:

hilo.hawaii.edu/housing

Students must log on to the portal using their hawaii.edu username and password. Students who have been accepted to UH Hilo or Hawai'i CC will be allowed to apply. To complete the application, students will need their student ID number, and credit card or debit card information to pay the application fee.

Assignments are made according to the date of receipt of application, non-refundable application fee, Board of Regents assignment priority, acceptance to a classified University Program, and hall preference. BOR policy gives priority to all traditional freshmen. For priority considerations, application must be received by the University Housing Office by March 1st.

All on-campus housing applicants must be accepted into a classified program of study before being eligible for housing placement. Assignments are for the semester or remaining portion. Applications for the upcoming academic year are available early January and should be submitted as early as possible.

Admission to the University does not assure students of on-campus housing. Receipt of a housing application and application fee by the University Housing Office does not guarantee on-campus housing.

Rates

For current rates, go to the University Housing website.

hilo.hawaii.edu/housing

Board Program

The meal program is administered by Sodexo Campus Services. Residents can select from four meal plans. All residents living in Hale Kanilehua, Hale Kauanoe, Hale Kehau, and Hale 'Alahonua are required to be on a meal plan. Residents of Hale Ikena may purchase a meal plan at the same rates. For more information and rates, go to the Sodexo website at uhh.sodexomyway.com/my-meal-plan