



UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE

2016-2017 Catalog

HAWAII COMMUNITY COLLEGE

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Disclaimer

This catalog provides general information about Hawaii'i Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.

Chancellor's Welcome Letter

Aloha kākou!

On behalf of the entire Hawai'i Community College 'Ohana, I bid you welcome.

For over 75 years, Hawai'i Community College has been committed to promoting a learning community and environment in which the Spirit of Excellence, E 'Imi Pono, helps all students to be successful in their goals and dreams.

Hawai'i Community College is an excellent college to begin or continue your academic journey. Whether you are preparing to transfer to a university, pursuing a career in a professional-technical field, taking pre-college classes, or participating in training or courses for personal and professional enrichment, we can help you achieve your goals.

Hawai'i Community College takes pride in our Kauhale – our 'Ohana of dedicated and passionate faculty and staff committed to the success of our students. This is seen in the relationships among faculty and staff with our students, the professional or industry-based background of our faculty, and our small class sizes. We offer over 25 programs to serve a variety of interests. Our programs are offered in multiple locations on the Big Island that includes the Manono Campus, the shared facility at University of Hawai'i at Hilo, and the new state-of-the-art facility on the west side at Pālanuanui.

I invite you to explore the many educational opportunities available to you at Hawai'i Community College. Our 'Ohana look forward in helping you pursue your intellectual, civic, professional, and personal endeavors with an enriching educational experience that will last you a lifetime.

Me ke aloha pumehana,



Rachel Solemsaas, Ed.D.
Chancellor
Hawai'i Community College



Academic Calendar 2016-2017

Fall 2016 Semester Calendar

May 31 (T)	Last day for International Students (living abroad) to submit complete Fall 2016 application
July 22 (F)	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Aug 1 (M)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2016 application
Aug 1 (M)	Last day to submit completed applications for Fall 2016 Semester
Aug 16-17 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Aug 19 (F)	<i>Admission Day (Holiday)</i>
Aug 22 (M)	First day of Instruction NOTE: A \$30.00 Late Registration fee will be charged for new registrations on or after the first day of instruction. Tuition Payment is due by 4:00pm on the day you register.
Aug 22-26 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Aug 26 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † ‡ NOTE: If you register and decide to not attend, you must officially withdraw by the 100% refund date. Failure to officially withdraw will result in a financial obligation to the UH System and may also result in a failing grade on your permanent academic record for the class(es) not attended. †
Aug 26 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes
Sep 5 (M)	<i>Labor Day (Holiday)</i>
Sep 12 (M)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes † ‡
Sep 12 (M)	Last day to Withdraw from semester-length classes <u>without</u> a “W” † ‡
Sep 12 (M)	Financial Aid enrollment status determination date
Sep 30 (F)	“I” removal deadline: Student to Instructor
Nov 3 (R)	Last day to Withdraw from semester-length classes <u>with</u> a “W” †
Nov 3 (R)	“I” removal deadline: Instructor to ARO/PAL Office
Nov 3 (R)	Last day to submit application to Audit classes
Nov 3 (R)	Last day to exercise the Credit/No Credit option (CR/NC)
Nov 3 (R)	Last day to apply for Credit by Exam for Fall Semester
Nov 3 (R)	Last day to “opt-out” of Summer 2016/Fall 2016 degree conferral
Nov 3 (R)	Last day for International Students (living abroad) to submit complete Spring 2016 application
Nov 7 (M)	Spring 2017 Registration for continuing students. NOTE: Information for Tuition and Fees Payment will be provided with registration information.
Nov 8 (T)	<i>Election Day (Holiday)</i>
Nov 11 (F)	<i>Veterans’ Day (Holiday)</i>
Nov 24 (R)	<i>Thanksgiving (Holiday)</i>
Nov 25 (F)	<i>Non-Instructional Day</i>
Dec 1 (R)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2017 application
Dec 8 (R)	Last day of Instruction
Dec 8 (R)	Last day to order diploma/certificate from ARO
Dec 9 (F)	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Dec 9 (F)	Writing Assessment Day for English Department
Dec 9(F)	Final Exams for classes that met on Fridays only throughout the semester
Dec 12-15 (M-R)	Final Examinations
Dec 19 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 26 (M)	<i>Christmas Day (Holiday)</i>
Jan 2, 2017 (M)	<i>New Year’s Day (Holiday)</i>
Jan 9, 2017 (M)	First Day of Spring 2017 Semester

† Deadlines for part-term classes vary. Click the “Check Class Availability” link at www.hawaii.hawaii.edu then choose “Fall”, an alpha, and a CRN to view its refund and withdrawal deadlines.

‡ If your home campus is HawCC and you are withdrawing from your last class at HawCC, you must also submit a Complete Withdrawal Form to the ARO/WHSS Office for processing. Refund deadlines apply.

NOTES: ‘ARO’ denotes the Admissions & Records Office (Hilo)
‘PAL’ denotes the Student Services Office at Pālananui (WH)

Academic Calendar subject to change.



Academic Calendar 2016-2017

Spring 2017 Semester Calendar

Oct 31 (M)	Last day for International Students (living abroad) to submit complete Spring 2017 application
Dec 1 (R)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2017 application
Dec 9 (F)	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Dec 15 (R)	Last day to submit completed applications for Spring 2017 Semester
Jan 2 (M)	<i>New Year's Day (Holiday)</i>
Jan 3-4 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Jan 9 (M)	First day of Instruction NOTE: A \$30.00 Late Registration fee will be charged for new registrations on or after the first day of instruction. Tuition Payment is due by 4:00pm on the day you register.
Jan 9-13 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Jan 13 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † ‡ NOTE: If you register and decide to not attend, you must officially withdraw by the 100% refund date. Failure to officially withdraw will result in a financial obligation to the UH System and may also result in a failing grade on your permanent academic record for the class(es) not attended. †
Jan 13 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Jan 16 (M)	<i>Martin Luther King, Jr. Day (Holiday)</i>
Jan 30 (M)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes † ‡
Jan 30 (M)	Last day to Withdraw from classes <u>without</u> a "W" † ‡
Jan 30 (M)	Financial Aid enrollment status determination date
Feb 20 (M)	<i>Presidents' Day (Holiday)</i>
Mar 3 (F)	<i>Non-Instructional Day</i>
Mar 10 (F)	"I" removal deadline: Student to Instructor
Mar 27 (M)	<i>Kūhiō Day (Holiday)</i>
Mar 27-31 (M-F)	<i>Spring Recess (No School)</i>
Apr 14 (F)	<i>Good Friday (Holiday)</i>
Apr TBA	Fall 2017 Registration for continuing students. NOTE: Information for Tuition and Fees Payment will be provided with registration information.
Apr 3 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Apr 3 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Apr 3 (M)	Last day to submit application to Audit classes
Apr 3 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Apr 3 (M)	Last day to apply for Credit by Exam for Spring Semester
Apr 3 (M)	Last day to "opt-out" of Spring 2017 degree conferral
Apr 3 (M)	Last day to submit Intent to Graduate form
Apr 15 (S)	Last day for International Students (living abroad) to submit complete Fall 2017 application
May 3 (W)	Last day of Instruction
May 3 (W)	Last day to order diploma/certificate from ARO
May 4 (R)	Writing Assessment Day for English Department
May 5 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 8-11 (M-R)	Final Examinations
May 12 (F)	Hawai'i Community College Commencement - Hilo
May 13 (S)	Hawai'i Community College - Pālanuanui Commencement
May 15 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 31 (W)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2017 application

† Deadlines for part-term classes vary. Click the "Check Class Availability" link at www.hawaii.hawaii.edu then choose "Spring", an alpha, and a CRN to view its refund and withdrawal deadlines.

‡ If your home campus is HawCC and you are withdrawing from your last class at HawCC, you must also submit a Complete Withdrawal Form to the ARO/WHSS Office for processing. Refund deadlines apply.

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