

# Chancellor's Welcome Letter

Aloha kākou!

It is my honor to welcome you to Hawai'i Community College.

As you peruse our catalog, you probably already know that an investment in college will pay huge dividends: financially, professionally, and in the overall improvement of your quality of life. At Hawai'i Community College, we are committed to helping you achieve your educational goals and dreams in the spirit of excellence, "E 'Imi Pono."

Our graduates have gone on to achieve great things: they are professors, politicians, teachers, law enforcement officers, attorneys, mechanics, nurses, contractors, chefs, and the list goes on. Many of our alumni transfer to four-year universities or enter the workforce in their chosen professional-technical careers.

If you are uncertain about your career, we can help you navigate. If you are certain, we can help you reach your destination faster. We are designed to help students grow and succeed, and we look forward to working with you on your journey.

Our community college is part of a greater partnership, one that involves community leaders, taxpayers, donors, regents, legislators, alumni, students, faculty, and the support of the University of Hawai'i and the state of Hawai'i. I invite you to explore the many educational opportunities available to you at Hawai'i Community College.

Me ke aloha pumehana,



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





UNIVERSITY of HAWAII®  
**HAWAII**  
COMMUNITY COLLEGE

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## 2017-2018 Catalog

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### **HAWAII COMMUNITY COLLEGE**

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\* Host location for the University Center, West Hawaii'i

#### 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.

# Academic Calendar 2017-2018

## Fall 2017 Semester Calendar

May 31 (W)	Last day for International Students (living abroad) to submit complete Fall 2017 application
July 21 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Aug 1 (T)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2017 application
Aug 1 (T)	Last day to submit completed applications for Fall 2017 Semester
Aug 15-16 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Aug 18 (F)	<i>Admission Day (Holiday)</i>
Aug 21 (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 registered.
Aug 21-25 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Aug 25 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes †
	NOTE: Students who register and decide to not attend, 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 the permanent academic record for the class(es) not attended. †
Aug 25 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes
Sep 4 (M)	<i>Labor Day (Holiday)</i>
Sep 12 (T)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Sep 12 (T)	Last day to Withdraw from semester-length classes <u>without</u> a "W" †
Sep 12 (T)	Financial Aid enrollment status determination date
Sep 29 (F)	"I" removal deadline: Student to Instructor
Oct 30 (M)	Last day to apply for Credit by Exam for Fall Semester
Oct 30 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Oct 30 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Oct 30 (M)	Last day to submit application to Audit classes
Oct 30 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Oct 30 (M)	Last day to "opt-out" of Summer 2017/Fall 2017 degree conferral
Oct 31 (T)	Last day for International Students (living abroad) to submit complete Spring 2018 application
Nov 1 (W)	Spring 2018 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Nov TBA	Early Registration begins for continuing students for Spring 2018 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
Nov 10 (F)	<i>Veterans' Day (Holiday)</i>
Nov 23 (R)	<i>Thanksgiving (Holiday)</i>
Nov 24 (F)	<i>Non-Instructional Day</i>
Dec 1 (F)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2018 application
Dec 7 (R)	Last day of Instruction
Dec 7 (R)	Last day to order diploma/certificate from ARO
Dec 8 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Dec 8 (F)	Writing Assessment Day for English Department
Dec 8 (F)	Final Exams for classes that met on Fridays only throughout the semester
Dec 11-14 (M-R)	Final Examinations
Dec 15 (F)	Last day to submit completed applications for Spring 2018 Semester
Dec 18 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 25 (M)	<i>Christmas Day (Holiday)</i>
Jan 1, 2018 (M)	<i>New Year's Day (Holiday)</i>
Jan 8, 2018 (M)	First Day of Spring 2018 Semester

† Deadlines for part-term classes vary. Click the "Class Availability" link at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) then choose "Fall", an alpha, and a CRN to view its refund and withdrawal deadlines.

**NOTES:** 'ARO' denotes the Admissions & Records Office (Hilo)  
'PAL' denotes the Student Services Office at Pālanuanui (WH)

*Academic Calendar subject to change.*



# Academic Calendar 2017-2018

## Spring 2018 Semester Calendar

Oct 31 (T)	Last day for International Students (living abroad) to submit complete Spring 2018 application
Dec 1 (F)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2018 application
Dec 8 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Dec 15 (F)	Last day to submit completed applications for Spring 2018 Semester
Jan 1 (M)	<i>New Year's Day (Holiday)</i>
Jan 2-3 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Jan 8 (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 registered.
Jan 8-12 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Jan 12 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † NOTE: Students who register and decide to not attend, 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 the permanent academic record for the class(es) not attended. †
Jan 12 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Jan 15 (M)	<i>Martin Luther King, Jr. Day (Holiday)</i>
Feb 1 (R)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Feb 1 (R)	Last day to Withdraw from classes <u>without</u> a "W" †
Feb 1 (R)	Financial Aid enrollment status determination date
Feb 19 (M)	<i>Presidents' Day (Holiday)</i>
Mar 2 (F)	<i>Non-Instructional Day</i>
Mar 9 (F)	"I" removal deadline: Student to Instructor
Mar 26 (M)	Summer 2018 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Mar 26 (M)	<i>Kūhiō Day (Holiday)</i>
Mar 26-30 (M-F)	<i>Spring Recess (No School)</i>
Mar 30 (F)	<i>Good Friday (Holiday)</i>
Apr 1 (S)	Fall 2018 classes posted on Class Availability website. See link at top of <a href="http://www.hawaii.hawaii.edu">www.hawaii.hawaii.edu</a>
Apr TBA	Early Registration begins for continuing students for Summer 2018 (open) and Fall 2018 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
Apr 2 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Apr 2 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Apr 2 (M)	Last day to submit application to Audit classes
Apr 2 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Apr 2 (M)	Last day to apply for Credit by Exam for Spring Semester
Apr 2 (M)	Last day to "opt-out" of Spring 2018 degree conferral
Apr 2 (M)	Last day to submit Intent to Graduate form
May 2 (W)	Last day of Instruction
May 2 (W)	Last day to order diploma/certificate from ARO
May 3 (R)	Writing Assessment Day for English Department
May 4 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 7-10 (M-R)	Final Examinations
May 11 (F)	Hawai'i Community College Commencement - Hilo
May 12 (Sa)	Hawai'i Community College - Pālanuanui Commencement
May 14 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 15 (T)	Priority deadline for new students to apply for Summer 2018 session. Contact ARO for details.
May 21 (M)	First day of Summer Session I. NOTE: A \$10.00 Late Registration fee will be charged for new Summer registrations on or after this day - even if the Summer class starts later.
May 31 (R)	Last day for International Students (living abroad) to submit complete Fall 2018 application
Aug 1 (W)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2018 application
Aug 1 (W)	Last day to submit completed applications for Fall 2018 Semester

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

**NOTES:** 'ARO' denotes the Admissions & Records Office (Hilo)  
'PAL' denotes the Student Services Office at Pālanuanui (WH)

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College catalogs are published once per year or less frequently and do not always reflect the most recent campus actions involving core courses. For the most recent information concerning core courses, students should check with their advisor.