

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."

The COVID-19 pandemic continues to create a new paradigm for our learning community. It has changed the way we all live, work, and learn. These challenging times require that we adapt to a seemingly ever-changing situation. We are heartened that with vaccination and prevention measures, we are slowly planning for our post-pandemic reality.

To meet your educational needs, the Hawai'i Community College Kauhale is working together to ensure that you continue your education while staying safe and healthy. We anticipate the continued use of appropriate technology for your courses and services while we adopt new options to deliver hands-on training to students safely.

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



Hō'ōia 'Āina - Land Acknowledgement

Hawai'i Community College with profound reflection offer this Hō'ōia 'Āina, Land Acknowledgement, acknowledging Hawai'i as an indigenous space whose original people are today identified as Native Hawaiians.

I recognize that her majesty Queen Lili'uokalani yielded the Hawaiian Kingdom under duress and in protest to the United States. I further recognize how generations of Indigenous Hawaiians and their knowledge systems continue to emphasize Hawai'i as a model for sustainability. I remain committed to promoting equity for Native Hawaiians and other marginalized groups.

Hawai'i Community College aligns with the University of Hawai'i's commitment to fostering the wellbeing of our indigenous communities through our academic processes, a ten-campus, system-wide transformation we call Hawai'i Papa O Ke Ao.

With much aloha, Hawai'i Community College Kauhale welcomes you to the moku (island) of Hawai'i, in this land division we call Waiākea, in the district of Hilo Hanakahi (Manono campus); in Pāalamanui, in the district of North Kona (Pāalamanui campus); and in Honoka'a, in the district of Hāmākua (Kō Education Center).

We are in Hawai'i. Ano'ai.



UNIVERSITY of HAWAII®
HAWAII
COMMUNITY COLLEGE

2022-2023 Catalog

HAWAII COMMUNITY COLLEGE

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* Host location for the University Center, West Hawaii

Disclaimer

This catalog provides general information about Hawaii 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 2022-2023

Fall 2022 Semester Calendar

May 31 (T)	Last day for International Students (living abroad) to submit complete Fall 2022 application
Aug 1 (M)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2022 application
Aug 1 (M)	Last day to submit completed applications for Fall 2022 Semester
Aug 16-17 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Aug 18 (R)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Aug 19 (F)	<i>Statehood 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 registered.
Aug 22-30 (M-T)	Online registration available until 11:59pm on Tuesday (for semester-length classes)
Aug 30 (T)	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 30 (T)	Last day to receive Fees Refund for withdrawal from all UH system classes
Aug 30 (T)	Last day to submit Change of Major request
Sep 5 (M)	<i>Labor Day (Holiday)</i>
Sep 13 (T)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Sep 13 (T)	Last day to Withdraw from semester-length classes <u>without</u> a "W" †
Sep 13 (T)	Financial Aid enrollment status determination date
Sep 23 (F)	"I" removal deadline: Student to Instructor
Oct 31 (M)	Last day for International Students (living abroad) to submit complete Spring 2023 application
Oct 31 (M)	Last day to apply for Credit by Exam for Fall Semester
Oct 31 (M)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Oct 31 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Oct 31 (M)	Last day to submit application to Audit classes
Oct 31 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Oct 31 (M)	Last day to "opt-out" of Summer 2022/Fall 2022 degree conferral
Nov 1 (T)	Spring 2023 classes posted on Class Availability website. See link at top of www.hawaii.hawaii.edu
Nov 7 (M)	Early Registration begins for continuing students for Spring 2023 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
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 2023 application
Dec 8 (R)	Last day of Instruction
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 12-16 (M-F)	Final Examinations (Friday exams are reserved for make up exams per instructor discretion)
Dec 15 (R)	Last day to submit completed applications for Spring 2023 Semester
Dec 16 (F)	Last day to order diploma/certificate from ARO
Dec 19 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 26 (M)	<i>Christmas Day (Holiday)</i>
Jan 2, 2023 (M)	<i>New Year's Day (Holiday)</i>
Jan 6, 2023 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Jan 9, 2023 (M)	First Day of Spring 2023 Semester

† Deadlines for part-term classes vary. Click the "Class Availability" link at 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 2022-2023

Spring 2023 Semester Calendar

Oct 31 (M)	Last day for International Students (living abroad) to submit complete Spring 2023 application
Dec 1 (R)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2023 application
Dec 15 (R)	Last day to submit completed applications for Spring 2023 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 6 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
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 registered.
Jan 9-17 (M-T)	Online registration available until 11:59pm on Tuesday (for semester-length classes)
Jan 16 (M)	<i>Dr. Martin Luther King, Jr. Day (Holiday)</i>
Jan 17 (T)	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 17 (T)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Jan 17 (T)	Last day to submit Change of Major request
Feb 1 (W)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Feb 1 (W)	Last day to Withdraw from classes <u>without</u> a "W" †
Feb 1 (W)	Financial Aid enrollment status determination date
Feb 20 (M)	<i>Presidents' Day (Holiday)</i>
Mar 3 (F)	<i>Non-Instructional Day</i>
Mar 3 (F)	"I" removal deadline: Student to Instructor
Mar 13-17 (M-F)	<i>Spring Recess (No School)</i>
Mar 20 (M)	Summer 2023 classes posted on Class Availability website. See link at top of www.hawaii.hawaii.edu
Mar 24 (F)	Last day to Withdraw from semester-length classes <u>with</u> a "W" †
Mar 24 (F)	"I" removal deadline: Instructor to ARO/PAL Office
Mar 24 (F)	Last day to submit application to Audit classes
Mar 24 (F)	Last day to exercise the Credit/No Credit option (CR/NC)
Mar 24 (F)	Last day to apply for Credit by Exam for Spring Semester
Mar 24 (F)	Last day to "opt-out" of Spring 2023 degree conferral
Mar 27 (M)	<i>Prince Jonah Kūhīō Kalaniana'ole Day (Holiday)</i>
Mar 28 (T)	Fall 2023 classes posted on Class Availability website. See link at top of www.hawaii.hawaii.edu
Apr 3 (M)	Early Registration begins for continuing students for Summer 2023 (open) and Fall 2023 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
Apr 7 (F)	<i>Good Friday (Holiday)</i>
May 3 (W)	Last day of Instruction
May 5 (F)	Writing Assessment Day for English Department
May 5 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 8-12 (M-F)	Final Examinations (Friday exams are reserved for make up exams per instructor discretion)
May 12 (F)	Last day to order diploma/certificate from ARO
May 12 (F)	Priority deadline for new students to apply for Summer 2023 session. Contact ARO for details.
May 12 (F)	Hawai'i Community College Commencement - Hilo
May 13 (Sa)	Hawai'i Community College - Pāhala Commencement
May 15 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 22 (M)	First day of Summer Session I. NOTE: Start dates for individual classes may differ.
May 31 (W)	Last day for International Students (living abroad) to submit complete Fall 2023 application
July 3 (M)	First day of Summer Session II. NOTE: Start dates for individual classes may differ.
Aug 1 (T)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2023 application
Aug 1 (T)	Last day to submit completed applications for Fall 2023 Semester

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

Academic Calendar subject to change.

Table of Contents

Academic Calendar 2022-2023	2	Student Health Insurance	24
Fall 2022 Semester Calendar	2	Placement Testing	24
Spring 2023 Semester Calendar	3	Student Orientation, Advising and Registration (S.O.A.R.).....	25
General Information	6	Credits	25
Kauhale.....	6	Registration, Withdrawals, and Other Changes.....	26
Mission.....	6	Tuition and Fees 2022-2023	26
Vision	6	Child Care.....	27
Institutional Learning Outcomes	6	Bookstore.....	27
Ke Ala Nu'ukia	6	Parking on Campus	28
Ka 'Ōlelo Nu'ukia	6	University Housing and Residence Life	28
Nā Hopena A'o Honua Kula.....	6	Academic and Other Policies	30
General Education Philosophy	7	Attendance, Satisfactory Progress, Academic Probation, Dismissal, Readmission.....	30
General Education Learning Outcomes (GELOs)	7	Academic Renewal Policy	31
Accreditation	7	Grades.....	31
A Rich Legacy.....	7	Independent Studies/Directed Studies	32
Community Involvement	8	Repeating Courses.....	33
The Hawai'i Community College Learning Experience.....	8	Courses Fulfilling Two Different Area Requirements	33
Campus Governance.....	8	Cross-listed Courses	33
Hawai'i Papa O Ke Ao	9	Final Examinations	33
Ho'olulu Council.....	9	Course Evaluation System (CES) - Student Evaluation of Instructors	33
Kīpaepae Hawai'i Protocols Committee	9	Prior Learning Assessment.....	34
Articulation Agreements with Other Campuses	9	Academic Waivers and Substitutions.....	35
WICHE Interstate Passport.....	11	Classification of Students	35
Construction Academy.....	11	Change of Major/Classified Status	35
Ka'ū Dream Project.....	11	Time Limits on Credits Earned	36
Distance Education at Hawai'i Community College.....	11	Termination of Program	36
Facilities.....	13	Graduation Requirements.....	36
Hawai'i Community College-Pāalamanui.....	13	Graduation Information	36
Kō Education Center	13	Academic Honors	37
Academic Support Services.....	13	Hawai'i CC Transcripts	37
EDvance (the Office of Continuing Education and Training)	15	Counseling and Support Services	38
Student Organizations	16	STAR Advising Tool.....	40
Alpha Psi Epsilon Chapter of Phi Theta Kappa	16	Transferring from Hawai'i CC to a UH System Community College.....	40
Emergency Management.....	16	Transferring from Hawai'i CC to a UH System Baccalaureate Program	40
UH Alert Emergency Notification System	16	Transferring from Hawai'i CC to a Non-UH System Campus	41
Care Team	16	General Policies	42
Average Graduation and Persistence Rates	17	Family Educational Rights and Privacy Act (FERPA)	42
Admission and Registration	18	Academic Freedom.....	43
Admission of Students.....	18	Statement on Professional Ethics.....	43
Acceptance to Hawai'i Community College	18	Academic Grievances.....	44
Residency Regulations for Tuition Purposes	19	Policy of Nondiscrimination, Affirmative Action, and Filing Complaints	44
Nonresident Students	20	Policy of Sexual Harassment and Sexual Assault	45
International Students.....	20	Electronic Communication Policy	45
Veterans and Dependents	21	Student Conduct Code	45
Transfer Students	22	Disruptive Students.....	50
Transferring Credits from External Institutions to Hawai'i CC.....	22		
Auditors.....	23		
Returnees	23		
Unclassified Nondegree Students	23		
Early Admission Program	23		
Health Requirements for Registration.....	23		

Children of Hawai'i CC Students	51	Liberal Arts (AA-LBRT) Associate in Arts Degree	84
Animals on Campus.....	51	Liberal Arts/Associate in Arts with a Concentration in	
Smoking on Campus	52	Administration of Justice (LBRT).....	86
Death of a Hawai'i CC Student.....	52	Liberal Arts/Associate in Arts with a Concentration in	
Workplace Non-Violence	53	Art (LBRT).....	87
Campus Safety and Security	53	Liberal Arts/Associate in Arts with a Concentration in	
Financial Aid	54	History (LBRT)	88
Types of Financial Aid.....	56	Liberal Arts/Associate in Arts with a Concentration in	
Hawai'i CC Degrees & Certificates.....	58	Psychology (LBRT)	90
Curricula and Programs.....	60	Liberal Arts/Associate in Arts with a Concentration in	
Associate in Arts (A.A.) Degree	60	Sociology (LBRT).....	91
Associate in Applied Science (A.A.S.) Degree	62	Liberal Arts/Associate in Arts Exploratory Majors	92
Associate in Science (A.S.) Degree.....	63	Machine, Welding and Industrial Mechanics Technologies	
Associate in Technical Studies (A.T.S.) Degree.....	64	(MWIM)	92
Certificate of Achievement (C.A.).....	65	Marketing (MKT).....	93
Certificate of Competence (C.O.)	65	Natural Science (NSCI)	93
Academic Subject Certificate (A.S.C.).....	65	Nursing and Allied Health Programs.....	95
Residency Requirement for Graduation	65	Nursing, Associate in Science Degree in Nursing (NURS).....	96
Assessment	65	Nursing, Practical (PRCN).....	98
Course Review Policy.....	65	Nurses' Aide.....	98
Program Descriptions	66	Substance Abuse Counseling (SUBS).....	98
Accounting (ACCT).....	66	Sustainability Academic Subject Certificate (ASC-LBRT-SUSI) ..	99
Administration of Justice (AJ)	66	Tropical Forest Ecosystem and Agroforestry Management	
Agriculture (AGR)	67	(TEAM).....	100
Architecture, Engineering and Construction		Program Advisory Councils.....	101
Technologies (AEC)	68	Non-Credit Course Listings.....	104
Auto Body Repair and Painting (ABRP)	69	Grading for Non-Credit Courses	104
Automotive Technology (AMT).....	70	How to Read the Non-Credit Course Listings.....	104
Business Technology (BTEC).....	70	Intensive English Program (IEP).....	104
Carpentry (CARP).....	71	Accelerate to Success Initiative.....	105
Cisco Networking Academy (CNA).....	72	Placement Qualifiers.....	105
Community Health Worker (CHW).....	72	Non-Credit English.....	105
Cooperative Vocational Education (CVE).....	72	Credit Course Listings	106
Creative Media (CM).....	73	Cooperative Vocational Education.....	106
Culinary Arts (CULN)	73	Independent Studies/Directed Studies	106
Diesel Mechanics (DISL)	74	Learning Communities.....	106
Digital Media Arts (DMA)	75	Grading for English and Mathematics Developmental	
Early Childhood Education (ECED).....	75	Corequisite Courses	106
Electrical Installation and Maintenance Technology (EIMT)	76	How to Read the Credit Course Listings.....	106
Electronics Technology (ET).....	77	Which English Course Should I Take?.....	128
Environmental Studies Academic Subject Certificate		Which Math Course Should I Take?	143
(ASC-ENVS)	78	Faculty and Staff.....	157
Fire Science (FS).....	78	Administration	164
Global Studies Academic Subject Certificate		University of Hawai'i Board of Regents	164
(ASC-LBRT-GLS).....	79	Hawai'i Community College Administration	164
Hawai'i Life Styles Academic Subject Certificate		University of Hawai'i System President and Administrative	
(ASC-HWST-HLS)	80	Team	164
Hawaiian Studies (AA-HWST) Associate in Arts Degree.....	80	Hawai'i Community College Instructional Units	164
Hospitality and Tourism (HOST)	82	Index	168
Human Services (HSER)	82	Campus Maps.....	176
Information Technology (IT).....	83		

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

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'omāhuhua 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 kālāi'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 maele like 'ole o kēia kula kaiāulu nei i kaiāulu kālāi'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 lo'i 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

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.

The Academic Senate initiated and oversees the General Education (GE) Committee, made up of discipline faculty and student support services representation, which considers for approval courses appropriate for GE designation for the AA and AS degrees.

The course designation process for AAS degrees involves agreements between the degree program and discipline faculty who approve courses as appropriate for meeting the programs' Cultural, Natural, and Social Environments GE requirements.

General Education Learning Outcomes (GELOs)

- 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.

Accreditation

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

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:

<u>Program</u>	<u>Accrediting Organization</u>
Culinary Arts	• American Culinary Federation Foundation, Inc. Accrediting Commission (ACFFAC)
Hawai‘i CC Children’s Center	• National Association for the Education of Young Children (NAEYC)
A.S. in Nursing	• Accreditation Commission for Education in Nursing (ACEN)

A Rich Legacy

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 Pāalamanui 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-Pāalamanui.

Hawai‘i Community College-Pāalamanui 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 21st century learning.

Community Involvement

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

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.

Campus Governance

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 means for the Kauhale to maintain and strengthen college-wide communication and shared governance. The Council serves as a college-wide organization with representation from all major campus constituencies and ex-officio members. As representatives of the Kauhale, the Council develops and assists in the implementation of the College's Strategic Plan through an inclusive, participatory, and transparent planning, evaluation, and resource allocation process. The Council is responsible for providing oversight for campus-wide committee tasks and reviewing policies affecting the institution. 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 or the Associated Students of the University of Hawai'i (ASUH).

Issues under the Council charter refer to matters of College concern. Any member from the Kauhale may bring college-wide issue to the Council. College-wide issues may include, but are not limited to:

- budget and resource allocation,
- strategic planning (budget, facilities, health and safety, technology),
- community relations,
- accreditation, assessment and institutional effectiveness,
- institutional guiding statements (mission, vision, and institutional outcomes),
- schedule of college meetings, and
- coordination of committees, as appropriate.

Hawai'i Papa O Ke Ao

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.

Ho'olulu Council

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.

Kīpaepae Hawai'i Protocols Committee

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.

Articulation Agreements with Other Campuses

Hawai'i Community College has partnered with other campuses to promote educational opportunities for students who wish to further their education.

Art or Digital Art/Creative Media

- **University of Hawai'i at Hilo Art Program** For students who complete a Hawai'i CC Associate of Arts with a Concentration in Art degree and want to pursue a Bachelor of Arts degree in Art at UH Hilo. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.
- **University of Hawai'i-West O'ahu Creative Media Programs** Students who complete an identified Associate's degree at their respective institutions may transfer as classified students to the University of Hawai'i West O'ahu's Bachelor of Arts (BA) in Creative Media with a concentration in Communications and New Media Technologies, Design and Media, General Creative Media, or Video Game Design and Development. For more information, contact Meidor Hu (808) 934-2590.

Bachelor's Degree

- **Oregon State University** 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.
- **University of Hawai'i at Hilo Degree Pathways Partnership Program** 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.

- **University of Hawai'i-Mānoa Ka'ie'ie Degree Pathway Partnership** Designed to help Hawai'i Community College students successfully transfer to UH Mānoa. Ka'ie'ie students are admitted to both UH Mānoa and Hawai'i CC (dual-admissions); work with transfer specialists and counselors to create a long term academic plan; receive academic advising at both campuses (Hawai'i CC and UH Mānoa); can take UH Mānoa courses while still completing courses at Hawai'i CC (dual-enrollment); and register early upon transfer to UH Mānoa (priority registration). To learn more about the Ka'ie'ie Program and eligibility requirements, contact the Counseling, Advising and Support Services Center at (808) 934-2720, or visit the webpage at uhcc.hawaii.edu/kaieie
- **Western Governors University (WGU)** offers Hawai'i CC graduates bachelor's and master's degrees with pathways in business, information technology, nursing and teaching. As a competency-based, student-focused, online, nonprofit university, WGU is designed with students in mind - particularly, the busy, working, adult student. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

Business

- **University of Hawai'i-Maui College Applied Business and Information Technology Program** Provides a transfer pathway for students who complete an Associate in Science in Information Technology degree and would like to pursue a Bachelor of Applied Science in Applied Business and Information Technology at UHMC. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.
- **University of Hawai'i-West O'ahu Business Administration Program** Provides a transfer pathway for students in the Associate in Applied Science degree in Marketing who would like to pursue a Bachelor of Arts degree in Business Administration with a concentration in Marketing at UHWO. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

Early Childhood Education

- **Chaminade University of Honolulu Early Childhood Education** Through their Extended University Accelerated Undergraduate Program, Chaminade offers a 2+2 pathway leading to a Bachelor of Science in Early Childhood Education, and Bachelor of Science Early Childhood Education with Montessori/PreK-K Licensure. Options include a 100% online non-licensure track and a

hybrid PreK-K licensure with Montessori credential track. The Hawai'i Community College AS in Early Childhood Education articulates with the 2+2 at Chaminade. For more information, contact Jana Smith at (808) 934-2629 or Brenda Watanabe at (808) 934-2637.

- **University of Hawai'i-Mānoa Early Childhood Education Program** 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, contact Jana Smith (808) 934-2629 or Brenda Watanabe at (808) 934-2637.
- **University of Hawai'i-West O'ahu BA in Social Sciences with a Concentration in Early Childhood Education** 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 or Brenda Watanabe at (808) 934-2637.

Fire Science

- **Eastern Oregon State University Fire Services Administration Program** Promotes educational opportunities for students to earn a Fire Service Administration Bachelor of Science Degree. The completion of a Hawai'i CCAS in Fire Science degree will fulfill all of EOU's lower division Fire Service Administration course requirements. Students who transfer to EOU will receive a transcript evaluation to determine what completed courses can be applied to the EOU General Education requirements. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

Humanities

- **University of Hawai'i at Hilo English Program** Provides a transfer pathway for students who complete a Hawai'i CC Associate of Arts in Liberal Arts degree with an English track and want to pursue a Bachelor of Arts degree in English at UH Hilo. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

Natural Science

- **University of Hawai'i at Hilo Natural Science Programs** Allows Hawai'i CC graduates with an Associate of Science 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 Pamela Scheffler by e-mail (pamelays@hawaii.edu).
- **University of Hawai'i at Hilo Natural Science Programs with pathways to the Teaching Program** A second Memorandum of Understanding (MOU) was created to provide several Natural Science pathways for students who complete an AS in Natural Science degree and would like to pursue a BA in Natural Science at UH Hilo. These pathways provide a specific track of education courses to prepare students for application into the Master of Arts in Teaching program. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

Social Sciences

- **University of Hawai'i-Mānoa Aloha Pathway: Social Sciences** Designed for Hawai'i CC students interested in obtaining a Social Sciences degree from UH Mānoa, the partnership allows qualifying students to take online courses that articulate to various College of Social Sciences (CSS) Bachelor's degree programs. The online nature of the Aloha Pathway program allows Hawai'i CC students to conveniently learn at their own pace through flexible course offerings. For more information, please contact the Counseling, Advising and Support Services Center at (808) 934-2720.

Sociology

- **University of Hawai'i at Hilo Sociology Program** Provides a transfer pathway for students who complete a Hawai'i CC Associate of Arts with a Concentration in Sociology degree and want to pursue a Bachelor of Arts degree in Sociology at UH Hilo. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

WICHE Interstate Passport

Hawai'i Community College is a member of the national Interstate Passport initiative. Based at the Western Interstate Commission for Higher Education (WICHE) in Boulder, CO, the Interstate Passport is a tool that facilitates the transfer of blocks of general education credit across state lines. The goal is to make the transfer process as seamless and efficient as possible,

saving students money in the process. Students who have earned an Interstate Passport at another member institution may use that Passport to fulfill Hawai'i Community College's General Education requirements. Students who have earned a Passport at Hawai'i Community College will be able to use it to facilitate transfer into member institutions across the United States. See the campus Interstate Passport website for further details:

interstate-passport.wiche.edu

Construction Academy

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

Ka'ū Dream Project

An articulation agreement exists between Hawai'i CC and Ka'ū High School that is an agricultural career pathway where high school students can earn dual credit with courses taken at the high school level that are equivalent to college credits. These credits go towards a Hawai'i CC Certificate of Competence Farm Worker and/or a Certificate of Competence Landscape Worker. For more information contact the Applied Technical Education program at (808) 934-2795.

Distance Education at Hawai'i Community College

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).

Hawai'i Community College is an institutional member of the National Council of **State Authorization Reciprocity Agreements (NC-SARA)**, commonly referred to as SARA. Students who are physically located in states that are SARA members may enroll in Hawai'i Community College online courses without requiring additional authorization agreements with the individual state.

See 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. 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.uhonline.hawaii.edu/onlinelearning for information.

Cable Television Classes

Some University of Hawai'i campuses offer cable classes 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 Spectrum or Hawaiian TelTV (not available on satellite TV).

See www.uhonline.hawaii.edu/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.uhonline.hawaii.edu/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.

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 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.

Enrolling in DE Classes

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.uhonline.hawaii.edu/courses to view the list of DE classes at all UH campuses. 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.

Academic Support for Students in DE Classes

Students who claim Hawai'i CC as their home campus will be provided appropriate access to the following services for the DE classes in which they are enrolled (Policy Haw 5.200):

- placement testing,
- access to computers on campus,
- tutoring,
- Mookini and Pālanui Library services, including: reference assistance; information literacy instruction; intra-system library loans; and access to reserves, print, and electronic collections. (NOTE: Before being granted library access, Hawai'i CC DE students must be authenticated by showing a current validated ID.), and
- test proctoring (provided for all UH System DE classes).

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
Ph: (808) 969-8800
v/t: (808) 969-8816**

The College serves West Hawai'i 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 Pāalamanui
Ph: (808) 969-8808**

Hawai'i Community College-Pāalamanui 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

Kō Education Center

**45-539 Plumeria Street
Honoka'a, HI 96727
Ph: (808) 775-8890
Fax: (808) 775-1294**

The Kō Education Center is a rural campus located in historic Honoka'a town. KōEC strives to bring relevant, quality learning opportunities to the communities of Hāmākua and North Hawai'i.

KōEC offers college classrooms, meeting rooms equipped with video conferencing, a computer lab, and a resource lounge with access to computers and WiFi. KōEC also provides a Testing Center for students to take proctored exams such as Accuplacer, course exams (both UH and national colleges), and serves as the Hawai'i Island site for PSI licensure testing. Students attending KōEC have an opportunity to participate in a variety of class formats including: traditional instructor-led classroom settings, video conference classes, and hybrid classes that utilize a combination of technologies and/or face-to-face participation.

KōEC's Kalehua Conference room is an indoor, air-conditioned meeting space for up to 100 guests and the Kapulena Pavilion is an outdoor event venue for up to 175 attendees.

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-Pāalamanui (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
<https://hilo.hawaii.edu/library>**

**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 Hawaiian holdings. To ensure student proficiency in the use of these collections, the staff provides reference assistance in-person at the Informa-

tion 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)
Bldg. 334, Room LRC 115, Hilo (upper campus)
Lisa Fukumitsu, Student Success Coordinator
Ph: (808) 934-2530
www.hawaii.hawaii.edu/tlc

The Learning Center (TLC) at Hawai'i Community College provides a variety of services to help students become successful, independent learners and reach their educational goals.

Our vision at The Learning Center is to encourage and support student success through our five core values:

- Promote independent learning and critical thinking
- Respect diversity
- Honor confidentiality
- Demonstrate patience and compassion
- Provide a supportive learning environment

TLC services include:

1. Free academic tutoring in reading, writing, math, and other content area courses
2. Computer lab and study spaces
3. Technology assistance (Zoom, Lulima, Google Workspace, and basic computer skills)
4. Peer mentoring for academic skills support
5. Employment opportunities for students who enjoy assisting other students and have demonstrated academic success in courses

Hale Kea Advancement and Testing Center (HKATC)
Bldg. 387 Room 101, Manono Campus, Hilo
Kaleo Pilago, Educational Specialist
Ph: (808) 934-2540
e-mail: halekea@hawaii.edu
www.hawaii.hawaii.edu/halekea

The Hale Kea Advancement and Testing Center (HKATC) provides students with access to desktop computers, printing, open and accessible study areas, and a variety of test proctoring services for current and prospective Hawai'i CC students. Test proctoring is also available for students taking distance education classes from any of the ten University of Hawai'i campuses.

UH/UHCC testing services include remote and onsite proctoring options:

- Online and Distance Education exams
- Make up and Special Accommodations exams
- Accuplacer placement testing

HKATC also provides fee-based testing services for non-UH students, government agencies, nonprofit organizations, and private businesses. Proctoring for non-UH exams are by appointment only. Contact the center directly at (808) 934-2540 for all questions regarding scheduling and fees. These testing services include:

- College-Level Exam Program (CLEP)
- Pearson Vue
- ATI Test of Essential Academic Skills (ATI TEAS)
- Automotive Service Excellence (ASE)
- Hawai'i State, County and US Federal employment
- Non-UH/Hawai'i CC affiliated online and placement

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

The Library and Learning Center at Pāalamanui 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.

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/i-ola-haloe

Paepae 'Ōhua Native Hawaiian Student Success Services
Monica Burnett, Educational Specialist

Ha'akūmalae Protocols Program
Taupōuri Tangarō, Professor
Pele Kaio, Assistant Professor
No'el Tagab-Cruz, Assistant Professor/Kīpaepae Committee Chair

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

- Paepae 'Ōhua Native Hawaiian Student Success Services 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 USDOE Title III Native Hawaiian Serving Institutions Grant.

EDvance (the Office of Continuing Education and Training)

Bldg. 381A, Rooms 1,2,3 (Manono Campus)
1175 Manono Street
Hilo, HI 96720-5096
Ph: (808) 934-2700
<https://edvance.hawaii.hawaii.edu>

EDvance (officially the Office of Continuing Education and Training (OCET)) was established in 1992 to deliver opportunities for continuing education and training for Hawai'i Island. EDvance 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, EDvance provides workshop/conference coordination for the community. The Apprenticeship training and the Office of International Programs/Intensive English Program are housed under EDvance.

Apprenticeship Training
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).

Office of International Programs
Deseree Salvador, Interim Coordinator
Eri Hall, Instructional and Student Support Specialist
Ph: (808) 934-2698
www.hawaii.hawaii.edu/international-student

The Office of International Programs (OIP) supports global engagement at Hawai'i Community College. OIP assists international students with achieving their academic and personal goals while complying with their immigration status. OIP provides new student orientation, advising on immigration regulations, and support with study abroad opportunities.

The Office of International Programs oversees the **Intensive English Program (IEP)**, which provides intensive English language preparation for international students who wish to improve their English skills for professional or personal reasons. The IEP also serves permanent residents and immigrants who are non-native speakers of English and need further development of their English language skills.

IEP offers five 8-week sessions each year. Students have the opportunity to meet new friends and participate in extra-curricular activities. At the end of each session, a Certificate of

Participation is given to each student. Students who successfully pass IEP Level 4 meet the English proficiency for admissions into Hawai'i Community College's credit program.

Hawai'i CC welcomes international students. For more information about the admissions process for international students, visit www.hawaii.hawaii.edu/international-student

For information about the Intensive English Program, visit www.iephawaii.com

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 www.hawaii.hawaii.edu/student-life

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 academic excellence of college students, and to provide opportunities for students to grow as scholars and leaders. 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 Management

The University of Hawai'i system considers emergency preparedness and planning activities critical for maintaining the safety of its campus community. Each campus has a **Comprehensive Emergency Management Plan (CEMP)** document that outlines the planned response to an emergency. The plan is modeled on the concepts and processes of the **National Incident Management System (NIMS)**, and is periodically reviewed and updated. During an emergency or disaster, all employees are considered emergency workers. (EP 2.203)

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.

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

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.

Care Team

The safety and success of students at Hawai'i CC is of critical importance to all of us. To this end, Hawai'i CC has developed a team whose central mission is to provide early identification of at-risk behaviors that impact one's ability to be successful and safe on campus. The Care Team receives concerns from the larger

community and then ensures that the individual is connected with the appropriate resources. The team works collaboratively and proactively to provide early intervention and assistance to any member of the Kauhale who needs help.

The Care Team accepts and encourages referrals from anyone connected to Hawai'i CC directly or indirectly, including students, faculty, staff, friends, family, and community members.

Examples of At-Risk Behaviors

At-risk behaviors may be academic, physical, behavioral, emotional, or social, for example, threatening others, intoxication, suicidal talk, bizarre or disruptive behavior, or significant deterioration in academic work. Behaviors requiring referral include but are not limited to the following:

- Frequent interruption of the professor and asking non-relevant, off-topic questions
- Use of alcohol or other substances in class
- Racist or sexist comments or other fixated thoughts
- Bullying or threatening others
- Sudden and prolonged absence from class
- Self-injurious behavior
- Throwing objects or slamming doors
- Arrogant, rude, or objectifying language
- Psychotic, delusional, or rambling speech or writing
- Disrespectful talk or behavior

How to make referrals to the Care Team

Make a referral to the Care Team by completing the online reporting form on the Care Team webpage at www.hawaii.hawaii.edu/careteam

or by sending an email to care@hawaii.edu.

When referrals are received, the Care Team will assess the situation and develop a supportive intervention plan to help the community member and avoid crisis.

To report an emergency, call 911.

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 2015 entry:			
UH at Mānoa	59%	3%	n/a
UH at Hilo	43%	2%	n/a
UH - West O'ahu	37%	5%	n/a
Three years after 2018 entry:			
Hawai'i CC	34%	9%	8%
Honolulu CC	23%	11%	19%
Kapi'olani CC	25%	18%	15%
Kaua'i CC	30%	11%	12%
Leeward CC	27%	12%	15%
Maui CC	28%	16%	9%
Windward CC	24%	10%	19%

UHCC
Average Hawai'i CC

Gender

Men	26%	41%
Women	28%	27%

IPEDS Race/Ethnicity

Nonresident Alien	57%	#
Hispanic/Latino	27%	41%
American Indian/Alaska Native	#	#
Asian	31%	49%
Black or African American	18%	#
Native Hawaiian/Pacific Islander	15%	29%
White	24%	31%
Two or more races	22%	28%
Unknown	#	#

Federal Grant/Loan Recipient

Federal Pell Grant	25%	31%
Subsidized Stafford Loan (no Pell Grant)	26%	#
Neither Pell Grant nor Stafford Loan	28%	37%

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 2022. For current rates: www.hawaii.edu/iraio/srtk