Aloha and Welcome to Hawai‘i Community College

Welcome to our kauhale! This handbook endeavors to introduce you to the people and services that will play important roles during your time at Hawai‘i Community College (Hawai‘i CC) and will address many of questions about employment here.

Hawai‘i CC holds classes on three campuses: the Manono campus in Hilo, the Pālamanui Campus in Kailua-Kona (formerly the University of Hawai‘i Center, West Hawai‘i), and the University of Hawai‘i at Hilo (UH-Hilo). All have dedicated, hardworking, and friendly staff.

Hawai‘i CC embraces the concept of kauhale, the Hawaiian word for village. Our kauhale consists of administrators, faculty, staff, students, their families, and the Hawai‘i Island citizens who contribute to the success of our college’s mission and outcomes. The concept of kauhale keeps us focused on the community in our mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. Kauhale embraces the individual skills, knowledge, experiences and perspectives that each of us contributes to help us all accomplish the goals of the institution. Kauhale unites all components of Hawai‘i CC into an academic village without walls for the overall success of our learners, the learners’ communities and their families, in the spirit of E ‘Imo Pono (seeking excellence).

Figure 1: Main entrance to the Hawai‘i CC Campus
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About Hawai‘i Community College

History

Hawai‘i CC’s roots are deeply established in the tradition of vocational education. It began as an area vocational school in 1941, with five technical programs housed in borrowed facilities in Hilo. As technology changed and expansion of industry brought changes in employment, the college responded by initiating new vocational programs to serve the community’s needs. Currently, the college offers 26 programs, most offering students the options of earning a Certificate of Competence, a Certificate of Achievement, an Associate in Applied Science degree, an Associate in Science degree, an Academic Subject Certificate, or an Associate in Arts degree.

Since the beginning, Hawai‘i CC has undergone repeated changes in name, location, administration, and curriculum scope. Its focus has broadened to include pre-professional and general education studies leading to an Associate of Arts degree in Liberal Arts. These developments allow students to complete lower division studies near home and transfer credits to a four-year institution.

Hawai‘i CC serves the community by providing in-service training for professionals in the technical areas served by its vocational programs. It has broadened its service area by adding satellite programs and courses in West Hawai‘i and Waimea. In 1990, it began broadcasting educational programming to West Hawai‘i through the Hawai‘i Interactive Television Service (HITS/ITV). More recently, statewide access has been added for instruction and administrative meeting purposes through the use of Polycom equipment, interactive video conferencing and web-based technologies.

No history of Hawai‘i CC would be complete without mentioning its proximity to and close relationship with UH-Hilo. Before this association began, the original Hawai‘i Vocational School had undergone a series of rapid changes. It became Hawai‘i Technical School in 1956.

The school’s administration was transferred from the Department of Education to the University of Hawai‘i System in 1969 and, soon after that, the name was changed again to the one it bears today. In July 1970, Hawai‘i CC became a part of UH-Hilo. This arrangement lasted for twenty years and had a profound impact on the college’s identity and its primary focus of providing vocational training programs and developmental education.

On July 20, 1990, the Board of Regents approved the separation of Hawai‘i CC from UH-Hilo. This established two distinct entities: Hawai‘i CC and the “new” UH-Hilo. Hawai‘i CC became the seventh Community College in the UHCC System. It redefined its mission and is a fully-functioning community college serving the residents of the Island of Hawai‘i.

In June 1996, the Board of Regents (BOR) also established three University Centers. The University of Hawai‘i Center, West Hawai‘i (UHCWH), serves the west side of Hawai‘i Island. Administrative responsibility for the UHCWH was given to Hawai‘i CC in July 1997. The UHCWH was located in Kealakekua until summer 2015 when the campus moved to its current site just north of Kailua Kona and was renamed Hawai‘i Community College – Pālamanui.
Mission, Vision, Institutional Learning Outcomes

Mission Statement
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 Statement
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 (ILOs)

1. Communicate effectively in a variety of situations.
2. Utilize critical thinking to solve problems and make informed decisions.
3. 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.
4. Utilize quality comprehensive services and resources in the on-going pursuit of educational and career excellence.
5. Produce and perpetuate safe, healthy learning and professional environments that are respectful of social and individual diversity.
6. Contribute to sustainable environmental practices for personal and community well-being.
College Organization

As depicted in the organizational chart below, the College structure is as follows:

- **Chancellor**
  - External Affairs & College Relations
  - Academic Affairs, headed by the Vice Chancellor for Academic Affairs
    - Dean of Career & Technical Education
      - Transportation & Applied Technology
      - Construction Technology
      - Business Education & Technology
      - Construction Academy
      - Hospitality/Culinary
      - Nursing & Allied Health
    - Dean of Liberal Arts & Public Services
      - English
      - Humanities
      - Math & Natural Sciences
      - Social Sciences and Public Services
    - Academic Support
      - Institutional Research
      - Institutional Services
      - Academic Computing
      - Learning Center
  - Student Affairs, headed by the Vice Chancellor for Student Affairs
    - Admissions & Records
    - Career & Job Development Center
    - Counseling
    - Financial Aid
    - Hāʻawi Kōkua
    - Information Center
    - Mental Health
    - Outreach
    - Student Life
  - Administrative Services, headed by the Vice Chancellor for Administrative Services
    - Budget
    - Business Office
    - Human Resources
    - Planning, Operations & Maintenance
    - Safety & Security
  - EDvance, headed by the Director of EDvance
    - Apprenticeship
    - Intensive English Program
    - Non-credit programs
  - Pālamanui, headed by the Director of Pālamanui
    - UH Center at West Hawaiʻi
Collective Bargaining: Faculty and Staff Unions

All full-time and part-time faculty and staff (except casual hires) are, by state law, represented by a union. Get to know your campus representative (see your unit head) and read the current copy of your negotiated contract.

UPW: Unit 01 - Civil Service employees
HGEA: Unit 03 - Civil Service employees
Unit 08 - Administrative, Professional and Technical (APT) employees
UHPA: Unit 07 - Faculty members
Shared Governance

The interests of faculty, staff, and students are represented by three separate and equally important bodies: College Council, Academic Senate, and Student Government. (Policy HAW 3.303)

College Council

The **College Council** is a college-wide group, representing all functional areas, which serves as a vehicle for dialogue and consultation on college-wide matters including budget, strategic planning, facilities, community relations, and fundraising. The Council is a recommending body to the Administration on issues that affect the entire college and are not governed by other bodies. Approved minutes can be found on the Council’s webpage.

Academic Senate

By Charter with the University of Hawai‘i Board of Regents, the **Academic Senate** plays an active part in the College governance. The Hawai‘i CC Academic Senate is a Senate of the whole, which means that all BOR-appointed faculty members have the rights of voice and vote. Senate meetings are important because curriculum and college policies are discussed, and decisions made by the faculty at these meetings. Academic Senate meeting dates, meeting agenda and supporting materials, the Senate Charter, standing committee membership, etc. are housed at the Senate’s website. Senate communication is conducted primarily through UH email.

Student Government

**Associated Students of the University of Hawai‘i - Hawai‘i Community College** is the governing body, legislative assembly of Hawaii CC students and serves as a liaison between campus administration, faculty, state legislature, and student organizations.
Pālamanui Campus
Important Phone Numbers

College directory
UH system directory

Campus Security

<table>
<thead>
<tr>
<th>Hawai‘i CC Campus</th>
<th>UH-Hilo Campus</th>
<th>Pālamanui Campus</th>
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<tr>
<td>MC 387 - Security Cabin</td>
<td>UC 300-103</td>
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<td>854-1420 - Emergency</td>
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<td>974-7911</td>
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<tr>
<td>934-2760 - Non-emergency</td>
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<tr>
<td>934-2751 - Fax</td>
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Administration

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<td>Chancellor</td>
<td>MC 383-101</td>
<td>934-2504</td>
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<td>Vice Chancellor for Administrative Affairs</td>
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<td>Vice Chancellor for Student Affairs</td>
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<td>Director, EDvance</td>
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<td>PAL Elama 178</td>
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Department/Division Offices

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<td>Hospitality</td>
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<td>Liberal Arts</td>
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<td>974-7757</td>
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<tr>
<td>Nursing &amp; Allied Health</td>
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## Offices

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<td>Assessment</td>
<td>MC 383-108</td>
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<td>Business Office (Hawai‘i CC)</td>
<td>MC 397</td>
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<td>Cafeteria (Hawai‘i CC)</td>
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<td>EDvance</td>
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<td>Human Resources</td>
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<td>Information Center</td>
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<td>Institutional Research</td>
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<td>Kau Wa‘a Student Center</td>
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<td>Learning Center (TLC)</td>
<td>UHH 334</td>
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<td>Library (East Hawai‘i – Mookini Library)</td>
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<td>Security Chief</td>
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</table>
Important Documents and Resources

Accreditation Self Evaluation Report

Hawai‘i CC is fully accredited by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (ACCJC). A comprehensive review is conducted every six years with the most recent review in 2018.

Program and Unit Review Process

The purpose of the Program and Unit Review Process is to identify and plan for actions and resources needed to sustain and improve the College’s programs and units. It is a two-part process, including the annual reviews and three-year comprehensive reviews.
Assessment

Assessment is the process of gathering information on student learning and services for the purposes of evaluating and improving the learning environment. Assessment is the responsibility of everyone employed by Hawai‘i Community College and the College engages in systematic assessment of learning outcomes to ensure continuous improvement and create increased opportunities for student success. (Policy HAW 5.202)

- **Outcomes** - All instructional programs and non-instructional units are responsible for the development, revision and assessment of program learning/unit outcomes.
- **Program/Unit Review** - Instructional programs and non-instructional units are responsible for submitting Annual Reports.

College Catalog

The college catalog provides general information about Hawai‘i CC, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is updated annually but 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.
Hawai‘i CC Integrated Planning

Hawai‘i CC uses several components to plan for, evaluate and improve student success. Each planning component provides evidence for Hawai‘i CC to continuously modify and sustain process improvement, which ensures institutional effectiveness. The integration of the planning components also provides a means for Hawai‘i CC to determine the effectiveness of meeting its mission and providing higher education opportunities in response to community needs.

Planning Documents

Hawai‘i CC’s Strategic Plan is aligned with the UH system and UHCC system strategic plans, all of which chart the course for the future direction of Hawai‘i’s public postsecondary education in response to changing academic, workforce and economic needs. The Academic Master Plan (AMP) provides a vision and direction for Hawai‘i CC to meet anticipated educational needs in fulfillment of its mission. The development of the AMP integrates Hawai‘i CC’s strategic planning and comprehensive program review processes. The AMP drives the Resources Master Plan and, as appropriate for specific objectives, the Technology Master Plan.
Policies & Procedures

Hawai‘i CC operates under Federal and State laws, Board of Regents Policies, UH System-wide Executive Policies, and UH System-wide Administrative Procedures. Hawai‘i CC’s most current policies can be found online in the Policies and Procedures Manual.

Ethics Issues

Visit the State Ethics Commission website for information and publications related to the regulation of ethical conduct and practices in the state, including campaign restrictions for state officials and state employees.

Family Educational Rights and Privacy Act of 1974 (FERPA)

As an employee of our institution, you are required to exercise caution whenever confidential records are handled. Essentially, FERPA protects the privacy of individuals by ensuring two rights:

- The right of an employee or student to view his/her own records and to take exception to items s/he believes to be erroneous.
- The right of an employee or student to have personally identifiable information protected from unwarranted outside scrutiny.

General Guidelines Regarding Student’s Education Records or Any Other Confidential Material:

- Exercise extreme caution in handling this type of material
- When in doubt, ask for clarification from your supervisor
- Sanctions if FERPA Violations Are Determined
- The institution could lose federal funding if FERPA violations are found

Other information about FERPA can also be found at the link on the MyUH website.

Policy on Illicit Drugs and Alcohol

UH Executive Policy 11.201 on Illegal Drugs, Alcohol and Substance Abuse establishes the University’s values and its expectations of all faculty, staff, and students regarding substance abuse and, in particular, the use of illegal drugs; and to comply with the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988, as may be amended from time to time, which set forth requirements for continued receipt of federal funding.

- Illicit Drugs: Faculty, staff and students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. College knowledge of possession or use of illegal drugs on campus may subject those involved to investigation.
- Alcohol/Intoxicants: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by State law. Faculty, staff and students are expected to know and abide by State law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Refer to Board of Regents policy and
Policy of Nondiscrimination, Equal Opportunity/Affirmative Action

UH Executive policy EP 1.202 University Statement of Nondiscrimination and Affirmative Action establishes the administrative framework to ensure compliance with applicable federal and state statutes, rules, regulations, city and county ordinances, and provisions in the collective bargaining agreements governing nondiscrimination and affirmative action.

Hawai`i CC is an equal opportunity/affirmative action institution and is committed to this policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and legal history, sexual orientation, status as a veteran, member of the national guard, victim of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, or income. This policy covers admission and access to, and participation, treatment, and employment in Hawai`i Community College’s programs, activities, and services. With regard to employment, Hawai`i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University of Hawai`i policy.

Hawai`i CC strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, Hawai`i Community College is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and veterans.

Resources and Filing Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of a protected category may file a complaint with any of the individuals listed below. The process of addressing allegations of discrimination are described in the University of Hawai`i Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission.

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600 FAX: 206-607-1601, TDD: 800-877-8339.

For more information on equal opportunity policies, complaint procedures, and available avenues of recourse for Hawai`i Community College, contact:

<table>
<thead>
<tr>
<th>Students:</th>
<th>Dorinna Cortez</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Interim Vice Chancellor for Student Affairs, Section 504 Coordinator and Title IX Deputy</td>
</tr>
<tr>
<td></td>
<td>Phone: (808) 934-2510</td>
</tr>
</tbody>
</table>
Policy on Sexual Harassment and Sexual Assault

**HAW 1.301 Sexual Assault Policies and Procedures**

The University of Hawai‘i (“University”) is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person’s civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on- or off-campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety, interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the
sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

**Title IX**

*Title IX* is a landmark federal civil rights law that prohibits discrimination on the basis of sex in federally funded educational programs and activities. Hawai'i Community College is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Campus Contacts:

- Dorinna Cortez, Title IX Coordinator / Interim Vice Chancellor for Student Affairs
- Dorinna Cortez, Title IX Deputy for Students / Interim Vice Chancellor for Student Affairs
- Mari Chang, Title IX Deputy for Employees / Human Resources Manager

**Policy on Pets on Campus**

No pets, except service dogs, are allowed on the Hawai'i CC Campus (Policy HAW 2.100). A service dog is individually trained to do work or perform tasks for people with disabilities. Service dogs are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

**Smoking and use of Tobacco Products**

On July 10, 2018 all University of Hawai'i campuses and facilities became tobacco-free, joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty and staff.

Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all 10 UH campuses and university-owned facilities.

We encourage everyone to refrain from using tobacco products while on property owned or operated by UH. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes and chewing tobacco.

**Campus Communication**

**Department/Unit Information**

Division/Department Chairs and Unit Heads are responsible for keeping their staff updated with department/unit related information and announcements.
Kauhale Updates

Kauhale Updates are sent out via “Kauhale News” email sent from the Chancellor’s office, as well as articles published on the College website. You can submit Faculty & Staff news articles via the External Affairs and College Relations Office.

Campus mail

Mail is collected and distributed daily. Check with your supervisor or department secretary for the locations of your mailbox and the outgoing mail.

Campus bulletin boards

Bulletin boards are available on each campus to publicize upcoming events and other campus and community information. Contact the Information Office for more information about bulletin boards on the Hawai‘i CC Campus.

Telephones

Most campus phones are VOIP (Voice Over Internet Protocol) phones. See the VOIP Telephone documents listed at the bottom of the Faculty/Staff Resources page on the college website.

Directories:

- Campus directory
- UH directory

Making calls:

- For Hawai‘i CC Main/Hawai‘i CC Campus and Pālamanui Campus calls, dial the 4-digit extension (last 4-digits of the phone number).
- For UH-Hilo calls, dial 9 + 7-digit number
- For Local calls, dial 9 + 7-digit number
- For Oahu, Maui, Kauai calls, dial 9 + 7-digit number (Note: Area Code (808) or 1-808 is not necessary)
- For Molokai and Lanai calls, dial 9-1-808 + 7-digit number
- For Mainland calls, dial 9-1-Area Code + 7-digit number
- For International calls, dial 9-1-011-Country Code-City Code + 7-digit number (Note: Not all phones can make international calls.)
- For Emergency calls, dial 911 or 9-911
- For 800 number calls, dial 9-1-800 + 7-digit number
- Fax machines are available in most department/unit offices.

Email

All UH employees are provided with a UH Google account which includes email.

- Campus information and announcements are communicated via several email listservs. Check with your division/unit secretary to ensure you have been added to the appropriate listserv.
• To apply for an email address, go to the Hawai'i CC homepage and click on MyUH to get your username and establish your password.
• Use the following link to request or manage your UH Username or change your password.

Social Media
The College has several social media accounts:

• Facebook - Manono Campus
• Facebook - Pālamanui Campus
• Instagram
• Flickr
• Twitter
• YouTube

Intranet
The College’s Intranet is used to store campus documents and is intended for Hawai‘i CC employees only. It is not open for public viewing. Log on to the intranet with your UH username and password.

Video Conferencing
Most conference rooms and some classrooms are equipped for video conferencing, for more information contact Media Services.

• Hawai‘i CC Campus: 934-2563
• Pālamanui Campus: 969-8827 or 969-8829
Places to know

The following offices/services primarily provide services to faculty and/or students.

Admissions and Records
Hawai‘i CC Campus Bldg. 378; 934-2710

The mission of the Admissions & Registration Office is to provide accessibility to educational opportunities at Hawai‘i Community College through effective, efficient, consistent, and inclusive admission and registration policies and procedures.

Bookstore
UH-Hilo Campus Bldg. 336-1st Floor (Campus Center); 932-7394

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

Career and Job Development Center
Hawai‘i CC Campus Bldg. 379-1A; 934-2731

The Career and Job Development Center is a resource available for all Hawai‘i CC students. The center can aid with career exploration, career assessments, career decision making, job search, resume writing, interview preparation, and on and off campus employment opportunities. Faculty members are encouraged to include assignments in their curriculum that utilize the resources available in the Career and Job Development Center.

Counseling, Advising and Support Services Center
Hawai‘i CC Campus Bldg. 379-5A; 934-2720
Pālamanui; Student Services Office Bldg. D (Elama); 969-8816

Counseling, advising and support services are designed to help all students develop academic and personal skills in order to succeed in college. Support services are available for students who are low income, academically under-prepared, displaced homemakers, and/or returning older non-traditional students. Individual and/or group counseling is provided by appointment or walk in. This service is also available at the Pālamanui campus.

Disabilities Services (Hā‘awi Kōkua Program)
Hawai‘i CC Campus Bldg. 388-106; 934-2725
Pālamanui; 969-8823

The Hā‘awi Kōkua Program promotes equal opportunity for individuals with disabilities to gain the maximum benefit from their educational experience by participating fully in their regular courses and activities at Hawai‘i CC. The staff provides support and classroom accommodations to students with disabilities. It complies with Section 504 of the Rehabilitation Act by providing assistance with accommodations, such as administering the placement tests,
priority registration, sign language interpreters, readers, note takers, enlargement of text, handouts and exams, and special testing arrangements.

Financial Aid Office (FAO)
Hawai‘i CC Campus, Bldg. 379A-5; 934-2712

The Hawai‘i CC Financial Aid Office administers a variety of federal, state, and institutional financial aid programs. These financial aid programs are intended to assist students and their families pay for educational costs. Students may apply for financial aid at Hawai‘i CC. Peer Advisors are available to assist with completing the Free Application for Federal Student Aid (FAFSA) and renewal FAFSA.

Hale Kea Advancement & Testing Center
Hawai‘i CC Campus, Bldg. 387; 934-2540

The Hale Kea Advancement & Testing Center handles placement testing, make-up testing, and testing for distance education courses. The center also has a computer lab for student use.

Intensive English Program (IEP)
Hawai‘i CC Campus Bldg. 380-37; 934-2697 or 934-2698

The Intensive English Program provides English language preparation courses for international students seeking to continue education at a college or university, as well as for individuals seeking to improve English language skills for professional or personal advancement. The IEP is accredited by the Commission on English Language Program Accreditation (CEA) and is a member of the American Association of Intensive English Programs (AAIEP).

International Students
Hawai‘i CC Campus Bldg. 379-5; 934-2720

Hawai‘i CC welcomes international students. Information and assistance is provided regarding college regulations, immigration requirements, financial matters, and personal concerns.

The Learning Center (TLC)
UH-Hilo Campus Bldg. 334; 934-2530

The Learning Center (TLC) is part of the Academic Support Unit of Hawai‘i CC and serves students and faculty of both the Hawai‘i CC and the University of Hawai‘i at Hilo. General services provided include the use of a multimedia classroom, access to computers and the Internet, tutoring, make-up testing, and independent study.

The Library and Learning Center
Pālamanui Campus; 969-8830

The Library and Learning Center at the Pālamanui campus offers: library instruction, one-on-one tutoring, a computer lab, placement testing, distance education test proctoring, and make-up testing.
Mental Wellness and Personal Development Service
Hawai‘i CC Campus Bldg. 383-110; 934-2706

The Mental Wellness and Personal Development Service aims to assist the students of Hawai‘i Community College enhance their resiliency while building on their existing strengths and honoring their individuality.

The Mental Wellness and Personal Development Service provides students with a confidential, safe space for students to seek out resources and engage in counseling.

Services are open to students of Hawaii CC. Services are available to the students of Pālamanui on the 1st Monday and 3rd Tuesday of every month. If you would like to schedule an appointment at Pālamanui please call (808) 934-2706.

Mookini Library
UH-Hilo Campus Bldg. 334; 932-7286

Hawai‘i CC and UH-Hilo share the Edwin H. Mookini Library, which has a wide variety of information services including library instruction, maintenance of course reserves and reference assistance.

Student Center (Kau Wa‘a Center)
Hawai‘i CC Campus Bldg. 379-15; 934-2733

The Kau Wa‘a Student Center is designed to foster and promote student engagement. The center is supported in part by mandatory student fees, and it offers a variety of services for students, including:

- complimentary refreshments, including coffee and tea
- event board for current campus and community events
- copy machine
- complimentary locker rentals

Student Health Services
UH-Hilo Campus Bldg. 336 (Campus Center) Room 212; 932-7369

The University of Hawai‘i at Hilo’s Student Medical Services (SMS) is staffed by a nurse practitioner and provides services to Hawai‘i CC students (see website for fees). Services include medical care, prescriptions, first aid, health education, tuberculin skin tests and immunizations. The Family Planning Clinic, located within the SMS, offers pelvic exams, contraception, and testing for pregnancy and sexually-transmitted diseases for men and women.

Student Organizations
Student Life: Hawai‘i CC Campus Bldg. 378; 934-2517

Hawai‘i CC maintains two types of student organizations: Chartered Student Organizations (CSO) and Registered Independent Student Organizations (RISO). CSOs at Hawai‘i CC are
authorized by the University of Hawai‘i Board of Regents 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 student body and is funded by the mandatory student fees collected from the student body. Registered Independent Student Organizations are student clubs. More information about RISOs is available online.
Campus Services

Business Office
Hawai‘i CC Campus Bldg. 397; 934-2740
Pālamanui; 969-8812

The mission of the Business Office unit is to provide the fiscal support services for Hawai‘i CC, including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, and payroll. Additionally, the unit manages planning and development that contribute to student learning.

Campus Security
UH-Hilo Campus - Aux Bldg., Rm. 103; Phone: 974-7911
Hawai‘i CC Campus - Bldg.387-Cabin; 934-2760 (non-emergency), 854-1420 (emergency)
Pālamanui Campus - 854-7577

A brochure titled Hawai‘i CC Campus Security, Alcohol and Drug Policies is available at your division and/or Chancellor’s office. All security problems, no matter how minor, are to be reported to campus security. Incidents should also be reported to departmental administrators. A list of emergency numbers is posted in each classroom and office.

Campus Security provides foot and mobile patrols covering the UH-Hilo Campus and 24/7 walk-around patrol on the Hawai‘i CC campus, as well as at Pālamanui. Emergency call boxes are located on both the UH-Hilo and Hawai‘i CC campuses. A map showing the locations of the emergency call boxes on the Hawai‘i CC campus can be found at these websites:

- Hawai‘i CC Campus
- UH-Hilo Campus

The Emergency Operations Plan
The Emergency Operations Plan webpage provides the necessary guidance to organize and direct University of Hawai‘i at Hilo’s and Hawai‘i Community College’s operations in the event of an emergency and/or civil defense action. Sign up to receive UH Alerts, either sent via text to your cell phone or to your email account.

Classroom Security/ Locking Up

- Hawai‘i CC Campus: During the day, Campus Security is responsible for opening and locking up the common use areas and selected buildings and classrooms on the schedule generated by POM staff.
- UH-Hilo Campus: Janitors on the UH-Hilo campus open and lock buildings and classrooms. In the evenings, the security guards can help. See your division office secretary for special arrangements or if you find your classroom locked during the day. Please turn off classroom and/or office lights when you leave and be sure to secure special equipment under lock and key or return it to a safe and secure place.
- Pālamanui Campus: TBA (Procedures are currently being developed.)
Children’s Center
Hawai‘i CC Campus Bldg. 3393; 934-2624

The Hawai‘i CC Children’s Center in Hilo is accredited by the National Association for the Education of Young Children and provides early education and care for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from Hawai‘i CC and UH-Hilo. There is a fee for service with student assistance available. The Center offers a high quality developmental approach to early education and serves as a training site for Early Childhood Education students.

Computer Services
Hawai‘i CC Campus Bldg. 387-105; 934-2570

Computer Services (formerly Academic Computing Services) under the Vice Chancellor for Academic Affairs, provides Hawai‘i CC faculty and staff with technical support and maintenance of computer hardware/software and peripherals. ACU is also responsible for consultation(s) related to hardware and software purchases. For all computer needs, a Computer Services Work Request form must be completed online using the IT Help Desk.

There are several software products that are installed on faculty and staff computers, which are made available through the UH system. The Microsoft Office suite (Word, Excel, PowerPoint, etc.) is utilized to ensure uniformity among Hawai‘i CC Divisions/Departments and the Office of the Chancellor. Individual Divisions/Departments are responsible for the purchase(s) of Microsoft Office and/or any other specialized software products that they may wish to utilize on networked/individual computers. All software will be reviewed by Computer Services prior to purchase to ensure compatibility with existing systems.

Dining Services

There are a several dining options for faculty and staff on the UH-Hilo and Hawai‘i CC campuses. Listed below are general hours during the school year. Check for special schedules/closures during breaks.

Hawai‘i CC Campus

- Cafeteria, 382-101; 934-2559
  - Short Order
    - Tuesday - Friday
    - 9:00 a.m. - 12:30 p.m.
  - Lunch Menu
    - Tuesday - Friday
    - 10:45 a.m. - 12:30 p.m.
- Da Ohana Corner Café, 382-102 (Fall Semester Only); 934-2559
  - Tuesday – Friday
  - 9:00 a.m. - 12:30 p.m.
- Bamboo Hale, 382-107 (Spring Semester Only); 934-2591
  - Tuesday – Friday
  - 11:00 a.m. - 12:15 p.m.
  (Reservations recommended)
UH-Hilo Campus

UH-Hilo Campus Center
http://www.UH-Hilocampusdining.com/

- Campus Center Dining Room, 336 first floor
  Monday – Friday 7:00 a.m. – 3:00 p.m.
- Campus Center Coffee Cart, 336 lanai
  Monday – Thursday 7:30 a.m. – 8:00 p.m.
  Friday 7:30 a.m. – 2:00 p.m.
- Da Cube, Outside 346
  Monday – Thursday 9:00 a.m. – 2:00 p.m.
  Friday 9:00 a.m. – 1:30 p.m.
- Juice Bar, 352 (Student Life Center)
  Monday – Friday 10:00 a.m. – 7:00 p.m.
  Saturday 11:30 a.m. – 5:00 p.m.
  Sunday 12:30 p.m. – 5:00 p.m.
- Other contracted vendors: check website for more information.

Pālamanui Campus

TBA - Services are currently being coordinated.

Graphic Services

UH-Hilo Campus 334-308 (Library); 932-7323

If you need to produce slides, transparencies, make a sign and/or poster, laminate, or have large copying jobs done, contact Graphic Services for more information.

Human Resources (HR)

Hawai‘i CC Campus 397; 934-2525

The Human Resources Unit is committed to providing quality professional service to support the needs of Hawai‘i CC. Services provided by the Human Resources Unit at Hawai‘i CC include

- Equal Employment Opportunity/Affirmative Action (EEO/AA)
- Recruitment, Selection, Appointments
- Classification and pay administration
- Personnel Management policies and procedures
- Training and faculty and staff development
- Workers’ compensation and temporary disability benefits
- Labor relations, organizational management and employment services

Paychecks

Faculty and Staff are paid on the 5th and the 20th of the month. If these dates fall on a weekend or holiday, payday is the previous workday. However, depending on the type of employee, when you are hired determines if pay is Lag or Lag (After-the-Fact).
Lag:
Faculty (9-month & 11-month), lecturers and employees hired before 7/1/98 are paid 5 days after 15th and end of each month (5th and 20th). For example:
  - Pay period: 8/1 - 8/15
  - Pay date: 8/20

Lag (After-the-Fact):
Employees hired on or after 7/1/98 are paid 1 pay period plus 5 days after the 15th and end of each month. For example:
  - Pay period: 8/1 - 8/15
  - Pay date: 9/5

Pay statements can be viewed online.

For employees who do not have direct deposit, paychecks are usually distributed via your unit/division/department.

Instructional Technology Support Office (ITSO)
UH-Hilo Campus 346-109; 934-2647

ITSO is part of the Academic Support Unit reporting directly to the Vice Chancellor for Academic Affairs. ITSO provides support to Hawai‘i CC faculty teaching distance education classes.

Lost and Found
Check with Campus Security.

Mail Services Center
Hawai‘i CC Campus 389-5

The Hawai‘i CC Mail Services Center, building 389-5, is open from 8:00 a.m. - 4:00 p.m. Mail is taken to the post office daily at 3:00 p.m. Campus mail is delivered and collected between 10:30 a.m. and 1:00 p.m.

Campus Mail
- All full-time faculty, staff, and lecturers have a mailbox in their division office. Please check your mail regularly.
- It is recommended that important items be mailed to the Pālamanui Campus rather than sending by campus mail.

Personal Mail
- Personal mail/parcel service is not available.

Media Services
Hawai‘i CC Campus 386-5; 934-2563
Pālamanui Campus; 969-8827 or 969-8829

Media Services is responsible for assisting faculty and staff in servicing of AV equipment, use of Polycom/video conferencing equipment, audio/video tape duplication, and video production.
Parking Passes, Parking Information

- **Hawai'i CC Campus** - no parking passes required. Parking is open except in labeled/reserved stalls.
- **UH-Hilo Campus** - Parking permits are required to park a vehicle in all lots on the UH-Hilo Campus between 6:00 a.m. and 4:00 p.m. (including parking with a Handicap placard and carpool stalls). Starting on the first day of classes, permits need to be displayed on all class days during the fall and spring semesters. Daily passes are available, or permits can be bought for the semester/academic year on a first-come, first-served basis. Information and parking applications for the different zones are available online and at the Parking Office on the UH-Hilo Campus 300-101; 932-7001.
- **Pālamanui Campus** - no parking passes required. Parking is open except in labeled/reserved stalls.

Planning, Operations and Maintenance (POM)

Hawai'i CC Campus Bldg. 389; 934-2752

POM provides janitorial services, facility maintenance, and grounds keeping.
EDvance
Hawai‘i CC Campus 379A-3; 934-2700
Pālamanui; 969-8845

EDvance (formerly the Office of Continuing Education and Training) was established in 1992 to offer non-credit courses and programs. EDvance offers diverse training programs and workshops for workforce training, professional development, and personal enrichment.

UH Tuition Exemption
Faculty and staff may be eligible for tuition waivers. Employees must be employed on a half-time basis or more to be eligible for tuition waivers at any campus for a maximum of six credits per semester. In addition to employees, spouses, civil union and domestic partners of members of bargaining unit 07, 08, 87 and 88 may also be eligible for tuition waivers. The value of the tuition waiver may be taxable to the employee. Go to the Tuition Waiver website or check with Human Resources for more information.

Hawai‘i CC Faculty/Staff Development
The Hawai‘i CC Faculty/Staff Development committee coordinates and develops professional development and personal enrichment opportunities to help create a campus culture that emphasizes continuous learning and growth; to create opportunities for faculty and staff develop their skills to further their careers; and to build unity and familiarity across the campus.

UH-Hilo Student Life Center
The UH Hilo Student Life Center provides recreational, fitness, and wellness opportunities. Current full and part time Hawai‘i CC faculty/staff are eligible to purchase a membership to use the UH-Hilo Student Life Center. Once the maximum capacity is reached for the Student Life Center, a membership waiting list will be created. Membership plans include a yearly membership, a six-month membership, or monthly membership.

UH Hilo Theater (Performing Arts Center)
The Performing Arts Center produces, presents and/or co-sponsors an extensive and culturally diverse year-round season of local, regional, national, and international performing arts events performed by some of the world’s greatest artists.
In Case of Emergency

What should I do if there is an emergency on campus?

As a reminder, domestic disturbances, altercations, acts of violence, theft of property, property damage, vandalism, etc., should be reported to Campus Security immediately. Call or use one of the emergency boxes if available on the campus.

- Hawai‘i CC Campus: 854-1420
- UH-Hilo Campus: 974-7911
- Pālamanui Campus: 854-7577

If there is immediate danger, fire or injury requiring police, fire and/or medical response:

- Call 911 and provide the requested information.
- Follow up with a call to the respective security emergency numbers for your location and to your immediate supervisor.

For incidents and situations that do not require an immediate police, fire and/or medical response, call the respective security emergency numbers and your supervisor.

Disruptive Students - Refer to the college catalog for information related to the Student Conduct Code and disruptive students. Contact Security staff immediately if student conduct disrupts class and necessitates student removal.

Emergency Response and Evacuation Plan

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

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 are these:

- E-mail: Hawaii.edu e-mail addresses are 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 the [UH Alert Notifications website](#).
How do I....? What should I do if...?

What should I do if I get hurt during work?
Notify your supervisor or your college personnel office immediately about your injury/illness. Inform them if you will be seeking medical attention beyond basic first aid and intend to file for workers’ compensation. You must provide complete and accurate information, including outside (non-University) employment and prior similar injury/illness. You must obtain and submit forms to the Workers’ Compensation Coordinator in the Hawai‘i CC Human Resources Office.

Where do I get my employee ID?
All new faculty/staff are entitled to a University of Hawai‘i ID card for $10.00. New IDs can be purchased throughout the academic year (fall and spring semesters) at the Campus Center in room 210 on the UH-Hilo Campus. For employees at the Pālamanui campus, IDs are available in the Library/Learning Center.

What should I do if I am not able to report to work?
If you are unable to report to work, contact your immediate supervisor.

What should I do if I lose my key or am locked out?
Call Security to gain access to your office and notify your supervisor.

How do I request to use a campus facility?
If you need to reserve a classroom or meeting room for a campus-related event, information, procedure and instructions are available on the Planning, Operations and Maintenance website: 

# Frequently Used Acronyms

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<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AA</td>
<td>Associate in Arts (degree)</td>
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<tr>
<td>AAS</td>
<td>Associate of Applied Science (degree)</td>
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<td>ACCJC</td>
<td>Accrediting Commission for Community and Junior Colleges</td>
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<tr>
<td>ACU</td>
<td>Academic Computing Unit (now called Computer Services)</td>
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<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
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<td>AMP</td>
<td>Academic Master Plan</td>
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<tr>
<td>APT</td>
<td>Administrative, Professional and Technical (employee group)</td>
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<tr>
<td>ARO</td>
<td>Admissions and Records Office</td>
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<td>ARPD</td>
<td>Annual Report of Program Data</td>
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<td>AS</td>
<td>Associate of Science (degree)</td>
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<td>ASC</td>
<td>Academic Subject Certificate</td>
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<td>ASU</td>
<td>Academic Support Unit</td>
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<td>ASUH</td>
<td>Associated Students of the University of Hawai‘i</td>
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<td>AtD</td>
<td>Achieving the Dream</td>
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<td>ATE</td>
<td>Applied Technical Education</td>
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<td>BOR</td>
<td>(University of Hawai‘i) Board of Regents</td>
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<td>CA</td>
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<td>CO</td>
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<td>CCSSE</td>
<td>Community College Survey of Student Engagement</td>
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<td>CERC</td>
<td>College Effective Review Committee</td>
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<tr>
<td>CLO</td>
<td>Course Learning Outcome</td>
</tr>
<tr>
<td>CTE</td>
<td>Career and Technical Education</td>
</tr>
<tr>
<td>DC</td>
<td>Division/Department Chair</td>
</tr>
<tr>
<td>DE</td>
<td>Distance Education</td>
</tr>
<tr>
<td>DevEd</td>
<td>Developmental Education</td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Education</td>
</tr>
<tr>
<td>EEO/AA</td>
<td>Equal Employment Opportunity/Affirmative Action</td>
</tr>
<tr>
<td>EH</td>
<td>East Hawai‘i/Hilo</td>
</tr>
<tr>
<td>FA</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>FERPA</td>
<td>Family and Educational Rights and Privacy Act</td>
</tr>
<tr>
<td>FMIS</td>
<td>Financial Management Information System</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalent</td>
</tr>
<tr>
<td>GE</td>
<td>General Education</td>
</tr>
<tr>
<td>HawCC or Hawai‘i CC</td>
<td>Hawai‘i Community College</td>
</tr>
<tr>
<td>HGEA</td>
<td>Hawai‘i Government Employees Association</td>
</tr>
<tr>
<td>HITS</td>
<td>Hawai‘i Interactive Television System</td>
</tr>
<tr>
<td>HKATC or HKC</td>
<td>Hale Kea Advancement &amp; Testing Center</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>IEP</td>
<td>Intensive English Program</td>
</tr>
<tr>
<td>ILO</td>
<td>Institutional Learning Outcome</td>
</tr>
<tr>
<td>ITSO</td>
<td>Instructional Technology Support Office</td>
</tr>
<tr>
<td>KFS</td>
<td>Kuali Financial System</td>
</tr>
<tr>
<td>LLC</td>
<td>Library and Learning Center</td>
</tr>
<tr>
<td>LRDP</td>
<td>Long Range Development Plan</td>
</tr>
<tr>
<td>MC</td>
<td>Manono/Lower Campus</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>OCET</td>
<td>Office of Continuing Education and Training (now called EDvance)</td>
</tr>
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### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMB</td>
<td>U.S. Office of Management and Budget</td>
</tr>
<tr>
<td>ORS</td>
<td>UH Office of Research Services</td>
</tr>
<tr>
<td>PAL</td>
<td>Pālamanui (Campus)</td>
</tr>
<tr>
<td>PLO</td>
<td>Program Learning Outcome</td>
</tr>
<tr>
<td>POM</td>
<td>Planning, Operations and Maintenance</td>
</tr>
<tr>
<td>RCUH</td>
<td>Research Corporation of the University of Hawai‘i</td>
</tr>
<tr>
<td>RMP</td>
<td>Resources Master Plan</td>
</tr>
<tr>
<td>SLO</td>
<td>Student Learning Outcome</td>
</tr>
<tr>
<td>STEM</td>
<td>Science, Technology, Engineering and Mathematics</td>
</tr>
<tr>
<td>TLC</td>
<td>The Learning Center</td>
</tr>
<tr>
<td>TMP</td>
<td>Technology Master Plan</td>
</tr>
<tr>
<td>UC</td>
<td>Upper/UH-Hilo Campus</td>
</tr>
<tr>
<td>UH</td>
<td>University of Hawai‘i</td>
</tr>
<tr>
<td>UHCC</td>
<td>University of Hawai‘i Community Colleges</td>
</tr>
<tr>
<td>UHCWH</td>
<td>University of Hawai‘i Center, West Hawai‘i</td>
</tr>
<tr>
<td>UH-HILO</td>
<td>University of Hawai‘i at Hilo</td>
</tr>
<tr>
<td>UHM</td>
<td>University of Hawai‘i at Mānoa</td>
</tr>
<tr>
<td>UHPA</td>
<td>University of Hawai‘i Professional Assembly</td>
</tr>
<tr>
<td>UHWO</td>
<td>University of Hawai‘i at West Oahu</td>
</tr>
<tr>
<td>UO</td>
<td>Unit Outcome</td>
</tr>
<tr>
<td>UPW</td>
<td>United Public Workers</td>
</tr>
<tr>
<td>VCAA</td>
<td>Vice Chancellor for Academic Affairs OR Administrative Affairs</td>
</tr>
<tr>
<td>VCAC</td>
<td>Vice Chancellor for Academic Affairs</td>
</tr>
<tr>
<td>VCAS</td>
<td>Vice Chancellor for Administrative Services</td>
</tr>
<tr>
<td>VCSA</td>
<td>Vice Chancellor for Student Affairs</td>
</tr>
<tr>
<td>VOIP</td>
<td>Voice Over Internet Protocol (Phone)</td>
</tr>
<tr>
<td>WH</td>
<td>West Hawai‘i</td>
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</table>

### Acronyms for Academic Programs

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>AJ</td>
<td>Administration of Justice</td>
</tr>
<tr>
<td>AG</td>
<td>Agriculture</td>
</tr>
<tr>
<td>AEC</td>
<td>Architectural, Engineering and CAD Technologies</td>
</tr>
<tr>
<td>ABRP</td>
<td>Auto Body Repair and Painting</td>
</tr>
<tr>
<td>AMT</td>
<td>Automotive Mechanics Technology</td>
</tr>
<tr>
<td>BTEC</td>
<td>Business Technology</td>
</tr>
<tr>
<td>CARP</td>
<td>Carpentry</td>
</tr>
<tr>
<td>CULN</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>DISL</td>
<td>Diesel Mechanics</td>
</tr>
<tr>
<td>DMA</td>
<td>Digital Media Arts</td>
</tr>
<tr>
<td>ECED</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>EIMT</td>
<td>Electrical Installation and Maintenance Technology</td>
</tr>
<tr>
<td>ET</td>
<td>Electronics Technology</td>
</tr>
<tr>
<td>FS</td>
<td>Fire Science</td>
</tr>
<tr>
<td>AA-HWST</td>
<td>Hawaiian Studies</td>
</tr>
<tr>
<td>HOST</td>
<td>Hospitality and Tourism</td>
</tr>
<tr>
<td>HSER</td>
<td>Human Services</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>LBRT</td>
<td>Liberal Arts</td>
</tr>
<tr>
<td>MWIM</td>
<td>Machine, Welding and Industrial Mechanics Technologies</td>
</tr>
<tr>
<td>MKT</td>
<td>Marketing</td>
</tr>
<tr>
<td>NSCI</td>
<td>Natural Science</td>
</tr>
<tr>
<td>NURS</td>
<td>Nursing and Allied Health</td>
</tr>
<tr>
<td>SUBS</td>
<td>Substance Abuse</td>
</tr>
<tr>
<td>SUBS</td>
<td>Counseling</td>
</tr>
<tr>
<td>TEAM</td>
<td>Tropical Forest Ecosystem &amp; Agroforestry Management</td>
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</table>