

Counseling and Support Services

Counseling, Advising, and Support Services Center

Building 379 (Manono Campus), Hilo

Jeanne Batallones, Counselor

Karen Crowell, Counselor

Kenoalani Dela Cruz, Counselor

Grace Funai, Counselor

Glenn-Dee Kuwaye, Outreach & Recruitment Coordinator

Larissa Leslie, Counselor

Craig Mitchell, Student Services Specialist

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Ph: (808) 934-2720

<http://hawaii.hawaii.edu/counseling>

hawccssc@hawaii.edu

star.hawaii.edu/appointment

Hawai'i Community College-Pālanui

Precious Mae Atendido, Counselor

Pearla Haalilio, Student Services Specialist

Ian Hirakawa, Student Services Specialist

Ph: (808) 969-8816

paloss@hawaii.edu

Counseling, advising, and support services are designed to help all students develop the academic and personal skills needed to succeed in college. Support services are available for students who are low income, academically under prepared, displaced homemakers, and/or returning older nontraditional students. Individual and/or group counseling is provided by appointment or walk-in in the following areas:

1. Admissions: to assist prospective students with admissions procedures.
2. Academic: to help students be successful in their coursework through awareness of learning and study strategies, academic rules and regulations, educational options, and transfer procedures.
3. Financial Aid: to assist students with general financial aid and scholarship inquiries and to counsel students on financial aid probation, suspension, or termination.
4. Personal: to help students achieve positive relationships with self and others to facilitate the advancement of educational and career goals.

In addition to responding to student requests for assistance, the Counseling, Advising, and Support Services staff reach out to students with special needs through a cooperative arrangement with faculty. For example, students who are observed early in the semester to be having difficulty in a course may be referred to Counseling, Advising, and Support Services for counseling.

Also, students on academic warning, probation, or readmission after academic dismissal who receive letters should seek counseling assistance in order to identify and correct problem areas to promote college success.

The Career and Job Development Center

Bldg. 388, Rm 104, Manono Campus

Ph: (808) 934-2727

The Career and Job Development Center offers free resources and assistance to students who want to choose a career or major or prepare for employment. Assessment questionnaires and computerized inventories are available to help students clarify their interests, favorite skills, and value preferences. This knowledge of interests, skills and values, together with career counseling can link students with compatible careers and majors. The center offers numerous resources that detail information about Hawai'i Community College majors, job titles, job duties, wages, future outlook, and the college classes/majors required to pursue them.

Students will learn to navigate the channels needed to gain meaningful employment in their chosen fields. The center provides on and off campus employment assistance to students and graduates. The center's employment preparation services include: assistance with conducting a job search, listings of current job openings and internships, assistance with resume and cover letter writing, and preparation for job interviews. The coordinator also works with employers to obtain job referrals.

In addition, the center offers numerous workshops and class presentations on career exploration, effective job search strategies, resume writing, and interview preparation. Services are provided through workshops and individual appointments and students must schedule an appointment for assistance.

Disability Services (Hā'awi Kōkua Program)

Mari Giel, Counselor

www.hawaii.hawaii.edu/disability-services

hawccds@hawaii.edu

Bldg. 379A Rm 2, Manono Campus, Hilo

Ph: (808) 934-2825

Elama Bldg., Hawai'i Community College-Pālanui

Ph: (808) 969-8816

Hawai'i Community College is committed to a barrier-free campus and provides accommodations to ensure students with disabilities have equal access to education. The Disability Services (Hā'awi Kōkua Program) provides assistance to a student who self identifies as having a documented physical, learning, psycho-

logical, or sensory disability (either permanent or temporary) which limits the ability to fully participate in course study and campus activities at Hawai'i CC.

Under the **Americans with Disabilities Act (Title II)** and the **Rehabilitation Act of 1973 (Section 504)** individuals with disabilities have protections against discrimination and are assured access to programs, services, and activities. 'No qualified individual with a disability shall, on the basis of their disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.'

Students who can provide documentation that indicates the existence of a disability as well as its substantial impact in limiting one or more major life activities, including learning, are eligible for services. The documentation should indicate whether the absence of special accommodations would limit or deny equal access and, thus, result in discrimination.

Students with documented disabilities should contact the campus Counselor for students with disabilities. Call to make an appointment and complete an intake application for services. Students must bring documentation of the disability. Services and accommodations may include:

General Disability Services

- Community agencies liaison and referral
- Notetakers, readers, or scribes
- American Sign Language Interpreters
- Alternate text formats
- Specialized testing accommodations

Assistive Technology Lab - Multi-Media Stations

- Digital Recorders (loan basis)
- Introduction and training to Assistive Technology
- Kurzweil 3000 - Text Reader
- Dragon Dictate - Voice Activated software
- Computer monitor screen enlarger
- Caption Maker captioning software
- Adobe Acrobat XI Pro
- Keyguard Viziflex
- ClaroRead - Word prediction
- Smart Pens

Students in need of disability-related accommodations are advised to contact the Disability Services (Hā'awi Kōkua Program) Coordinator as early as possible so that services may be arranged in a timely manner.

Mental Wellness Services

Bldg. 379A, Rm 2, Manono Campus
Kate De Soto, LCSW, Mental Health Therapist
Ph: (808) 934-2706
www.hawaii.hawaii.edu/mental-wellness
mwpd@hawaii.edu

The Mental Wellness Services assists students of Hawai'i CC to enhance their resiliency while building on existing strengths and honoring individuality. Services are available for all students on Hawai'i Island.

Mental health services benefit campus communities by assisting students to manage stress and become more engaged in their education. This ultimately leads to increased student retention and program completion rates.

Therapeutic services are brief in nature and referrals to community resources will be given as appropriate.

Mental Wellness Services is also the Confidential Resource for any Title IX related concerns. Students can access this service to receive confidential support and information regarding Title IX.

Student Services Support for Distance Education Students

Bldg. 379, Manono Campus
Ph: (808) 934-2720

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

Students who claim Hawai'i CC as their home campus for distance education purposes, have access to services for admissions and records, orientation, financial aid, registration, counseling, and advisement.

Students with disabilities who claim Hawai'i CC as their home campus for distance education purposes must self-disclose to the Hawai'i CC Disability Service Provider and provide accommodation documentation to the Distance Education (DE) instructor.

The coordination of access to services and accommodations will be provided by Hawai'i CC in consultation with the campus delivering the course and receiving tuition, according to the system-wide guidelines. (Policy Haw 5.200)

Students with disabilities, who have identified with their home campus disabilities office, need to notify their home campus disability office of any DE courses taken at another campus. The disability services counselor of the home campus will notify the disability counselor of the campus where the DE course is offered. Documentation can be kept at the student's home campus. The accommodation letter is generated by the disability counselor of the campus where the DE course is offered. Students with disabilities are responsible for self-identifying in a timely manner and obtain their accommodation letter from the campus disability counselor where the DE course is offered.

Kau Wa‘a Student Center
Bldg. 379, Room 15, Manono Campus
Ph: (808) 934-2733

The Kau Wa‘a Student Center, located on the Manono Campus, facilitates student involvement in co-curricular learning opportunities, contributing to the development of the lifelong learner by providing access to positive and culturally-relevant programs for students.

The Kau Wa‘a Student Center offers a positive environment and activities for students who need a break between studying. The Center provides access to lockers, and student workshops. Students may also obtain a student ID card at the Center on designated days.

For more information about activity requests and registering student clubs, visit www.hawaii.hawaii.edu/student-life

International Students
Office of International Programs
Bldg. 381, Room 10, Manono Campus
Ph: (808) 934-2698
www.hawaii.hawaii.edu/international-student

Hawai‘i Community College welcomes international students. The Office of International Programs assists international students with achieving their academic and personal goals. The Office provides academic and immigration advising and support.

STAR Advising Tool

STAR is an online information and advising tool that enables students to view: courses needed for graduation in the chosen major, grades, transfer credits, academic holds, etc.

Access to STAR is available through the MyUH Services at www.hawaii.edu/myuhservices or at www.star.hawaii.edu

Information contained in STAR is intended for reference and advising purposes only. Students are highly encouraged to check their academic progress in STAR regularly. If there are any questions or discrepancies with information noted in STAR, seek counseling by contacting the Counseling Office in Hilo at (808) 934-2720, or the Pālanui Student Services Office at (808) 969-8816. For technical information or assistance with STAR navigation, contact the Admissions and Records Office at (808) 934-2705.

Transferring from Hawai‘i CC to a UH System Community College

The student should determine if the program he/she wishes to pursue is offered by that community college. If it is, the next step would be to complete the Change of Home Institution form and submit it by that campus’ application deadline. Because each institution has different procedures, students should contact the other campus to verify how and when to request a transfer credit evaluation of courses taken at Hawai‘i CC. Students wishing to apply for financial aid should contact that campus’ Financial Aid Office to obtain any supplemental forms needed besides the Free Application for Federal Student Aid (FAFSA).

Transferring from Hawai‘i CC to a UH System Baccalaureate Program

A Hawai‘i CC student can transfer to UH Mānoa, UH Hilo, or UH West O‘ahu to pursue a bachelor’s degree. A student interested in transferring to one of these campuses should refer to that institution’s college catalog or website to check on the requirements for transfer students.

In general, a student will need at least 24 transfer level college credits and have at least a 2.0 GPA (resident) or 2.5 GPA (non-resident). Some majors will require a higher GPA. The GPA is used for admissions purposes, but is not transferable.

If a student has less than 24 transfer level credits, the high school record will be used for determining admission. This will include the high school GPA, SAT or ACT scores, and college prep courses taken.

A student who has earned an articulated Associated in Arts (A.A.) degree from a UH Community College shall be accepted as having fulfilled the general education core requirements at all other UH campuses. However, in addition, a student must also complete any specialized lower-division, major, college and degree/graduation requirements, such as writing-intensive or foreign language requirements. Some of these additional requirements may be completed within the AA degree.

Students should develop an academic plan which anticipates transferring to a specific four-year campus. A student planning to transfer either before or after completing the AA degree is advised to see a Hawai‘i CC counselor for assistance in selecting AA degree courses, which also will meet requirements of the campus and the program to which the student will be transferring.

The student must submit a UH System Application by the deadline and also request an official copy of his/her Hawai‘i CC transcript to be submitted with their application and another transcript to be sent *when the final grades are entered and after the degree is conferred*. The latter should be requested if applicable.

Automatic Admissions

Students graduating from any of the University of Hawai'i's seven Community Colleges with an A.A. degree or selected A.S. degrees will be notified that they may be eligible for automatic admission to UH Mānoa, UH Hilo, or UH West O'ahu. (Policy EP 5.209)

Under automatic admission, the application fee is waived, priority registration provided, and student transcripts analyzed to help identify likely majors. Qualified students will receive an admission letter via their UH e-mail account informing them of their eligibility and must respond in order to take advantage of this opportunity.

Please contact the Hawai'i CC Counseling, Advising and Support Services Center in Hilo at (808) 934-2720, or the Pālamānu Student Services Office at (808) 969-8816 for more information.

Transferring from Hawai'i CC to a Non-UH System Campus

A Hawai'i CC student who plans to transfer to another campus should obtain information regarding the following: majors offered, cost (including transportation), financial assistance available, size (student population and physical layout), housing, student services, academic support programs, extra-curricular activities, climate, urban/rural/suburban setting, and requirements for transfer students. This information is in the college catalog. Many colleges and universities now have their college catalog on the Internet.

A Hawai'i CC student who plans to transfer to a non-UH campus will need to obtain application information and the application forms, and request the necessary official transcripts from Hawai'i CC be sent to the campus to which the student will transfer. The student should also obtain any supplemental financial aid forms aside from the FAFSA if he/she plans to apply for financial aid.

Determining course equivalency is at the discretion of the receiving campus. Students are encouraged to contact an Academic Advisor at the transfer campus for assistance in selecting courses at Hawai'i CC that will transfer.