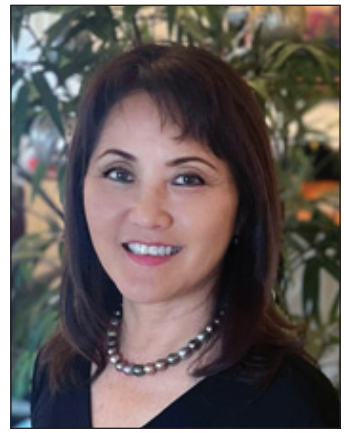
Chancellor's Welcome Letter



Aloha mai kākou!

Thank you for choosing to extend your education at Hawai'i Community College, where you will be embraced by our staff and faculty who truly care about your wellbeing. We pride ourselves on fostering a sense of community as we are all connected and responsible for supporting one another.

I encourage you to embrace this value and to make the most of your time here. Get involved with the campus, ask if you have a question, and make friends and relationships that will enrich your college experience and beyond!

We are all here to support you every step of the way! Ask any of our dedicated faculty and staff for guidance, assistance, or simply a friendly chat.

Mahalo nui loa for choosing Hawai'i Community College as your educational home. We are honored to have you as part of our Kauhale. May your time here be filled with joy, discovery, and success.

With warmest aloha,

Susan S. Kazama
Chancellor

Hō'oia 'Āina - Land Acknowledgement

Hawai'i Community College with profound reflection offer this Hō'oia 'Āina, Land Acknowledgement.

Hawai'i is an indigenous space whose original people are today identified as Native Hawaiians. Our Kauhale aligns with the University of Hawai'i System's commitment to fostering the wellbeing of indigenous communities through academic processes put into effect with the ten-campus, system-wide transformation called Hawai'i Papa O Ke Ao.

With much aloha, Hawai'i Community College Kauhale welcomes you to the mokupuni of Hawai'i, in this land division we call Waiākea, in the district of Hilo Hanakahi (Manono campus); in the moku of Kona 'Ākau with the Pālamanui campus; and in Haina in the moku of Hāmākua district with the Kō Education Center.

This land acknowledgement welcomes everyone who gathers here.

We are in Hawai'i. 'Ano'ai.

UNIVERSITY of HAWAI'I®

HAWAI'I COMMUNITY COLLEGE

2025–2026 Catalog

HAWAI'I COMMUNITY COLLEGE

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Disclaimer

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

Academic Calendar 2025-2026

Fall 2025 Semester Calendar

May 31 (Sa)	Last day for International Students (living abroad) to submit complete Fall 2025 application
Aug 1 (F)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2025 application
Aug 1 (F)	Last day to submit completed applications for Fall 2025 Semester
Aug 15 (F)	*Statehood Day (Holiday)*
Aug 22 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who registered - due by 4:00pm
Aug 25 (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
Sep 1 (M)	*Labor Day (Holiday)*
Sep 2 (T)	Last day to add/late register for semester-length classes
Sep 2 (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 †
Sep 2 (T)	Last day to receive Fees Refund for withdrawal from all UH system classes
Sep 2 (T)	Last day to submit Change of Major request
Sep 16 (T)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Sep 16 (T)	Last day to Withdraw from semester-length classes without a "W" †
Sep 16 (T)	Financial Aid enrollment status determination date
Sep 26 (F)	"I" removal deadline: Student to Instructor
Oct 20 (M)	Spring 2026 classes posted on Class Availability website. See link at top of www.hawaii.hawaii.edu
Oct 31 (F)	Last day for International Students (living abroad) to submit complete Spring 2026 application
Nov 3 (M)	Last day to apply for Credit by Exam for Fall Semester
Nov 3 (M)	Last day to Withdraw from semester-length classes with a "W" †
Nov 3 (M)	"I" removal deadline: Instructor to ARO/PAL Office
Nov 3 (M)	Last day to submit application to Audit classes
Nov 3 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Nov 3 (M)	Last day to "opt-out" of Summer 2025/Fall 2025 degree conferral
Nov 10 (M)	Registration begins for Spring 2026 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration
Nov 11 (T)	*Veterans' Day (Holiday)*
Nov 27 (R)	*Thanksgiving (Holiday)*
Nov 28 (F)	*Non-Instructional Day*
Dec 11 (R)	Last day of Instruction
Dec 12 (F)	Writing Assessment Day for English Department
Dec 12 (F)	Final Exams for classes that met on Fridays only throughout the semester
Dec 12 (F)	Last day to order diploma/certificate from ARO
Dec 15 (M)	Last day to submit completed applications for Spring 2026 Semester
Dec 15 (M)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2026 application
Dec 15-19 (M-F)	Final Examinations (Friday exams are reserved for make up exams per instructor discretion)
Dec 22 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 25 (R)	*Christmas Day (Holiday)*
Jan 1, 2026 (R)	*New Year's Day (Holiday)*
Jan 9, 2026 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who early registered - due by 4:00pm
Jan 12, 2026 (M)	First Day of Spring 2026 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 Pālamanui (WH)

Academic Calendar subject to change.

Academic Calendar 2025-2026

Spring 2026 Semester Calendar

Oct 31 (F)	Last day for International Students (living abroad) to submit complete Spring 2026 application
Dec 15 (M)	Last day to submit completed applications for Spring 2026 Semester
Dec 15 (M)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2026 application
Jan 1 (R)	*New Year's Day (Holiday)*
Jan 9 (F)	Deadline to pay Hawai'i CC (and UH System) Tuition/Fees for those who registered - due by 4:00pm
Jan 12 (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 19 (M)	*Dr. Martin Luther King, Jr. Day (Holiday)*
Jan 20 (T)	Last day to add/late register for semester-length classes
Jan 20 (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 20 (T)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Jan 20 (T)	Last day to submit Change of Major request
Feb 4 (W)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes †
Feb 4 (W)	Last day to Withdraw from classes without a "W" †
Feb 4 (W)	Financial Aid enrollment status determination date
Feb 16 (M)	*Presidents' Day (Holiday)*
Mar 6 (F)	"I" removal deadline: Student to Instructor
Mar 6 (F)	*Non-Instructional Day*
Mar 16-20 (M-F)	*Spring Recess (No School)*
Mar 16 (M)	Summer 2026 classes posted on Class Availability website. See link at top of www.hawaii.hawaii.edu
Mar 16 (M)	Fall 2026 classes posted on Class Availability website. See link at top of www.hawaii.hawaii.edu
Mar 26 (R)	*Prince Jonah Kūhiō Kalaniana'ole Day (Holiday)*
Mar 27 (F)	Last day to Withdraw from semester-length classes with a "W" †
Mar 27 (F)	"I" removal deadline: Instructor to ARO/PAL Office
Mar 27 (F)	Last day to submit application to Audit classes
Mar 27 (F)	Last day to exercise the Credit/No Credit option (CR/NC)
Mar 27 (F)	Last day to apply for Credit by Exam for Spring Semester
Mar 27 (F)	Last day to "opt-out" of Spring 2026 degree conferral
Apr 3 (F)	*Good Friday (Holiday)*
Apr 6 (M)	Registration begins for Summer 2026 (open) and Fall 2026 (based on time ticket). NOTE: Information about payment of Tuition and Fees will be provided with registration.
May 6 (W)	Last day of Instruction
May 8 (F)	Writing Assessment Day for English Department
May 8 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 11-15 (M-F)	Final Examinations (Friday exams are reserved for make up exams per instructor discretion)
May 15 (F)	Last day to order diploma/certificate from ARO
May 15 (F)	Priority deadline for new students to apply for Summer 2026 session. Contact ARO for details
May 15 (F)	Hawai'i Community College Commencement - Hilo
May 16 (Sa)	Hawai'i Community College - Pālamanui Commencement
May 18 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 25 (M)	*Memorial Day (Holiday)*
May 26 (T)	First day of Summer Session I. NOTE: Start dates for individual classes may differ
May 31 (Su)	Last day for International Students (living abroad) to submit complete Fall 2026 application
June 11 (R)	*King Kamehameha Day (Holiday)*
July 2 (R)	Last day of Summer Session I. NOTE: End dates for individual classes may differ
July 3 (F)	*Independence Day (Holiday)*
July 6 (M)	First day of Summer Session II. NOTE: Start dates for individual classes may differ
Aug 1 (Sa)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2026 application
Aug 1 (Sa)	Last day to submit completed applications for Fall 2026 Semester
Aug 14 (F)	Last day of Summer Session II. NOTE: End dates for individual classes may differ
Aug 17 (M)	Summer Session ends; Instructors must submit grades by 12:00 noon
Aug 21 (F)	*Statehood Day (Holiday)*

† 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.*

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College catalogs are published once per year or less frequently and do not always reflect the most recent campus actions involving 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 iā 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‘omāhuahua 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 kālai‘ike a me nā ke‘ena kāko‘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 mahele like ‘ole o kēia kula kaiāulu nei i kaiāulu kālai‘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.

Ke Ala Nu‘ukia

No ka ho‘opi‘i ‘ana i ka ho‘ona‘auao ‘ia ‘ana a kau i ka puaaneane, 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 kuauli.

Vision

Our Kauhale of lifelong learners will be productive and engaged citizens capable of meeting the complex challenges of our island and global communities.

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.

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.

Nā Hopena A‘o Honua Kula

Na nā kānaka ‘imi na‘auao o ke Kauhale e:

- Ho‘oka‘a‘ike pono i nā manawa like ‘ole.
- No‘ono‘o loi 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 kaiapili.
- 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 Committee (GEC), which is comprised of discipline faculty and student support faculty to consider general education (GE) designation approvals 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 an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education:

Accrediting Commission for Community and Junior Colleges,
428 J Street, Suite 400
Sacramento, CA 95814
Phone: (415) 506-0234
accjc@accjc.org

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 webpage at
https://hawaii.hawaii.edu/accreditation

In addition to the College's overall accreditation, there are other specialty accreditations for certain programs:

Program	Accrediting Organization
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 Kealakekua. In Fall 2015, the University of Hawai'i Center, West Hawai'i moved to a new branch campus of Hawai'i Community College at Pālamanui 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-Pālamanui.

Hawai‘i Community College-Pālamanui 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-Pālamanui 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.

In 2019, KōEC joined the Kauhale. Hawai‘i CC assumed administration of the Kō Education Center in Honoka‘a.

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 and electrical programs design and build a house, to working on customer jobs. Other programs offer 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. 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.

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)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw3

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. 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.

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.

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 opera-

tions on behalf of the University for the purpose of serving the entire Student Body of Hawai‘i CC. The ASUH-Hawai‘i CC is the elected governing body, legislative assembly of ASUH-Hawai‘i CC representing the student population on all campuses by persuing social, political, academic, and administrative initiatives of interest to our growing and diverse student body.

Membership consists of students whose home campus is Hawai‘i CC and who are enrolled in at least one (1) 3-credit class 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. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720 unless otherwise noted.

Administration of Justice

- **Chaminade University of Honolulu** offers a 2+2 pathway for students who complete an Associate in Science degree in Administration of Justice and would like to pursue a Bachelor of Science in Criminology & Criminal Justice (CCJ) degree. The CCJ program is offered completely online.

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.

- **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

- **Arizona State University (ASU)** offers Hawai‘i CC graduates bachelor degrees in many disciplines via online or in-person. ASU is a comprehensive public research university that supports a seamless transition for transfer students to successfully complete their bachelor’s degree.
- **Oregon State University (OSU)** 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.
- **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, 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.

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.
- **University of Hawai‘i-West O‘ahu Business Administration Program (Accounting)** Provides a transfer pathway for students in the Associate in Applied Science degree in Accounting who would like to pursue a Bachelor of Arts degree in Business Administration with a concentration in Accounting. This program has an online option.
- **University of Hawai‘i-West O‘ahu Business Administration Program (Marketing)** 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.

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 Bachelor of Education with a Concentration in Early Childhood Education** This agreement supports students in the Associate in Science degree Early Childhood Education (AS-ECED) program who would like to pursue a Bachelor of Education degree with a concentration in Early Childhood Education at the University of Hawai‘i-West O‘ahu. 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 CC AS 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.

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.

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.

Nursing

- **Grand Canyon University (GCU)** offers Hawai'i CC's Applied Science of Nursing (ASN) students a concurrent enrollment pathway (CEP) to the GCU Bachelor of Science in Nursing or the Master of Science in Nursing.

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.

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.

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 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 Ashton Dircks or Renette Pacheco at (808)934-2670, or visit www.hawaii.hawaii.edu/construction-academy

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 partners with other UH Community Colleges 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 a variety of DE classes from all other UH Community Colleges (UHCC).

Institutions must be authorized to offer distance education to students who reside in a state other than the institution's home state. **NC-SARA (National Council of State Authorization Reciprocity Agreements)** is an agreement among member states, districts, and territories that establishes comparable national standards for interstate post secondary distance education. As an approved NC-SARA institution, Hawai'i CC is approved to offer distance education to students who reside in other NC-SARA-approved states.

See www.hawaii.hawaii.edu/de for more information about distance education and state authorization at Hawai'i CC.

DE Classes are Offered in a Variety of Formats

Online Classes

Online classes offer flexibility. Students with challenging schedules can still pursue an education without sacrificing their work or family responsibilities. Depending on the course, the instructor may use various online platforms and tools. Students must have access to a computer and a reliable internet connection to take online classes.

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

Student Success in DE Classes

There are no special permissions needed to take an online class; any student can take an online class as long as all prerequisites for the course are met. However, different skill sets are critical for success in the different learning environments, and each student learns differently. Some students may be more successful in a traditional 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 with using computers and the internet.
- comfortable navigating and learning using new technology.
- self-disciplined, organized, and able to independently follow lessons and complete coursework.
- able to create and stick to a schedule for their own learning.

Other considerations:

- DE classes take at least as much time as classroom-based 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 and reliable internet access is required, especially for online classes. Visit the UH Information Technology Services website at www.hawaii.edu/askus/585 for information on computer hardware recommendations.

DE classes may also require other devices, tools, and software. Most DE classes will also require the use of common word processing and presentation software (e.g., Word, Google Docs, PowerPoint, Google Slides), 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 Hawai‘i CC or 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.

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.

State of Hawai‘i SARA Complaint Process

After exhausting all administrative remedies available at Hawai‘i Community College, an out-of-state distance education student may file a complaint with the Hawai‘i Post-Secondary Education Authorization Program (HPEAP). For more information and a link to the complaint form, review the HPEAP SARA Complaint Process webpage at

https://cca.hawaii.gov/hpeap/hpeap-sara-complaint-process

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-Pālamanui

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 Hawai‘i Community College-Pālamanui campus, where many classes and associate degree programs are available. Pālamanui 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-Pālamanui 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 Pālamanui
Ph: (808) 969-8822

Hawai‘i Community College-Pālamanui 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 internet access. 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-Pālamanui (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 Hawaiiana holdings. To ensure student proficiency in the use of these collections, the staff provides reference assistance in-person at the Information 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)
UC - Bldg. 334, Room LRC 115
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 such as Zoom, Lamakū (formerly Laulima), 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)
MC - Bldg. 387, Room 101
Lisa Fukumitsu, Student Success Coordinator
Ph: (808) 934-2530
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.

Hawai'i Community College-Pālamanui,
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 Pālamanui houses a small on-site collection of books, 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
MC - Bldg. 380, Room 34
Ph: (808) 934-2600
www.hawaii.hawaii.edu/i-ola-haloa

Paepae 'Ōhua Native Hawaiian Student Success Services
Monica Burnett, Educational Specialist
www.hawaii.hawaii.edu/i-ola-haloa/paepae-ohua

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 provides advising, tutoring, peer mentoring, workshops, a study lānai area, and other services to foster academic success. In addition, the Waihonua Media Lab offers computer and internet access, software and app assistance, limited printing servcies, and laptop loans to meet students' digital and academic needs.
- 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)

MC - Bldg. 381A, Rooms 1,2,3,4
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
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 extracurricular activities. At the end of each session, a Certificate of Participation is given to each student. Students who successfully complete the IEP meet the English proficiency for admissions at 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 or certificate. 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 eligible students 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. Additionally, Phi Theta Kappans 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. (Policy EP 2.203) https://hawaii.edu/policy

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 Rave Alert Emergency Notification System

The UH Rave 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 Rave Alert will not affect e-mail sent from UH Broadcast.

Voice/SMS/text messages: Faculty, staff, and students may choose to be alerted via voice and/or text messages to mobile phones. Approximately one message per semester is scheduled to test the UH Rave Alert system. Depending on the phone plan, some cell phone carriers may charge for this message. UH Rave Alert is an opt-in emergency voice/SMS/text messaging service. UH Rave Alert text messages will come from the following numbers: 226787, 67283, 77295, or 78015. For those who have Spectrum Mobile, sign up under Verizon. Those who use Google wireless can sign up under T-Mobile. 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 Rave 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 2018 entry:			
UH at Mānoa	64%	3%	n/a
UH at Hilo	48%	3%	n/a
UH - West O'ahu	50%	4%	n/a
Three years after 2021 entry:			
Hawai'i CC	33%	12%	11%
Honolulu CC	25%	11%	16%
Kapi'olani CC	22%	15%	21%
Kaua'i CC	29%	9%	9%
Leeward CC	32%	10%	11%
Maui CC	27%	18%	11%
Windward CC	31%	9%	12%

	UHCC Average	Hawai'i CC
Gender		
Men	29%	39%
Women	31%	26%
IPEDS Race/Ethnicity		
Nonresident Alien	44%	#
Hispanic/Latino	28%	32%
American Indian/Alaska Native	#	#
Asian	33%	36%
Black or African American	13%	#
Native Hawaiian/Pacific Islander	22%	30%
White	33%	33%
Two or more races	29%	31%
Unknown	31%	#
Federal Grant/Loan Recipient		
Federal Pell Grant	28%	31%
Subsidized Stafford Loan (no Pell Grant)	#	#
Neither Pell Grant nor Stafford Loan	32%	35%

# 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, Mar 2025. For current rates: www.hawaii.edu/irao/srtk

Admission and Registration

Admission of Students

Hawai'i CC is open to any high school graduate or person 18 years of age or older who can benefit from the instruction offered. Additional admission criteria may be imposed for individual community college programs.

Online applications and admission information may be obtained from high school counselors in Hawai'i or from the Admissions and Records Office (ARO), MC - Bldg. 378, or Hawai'i Community College-Pālamanui, Student Services Office, PAL - Bldg. Ēlama, in Kailua-Kona, or online at

www.hawaii.edu/admissions

Completed applications and all supporting documents must be received by August 1 for the Fall semester, December 15 for the Spring semester, and June 15 for Summer session. Nonresident applicants are assessed a $25.00 application fee.

International students requiring a student visa must submit all documents (see page 18) by May 31 for the Fall semester and October 31 for the Spring semester.

Successful applicants are reminded that acceptance *does not* imply that on-campus housing and/or financial aid is available. While the College will make every effort to assist, students must arrange for their own financial aid and housing.

Admission Procedures

1. Submit a completed application for admissions by the published deadline.
   The Nursing program may have earlier admission deadlines. Admittance to the College is not acceptance into the Nursing program. Consult the program section of this catalog for further information.
2. For financial aid, complete the Free Application for Federal Student Aid (FAFSA) and the UH Common Scholarship Application by March 1 each year. The FAFSA is available online at studentaid.gov/fafsa and the UH Common Scholarship Application is available online at www.hawaii.edu/tuition/scholarships/how-to-apply
   For more information, see the separate section on Financial Aid.
3. If seeking on-campus housing, contact the University Housing and Residence Life office (808) 932-7403. Acceptance to the College does not guarantee on-campus housing.

Acceptance to Hawai'i Community College

Students are accepted into the College with a "classified" status by declaring a designated program or major of their choice. However, in a few cases the student may not be able to enroll in the beginning courses in the program because:

1. Certain prerequisites for the courses have not been met.
2. The program may be filled.
3. The beginning courses are not offered that semester.

Applicants will be notified by e-mail of their acceptance and given information regarding registration. Hard copy letters are available at the request of the student. Prior to registration for courses, the student is expected to:

1. Submit a TB (tuberculin) clearance within twelve (12) months prior to the first day of instruction, or TB clearance obtained on or after the age of sixteen (16), and proof of immunity to measles (rubeola), mumps, and rubella (MMR); Tdap (Tetanus-diphtheria-acellular pertussis); and Varicella (Chicken Pox), directly to the Med+Proctor.
   Note: Chest x-ray reports must be accompanied by proof of a positive skin test which includes the date placed, the date read, and induration. Proof of MMR immunity must be signed by a US licensed practitioner or stamped by a clinic.
2. Students who are unable to determine placement using the alternative placement qualifiers will be required to take the Accuplacer placement test to determine appropriate course placement. There are three sections to the test: Reading, Writing, and Math. Students have the option of taking all three tests at once, or each test individually. Placement tests are administered in Hilo at the Hale Kea Testing and Advancement Center on the Manono Campus. Appointments in Hilo can be made by calling (808) 934-2540 or by e-mailing halekea@hawaii.edu. In West Hawai'i, placement tests are administered through the Library and Learning Center on Pālamanui Campus. Appointments in West Hawai'i can be made by calling (808) 969-8830. A valid UH student identification number is required in order to schedule an appointment. Also, a valid UH student ID or government issued picture ID is required and must be presented on the test days. Accommodations for students with disabilities can be arranged with Disability Services, (808) 934-2825 [v/t] or e-mail: hawccds@hawaii.edu
3. Attend a New Student Orientation and/or Advising session and Registration (SOAR) session. For details on time and place, call the Counseling Office in Hilo at (808) 934-2720, or the Office of Student Services in West Hawai'i at (808) 969-8816.

After registration for courses, the student is expected to:

1. Pay for all tuition and fees by the published deadline.
2. Attend classes regularly.

Some programs accept students only in the Fall semester. If the program is filled, students are unable to enroll in courses for their program. They will be advised to take other related courses. After one semester, the student usually will be able to take beginning courses in the program; however, in a few programs the waiting period may extend to a full academic year or more. Continuing students will be given priority in Fall semesters to enter the programs when space becomes available.

The following programs accept all students who apply: Administration of Justice; Business Technology; Creative Media, Early Childhood Education; Hawaiian Life Styles; Hospitality and Tourism; Human Services; Information Technology; Liberal Arts; and Tropical Forest Ecosystem and Agroforestry Management.

The following Applied Technical Education programs will accept students on a first-come, first-served basis: Agriculture; Architecture, Engineering and Construction Technologies; Auto Body Repair and Painting; Automotive Technology; Carpentry; Culinary Arts; Diesel Mechanics; Electrical Installation and Maintenance; Electronics Technology; and Machine, Welding, and Industrial Mechanics.

Admission into the Nursing programs is on a selective basis. Refer to the Curricula and Programs section of this catalog for more detailed information.

Counselors and support program coordinators are available to provide information about the College and its programs and to assist each applicant in choosing a program that offers the maximum opportunity for self-development. Information is also provided to students via e-mail through their hawaii.edu account.

Change of Home Institution

Students wanting to change their home institution from another UH campus must submit a University of Hawai‘i Change of Home Institution form. The deadline to submit a change of home institution request is the first day of instruction; please refer to the academic calendar for details.

Acceptance Rollover

A student who is accepted for one term (admit term) and does not register for the admit term, may "rollover" acceptance to a subsequent term (rollover term), provided the rollover term is within two (2) years of the admit term. Should the student wish instead to enroll in a term beyond the subsequent two (2) years, the student must reapply.

Residency Regulations for Tuition Purposes

Students other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawai‘i, according to the University of Hawai‘i rules and regulations in effect at the time they register, must pay nonresident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be classified as such throughout their time at the College, unless they can present satisfactory evidence that changes the residency status.

Definition of Hawai‘i Residency: A student is deemed a resident of the State of Hawai‘i for *tuition purposes* if the student (18 or older) or, in the case of a minor student, their parent or legal guardian has:

1. Demonstrated intent to reside permanently in Hawai‘i;
2. Been *continuously physically present* in Hawai‘i for the 12 consecutive months *prior* to the first day of instruction; and
3. Has *not* been claimed as a dependent (whether adult or minor) for tax purposes by their parents or legal guardians who are *not* legal residents of Hawai‘i.

The following evidences of a person's intent to establish domicile in Hawai‘i shall be considered:

1. Voting/registering to vote in the State of Hawai‘i
2. Filing Hawai‘i State Resident Personal Income Tax Return

Other information such as employment, carrying on of a business, ownership of residential property or continuous rental of a dwelling on a lease basis in Hawai‘i, or the presence of immediate family members in Hawai‘i may be considered. No single act is sufficient to establish residency in the State of Hawai‘i.

The following rules of residency determination shall be applied in all cases:

1. The twelve months of continuous residence in Hawai‘i shall begin on the date upon which the first overt action (see above) is taken to make Hawai‘i the permanent residence.
2. Residency in Hawai‘i and residency in another place cannot be held simultaneously.
3. Presence in Hawai‘i primarily to attend an institution of higher learning does not create resident status. A nonresident student enrolled for 6 or more credits during any term within the previous 12-month period shall be presumed to be in Hawai‘i primarily to attend an institution of higher learning. Such periods of enrollment shall not be applied toward the physical presence requirement.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai‘i residency will not be lost solely because

of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

These considerations do not exhaust all of the factors that affect determination of residency. For more information, visit www.hawaii.hawaii.edu/residency or contact the Residency Officer at Hawai'i CC's Admissions and Records Office (ARO) (808) 934-2710.

Nonresident Students

Candidates for admission from outside the State of Hawai'i must meet all the requirements noted for Hawai'i applicants. Admission is also contingent upon the College's nonresident student enrollment quota. Therefore, out-of-state candidates should await written notice of acceptance before coming to Hawai'i. No special consideration can be given to students whose applications have not been accepted.

Once classified as a nonresident, a student continues in this status at Hawai'i CC until submitting satisfactory evidence that changes the residency status.

The maximum number of nonresident students that can be accepted by Hawai'i CC is limited by the Board of Regents policy. Students classified as nonresidents are required to pay nonresident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

1. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty
2. Members of the Hawai'i National Guard and Hawai'i-based Reserves
3. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning may be eligible for a tuition exemption which allows them to pay 150% of the resident tuition
4. Employees of the University of Hawai'i System and their spouses and legal dependents
5. Hawaiians: descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778
6. Veterans Post 9/11 GI Bill® or Montgomery GI Bill® Active Duty using education benefits, who live in Hawai'i, or
   Individuals eligible to use transferred Post 9/11 GI Bill® educational benefits, who live in Hawai'i, or
   Individuals eligible to use transferred Post 9/11 GI Bill® educational benefits, who live in Hawai'i, or
   Individuals using Post 9/11 GI Bill® education benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i, or
   Individuals using educational assistance under the Veteran Readiness and Employment program (formerly Vocational Rehabilitation and Employment), and who live in Hawai'i.

Misrepresentation: A student or prospective student who intentionally or willfully misrepresents any fact or any form or document intended for use in determination of resident status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawai'i System.

Appeal Process: Residency decisions can be appealed by submitting an appeal application to the Residency Officer at Hawai'i CC's ARO. For more details, contact the Residency Officer at (808) 934-2710 before the beginning of the relevant semester. Please note that appeal applications will not be accepted after the deadline set each semester by the University of Hawai'i System Office of the Associate Vice President of Student Affairs.

Conversion Process: A student who is a non-resident for tuition purposes and wishes to convert his/her residency status to resident may submit an Application to Convert Residency Status. The Application to Convert Residency Status must be submitted to the Residency Officer **prior** to the first day of instruction of the semester for which the student wishes to convert their residency. For more information and to obtain the Application to Convert Residency Status, contact the Residency Officer at (808) 934-2710.

International Students

International applicants must comply with all regulations of the United States Citizenship and Immigration Service (USCIS) as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Hawai'i CC. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Hawai'i CC is authorized under Federal Law to enroll non-immigrant students.

International students requiring an I-20 for application for an F1 visa must submit the following:

- UH System Application Form
- $25 Application Processing fee
- Supplementary Information Form for Undergraduate International Applicants (FSS).
- A current (within 90 days from date of application) bank statement from sponsor(s) signing the FSS Form - Section C Part II. The statement must indicate at least $26,380 (US dollars) in available funds.
- **Test of English as a Foreign Language (TOEFL)** for international candidates whose native language is not English. A minimum TOEFL score of 61 on the Internet Based Test (iBT), or 500 (paper-based test) is required. Scores

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must be less than two years old and must be sent directly to Hawai'i Community College (code #4322) from ETS. For information about TOEFL, visit the website at www.toefl.com

A score of 5.5 on the **International English Language Testing System (IELTS)** is accepted. For information about IELTS, visit the website at www.ielts.org

A score of Grade 2A on the **EIKEN (Test in Practical English Proficiency)** is accepted. For information about EIKEN, visit the website at www.eiken.or.jp/eiken/en/eiken-tests/overview

International students who do not meet the English proficiency requirement to enter Hawai'i CC's credit classes can begin their studies at the Intensive English Program (IEP). After successfully completing this program, students may enter Hawai'i CC credit classes without an English proficiency score. (Policy Haw 7.220) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

All application materials must be received by the deadlines listed in the academic calendar.

All nonresident international students must demonstrate proof of enrollment in a health and accident insurance program before enrolling in courses. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

In compliance with public health regulations, new students must show evidence that they are free of active Tuberculosis (TB) and immunized against Measles (Rubeola), Mumps, and Rubella (MMR); Varicella; and Tetanus, Diphtheria, and Acellular Pertussis (TDAP) prior to enrollment.

Once admitted, the nonresident international student with a valid student F-1 visa must maintain a minimum course load of 12 credits each consecutive Fall/Spring semester in order to remain in status with the USCIS.

Hawai'i CC complies with all applicable requirements of other federal and state entities as may be required by law or by rules and regulations.

Veterans and Dependents

Hawai'i CC is an approved educational institution for education and training under the Veterans' Educational Assistance Act (GI Bill®), the Veterans Readjustment Act, and the Dependents' Educational Assistance Program. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans Administration Regional Office. For more information, call 1-888-442-4551 or, visit the website at www.va.gov for information and to apply for benefits. For assistance with the application process, contact the campus VA Representative at (808) 934-2720.

After applying with the VA, Veterans and military-connected students wishing to activate their education benefits at the College should contact the VA Representative at Hawai'i CC, Manono Campus, at (808) 934-2720.

Chapter 31 Disabled Veterans may seek additional supports and services by contacting the Disability Services by phone at (808) 934-2825 [v/t], or by e-mail at hawccds@hawaii.edu

Veteran's Information: The U.S. Department of Veteran's Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. Visit the U.S. Department of Veterans Affairs website www.va.gov for more information and to apply for benefits. The VA pays for classes applicable to declared majors only. Veterans should review the College catalog carefully and consult with an academic advisor/counselor before registering to ensure that all courses apply to their intended Hawai'i Community College degree or certificate. Recipients of veterans' benefits who have attended other colleges are required to have all previous course work evaluated for possible transfer of credit. Students must submit prior transcripts to the Hawai'i CC ARO and must participate in a Veteran's Orientation to activate their educational benefits with the College. Hawai'i CC will complete a transcript evaluation and provide the student with an assessment. If credit is granted, the student's program of education will be decreased in time and cost accordingly. All records of prior education will be kept with the student's record and provided to the VA or the State Approving Agency upon request. Hawai'i CC requires participation in a Veteran's Orientation to activate their educational benefits with the college.

A Certificate of Eligibility (COE) verifies a student's eligibility for Veterans Affairs (VA) education benefits. Students planning to use these benefits must obtain a COE and submit it to Hawai'i CC's Admissions and Records Office (ARO) before the first day of the semester.

Each Veteran's Affairs School Certifying Official (SCO) is responsible for certifying and monitoring Veterans' enrollment, academic progress, and other academic information.

Students receiving VA educational benefits must maintain a minimum cumulative Grade Point Average (GPA) or percentage of 2.0 each semester. A VA student whose CGPA or percentage falls below 2.0 at the end of any semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If they remain in probationary status for a third consecutive term or longer, their VA benefits will be discontinued until they return to good academic standing.

Chapter 31 Disabled Veterans should contact Disability Services by phone at (808) 934-2825 [v/t], or by e-mail at hawccds@hawaii.edu

Post 9/11 GI Bill® (Chapter 33): Chapter 33 payments for tuition and fees are paid directly to the College approximately six weeks after receiving certification from the campus VA School Certifying Official (SCO). Refunds due to changes in registration after the first day of the term will be sent to the student. Refunds due to non-attendance will be sent to the VA. If funds are returned to the VA because the student did not officially withdraw from the College, those students will be responsible for all tuition and fee charges incurred.

Yellow Ribbon Program: Hawai'i Community College participates in the Yellow Ribbon Program. For more information, call (808) 934-2710.

Hawai'i National Guard Tuition Assistance: Resident members of the Hawai'i National Guard may be eligible for partial tuition assistance from the Department of Defense in addition to federal educational benefits. This assistance is activated through the Guard Unit.

Military Spouse Career Advancement Accounts MyCAA: Payments are paid directly to the College. Students must bring or send a copy of their approved Financial Assistance Form to Hawai'i CC's Business Office at least 48 hours prior to the payment deadline. This will ensure that an invoice is sent and grades will be posted for classes into which they are registered. An updated approval form is required each semester.

If the MyCAA program does not make a payment for tuition for any reason after being billed by the College, the student will be responsible for paying any unpaid balances.

Public Law 115-407, Sections 103 and 104: In accordance with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38 (Public-Law 115-407), a student who is entitled to educational assistance under Chapter 31, Veteran Readiness & Employment, or Chapter 33, Post-9/11 GI Bill® benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or an authorization form for Chapter 31) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution, or
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

Public Law 116-315, Section 105: Hawai'i CC complies with Chapter 36 of Title 38 U.S.C. § 3672(b)(2)(A) and 3675(b)(4) which requires accredited institutions to be eligible for and participate in the Federal Student Aid program under Title IV of the Higher Education Act of 1965 (HEA) to be eligible to receive GI Bill® funds.

Public Law 116-315, Section 1018: Hawai'i CC complies with Public Law 116-315, Section 1018. VA beneficiaries are provided a College Financing Plan displaying the variety of costs and financial aid options for their chosen educational program. For additional information, contact the Financial Aid office at (808) 934-2712 or hawccfao@hawaii.edu or contact the School Certifying Official at (808) 934-2710 or hawvet@hawaii.edu.

Hawai'i CC complies with **Title 38 U.S.C. § 3679(e)** and will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

Transfer Students

Transfer students are those who were previously enrolled at a college or university other than Hawai'i CC. If a course is not in the UH System articulation database, the ARO, counselor, or the student may initiate the articulation process to have the coursework considered for transfer. A student who is transferring to Hawai'i CC from a non-UH institution, and who would like credits earned at the external institution evaluated for transfer, should arrange to have their official transcripts (sealed/unopened) sent **directly** to the ARO from the transferring institution. Transcripts that were issued to the student will not be accepted as official. The transcript(s) must be printed in English. Any transcript that is not printed in English will not be evaluated. All materials submitted become the property of Hawai'i CC.

Each summer, the ARO will review all transfer credit evaluations completed during the academic year and remove the record of transfer credits for students who never enrolled at Hawai'i CC. The original transcript(s) will be maintained for three years following enrollment at Hawai'i CC, or one year after receipt if there is no history of enrollment at Hawai'i CC.

A course will be processed for possible transfer credits if the course was completed with a grade of "D" (not "D-") or better. However, for AAS, AS, and certificate programs, a course with a "D" grade will not be accepted when a "C" or better is required for that course for graduation. When applicable, transfer credits may be counted towards the specific requirements of a program; otherwise, they will be counted as general electives. However, neither grade points nor Grade Point Averages (GPA) earned at other institutions are used in the computation of the Hawai'i CC cumulative GPA. (Policy Haw 7.208)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

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Transferring Credits from External Institutions to Hawai‘i CC

Credits earned from postsecondary institutions may be transferred to Hawai‘i CC if the following criteria are met:

1. The official transcript is from an accredited institution recognized by Hawai‘i CC.
2. The transcript is in English or translated into English by a certified translator.
3. The earned grade for the course is at least a "D" (not "D-").

Credits earned concurrently from other institutions within the UH system will be transferred to Hawai‘i CC at the close of the semester if the course is already in the Hawai‘i CC articulation database. If credits are not transferred, the student should submit the "Authorization Form to Access UH System Credits per Campus" to the Hawai‘i CC ARO.

To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) **sent directly** from the transferring institution to the Hawai‘i CC ARO. The ARO will transfer courses which are already in the UH articulation database. If a course is not in the UH articulation database, the ARO, counselor, or the student may initiate the articulation process to have the coursework considered for articulation and transfer.

Acceptance of external credit(s) is at the sole discretion of the receiving campus. Coursework/credits already taken at Hawai‘i CC can not be replaced by any transfer coursework. The higher grade for an external course cannot replace the lower grade for the same course taken at Hawai‘i CC. Hawai‘i CC coursework, including Hawai‘i CC in-progress course(s), override any external transfer coursework. The ratio for converting quarter-system credits to semester-system credits is 3:2. Transfer courses with a "D" (not "D-") or higher grade may be accepted for transfer. Grades for transferred courses are not computed in the Hawai‘i CC cumulative Grade Point Average (GPA). The student's GPA is not transferrable from one campus to another. This is to ensure that students meet the appropriate Hawai‘i CC graduation standards.

Transcripts received by Hawai‘i CC become the property of Hawai‘i CC, and the original(s) will not be forwarded to other institutions nor returned to the student. Transfer credit may be awarded for upper-division courses numbered 300 or higher. (Policy Haw 7.209)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

To verify that credits have been transferred, students may check their STAR report. At the end of each academic year, students with no academic history with Hawai‘i CC will have all transfer credits removed.

Auditors

Auditors must fulfill all requirements for regular admission. Persons wishing to participate in courses as auditors may apply for the privilege by completing and submitting the Auditor's Form no earlier than the first day of instruction. Permission of the instructor is required. Tuition is charged for the audited course(s). (Policy Haw 7.207)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Returnees

Any student who terminates their enrollment at Hawai‘i CC during the semester and returns the following semester is considered a continuing student. A student who terminates their enrollment and does not register for the next semester may return without submitting an application provided they return within three terms from the last term of registration. A student who does not enroll for three or more successive terms must reapply for admission.

Unclassified Nondegree Students

A person who wishes to take courses at Hawai‘i CC, but does not wish, or does not qualify, to enroll in a degree program, may apply for admission as an unclassified student. Most types of financial aid programs or campus student employment are not available to unclassified students. International visa students are not eligible for unclassified nondegree status. An unclassified student may declare a major and become a classified student by completing the Change of Major Form. The form is available at the ARO website at www.hawaii.hawaii.edu/admissions

Early Admission Program

The Early Admission Program is intended to encourage highly motivated and academically and/or vocationally talented high school students to advance in their schooling by supplementing their regular high school work with selected college courses. Interested applicants must comply with the regular admissions application procedure and deadlines. Continuation in the Early Admission Program depends upon the maintenance of a 2.0 grade point average (GPA) and approval of the College in consultation with the high school counselor.

A student seeking early admission should contact a Hawai‘i CC counselor for guidance and explanation of the application process.

Interested high school students should first contact their high school counselor for program information, forms, and consultation. Students in the Early Admission Program do not qualify to receive veteran's benefits or federal aid.

Health Requirements for Registration

PRIOR to registration for in-person classes or on-campus activities, State of Hawai'i Department of Health regulations require students to submit proof of health clearance for Tuberculosis (TB); Measles (Rubeola), Mumps, and Rubella (MMR); Varicella; and Tetanus, Diphtheria, and Acellular Pertussis (TDAP). Health Clearances must be signed by a US licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA).

Tuberculosis (TB) Clearance: The student must present to the Admissions and Registration Office one of the following: Mantoux tuberculin skin test result of the diameter, T-spot, Quantiferon Gold In-Tube, or Negative Risk Screen issued within 12 months before first attendance or on or after 16th birthday. If the diameter of induration is 10mm or more, then a negative chest x-ray is also required. The certificate of TB examination (PPD) and chest x-ray must be issued by a US practitioner.

Measles (Rubeola), Mumps, Rubella Immunization (MMR): All students born after 1956 must present proof of immunity to MMR. A student is considered immune to MMR by submitting documented proof, signed or stamped by a licensed practitioner, of:

- having received two (2) doses of the MMR vaccine at least one month apart, on or after the first birthday; or
- having received one (1) dose of the MMR vaccine and one (1) dose of the measles (rubeola) vaccine at least one month apart; or
- laboratory (blood test) evidence of Measles and Rubella signed by a US licensed MD, DO, APRN, or PA may be substituted for a record of immunizations. A Mumps laboratory test is not accepted.

Varicella Immunization: All students born before 1980 in the US will be exempt from the Varicella Immunization requirement. For all other students, two doses of the Varicella vaccine is required. Documentation of the vaccine will need to be signed or stamped by a US licensed MD, DO, APRN, PA, or clinic, and must be presented for school attendance. This record must include complete dates (month/day/year) for each immunization.

Tetanus, Diphtheria, and Acellular Pertussis (TDAP) Immunization: One dose of the TDAP vaccine is required. Documentation of the vaccine will need to be signed or stamped by a US licensed MD, DO, APRN, PA, or clinic, and must be presented for school attendance. This record must include complete dates (month/day/year) for each immunization.

A student enrolled at another college in the State of Hawai'i is presumed to have met the health requirements for registration as long as the student can provide a copy of the required health documents that were presented to the original college.

Student Health Insurance

Supplemental health and accident insurance is strongly recommended. The UH Medical Plan is designed for students and is generally less expensive than most other health insurance plans. Applications can be obtained from the Nurse-Educator located at UC - Bldg. Campus Center, or from the Information Center in MC - Bldg. 378.

Health requirements for registration: F1 Visa international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness. (Policy EP 7.301) https://hawaii.edu/policy

Placement Testing

Contact for appointments:

Hale Kea Advancement and Testing Center (HKATC)
MC - Bldg. 387, Room 101
Lisa Fukumitsu, Student Success Coordinator
Ph: (808) 934-2530
e-mail: halekea@hawaii.edu
www.hawaii.hawaii.edu/halekea

The Learning Center (TLC)
UC - Bldg. 334, Room LRC 115
Ph: (808) 934-2530
www.hawaii.hawaii.edu/tlc

Hawai'i Community College-Pālamanui
Karen Au, Educational Specialist
Ph: (808) 969-8830

Placement Testing in mathematics, reading, writing, and ESL is highly recommended as a placement qualifier under multiple measures at Hawai'i CC. Placement testing is a way to assess students' current skill levels and determine the courses in which students are eligible to register.

All test scores are valid for two years. Students who have active test scores in the student information system will be charged a $25 fee for each retesting session, regardless of how many tests they retake during any one session.

Students with a disability requiring accommodations to take the placement test should contact Hale Kea in advance for assistance.

Exceptions (Policy Haw 5.501)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

1. Students with prior degrees:
   a) Students with an associate's degree place into Eng 100 and Eng 102 and satisfy the writing and reading requirements for any course that specifies placement in Eng 100 and/or Eng 102 as prerequisites. Students with an associate's degree place into Math 82X and satisfy the mathematics requirements for any course that specifies Math 82X as a prerequisite.
   b) Students with a bachelor's degree place into Eng 100 and Eng 102 and satisfy the writing and reading requirements for any course that specifies placement in Eng 100 and/or Eng 102 as prerequisites. Students with a bachelor's degree place into Math 100, 103, 115 and satisfy the mathematics requirements for any course that specifies Math 100, 103, 115 as a prerequisite.
   NOTE: This is for placement purposes only to assist students with registration and meeting Hawai'i CC course prerequisites. This placement should be entered as a Human Evaluation preliminary to entry of the student's transfer credit evaluation. Unofficial transcripts can be used for placement purposes only. Official transcripts must be used to grant transfer credit for courses completed to meet Hawai'i CC program and graduation requirements.
2. Students enrolled at the University of Hawai'i at Hilo:
   a) UH Hilo classified majors place into Eng 100 and Eng 102 and satisfy the writing and reading requirements for any course that specifies placement in Eng 100 and/or Eng 102 as prerequisites. UH Hilo classified majors place into Math 82X and satisfy the mathematics requirements for any course that specifies Math 82X as a prerequisite.
   b) UH Hilo unclassified students utilize Multiple Measures placement qualifiers of Hawai'i CC.
   c) UH Hilo ESL students are placed into Hawai'i CC ESL courses based on a combination of their placement qualifiers, ESL placement scores, and collaboration between UH Hilo ELI faculty, UH Hilo English Department faculty, and Hawai'i CC ESL faculty.
3. Students who meet UH Mānoa **SAT/ACT** entry requirements are placed as follows:

   Eng 100 and/or Eng 102:
   - A score of 480 or higher on the Critical Reading section of the SAT test AND a score of 510 or higher on the Writing section of the SAT test
   - A score of 18 or higher on the English section of the ACT test and a score of 18 or higher on the Reading section of the ACT test

   Math 100/103/115:
   - A score of 510 or higher on the Math section of the SAT test
   - A score of 22 or higher on the Math section of the ACT test

4. Students placed through articulation agreements with the Department of Education:
   For placement purposes, the college will recognize current articulation agreements between the State of Hawai'i Department of Education and the UH System.

Student Orientation, Advising and Registration (SOAR)

Counseling, Advising and Support Services Center
MC - Bldg. 379, Room 5A
Ph: (808) 934-2720

Hawai'i Community College-Pālamanui
Office of Student Services
Ph: (808) 969-8816

Upon acceptance to Hawai'i Community College, all students will be required to attend either mandatory orientation or mandatory success advising. Students should check their STAR account to determine their requirement. Students will not be able to register for classes until this requirement is met.

Students who are required to attend orientation must sign up in advance for one of the orientation sessions. Orientations are offered both virtually and in-person. At orientation, students will:

- learn about student resources,
- become familiar with college terminology and online tools used to track their progress towards graduation,
- meet fellow students and supportive faculty and staff, and
- register for classes.

Students who are required to attend success advising must schedule an appointment to meet with a counselor. Students may schedule an appointment online through STAR Balance at star.hawaii.edu/appointment or by calling the Counseling Office (Hilo) or the Office of Student Services (Pālamanui).

To assist in the registration process, it is important that students bring certain personal documents when receiving services on campus:

- Driver's license (or other photo ID), and
- Copies of transcripts (if classes were taken outside of the University of Hawai'i System)

For students who early register, see the Academic Calendar for payment deadline. For students who register after the payment deadline, payment of tuition is expected at the time of registration. If an outside agency is paying tuition, the student must notify the Financial Aid Office and the Business Office that they have tuition assistance in order to secure registration.

Non-payment of tuition and fees may result in a financial obligation, which must be paid prior to registration for future semesters.

All students should have adequate funds for books, supplies, and housing to ensure their smooth adjustment to college. Some classes may also have lab fees and additional costs for tools.

Credits

Courses are assigned semester credit values determined by the number of hours of study per week required of the student in and outside of the classroom or laboratory. Credits are granted in recognition of work successfully completed in specific courses. A 15-week lecture course that meets one hour a week is assigned 1 credit and normally requires two hours of out-of-class student work for each credit. Each laboratory credit requires three hours of laboratory for each assigned credit. Each lecture/laboratory credit requires two hours of a combination of lecture/laboratory for each assigned credit and normally requires 1 hour of out-of-class student work for each credit. Although credits for a course are usually fixed, there are some variable credit courses. The amount of credit(s) given for a variable credit course must be approved by the instructor.

Registration, Withdrawals, and Other Changes

PLEASE NOTE:

Students who register and decide later to not attend must officially withdraw by the published deadline. Students still enrolled after the withdrawal deadline will have appropriate tuition and fees posted to their account even if they have stopped attending classes. Students with unpaid balances will be obligated to pay. Failure to pay will create a hold on the account affecting other transactions with the college such as: future registration, transcript requests, and receipt of a diploma/certificate.

Registration

Registration dates and deadlines are listed in the Hawai'i CC Academic Calendar at the front of this catalog.

Concurrent Registration

Hawai'i CC students may register concurrently for classes offered by the other community colleges in Hawai'i, provided prerequisites and requirements for each class are met. Students should contact the institution offering the class for assistance with registration.

All mandatory fees at Hawai'i CC and the other institution(s) will be charged as applicable.

If you are receiving financial aid from Hawai'i CC and are taking classes at other colleges in the UH System, your enrollment is not automatically protected from disenrollment due to non-payment. Check with the other college(s) concerning their enrollment protection policies and procedures.

Policies on Adding and Withdrawing from Classes

Current practices will reflect procedures in place guided by the online STAR registration system and campus policies. Information is subject to change.

To Add a Class: Students must meet any prerequisite and corequisite requirements.

Classes may be added online through the STAR registration system at www.star.hawaii.edu until the 100% Tuition Refund Withdrawal deadline (see academic calendar). After the add period, please contact the Admissions & Records Office (ARO) for instructions on how to submit a registration request. (Policy Haw 7.330)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

For classes that are less than the full semester in length, classes may be added up to and including the day before to the start date of the class.

To Drop/Withdraw from Classes: Classes may be dropped online through the STAR registration system at www.star.hawaii.edu until the withdrawal deadline (see academic calendar).

Financial Aid recipients should consult with the Financial Aid Office regarding possible repercussions resulting from registration changes. (Policy Haw 7.330)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Information regarding registration deadlines may be obtained through the students' MyUH Services. Students who fail to withdraw officially may receive an "F".

Refer to the Hawai'i CC Academic Calendar at the front of this catalog for published deadlines.

Tuition and Fees 2025-2026

Tuition is charged according to the number of semester hours carried by the student. Classified students, unclassified students, and auditors pay the same tuition.

Per Credit

Resident	$ 131.00
Nonresident	345.00

	Hilo and Non-Hilo Classes
Student Activity Fee: for all students	
10 or more semester hours	15.00
9 or fewer (per semester hour)	1.50
Student Government Fee: for all students	
10 or more semester hours	10.00
9 or fewer (per semester hour)	1.00
Publications Fee: for all students	5.00
Late Registration Fee	30.00
Add/Drop Fee	
online	free
in-person	5.00

Special Fees and Charges:

Nonresident Application Fee 25.00
Payment Plan Fee (per semester per plan) 30.00
Nursing Professional Fee (per semester) 200.00
Diploma/Certificate Fee 25.00
Transcript of Record 5.00
Rush 15.00
Replacement of laboratory equipment (items broken or lost).....Cost of Item
Check tendered to the College or any department therein and returned for any cause 25.00
(NOTE: After 3 returned checks, the University will not accept another check as a form of payment.)
Cost of textbooks and other class supplies ..... varies, for approximate cost, visit www.bookstore.hawaii.edu/hilo

Tuition disclaimer statement: All tuition and fee charges at the University of Hawai'i campuses are subject to change in accordance with requirements of State law and/or action by the University of Hawai'i Board of Regents or Administration.

All tuition and fees are to be paid at the time of registration. For a full refund and/or cancellation of charges, students must officially withdraw from classes by the end of the late registration period. After this deadline, students with unpaid balances **will be obligated** to pay.

Tuition Payment Plan

An installment plan is available to students who cannot pay in full by the published deadline. A non-refundable plan fee will be charged per student per semester to participate. More information is available at www.hawaii.edu/myuhservices

Tuition Refund Policy

Any refund can be directly deposited into a savings or checking account. To do so, students must first sign up for eRefund through the MyUH Services at www.hawaii.edu/myuhservices

Semester-length classes

1. 100% refund for complete withdrawal only if made on or before the Tuesday of the second week of instruction.
2. 100% refund for change in status or tuition rate if made before the first day of instruction, unless otherwise stipulated by Federal regulations.
3. 50% refund for withdrawals if made after the first week of instruction but on or before the end of the refund period, unless otherwise stipulated by Federal regulations.
4. 0% refund if withdrawals or change in status or tuition rate is made after the 50% refund deadline, unless otherwise stipulated by Federal regulations.

Part-term classes

Students enrolled in classes that do not run the entire semester should consult with the Business Office (808) 934-2740 because different dates apply.

Fees

100% refund will be provided when the complete withdrawal is made on or before Tuesday of the second week of instruction. No fees will be refunding after this date.

Financial aid recipients may be subject to a federal refund policy as required by federal regulations. Financial aid recipients may have all or part of their tuition refund returned to Title IV program(s). Contact the Financial Aid Office for more information.

Reminder: See the Hawai'i CC Academic Calendar in the front of this catalog for Registration and Refund dates and deadlines.

Education Tax Credits

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997 and the American Recovery and Reinvestment Act (ARRA) of 2009. More information about these tax credits as well as other education-related tax credits is available on the Internal Revenue Service (IRS) website at www.irs.gov/individuals/education-credits or review the IRS Publication 970 online at www.irs.gov/pub/irs-pdf/p970.pdf

With the exception of nonresident aliens, all students who are charged qualified tuition and related expenses from January 1st to December 31st of a given tax year will receive a 1098-T Tuition Statement. This form reflects amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the calendar year. Any registration charges for a Spring semester posted to a student's account on or before December 31st of the previous year will be reflected in the following calendar year's 1098-T form and not during the calendar year when that Spring semester occurs. Students may view their 1098-T through their MyUH Services. Additional information may be found online at www.hawaii.edu/fmo/student-accounts/#1098T

Nonresident alien students are generally not eligible to claim education tax credits. However, under certain conditions, some nonresident alien students may be eligible to claim tax credits. Nonresident alien students, who feel they are eligible to claim the tax credit and can provide documentation of their status, should contact the Business Office at (808) 934-2746.

Important note about Social Security Numbers (SSN)

Students must provide the University of Hawai'i with a Social Security Number. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers (SSN) or **Individual Taxpayer Identification Numbers (ITIN)** to report annually to the IRS any qualified and related expenses billed to students, as well as any scholarship and grant payments made to students. If the University does not have a valid SSN on file, students will be asked to submit a Form W9-S. Forms are available in PDF format at the IRS website at www.irs.gov/pub/irs-pdf/fw9s.pdf

Bookstore

200 W. Kāwili St.
UC - Bldg. Campus Center
Ph: (808) 932-7394
www.bookstore.hawaii.edu/hilo

The Bookstore is located in Hilo adjacent to the UH Campus Center Dining room on the first floor. Visit the website for current business hours. The bookstore is closed Saturdays, Sundays, and holidays.

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. VISA, MasterCard, and Discover are accepted.

Textbooks can also be ordered online from the UH Hilo Bookstore website. Orders can be delivered or picked up at the bookstore.

Students taking Distance Education (DE) classes from other University of Hawai'i campuses may purchase books online from the specific campus.

Child Care

The Hawai'i Community College Children's Center is located on the Manono Campus in Hilo. It is a nationally accredited site that provides early education and care for children 18 months to 5 years of age and serves children of students, faculty, and staff from Hawai'i Community College and UH Hilo. Community children are accepted on a space available basis. Tuition rates apply.

The Center, offering a high quality developmental approach to early childhood, also serves as a training site for adult students. Under the supervision of qualified instructors and staff, the Center provides students with hands-on laboratory experience as well as consistent opportunities to practice skills needed to become early childhood professionals in the community. For more information call (808) 934-2630.

Parking on Campus

200 W. Kāwili St.
UC - Bldg. Auxiliary Services (AUX), Room 101
Ph: (808) 932-7001
https://hilo.hawaii.edu/auxsvc/parking

In Hilo, the Manono (Lower) Campus does not require a permit. Parking is open except in labeled/reserved stalls; all vehicles must park in appropriately marked spaces.

Parking for the Upper Campus will be in "non-instructional day" status for Fall 2025 and Spring 2026. This means parking is allowed in all spaces without permits, but remains restricted in marked Reserved stalls and in the fire lanes located at the Campus Center Plaza, Athletics New Gym, Library Lanai, and the Student Life Center. Handicap Parking remains strictly enforced. All parking in Handicap stalls requires a State of Hawai'i Disabled Parking Placard.

Overnight public parking is not allowed and vehicles are subject to being towed off campus beginning at 11:00pm. Overnight parking is allowed to Student Housing Residents with assigned Housing parking permits. Overnight Parking Permits for non-housing students, faculty and staff may be issued (free of charge) on a case-by-case basis by the Campus Security Office or the Parking Office.

At Hawai'i CC-Pālamanui, all parking is open except in designated and marked stalls.

At the Kō Education Center, there are two upper parking lots and one lower parking lot all equipped with accessible stalls. There is one Electric Vehicle (EV) charging station in the main upper lot. All parking is open except in designated and marked stalls.

University Housing

University Housing
University of Hawai'i, Hilo
200 W. Kāwili St.
UC - Bldg. PB-11, Room 1
Ph: (808) 932-7403
fax: (808) 932-7402
e-mail: uhhhouse@hawaii.edu
https://hilo.hawaii.edu/housing

On-Campus Housing

The University Housing at UH Hilo is committed to providing an atmosphere where personal growth can occur in an environment that complements the educational objectives of the university. Residents, student staff, and professional staff carry out this commitment by adhering to concepts of responsible freedom, which encourages active participation in the residence hall community. Numerous opportunities for self and group development are available to the residents through participation in the areas of educational, recreational and social programming, community governance, and the development of residence hall policies and procedures. On-campus housing at UH Hilo is open to both UH Hilo and Hawai'i CC students registered for a minimum of 12 credits in the current or upcoming term.

Residence Halls

University Housing has five residence halls: Hale 'Alahonua, Hale Kehau, Hale Kauanoe, Hale Kanilehua and Hale 'Ikena. Each of the five residence hall options have different floor plans and amenities for students to consider. All residence halls have shared community areas such as lounge spaces and laundry facilities for residents to use.

All residents assigned to live in Hale Kanilehua, Hale Kauanoe, Hale Kehau, and Hale 'Alahonua residence hall buildings are required to select and purchase one of the meal plan options. Students who live in Hale 'Ikena are not required to purchase

one of the on-campus meal plan options, but have the option of purchasing a resident meal plan if they choose.

It is the intent, goal and responsibility of University Housing to provide a safe, secure, educational community and residential experience for all students living on campus. All students living on campus should be aware of the Policies and Procedures within the residence community.

These policies are in addition to or in conjunction with the policies stipulated in the University of Hawai'i at Hilo and Hawai'i Community College Student Conduct Codes. Any violation of campus policies can result in disciplinary sanctions and jeopardize the status of a student at the University of Hawai'i at Hilo and/or Hawai'i Community College, as well as the privilege of being a part of the residential community living on campus.

Special Housing Accommodations

UH Hilo has a variety of on-campus housing configurations designed to meet the needs of students who require special housing accommodations. Applicants requesting special housing accommodations should indicate on their housing application the type of special housing accommodation that is needed. The student's housing assignment will be made in collaboration with the Disability Services Office, to determine the applicant's special housing accommodation. All decisions will be made in alignment with the housing terms of determining a student's housing assignment. A resident student with a qualifying disability and approved housing accommodation will not be charged a higher rate due to the accommodation.

Applicants requesting special housing accommodations **must** work with and be approved by the Hawai'i CC Disability Services office before formal housing accommodations can be implemented. University Housing staff will work closely with the applicant to ensure the appropriate special housing accommodations are in place. Disability Services can be contacted at (808) 934-2825 [v/t]; or by e-mail at hawccds@hawaii.edu

Housing Application Procedures

Students who are interested in living on campus and want to apply for on-campus housing should click on the Apply Today link on the UH Hilo University Housing website:

https://hilo.hawaii.edu/housing

Any student currently assigned and living on campus must complete and clear ALL mandatory health requirements and health holds prior to checking into the residence communities at UH Hilo. All medical documentation of all health clearance requirements must be submitted through Med+Proctor and cleared by Student Medical Services (SMS) before the student is able to schedule their check in date and time. Please visit the UH Hilo Student Medical Services website

https://hilo.hawaii.edu/studentaffairs/health

or the Med+Proctor Support Page

https://support.medproctor.com

for more information on how to properly submit medical/immunization records.

Students 16 to 21 years of age applying to live on campus for the first time are required to have been vaccinated with MCV otherwise known as MCV Meningococcal Conjugate.

Students applying to on-campus housing must log on to the portal using their hawaii.edu username and password. Students who have been accepted to UH Hilo or Hawai'i CC will be allowed to apply. To complete the housing application, students will need their student ID number, and credit card or debit card information to pay the $10 Housing Application fee. Housing assignments are made according to the Board of Regents (BOR) assignment priority, date of receipt of when the housing application was completed, non-refundable housing application fee. BOR policy gives priority to all traditional first year students. For priority processing considerations, housing applications must be received by the University Housing by the designated deadline.

https://hilo.hawaii.edu/housing/ImportantDates.php

University Housing reserves the right, and at their discretion, to make changes to the current policies and procedures to align with both state and county mandates, expectations, and guidelines. All on-campus housing applicants must be accepted into a classified program of study before being eligible to be assigned to an on campus residence hall. Assignments are for the semester or remaining portion.

Admission to the University does not assure students of on-campus housing. Receipt of a housing application and a housing application fee by the University Housing Office does not guarantee on-campus housing.

Housing Rates

Housing and Meal Plan rates will be applied to the semester of the academic year for which the student applies. For current housing rates for the current academic year, go to the University Housing website at:

https://hilo.hawaii.edu/housing

Meal Plan and Board Program

The food service and meal plan program is administered by Sodexo Dining Services. There are four meal plan options from which students may choose. All residents assigned to live in Hale Kanilehua, Hale Kauanoe, Hale Kehau, and Hale 'Alahonua residence halls are required to select and purchase one of the meal plan options. Unlike the aforementioned residence hall buildings, selecting a meal plan is optional for residents of Hale 'Ikena.

For more information and meal plan and board rates, visit the Sodexo website at

https://uhh.sodexomyway.com/my-meal-plan

and

https://uhh.sodexomyway.com/en-us/meal-plan/faq

Academic and Other Policies

Attendance, Satisfactory Progress, Academic Probation, Dismissal, Readmission

Students who are 'at-risk' or in academic difficulty are encouraged to contact the Counseling, Advising and Support Services Center at 934-2720. Students can monitor their academic status by using the STAR Advising Tool. See section about STAR.

Class Attendance and No Show Policies

Instructors may set their own attendance policy and grading standards. It is the responsibility of students to be aware of their instructors' attendance policies and the consequences of non-attendance. (Policy Haw 7.505)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Class Attendance: Regular and prompt class attendance is expected of all students. Students are responsible for informing instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. (Policy Haw 7.505)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Semester-length classes:

- Face-to-face, HITS, VidCon, Synchronous online, and Off-site classes: After registering for a class, the student is expected to attend the first class session. If a student fails to meet this attendance requirement during the first week of the semester, they may be dropped by the instructor.
- Asynchronous online classes: Students registered in asynchronous online classes must communicate with their instructor by the end of the second day of the semester, or within 48 hours of registering for the class if it is added after the semester has begun.

Part-of-Term (modular) classes are excluded from the No Show policy.

Last Date of Attendance for Completely Online Classes

Any of the following activities will be accepted to determine a student's last date of attendance in a completely online class. The date a student:

1. turns in an assignment,
2. takes an exam,
3. participates in tutorial instruction,
4. participates in computer-assisted instruction, or
5. participates in a course-related discussion.

The following activities will not be accepted to determine a student's last date of attendance in a completely online class. The date a student:

1. logs into an online class without any other participation, or
2. participates in advising or counseling on non-course related subjects. (Policy Haw 5.505)

https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Student Participation Verification

This policy ensures institutional administrative capability and compliance with Federal Student aid (FSA) Title IV financial aid regulations regarding verification of students' initial attendance in post-secondary coursework (Policy EP 7.209).
https://hawaii.edu/policy

Participation verification is the term used to document when a student is present at an academically related activity in a course by the late registration deadline.

Presence includes, but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
2. Submitting an academic assignment;
3. Taking an exam, an interactive tutorial, or computer-assisted instruction;
4. Attending a study group that is assigned by the institution;
5. Participating in an online discussion about academic matters; and
6. Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Under this policy, students who fail to establish attendance and participation in class by the end of the late registration period ("**no show**") are dropped from the class. Tuition and fees charges for the class will be deleted from the student's account and, if applicable, the student's financial aid or veteran's benefits will be recalculated accordingly. The class will be erased from the transcript and no grade will be assigned.

A student is responsible for informing the faculty member if they will be absent during the late registration period and wishes to stay enrolled.

A student who is dropped from a course via this policy may request a reinstatement in the course through the Vice Chancellor for Academic Affairs (VCAA) to add back a dropped course with instructor permission. Late fees may apply. Students who are reinstated are responsible for any missed work. (Policy EP 7.209) https://hawaii.edu/policy

Satisfactory Academic Progress

Satisfactory academic progress is defined by the College as maintaining a cumulative GPA of at least 2.0. Coursework taken at other institutions, including other UH System campuses, do not affect a student's Hawai'i CC GPA and will not be considered for the purposes of Hawai'i CC academic progress. (Note: Financial aid programs define satisfactory academic progress differently. Consult the Financial Aid Office, if necessary.) (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Academic Warning

A student whose cumulative GPA is less than 2.0, at the end of a semester will be placed on academic warning. (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Academic Probation

A student whose cumulative GPA is less than 2.0 following a semester on academic warning will be placed on academic probation. (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Academic Suspension

A student whose semester and cumulative GPA is less than 2.0 at the end of a semester of academic probation will be suspended from the College for one (1) semester. (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

A student who has been suspended from the College may appeal the academic suspension in writing to the Vice Chancellor for Student Affairs within ten (10) working days of receiving the notification of academic suspension, (except after the summer semester).

Readmission After Suspension

A student who did not appeal or whose appeal was not granted, may apply for readmission one (1) semester after the date of academic suspension. (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Academic Dismissal

A student whose semester and cumulative GPA is less than 2.0 at the end of a semester of re-entry after suspension will be dismissed from the College for one (1) year. (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

A student who has been dismissed from the College may appeal the academic dismissal in writing to the Vice Chancellor for Student Affairs within ten (10) working days of receiving the notification of academic dismissal (except after the summer semester).

Readmission After Dismissal

A student who did not appeal or whose appeal was not granted, may apply for readmission one (1) year after the date of academic dismissal. (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Other Provisions

Upon finding that a student is experiencing physical or mental conditions detrimental to the student and/or Hawai'i CC, the Vice Chancellor for Student Affairs will, on professional advice, recommend proper action to the Vice Chancellor for Academic Affairs (VCAA) and/or the Chancellor. The VCAA and/or the Chancellor may then request that the student be withdrawn officially, without prejudice or academic penalty. (Policy Haw 7.520)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Academic Renewal Policy

Students may apply for Academic Renewal for one semester or one summer session of their academic career at Hawai'i CC. The student's Hawai'i CC GPA will be recalculated to exclude ***all grades and credits*** from the renewal semester. However, this information will appear on the transcript with an Academic Renewal notation. Once applied, Academic Renewal is irrevocable. Academic Renewal may not be applied to courses that have already been used to meet requirements for a previously earned degree or certificate. Academic Renewal at Hawai'i CC does not guarantee that other institutions will approve such action.

Academic Renewal does not change the Financial Aid Satisfactory Academic Progress calculation. Please consult with the Financial Aid Office as appropriate. Students receiving assistance from other agencies, such as the Veterans Administration, are responsible for determining if there will be consequences for utilizing Academic Renewal.

Students who are interested in Academic Renewal must meet the following conditions:

- Meet with a counselor or academic advisor to complete the Academic Renewal Request Form.
- Submit the completed Academic Renewal Request Form to the Vice Chancellor for Academic Affairs for approval.
- Have a declared major and must be seeking a degree or certificate.
- Ensure that all non-academic holds are cleared prior to submitting the Academic Renewal Request Form.
- If a student has been placed on Academic Dismissal, the student may request Academic Renewal one year after the date of dismissal.
- Complete the Academic Renewal process prior to submitting an application for graduation. (Policy Haw 7.521)
  https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Grades

Students receive one grade in each course taken. This grade combines the results of course work, tests, and final examinations. Grades are indicated by letters, to each of which is assigned a certain value in grade points per semester hour of credit, as shown in the table below (Policy Haw 5.301):
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Grade	Significance	Grade Points Per Semester Hour of Credit
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
CE	Credit by Institutional Exam	-
CR	Credit	-
I	Incomplete	-
L	Audit	-
N	Work in Progress (Selected Courses Only)	-
NC	No-Credit	-
NCE	No-Credit by Instit. Exam	-
NP	Not Passed (Non-credit Courses Only)	-
P	Passed (Non-credit Courses Only)	-
PBA	Portfolio-Based Assessment	-
RD	Record of Grade Delay - Not Submitted	-
W	Withdrawn	-

Grade Points are given for all courses in which grades are reported. They are computed as follows:

For each semester hour of a course, 4 grade points are granted if the grade is "A," 3 if "B," 2 if "C," and 1 if "D." (Policy Haw 5.301)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Grade-Point Averages (GPA) are determined by dividing the total number of grade points by the total number of credits for which a student has received letter grades (excluding I, CR, NC, W, or N). The semester GPA is calculated using any one semester's credits and grade points. The cumulative GPA is calculated using all credits attempted and grade points earned at Hawai'i CC. (Policy Haw 5.301)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Incomplete Grade (I): A grade of "I" may be given for a course in which a student has failed to complete a small but important part of a semester's work, if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness and procrastination. Each student who receives an "I" should consult with the instructor prior to the end of the semester to determine what work must be done to remove the "I".

If this work is completed by the deadline specified in the Hawai'i CC Academic Calendar, the instructor will report a change of the incomplete grade, taking the completed work into consideration.

If the work is not completed by the deadline, the "I" grade will become a grade as determined by the instructor. The time limit for incomplete removal prevails whether or not the student maintains continuous enrollment. (Policy Haw 5.303)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Once the "I" deadline has passed, additional course work can not be submitted.

Work in Progress Grade (N): The "N" grade is only used in ESL courses and in entry-level math and English skills courses. The "N" grade indicates that the student has worked conscientiously but is not yet prepared to succeed at the next level. "N" grades do not affect the GPA and may be repeated as specified in the College Repeat Policy.

Students are cautioned that courses in which an "N" grade is awarded might not be counted towards "satisfactory academic progress" under certain federally supported financial aid programs. Students are advised to check with the Financial Aid Office. (Policy Haw 5.302)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Withdrawal Grade (W): A grade of "W" will be assigned for a course in which a student has withdrawn after the "Withdraw Without a W" deadline has passed. Refer to the Hawai'i CC Academic Calendar at the front of this catalog for published deadlines. The "W" grade will appear on the student's transcript. Courses with a "W" grade are not calculated into the GPA.

Credit/No-Credit (CR/NC): The Credit/No-Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point average.

Course credit is awarded for courses completed at Hawai'i CC with certain restrictions:

1. No grade points are given for courses taken under this grading option.
2. Students may take a maximum of two (2) courses per semester on a "Credit/No-Credit" basis provided that they are not on academic probation. A maximum of 12 credits from courses taken with the CR/NC option can be applied toward satisfying the requirements for graduation.
3. Students majoring in a vocational/technical program are not permitted to take a major required course for CR/NC, except when the only grading option offered is CR/NC.
4. Liberal Arts (AA Degree) majors may utilize the CR/NC option to satisfy area and elective requirements.
5. To qualify for credit, the work of the student must be at least at the "C" grade level. Credit for Prior Learning Assessment

may be recorded as CE (Credit by Institutional Exam), CR (Transfer Credit), or PBA (Portfolio-Based Assessment).
6. The CR/NC option must be exercised by the date designated for this purpose in the Hawai'i CC Academic Calendar.

Please note that some colleges, graduate schools, professional-awarding agencies and employers may not allow this option and/or may recalculate the earned credit as a "C" grade and the earned "NC" grade as an "F" grade. If in doubt, it is best to take a course for a regular letter grade, not for Credit/No Credit. (Policy Haw 5.503)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Change of Grade: A student who believes an error has been made in the assignment of a grade must initiate contact with the faculty member involved or, if the faculty member is unavailable, the Department Chairperson, Division Chairperson, Deans, or Vice Chancellor for Academic Affairs, by the last instructional day of the next regular semester. Incomplete grades cannot be changed after the deadline has passed, unless there has been an instructor error. Grades cannot be changed once classes in the following semester have ended.

Independent Studies/Directed Studies

Students may earn academic credits through Independent/Directed Studies in any of the areas in which credit courses are offered or to pursue other individual academic interests not included in credit courses. Forms are available online at
www.hawaii.hawaii.edu/admissions/faculty-forms

The form must be completed prior to registration. Independent/Directed Studies require:

1) sponsorship of the appropriate instructor;
2) a description of the work to be undertaken; and
3) approval of the appropriate division chairperson.

A description of the work to be undertaken must contain: an outline of the study topic, specification of the work to be done, the type and frequency of faculty-student contact, the amount of credit to be given, and a statement of the evaluative criteria to be used by the faculty member.

For Independent/Directed Studies:

1. A student may register for not more than six (6) semester hours of Independent/Directed Studies per semester with not more than six (6) semester hours granted for any single course.
2. Independent/Directed Studies may be used as electives.
3. Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs. (Policy Haw 5.602)
   https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Repeating Courses

Students can repeat courses once without restrictions except when permission to repeat selected courses is determined by program-specific requirements; students are advised to check with their programs regarding specific requirements. For any subsequent repeats, students must register during late registration on a space-available basis with instructor approval. All grades remain a part of the student's permanent academic record.

Repeating courses for additional credit: Select courses are designated as repeatable for credit and are identified in the catalog. These courses may be used only once as a general education requirement for the Liberal Arts (AA), Associate of Science (AS), and Associate of Applied Science (AAS) degrees and certificates. When repeated, the courses will count as general electives. However, programs may allow exceptions for specific courses. Only courses taken at Hawai'i Community College will count towards the GPA. (Policy Haw 5.304)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5
Cross-listed courses may be repeated for credit under one alpha only.

Repeating courses for a higher grade: When students are repeating a course for a higher grade, credit is allowed once and the GPA is calculated using the highest of the grades. However, if students earn a grade of "C" or higher in a Writing Intensive (WI) course and repeat the course without the WI designation, the grade for the WI course will be used to calculate the GPA. If the WI course is not completed with a "C" or higher, and students repeat the course without the WI designation, the higher grade will be used to calculate the GPA. (Policy Haw 5.304)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5
Transfer courses do not apply.

Repeating courses for a higher Writing Intensive (WI) grade: Students who repeat the same WI course for a higher WI grade will receive the higher WI grade. (Policy Haw 5.304)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Repeating courses for multiple Writing Intensive (WI) program requirements: Permission to repeat selected WI courses to meet multiple WI program requirements are determined by programs. Students are advised to check with their programs regarding specific requirements. (Policy Haw 5.304)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Courses Fulfilling Two Different Area Requirements

In a few instances, a single course has been approved as satisfying more than one General Education requirement. However, students completing such a course may only receive credit toward one General Education requirement. They may select which requirement is satisfied and will be expected to fulfill the other requirement(s) with other courses. (Policy Haw 5.607)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Cross-listed Courses

A cross-listed course is one that has the same course title, description and number, but listed under two alphas. To qualify as a cross-list, the course content is made up of approximately 50% of material from each discipline. A cross-listed course will only count once toward graduation. (Policy Haw 5.305)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Final Examinations

Final examinations normally are required in all courses. All such examinations are to be conducted during the final examination period specified in the Hawai'i CC Academic Calendar and Schedule of Classes or, in the case of modular classes only, on the last day of class. The academic discipline may determine to establish a student's course grade based on the semester's work and may elect not to give final examinations. Students are advised to consult with their instructor and check their course syllabus.

No comprehensive examinations are allowed in the two weeks preceding the final examination period. (Policy Haw 5.504)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Course Evaluation System (CES) - Student Evaluation of Instructors

Students are given the opportunity to evaluate their courses and instructors each semester using CES, the online UH-administered Course Evaluation System survey. Timelines and announcements are prescribed by the UH Information Technology Services (ITS). Evaluations are conducted near the end of each term and CES evaluation surveys will be sent to all students for all courses. The new CES will be readable via phone and tablets making it easier to administer in class.

It is mandatory for probationary and non-probationary instructors and all lecturers to use course evaluations as the instrument to gather student evaluations. Tenured instructors are encouraged to participate. Instructors and lecturers must not be present during student use of the evaluation surveys.

The survey system will close after the last day of instruction and results will be available to instructors and lecturers once final grades are recorded at each campus.

Prior Learning Assessment

Students may earn college credit towards certificates or degrees based on prior learning. The College will assess learning that has been acquired outside a traditional academic environment. There are different forms of assessments and credit for prior learning will be awarded to students who demonstrate knowledge, skills, and performance at the college level. (Policy UHCCP 5.302)
https://uhcc.hawaii.edu/ovpcc/resources/policies-and-procedures.php

There may be a fee associated with assessments of prior knowledge.

Advanced Placement Examination Program (AP)

Credit for comparable Hawai'i CC courses, as well as advanced standing, may be granted to students who complete Advanced Placement Tests offered by the College Entrance Examination Board. Advanced placement credit decisions are made by the faculty of the appropriate Hawai'i CC academic discipline. The English Department allows students who score a 4 or 5 on the AP English Language and Composition test to be given 3 credits for Eng 100. Students should consult individual Division/Department Chairs for advanced placement policies. (Policy Haw 5.603)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

College Level Examination Program (CLEP)

The College Level Examination Program enables students to earn college credit by examination in areas approved by the disciplines. Students may take CLEP tests to demonstrate college level competency no matter when, where, or how this knowledge has been acquired: through formal study, private reading, employment experiences, non-credit courses, military/industrial/business training, or advanced work in regular high school courses. This program gives individuals the opportunity to validate and receive credit for college-level knowledge they already possess.

Criteria for credit equivalency for CLEP general and subject examinations are determined by the appropriate academic discipline or campus subject matter expert. (Policy Haw 5.606)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Credit for Previous Non-English Language Study

Students who have learned non-English languages outside of the University of Hawai'i may earn credit for their language in one of three ways:

1. by satisfactory completion (a grade of "C" or better) of a more advanced course in the language sequence (e.g., completion of Japanese 201 also gives credit for Japanese 101-102);
2. through credit by institutional examination, if the language is taught at the College; or
3. through the Advanced Placement Examination Program.

For more detailed information on options 1 and 2 above, students should consult with the Vice Chancellor for Academic Affairs.

Speakers of a non-English language may receive credit for language courses in their own language. (Policy Haw 5.604)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Credit for Education Received in Military Service

Upon submission of official service documents and certificates, the Admissions and Records Office will consider and evaluate all educational experiences undertaken during military service in accordance with the credit recommendations of the Commission on Accreditation of Service Experiences and the

Guide to Evaluation of Educational Experiences in Armed Forces. The Admissions and Records Office will transmit its evaluation and recommendations to the relevant discipline for action as to the amount and kind of credits, if any, which are to be accepted. College courses satisfactorily completed through the **Defense Activity for Nontraditional Educational Support (DANTES)** may be accepted for advanced standing upon the recommendation of the Admissions and Records Office and approval by appropriate faculty members. (Policy Haw 5.605) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Credit by Institutional Examination (CBIE)

Institutional exams are examinations created by University of Hawai'i Community Colleges (UHCC) faculty that allow students to challenge a specific course for college credit.

Credit by Institutional Exam (CBIE) is available in a limited number of courses determined by the faculty members and the Division/Department Chair of the discipline involved. Students should contact the appropriate Division/Department Chair for information about approved courses, procedures, and regulation for CBIE. The CBIE process requires approval from the Division/Department Chair and the Vice Chancellor for Academic Affairs, and identification of the Faculty member who will be conducting the exam.

To be eligible to earn credit by examination, the applicant must:

- be accepted and enrolled at Hawai'i CC,
- have no financial aid obligations (including pending ones),
- not be currently enrolled in the course,
- submit an application within the first six (6) weeks of the semester, or within the first two (2) weeks of a special session or summer class,
- pay the assessment fee for each exam (50% of the tuition of the course) to the Hawai'i CC Business Office before taking the exam,
- pass the exam with a "C" grade or higher to receive CBIE credit.

Faculty members conducting the exam will have full autonomy on how they design and deliver the CBIE. The exam shall be as comprehensive as the usual "final examination" and serves as the scholastic equivalent of the course.

Upon successful completion of the examination, institutional credit will be recorded "CE" on the transcript. If the student does not pass, credit will not be earned and "NCE" will be recorded on the transcript. Report results are final. No refunds of assessments fees will be given.

Resources available to those interested in taking a CIBE exam include a list of Student Learning Outcomes (SLOs) for the course, and recommended textbook(s) to use as a study guide. Students interested in CBIE should contact the Prior Learning Assessment (PLA) Coordinator at pathways@hawaii.edu to request a PLA form for CBIE. (Policy Haw 5.601) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Portfolio Based Assessment (PBA)

College credit awarded by the assessment of a student's learning through an evaluation of a portfolio demonstrating a student's documented learning, certifications, licensures, work samples, awards, honors, job descriptions, job accomplishments, evidence of self-directed study or work. This type of assessment may also incorporate performance and skills evaluations, and faculty interviews of students. (Policy UHCCP 5.302) https://uhcc.hawaii.edu/ovpcc/resources/policies-and-procedures.php

Academic Waivers and Substitutions

Any student may petition the Vice Chancellor for Academic Affairs for a waiver or a substitution of any academic policy or regulation. The petition should include clear and convincing justification for the action requested.

Classification of Students

Full-time Students:

A student carrying twelve (12) or more credit hours in a semester. A third party sponsor may have a different definition of full-time status used in determining their benefits (e.g. VA, financial aid, international).

Part-time Students:

A student carrying eleven (11) or fewer credit hours in a semester.

Classified Students: Classified students are candidates for:

- Certificate of Competence
- Certificate of Achievement
- Associate in Arts
- Associate in Science
- Associate in Applied Science, or
- Associate in Technical Studies Degree

Students are further identified by credits achieved:

Freshmen	0-29.99 semester hours completed;
Sophomores	30 or more semester hours completed.

Unclassified Students: All students who are not candidates for a certificate or a degree are "unclassified students." Unclassified students do not qualify for financial aid or campus student employment.

Change of Major

Students who wish to change their major should consult with their counselor before completing a Change of Major Form. A change of major may impact:

- financial aid
- graduation date
- veteran's benefits, and/or
- graduation requirements.

Veterans must notify the Registrar prior to changing their major. This form is available on the ARO website at www.hawaii.hawaii.edu/admissions

Time Limits on Credits Earned

At Hawai'i CC, certificate and associate degree students shall have as much time as necessary to complete their curriculum requirements. However, any credits they earned more than ten years before graduation in courses which have materially changed in content or standards may not be applied toward the certificate or associate degree. Acceptability will be determined by the Vice Chancellor for Academic Affairs and the appropriate division chairperson.

Please note that the Satisfactory Academic Progress Policy for financial aid has a maximum time frame for financial aid eligibility while a student completes degree/certificate requirements. (Policy Haw 5.650)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Termination of Program

In the case that an academic program has been terminated, commitments to students already officially enrolled in such programs shall be met and limited for up to two years for associate degrees at community college programs. No new program admissions shall take place. (BOR Policy RP 5.201)

Graduation Requirements

A student must satisfy the graduation requirements of the **catalog year** they select, provided the catalog year selected is not prior to their initial enrollment, and the program requirements have not changed so significantly that it would not be possible to complete the requirements as listed. A student may not select a catalog year of which they were not enrolled. (Policy Haw 5.702)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Graduation Information

The College will verify that students have successfully met program requirements for an academic credential in one of the following ways (Policy Haw 5.703):
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

1. The student is currently enrolled and meets program requirements for an academic certificate or degree (pending successful completion of courses).
2. The student is currently attending another UH campus and has completed all the final program requirements for a certificate or degree at Hawai'i Community College (Reverse Transfer).

Upon successful completion of requirements the student is notified by the Hawai'i CC Admissions and Records Office (ARO), and an academic credential is noted on the student's official transcript, unless the student notifies the Hawai'i CC ARO not to notate the completed credential. Notation of the academic credential is complete at no cost to the student.

Students who do not want the credential noted on their transcript (opt out) must complete a Request to Opt Out of Notation of Credential Form. The completed form must be submitted to the Admissions and Records Office in Hilo or to the Pālamanui Student Services Office in West Hawai'i by the published deadline. To opt out, students must do the following:

1. Contact a Hawai'i CC program Counselor/Advisor to discuss the request.
2. Get additional approval from the Financial Aid Office, if receiving financial aid.
3. Get approval from the on-campus Veterans Administration (VA) School Certifying Official (SCO) if receiving VA benefits.
4. Get approval from the International Student Counselor if enrolled as an international student.

The student may be offered the opportunity to participate in the commencement ceremony and/or receive a diploma or certificate identifying the academic credential. If applicable, the student will pay a fee as established by the college and abide by college deadlines. (Policy UHCCP 5.205)
https://uhcc.hawaii.edu/ovpcc/resources/policies-and-procedures.php

A student who wishes to order a diploma or certificate identifying the academic credential(s) may do so by submitting the Diploma/Certificate Order Form by the published deadline. The student may choose to have their **diploma/certificate printed in English and/or Hawaiian**. Each document costs $25.00. Payment is made at the time of order and is non-refundable. If the student does not meet the requirements for the semester, the payment may be transferred to a future semester to order the same degree. If there is an increase in the cost, the student will be charged the difference. Only the student's legal name, as it is in student information system, will be printed on the diploma/certificate. A student may reorder a diploma/certifi-

cate for $25.00 per reordered document. A statement will be included indicating that it has been reordered. All diplomas/certificates will have the signatures of the administrators in office at the time the order is made.

Graduation ceremonies are conducted in both East and West Hawai'i following the Spring semester. Graduates from the previous Summer session and Fall semester are invited to participate in the ceremonies. Students should be aware that course grades are finalized after the graduation ceremonies. Therefore, participation in the ceremonies does not guarantee a student has officially completed their program requirements.

Upon completion of all program of record requirements and the degree conferral, the student's program of record will be updated to non-degree, unclassified (ND-UNCL). The student must submit a Change of Major Form, if they would like to pursue a new program.

Academic Honors

Student academic achievement shall be recognized each semester via the Dean's List, and at the time of graduation via Graduation with Honors.

Dean's List: Students who complete 12 or more credits for a letter grade and who achieve a GPA of at least 3.5 for that semester will have their names included on the Dean's List. Names of students on the Dean's List will be compiled and posted at the end of each semester.

Graduation With Honors: The designation of Honors at Hawai'i Community College is determined at the time of graduation and is based upon the cumulative GPA for credit earned while at this college. The Honors designation shall be determined in the following manner:

Honors	GPA of 3.50 to 3.69
High Honors	GPA of 3.70 to 3.84
Highest Honors	GPA of 3.85 to 4.00

Only students who earned at least 30 credits at Hawai'i CC, of which at least 27 credits were taken for letter grade, are eligible for graduation with Honors. (Policy Haw 7.510)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Hawai'i CC Transcripts

A student may obtain an official transcript of his/her Hawai'i CC academic record. Financial Obligations at any UH campus must be cleared before a transcript request can be processed.

Order online via the National Student Clearinghouse: Transcripts may be ordered online via the National Student Clearinghouse. Fees for using the National Student Clearinghouse vary based on delivery options. Details are listed at
www.hawaii.hawaii.edu/admissions/transcript-request

Order directly from Hawai'i CC: Transcripts may be ordered by completing a Request for Transcript form available at the Admissions and Records Office (ARO) on Manono Campus in Hilo, or at the Pālamanui Student Services Office. Payment can be made in person at the Business Office by cash, check, money order, or debit card.

Request Forms may also be mailed to the Admissions and Records Office with an accompanying payment by check or money order. Do not send cash. Forms are available at
www.hawaii.hawaii.edu/admissions/transcript-request

The following fees apply to transcripts ordered directly from Hawai'i CC:

- $5 is charged for standard processing of up to 7 business days after payment is made. Indicate on the form if transcripts should be mailed using the U.S. Postal Service (please allow additional time for mail delivery), or if transcripts will be picked-up at the Admissions and Records Office (a valid photo ID is required at the time of pick-up).
- $15 is charged for processing within 2 business days after payment is made and the request form is received by ARO.
- No fee is charged if transcript is to be sent to another UH System Admissions Office. However, rush fees will apply to requests requiring processing within 2 business days.

All transcripts released to students are stamped "ISSUED TO STUDENT." These transcripts are official documents as they bear the Hawai'i Community College seal and Registrar's signature. The stamp "ISSUED TO STUDENT" makes it clear to a third party that the student once possessed the transcript.

For more information, contact the ARO Office at (808) 934-2710, or the Pālamanui Student Services Office at (808) 969-8816.

Counseling and Support Services

Counseling, Advising, and Support Services Center
MC - Bldg. 379, Room 5A
Ph: (808) 934-2720
hawccssc@hawaii.edu

Office of Student Services (Pālamanui)
Ph: (808) 969-8816
paloss@hawaii.edu

http://hawaii.hawaii.edu/counseling
star.hawaii.edu/appointment

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 all students, regardless of background or personal circumstances. Individual and/or group counseling is available by appointment or drop-in in the following areas:

1. Admissions: to assist prospective, new, returning, and transfer students with admissions and registration 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; and to assist students with identifying challenges and developing a student success plan.
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 promote the development of educational, career, and personal goals; and to facilitate students' access to basic needs resources in areas such as food insecurity, program application support, and resource referrals.

The Career Center
MC - Bldg. 388, Room 104
Ph: (808) 934-2727

The Career Center provides free, comprehensive resources and support to empower students in career exploration and job preparation. The center provides career exploration assistance, including assessments and personalized counseling to help students identify their strengths and interests and explore compatible career paths. Students have access to Hawai'i Community College majors and career pathway information, including descriptions, required coursework, salary expectations, and job market outlook.

The center's job search strategies help students gain the tools and techniques necessary for a successful job search. Students have access to current job and internship listings, resume and cover letter assistance, interview preparation, and individual coaching.

Students can maximize their career potential through workshops, class presentations, and individual appointments. The center also assists students and graduates with on- and off-campus employment opportunities.

Disability Services
www.hawaii.hawaii.edu/disability-services
hawccds@hawaii.edu

MC - Bldg. 379A, Room 2
Ph: (808) 934-2825

PAL - Bldg. Ēlama
Ph: (808) 969-8816

Under the **Americans with Disabilities Act (Title II)** and the **Rehabilitation Act of 1973 (Section 504)** '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.'

Hawai'i Community College is committed to providing a barrier-free campus for students with disabilities to ensure that individuals with disabilities have protections against discrimination and are assured access to its programs, services, and activities. Students who self identify themselves by providing documentation to the Disability Services Office that indicates the existence of a disability and the substantial impact in functioning in one or more major life activities, are eligible for services. The documentation should also indicate whether the absence of special accommodations would limit or deny equal access and, thus, result in discrimination.

Individuals with documented disabilities should contact Disability Services to discuss possible modifications and accommodations to fully participate in course study and campus activities at Hawai'i CC. Please call or email for any inquiries or to make an appointment.

Services and accommodations may include:

General Disability Services

- Community agencies liaison and referral
- Notetaking support, readers, or scribes
- American Sign Language Interpreters (ASL)
- Alternate text formats
- Specialized testing accommodations

Assistive Technology Lab - Multi-Media Stations

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

Students in need of disability-related accommodations are advised to contact Disability Services as early as possible to ensure services may be arranged in a timely manner.

Mental Wellness Services
MC - Bldg. 379A, Room 2
Ph: (808) 934-2706
www.hawaii.hawaii.edu/mental-wellness
mwpd@hawaii.edu

Mental Wellness Services offers personal counseling (therapy) to registered students. The mission of Mental Wellness Services is to assist students in enhancing their resiliency while building on existing strengths and honoring individuality.

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.

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
MC - Bldg. 379, Room 5A
Ph: (808) 934-2720

Pālamanui Campus
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 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)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Students with disabilities who enroll in DE courses at another campus are responsible for notifying their home campus Disability Services Office. In conjunction with their home campus Disability Services Office, students will need to self-identify themselves with the Disability Services Office where the course is being offered in a timely manner. That campus' Disability Services Office will determine the accommodations for the students and send out accommodation notices.

Student Life Program
MC - Bldg. 379, Room 15
Ph: (808) 934-2733

The Student Life Program 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** provides a positive, welcoming environment for students to study and unwind. In Kau Wa'a, students can access the **TRIO Student Support Services Program**, which supports student success through activities, workshops, and peer mentoring.

Students may also obtain a student ID card at the Center on designated days.

International Students
Office of International Programs
MC - Bldg. 381, Room 10
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 advising and registration tool that enables students to view: courses needed for graduation in the declared major, grades, transfer credits, academic holds, etc.

Access to STAR is available at www.star.hawaii.edu

Degree requirements in STAR are official. Students are highly encouraged to check their academic progress in STAR regularly. If there are any questions or discrepancies with information noted in STAR, contact the Counseling Office in Hilo at (808) 934-2720, or the Office of Student Services at Pālamanui at (808) 969-8816.

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

The student should determine if the program they 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) https://hawaii.edu/policy

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 Office of Student Services at Pālamanui 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 they plan 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.

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Ph: (202) 260-3887
fax: (202) 260-9001
e-mail: ferpa@ed.gov

The *Family Educational Rights and Privacy Act* (FERPA) gives students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days after the day Hawai'i Community College receives a request for access.
   Students should submit to the Registrar, Dean, head of Academic Department, or other appropriate official written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   Students who wish to amend records should write to the Registrar or other appropriate official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student in writing of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent to disclosures of Personally Identifiable Information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   The college discloses education records, without prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interest. A college official is a person employed by Hawai'i Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of Hawai'i Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for Hawai'i Community College.
4. Parents and/or spouses of students are advised that information contained in education records, with the exception of Directory Information, will not be disclosed without the prior written consent of the student.
5. Students are advised that institutional policy and procedures required under FERPA have been published as Administrative Procedure AP 7.022, Procedures Relating to Protection of the Education Rights and Privacy of Students. Copies of Administrative Procedure AP 7.022 may be obtained from the Office of the Vice Chancellor for Student Affairs, or may be viewed online at www.hawaii.edu/policy by typing 7.022 in the Keyword Search box at the bottom of the page.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawai'i Community College to comply with FERPA requirements. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave. SW
   Washington, DC 20202
7. **Directory Information:** The University has designated the following information from a student's education record "directory information":
   - Name of student
   - Major field of study
   - Class (i.e. Freshman, Sophomore, etc.)
   - Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance)
   - Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance)
   - Weight and height of members of athletic teams
   - Dates of attendance
   - Previous institution(s) attended
   - Enrollment status (full-time or part-time)
   - Degree(s) conferred (including dates)
   - Honors and awards (including Dean's list)

8. At its discretion and in conformance with applicable state law, the University may disclose directory information to the public without obtaining a student's prior consent, so long as certain conditions regarding general notification of disclosure of directory information have been followed. Specific directory information about an individual student will not be released to the public if the student has affirmatively informed the University that they do not want any or all of those types of information about themself designated as directory information. The procedure for an individual student to "opt out" of disclosure is set forth in UH administrative policy A7.022.

   Note: Submission of this FERPA non-disclosure of directory information request does not automatically remove students from the UH online directory of e-mail addresses, which is accessible only to those with a valid UH e-mail address.

   To remove one's name from the UH Online Directory:
   - Log in to MyUH Services
   - Select the "My Profile" tab
   - At the bottom, look for "UH Online Directory, Options for Students" and select "Opt-out"

   Lists of directory information will not be made publicly available to third parties. The college may provide the UH Foundation with lists of students with the following information: name, school/college/division/department, degree, major and minor fields of study, UH e-mail address, home address, and telephone number for the purpose of University and alumni relations.
9. FERPA Annual Notice Addendum: As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and PII contained in such records (including Social Security Number, grades, or other private information) may be accessed without consent for Federal or State authorities to evaluate federal- or state-supported education programs, or to perform certain types of studies or research.

By notifying the Hawai'i CC ARO in person and in writing no earlier than the first day of instruction and no later than fourteen calendar days from the first day of instruction for the academic term or semester (or the fourth day of summer session), a student may prohibit disclosure of directory information, with the exception of conditions and parties listed above. However, opting out from directory information does not include a right to be anonymous in the classroom or to impede routine classroom communication and interactions.

A non-disclosure request of a former student will be honored even when the student leaves the institution.

To view Administrative Procedure number 7.022 online, visit www.hawaii.edu/policy and type FERPA into the "Search PPIS" box on the left.

Academic Freedom

The Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i states in Article IX A that "Faculty Members are entitled to freedom in the classroom in discussing subjects of expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research." It also states in Article IV A that "Faculty Members are responsible for maintaining high professional standards of scholarship and instruction in their field of special competence. In giving instruction upon controversial matters, Faculty Members are expected to set forth justly and without suppression the differing opinions of other investigators, and in their conclusions provide factual or other scholarly sources for such conclusions. Faculty members should be careful not to introduce into their teaching controversial matters that have no relation to their subject." This Article also states that "When speaking and acting as citizens, Faculty Members shall take suitable precaution to assure that personal utterances or actions are not construed as representing the University."

Statement on Professional Ethics

The following are excerpts from the Statement on Professional Ethics (Faculty) policy. (Policy UHCCP 5.211)
https://uhcc.hawaii.edu/ovpcc/resources/policies-and-procedures.php

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. Faculty members demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They protect their academic freedom.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. Faculty members show due respect for the opinions of others. Faculty members accept their share of faculty responsibilities for the governance of their institutions.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termina-

tion of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of other citizens. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Academic Grievances

A student who believes that a faculty member has failed to meet reasonable standards of academic propriety may register a grievance. The Student Academic Grievance Policy has been established to provide guidelines and processes governing academic grievances. The student should first attempt to resolve the grievance on an informal basis with the faculty member. Should the grievance not be resolved at this level the student should discuss it with the division chairperson. (Policy Haw 5.101) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Copies of the Student Academic Grievance Policy are available in the offices of the Vice Chancellor for Academic Affairs, Dean of Student Services, and Director of Hawai'i Community College-Pālamanui.

Policy of Nondiscrimination, Affirmative Action, and Filing Complaints

Hawai'i Community College (Hawai'i CC) is an equal opportunity institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, breastfeeding, arrest and court record (except as permissible under state law), sexual orientation, status as a covered veteran, national guard, victims of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, and income assignment for child support. This policy covers admission and access to, and participation, treatment, and employment in Hawai'i CC's programs, activities, and services. With regard to employment, Hawai'i CC 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 Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (Policy EP 1.202); Sex and Gender Based Misconduct Policy (Policy EP 1.204); and Regents' Policy on Nondiscrimination and Affirmative Action (Policy RP 1.205). https://hawaii.edu/policy

Hawai'i CC is committed to hiring and advancing in employment qualified persons with disabilities and covered veterans, as described in the University of Hawai'i Administrative Procedure: Reporting Procedure for Employment Discrimination Complaints (Policy A9.910). https://hawaii.edu/policy

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 is described in the University of Hawai'i Administrative Procedure: Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission (Policy A9.920).

To review any of the policies referenced above, use the search feature at www.hawaii.edu/policy

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Ave., Room 3310, Seattle, WA 98174-1099, phone: (206) 607-1600, fax: (206) 607-1601, or e-mail: ocr.seattle@ed.gov

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

Students should contact:

Christine Quintana
Vice Chancellor for Student Affairs
Phone: (808) 934-2510
Email: cdamate@hawaii.edu
Office: 1175 Manono Street (MC), Bldg. 379A, Room 5, Hilo, HI 96720

Mari Giel
Disability Services Coordinator/Counselor
504 Coordinator
Title IX Deputy Coordinator for Students
Phone: (808) 934-2725 [v/t]
Email: marigiel@hawaii.edu
Office: 1175 Manono Street (MC), Bldg. 379A, Room 1B, Hilo, HI 96720

Employees should contact:

Shana Kojiro
Human Resources Specialist
EEO Coordinator
Phone: (808) 934-2527
Email: snakamat@hawaii.edu
Office: 1175 Manono Street (MC), Bldg. 397, Room 3, Hilo, HI 96727

Title IX Coordinator
Phone: (808) 934-2527
Email: hawcctix@hawaii.edu
Office: 1175 Manono Street (MC), Bldg. 397, Room 4, Hilo, HI 96720

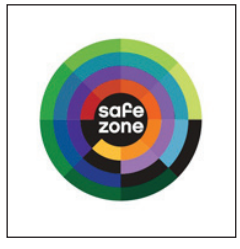
Christine Chun
Director, Office of Compliance, EEO, and Title IX Coordinator, Office of the Vice President for Community Colleges
Phone: (808) 956-4564
Email: csychun@hawaii.edu
Office: 2327 Dole Street, Rm. 1, Honolulu, HI 96822

Policy of Sexual Harassment and Sexual Assault

Shana Kojiro, EEO Coordinator
Hawai'i Community College
1175 Manono Street (MC)
Hilo, HI 96720-5096
Ph: (808) 934-2527

The University of Hawai'i 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.

Safe Zone Program



The UH Safe Zone Symbol is meant to convey a positive message to the entire University of Hawai'i community—particularly to Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) people. This symbol identifies persons and places that are open and accepting to all people, regardless of one's sexual orientation or gender identity/expression. Safe Zone is a program for LGBTQ+ people and their allies on campus, because everyone deserves an educational and work environment free from harassment. The Safe Zone program is an extension of the University of Hawai'i's commitment to providing a safe and supportive environment for all students, faculty, and staff.

People in offices displaying this symbol have undergone training approved by the UH Systemwide Commission on Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Equality. The mission of this commission is to promote a safe and inclusive environment by creating a culture of equality, acceptance, and respect throughout the University of Hawai'i System.

Electronic Communication Policy

The College has the right to send communications to students via email and to expect that those communications will be received and read in a timely fashion. The College is responsible of ensuring that such communications are timely, accurate, and appropriate. Students must establish a UH Username when admitted to the College. Students are responsible for frequently checking their email accounts and managing their mailboxes so that mail can be delivered. Students may redirect their mail at their own risk. Students with disabilities have the right to receive communications in an accessible format. (Policy EP 2.213)
https://hawaii.edu/policy

Student Conduct Code

The University of Hawai'i system has a Student Conduct Code which defines expected conduct for students, and specifies those acts subject to University sanctions. Students are expected to maintain standards of personal integrity that are in harmony with the educational goals of UH; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University policies and procedures. Conduct that is legal may nevertheless still be unacceptable within the bounds of the UH community. (Policy EP 7.208)
https://hawaii.edu/policy

Students should familiarize themselves with the Student Conduct Code, since upon enrollment at Hawai'i CC, the student has placed himself/herself under the policies and regulations of the University and its duly constituted bodies. For purposes of this Student Conduct Code, this Code also applies to students who have been suspended or dismissed; students who withdraw after allegedly violating the Student Conduct Code and may return to a UH campus; students who are on a leave of absence, including medical leave, from UH; and those who have been notified of their admission and have participated in orientation, registration, or other officially recognized UH activities.

UH views the disciplinary process as a learning experience which aims to promote growth and understanding of one's responsibilities and privileges within the UH environment. To this end, the disciplinary process attempts to balance an understanding and knowledge of students and their needs with the needs of the academic community. Pursuit of a college education provides an opportunity for exploration of new ideas,

experimentation, self-examination, formation of new relationships, and the development of ideals and direction. However, UH does not absolve students from accepting responsibility for their behavior in their pursuit of a college education. Rather, it reaffirms the principle of student freedom that is coupled with an acceptance of responsibility for one's actions and the consequences of such actions.

This Student Conduct Code applies at all locations of the University of Hawai'i, and applies outside of campus property if the conduct was in connection with a University-sponsored program or activity, or if the conduct may have a continuing adverse effect or could create a hostile environment on campus. The Code shall be applied to conduct occurring off-campus (including, but not limited to, the use of social media and other electronic forums) on a case-by-case basis.

The following are excerpts from the Student Conduct Code. The full policy is available on Hawai'i CC's website at: www.hawaii.hawaii.edu/student-conduct-code

Student Conduct - Rules and Standards

The following are examples of the types of behavior that conflict with the standard the UH values and expects of students. Engaging in, or attempting to engage in any of these behaviors subjects a student to the disciplinary process and sanctions on each campus.

Academic Dishonesty

Acts of dishonesty, including, but not limited to:

1. *Cheating* which includes, but is not limited to:
   a) the use of any unauthorized assistance in taking quizzes, tests, or examinations;
   b) the use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   c) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student body; and
   d) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
2. *Plagiarism* includes, but is not limited to:
   a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; and
   b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
3. *Furnishing false information* or academic credentials to any UH official, faculty member, or office.
4. *Forgery*, alteration, or misuse of any University or campus document, record, or form of identification.

Disruption or Disturbances

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other UH activities, including its public service functions on or off campus, or of other authorized non-UH activities when the conduct occurs on UH premises. This includes creating noise or other disturbances on campus or in student life areas sufficient to disrupt the normal functioning of campus activities including classroom instruction.

Threatening Behavior

Any conduct that threatens or endangers the health or safety of any person including but not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, bullying, coercion, stalking as defined below. (For any conduct that is sexual or romantic in nature and committed by a current or former partner of an intimate, romantic, or sexual relationship, or is related to an individual's actual or perceived sex or gender, sexual orientation, gender identity or gender expression, refer to (Policy EP 1.204) for detailed information.) https://hawaii.edu/policy

1. *Threat* is written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
2. *Intimidation* is implied threats or acts that cause a reasonable fear of harm in another.
3. *Bullying* and *cyberbullying* are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
4. *Stalking* is two or more acts of unwanted and harassing behavior, directed at a specific person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment.
5. *Physical abuse* is intentionally or recklessly causing physical harm or endangering the health or safety of any person.
6. *Verbal abuse* is shouting or yelling in a threatening or hostile manner and/or use of abusive or belligerent language.
7. *Harassment* is sufficiently severe, pervasive (or persistent) and objectively offensive conduct that unreasonably interferes with, limits, or denies the ability to participate in or benefit from the University/College's educational programs or activities.
8. *Hostile Environment* is when unwelcome harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from the University/College's educational programs or activities.
9. *Coercion* is intentionally compelling or inducing another person to engage in conduct from which another has a legal right to abstain, or to abstain from conduct in which another has a legal right to engage, by threatening with words or

conduct to take some negative action that may impact the other person. In this context, some examples of "negative action" include, but are not limited to:
a) causing bodily injury,
b) causing property damage, physical confinement or restraint, or
c) revealing information that is sought to be concealed.

Health and/or Safety Hazards

Creation of health and/or safety hazards, e.g., dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.

Sex Discrimination and/or Gender-Based Violence

Sex discrimination and/or gender-based violence as defined in (Policy EP 1.204). https://hawaii.edu/policy

Discrimination

Discrimination of any person based on UH protected classes as defined in (Policy EP 1.202). https://hawaii.edu/policy

Theft or Possession of Stolen Property

Attempted or actual theft of UH property or the personal property of another individual or entity, including goods, services and other valuable, on or off campus, and/or knowingly maintaining possession of stolen property.

Damage to or Destruction of Property

Intentional, reckless and/or unauthorized damage to or destruction of UH property, or the personal property of another individual or entity.

Hazing

Hazing is an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for the continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; both are violations of this rule.

Failure to Comply

Failure to comply with any directions of UH officials or law enforcement officers acting in performance of their duties, and/or failure to provide identification to these persons when requested to do so.

Unauthorized Access to College Premises (Trespassing)

Unauthorized possession, duplication, or use of keys/keycards/security mechanisms to any UH premises, or unauthorized entry to or use of UH premises, including trespassing, propping open, or unauthorized use of doors for entry into or to exit from a UH building.

Violation of Policies, Rules, Regulations

Violation of any UH policy, rule, regulation, contract, or agreement published in hard copy or available electronically on any UH website.

Violation of Federal, State, or Local Laws

Violation of any federal, state or local law.

Abuse of Controlled Substances

Use, possession, manufacturing, or distribution, or other unauthorized use of controlled substances or paraphernalia except as expressly permitted by law. Controlled substances include but are not limited to marijuana, methamphetamine, narcotics, and opioids.

Abuse of Alcoholic Beverages

Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by UH System Policies, state or federal law), or public intoxication while on any UH premise or at any UH-sponsored event or ancillary site. Alcoholic beverages may not, in any circumstance, be used, possessed, or distributed to any person under twenty-one (21) years of age.

Weapons or Dangerous Chemicals

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on UH premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

Demonstrations

Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of UH and/or unreasonably infringes on the rights of other members of the UH community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

Obstruction of Traffic

Obstruction of the free flow of pedestrian or vehicular traffic on UH premises or at UH sponsored or supervised functions.

Disorderly Conduct

Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on UH premises or at functions sponsored by, or participated in by, UH or members of the academic community.

Complicity

Complicity involves action or inaction with another or others to violate the Student Conduct Code, and may be assumed when a student is present during a policy violation. The student may be held responsible for the underlying policy violation(s).

Violation of Fire Policies

Violation of local, state, federal or campus fire policies including, but not limited to:

1. Intentionally or recklessly causing or attempting to cause a fire which damages or is intended to damage UH or personal property or which causes or is intended to cause injury.
2. Failure to evacuate a UH-controlled building during a fire alarm.
3. Improper or reckless use of UH fire safety equipment.
4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on UH property.

Theft of Computers/Abuse of Electronic Resources

Theft or other abuse of computer and other electronic facilities and resources, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member or UH Official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Online harassment of members of the UH community.
7. Use of computing facilities and resources to interfere with normal operation of the UH computing system.
8. Use of computer facilities and resources in violation of copyright laws.
9. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on UH premises without their prior knowledge, or without their consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
10. Any violation of any UH computer use policy, including but not limited to (Policy EP 2.210). https://hawaii.edu/policy

Abuse of the Student Conduct Code

Abuse of the Student Conduct Code System or other related UH processes, including but not limited to:

1. Failure to obey the notice from a Student Conduct Administrator, UH official, or Student Conduct Board to appear for a meeting or hearing.
2. Falsification, distortion, or misrepresentations of information before a Student Conduct Administrator, UH official, or Student Conduct Board.
3. Disruption or interference with the orderly conduct of any proceeding.
4. Attempting to discourage an individual's participation in, or use of, the Student Conduct Code System or other related UH processes.
5. Attempting to influence the impartiality of a Student Conduct Administrator, UH official, or Student Conduct Board prior to, and/or during the course of, the Student Conduct Code System or other related UH processes.
6. Harassment (verbal or physical) and/or intimidation of a Student Conduct Administrator, UH official, or Student Conduct Board prior to, and/or during the course of, the Student Conduct Code System or other related UH processes.
7. Failure to comply with imposed sanction(s).
8. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System or other related UH processes.

Retaliation

UH prohibits and will not tolerate retaliation as defined in (Policy EP 7.205). https://hawaii.edu/policy
Retaliation is adverse actions taken against a person because of their good faith participation in the following types of protected activities:

1. Seeking advice or assistance about a Student Conduct Code or systemwide sanction concern;
2. Opposing or filing an informal or formal complaint regarding an alleged violation of this policy;
3. Testifying, assisting, or participating in an investigation or other proceeding related to an alleged violation of this policy.

Adverse actions are actions that would dissuade a reasonable person from making or supporting a complaint under this policy. A retaliation complaint, allegation, or report will be reviewed as a separate offense under this policy; that is, a student can be found responsible for retaliation even if not found to be responsible for the underlying reported Student Conduct Code violation.

Violation of Residence Hall Rules and/or Policies

Violation of Residence Hall rules and/or policies where the violation also involves some aspect of this Student Conduct Code, may subject the student to disciplinary procedures under this Student Conduct Code.

Violation of Law and UH Discipline

UH will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus.

Disciplinary Proceedings

UH disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation)

without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Senior Student Affairs Officer. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Student Status with Regards to Violations of Law

When a student is charged by federal, state, or local authorities with a violation of law, UH will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Student Conduct Code, UH may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the UH community. UH may cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). In the event of law enforcement and/or government agency enforcement of laws and regulations, UH may, as appropriate, adjust any Student Conduct Code investigation and/or proceeding so as not to interfere or unduly prejudice the law enforcement process. Individual students and other members of the UH community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Delegation of Authority

The authority to hear and decide on whether or not alleged violations of the Student Conduct Code have occurred, as well as to determine subsequent disciplinary sanctions, is delegated to:

- **Senior Student Affairs Officers** - the campus administrators (for example, Dean, Vice Chancellor, or designee who are in charge of the Division of Student Affairs) generally charged by the campus Chancellor to be responsible for the administration of the Student Conduct Code,
- **Student Conduct Administrator** - a UH official authorized on a case-by-case basis by the Senior Student Affairs Officer to impose sanctions upon any student(s) found to have violated the Student Conduct Code.
- **Student Conduct Board** - any person or persons authorized by the Senior Student Affairs Officer to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.

Sanctions

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this Code.

1. *Warning*: Written Reprimand - A notice in writing to the student that they are violating or have violated institutional policies and that continuation of specified behavior may be cause for more severe disciplinary sanctions.
2. *Probation*: Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating institutional policies during the probationary period. While on probation, the student is expected to demonstrate the ability to function as a responsible member of the campus community.
3. *Loss of Privileges*: Denial of specified privileges for a designated period of time.
4. *Restitution*: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. *Temporary Suspension*: In an emergency, the Chancellor or his/her designee is authorized to alter or suspend the rights of a student to be present on campus or to attend class for an interim period prior to a hearing; provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter.
5. *No Contact:* Formal instruction to refrain from contact with related parties. This includes, but is not limited to, in-person, by telephone, email, or text message; contact or reference on social media or other electronic means of communication, verbal, or written interactions, non-verbal gestures, "looks," and any other means of communication and/or contact and contact through a third party (other than attorneyto-attorney communication) such as a friend, family member, co-worker, classmate, teammate, faculty, staff or other.
6. *Other Discretionary Sanctions*: Work assignments, essays, and/or service to the campus community; assessments; participation in alcohol or other drug education programs; restorative justice activities; or other related assignments imposed at the discretion of the Student Conduct Administrator or designee.
7. *Suspension*: Suspension from the designated institution for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. *Dismissal*: Permanent dismissal of the student from the designated institution.
9. *Revocation of Admission and/or Degree*: Revocation of admission to or a degree awarded from designated institution for fraud, misrepresentation, or other violation of UH

standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

10. *Withholding Degree*: Designated institution may withhold awarding a degree otherwise earned until the completion of the process set forth herein, including the completion of all sanctions imposed, if any.

Disruptive Students

These guidelines are based on ensuring personal safety and are consistent with the Hawai'i CC Student Conduct Code. These guidelines are to be used with said code of conduct. The following are excerpts from the Policy on Disruptive Students. Copies of the complete policy are available at the Offices of the Vice Chancellor for Student Affairs and the Director of Hawai'i Community College-Pālamanui.

Guidelines:

1. To help promote appropriate student conduct, the instructor includes in the course syllabus reference to the Student Conduct Code available at the Hawai'i CC website. The instructor may include additional expectations of class interaction and decorum in the course syllabus (i.e., respecting students' expectation to learn in a safe and non-disruptive environment) which is distributed on the student's first day in class and acknowledged by the student on a sign-in sheet.
2. *Non-physically distracting and disruptive student in the class.* Examples: coming to class late, sleeping, annoying finger-tapping, talking out of turn, using rude language, inappropriate postings or e-mails in Internet classes, refusing to turn on the camera in Zoom classes, etc. The instructor asks the student to stop, takes the student aside if in a classroom, and reminds the student of the established expectations for class conduct. If the student does not stop, the teacher asks the student to leave in a face-to-face class. If the student does not leave, the instructor should enlist the support of other college personnel (faculty members, administrators, campus security guards, etc.) The instructor must judge, based on the nature of the disruption, whether the class period can continue once the offending student leaves. If the student is prohibited from participating in the next class, the VCAA will notify the student that participation is prohibited until further notice. The incident is reported in writing by the instructor and by the campus security guard, if involved, to the Vice Chancellor for Student Affairs. The instructor may consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.
3. *Non-physically threatening and disruptive student in a non-classroom setting (*i.e., division offices, student services offices, library or learning/testing centers, or outside). Examples: being noisy, using rude language, not following guidelines for the use of the non-classroom setting. The staff reports disruptive student to the supervisor. The supervisor takes the student aside and reminds the student that the behavior is not appropriate. If the behavior persists, the supervisor calls the campus security guard to have the student escorted off the campus. The incident is reported in writing by the supervisor to the Vice Chancellor for Student Affairs. The supervisor can consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.
4. *Student whose behavior is imminently physically threatening or harmful to himself/herself or others.* Examples: threatening to jump from a building, using a weapon to threaten safety, holding hostages. The UH Administrative Policy for Workplace Non-Violence Campus Procedures requires all four initial tasks:
   a. Call the police at 911
   b. Call campus security at sites where security is available
   c. Call the Vice Chancellor for Administrative Affairs (or the closest administrator) and decide whether to continue operations or evacuate the area
   d. Call medical emergency service.

   The Chancellor or his designee convenes the **Campus Crisis Management Team (CCMT)** to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy. The CCMT handles situations through counseling or the student conduct code.
5. If there is a shooting incident, seek cover for protection in a secure place. Do not run outside. If doors can be locked from the inside, lock doors if the shooter is outside. Stay low below windows, out of sight. Call the police at 911 immediately to report the shooting and request medical emergency assistance. Remain in a secure place until "All Clear" announcement is given. The Chancellor or designee convenes the Campus Crisis Management Team (CCMT) to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy. (Policy Haw 7.102) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Children of Hawai'i CC Students

In general, the campus and classroom are not appropriate places for non-student minor children to be present on a frequent or continuing basis. Occasionally, family needs and responsibilities may require students to bring a child on campus for a limited pe-

riod of time. A student who decides to bring a child to campus is expected to be respectful of the needs of others for a professional educational and work environment. These guidelines are intended to promote respect for the needs of all parties impacted by the presence of minor children as well as to protect the health and safety of the child and the college community. A parent/guardian must provide adult supervision at all times. (Policy Haw 7.103) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

In the Classroom and Other Rooms

1. For health and safety reasons children will not be allowed to enter high risk areas such as shops, science labs, mechanical rooms, garages, or areas where heavy equipment or power tools are in use.
2. Only under occasional extenuating circumstances may a child be in a classroom while class is in session. Children may be allowed in the classroom under the supervision of the parent/guardian in the following circumstance:
   a. Alternate arrangements for childcare are impractical or impossible; and
   b. The faculty member or lecturer responsible for the classroom has granted permission. If the child is disruptive or interferes with instruction and/or testing, the faculty member may require the student and child to leave. The student will be responsible for the day's material on his/her own.
3. Because the Learning Center and the Testing Center are expected to be free of disruption, children are specifically prohibited.
4. The UH Hilo Library allows minor children, but they and the parent/guardian will be asked to leave if disruptive behavior occurs.
5. Children are not to be brought to campus if the parent/guardian knows they are ill with a contagious disease.

Outside of Rooms on Campus

1. If a supervisory adult cannot be located, minor children between the ages of 13 and 17, who are engaging in disruptive or dangerous behavior, will be asked to leave the campus. (This will also apply to children of parents/guardians who are not Hawai'i CC students.)
2. In the interest of the children's safety, minor children below age 13 will be reported to the Campus Security Office and to the Police when a supervisory adult cannot be located. (This will also apply to children of parent/guardians who are not Hawai'i CC students.)
3. For the children's safety, they are prohibited from playing on roof tops, in stairwells, in doorways, on roadways, and in parking areas.
4. Skateboarding and rollerblading are prohibited on campus and this is not limited to minors.

Field Trips

Non-student, minor children are not allowed on field trips related to college class.

Extra Curricular Activities

During any college inter-generational activity, minor children are the responsibility of the parent/guardian or a supervisory adult designated by the parent/guardian who is expected to ensure the health and safety of the children and prevent disruptive and dangerous behavior.

Injuries or Damages Caused by Minor Children

Parents/guardians are responsible and liable for all injuries or damages caused by their children. (Haw.Rev.Stat. §577-3) https://law.justia.com/codes/hawaii/title-31/chapter-577 Parents/guardians, who are Hawai'i CC students, are responsible for any injuries or damages caused by their child while on campus and are subject to the Hawai'i CC Student Conduct Code, and if applicable, the State or Federal judicial system.

Animals on Campus

No animals, except Service Animals, are allowed in the buildings nor on the grounds of Manono Campus, Pālamanui, Kō Education Center, or any satellite campuses owned or leased by Hawai'i CC. Under federal and state law, Service Animals are allowed in areas where animals, including pets, are generally not permitted. (Policy EP 1.207) https://hawaii.edu/policy

Service Animals: Service Animals are working animals, not pets. A Service Animal is individually trained to do work or perform important tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task performed must be directly related to the individual's disability. Animals in training are not considered Service Animals under this policy.

Emotional Support Animals: An Emotional Support Animal (ESA) is any animal that provides necessary emotional support to an individual with a mental or psychiatric disability. They are sometimes referenced as therapy animals or comfort animals. An ESA is not a Service Animal. Students and employees with disabilities who are seeking permission to have an ESA on campus must request an accommodation.

Documentation: Contact the Disability Services Office to notify the campus of a documented need to have a Service Animal or Emotional Support Animal (ESA) present on campus.

Identification Requirements: Service Animals are not required to wear a collar, tag, vest, or other identifying equipment indicating that it is a trained Service Animal.

Vaccination tags: Service Animals must be immunized against diseases to that type of animal and proof of such immunization is required. Service Animals must wear current license and rabies vaccination tags.

Guidelines for Faculty, Staff, and Students: Remember that Service Animals are working animals. Allow Service Animals to accompany handlers at all times in unrestricted areas on the property except where the animal may pose a significant health or safety hazard.

- Do not pet or feed Service Animals.
- Do not deliberately startle or try to get the attention of Service Animals.
- Do not attempt to separate a Service Animal from its handler.
- Do not request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the handler's disability.
- In situations where it is not obvious that the animal is a Service Animal, only two specific questions may be asked. Contact the Disability Support Services Coordinator for advice on what to ask and when it is appropriate to ask.

Restricted Areas: Hawai'i CC may prohibit the use of Service Animals in certain locations due to health or safety restrictions, where Service Animals may be in danger, or where their use may compromise the integrity of a program. Such restricted areas may include, but are not limited to, sterile areas, food preparation areas, areas with moving machinery, areas with chemicals or corrosive materials, and areas with extreme hot/cold surfaces or sharp objects. Access to restricted areas may be granted on a case-by-case basis. Contact the Disability Services Office.

Behavior or Condition: Hawai'i CC retains the right to request the removal of any Service Animal from Hawai'i CC property if the animal's behavior or condition poses a direct threat to the health and safety of others, or fundamentally alters the College's services, programs, or activities.

Service Animals must not engage in unacceptable or disruptive behavior: uncontrolled barking, whining, growling, or making other distracting noises; uncontrolled jumping on, nudging, lunging at, sniffing, or licking other people; regularly escaping from or overpowering the handler; regularly begging for or taking food not freely offered by others; destroying University property or the property of others on campus; urinating or defecating indoors or in inappropriate areas; and behaviors that pose a direct threat to the health or safety of others. If an animal engages in unacceptable or disruptive behavior, the handler is expected to use proper training techniques to correct the behavior.

Control: All Service Animals must be under the individual's control at all times, whether by voice control, signals, or other effective means. All animals shall be restrained with a leash, harness, or other tether; however, a restraint may not be required if the handler is unable to use one, if using a restraint would harm the handler, or if the animal must perform the task without the use of a restraint.

Hygiene: Service Animals must be housebroken. Handlers must clean up after the animal, unless they are unable to do so because of a disability. If the disability prevents a handler from cleaning up after the Service Animal, this information must be provided to the ADA (or Disability Support Services) Coordinator.

Cleanliness: Service Animals must be clean. Daily grooming and occasional baths should be utilized to keep animal odor to a minimum. Adequate flea prevention and control must be maintained.

Damage: The handler is responsible for the cost of repair for any damage caused by the service animal, including any expenses incurred due to the need for commercial pest control (e.g. fleas, ticks).

Smoking on Campus

Effective July 2018, Hawai'i state law prohibits the use of tobacco products on all 10 University of Hawai'i campuses and university-owned facilities. The law includes, but is not limited to, cigarettes, cigars, vaping apparatus, chewing tobacco and pipes. Hawai'i CC strives to promote a culture of health and wellness on campus in an effort to improve the working and learning environment of the university, and protect students, employees, and visitors from secondhand smoke exposure while on University of Hawai'i campuses. (SB 134, Act 160, SLH 2018)

In addition,

- All advertising and sales of tobacco products on university campuses are prohibited (except for the sale or free distribution of non-university supported magazines and newspapers that incidentally contain tobacco product advertising).
- The distribution of samples of tobacco products or coupons redeemable for tobacco products on university campuses is prohibited.
- The sponsorship of campus events or campus organizations by tobacco industry or tobacco promoting organizations is prohibited.
- On-site tobacco product cessation guidance will be made available to assist and encourage individuals who wish to quit.

For more information on the law, and for resources to become tobacco free, visit www.hawaii.hawaii.edu/tobacco-free

Death of a Hawai'i CC Student

The purpose of this procedure is to ensure that in the event of a death of a student, the College provides compassionate attention to the family of the deceased while processing the necessary documents relating to the student's records in a timely and professional manner. (Policy Haw 7.901)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7

Workplace Non-Violence

The University of Hawai'i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts include physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive or unwanted phone calls, notes, or e-mails, etc.

All administrators, faculty, staff, and students are responsible for maintaining a University campus environment that ensures that all members are treated with civility and respect to fulfill the University's missions and goals. The University fully supports the efforts of the State of Hawai'i and is committed to a workplace that is free of violence.

Weapons: The possession or use of lethal weapons on University premises is strictly prohibited unless specifically authorized by the senior administrator. Lethal weapons include but are not limited to firearms, ammunition, spearguns, explosives, and dangerous substances. Any person found in violation may be subject to the provisions of state law, University policy, and the Student Conduct Code.

Retaliation against witnesses, victims, etc. is prohibited. This prohibition will be strictly enforced, and appropriate disciplinary action may be taken. Disciplinary action shall be subject to the appropriate bargaining agreement. (Policy A9.730)
https://hawaii.edu/policy

Campus Safety and Security

Campus Security Officers and contracted Security Guards are committed to making Hawai'i Community College a safe and secure environment in which students, faculty, staff, and visitors feel at ease while they learn, work, and play.

Campus Security is dedicated to providing safety and security services by responding to emergencies and alarms; making emergency notifications; securing rooms, buildings, parking lots, and grounds; and checking exterior lighting, doors, and shrubbery for unsafe conditions. In addition, the Campus Security Office supports the education of faculty, staff, and students in safety issues and prevention measures.

Police, Fire, and/or Medical Response Emergencies:

Anyone on the Manono Campus, Upper Campus, or Hawai'i CC-Pālamanui campus, in a situation requiring police, fire, and/or medical assistance, should call 911 and provide the requested information. Follow up with a call to the respective security emergency number (below). Employees must also notify an immediate supervisor.

Other Incidents and Situations:

Manono Campus:	(808) 854-1420 emergencies
	(808) 934-2760 non-emergencies
Upper Campus:	(808) 974-7911
Kō Education Center:	(808) 775-8890 non-emergencies
Pālamanui:	(808) 640-6515

Skateboards, Rollerblades, and Bicycles:

Skateboarding and rollerblading are not allowed on campus. Do not ride bicycles on walkways and sidewalks.

Crime Statistics

	2021	2022	2023
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	2	4	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Drug Abuse: Arrests (Referrals)	0(0)	0(0)	0(0)
Fondling	0	0	0
Incest	0	0	0
Liquor Law: Arrests (Referrals)	0(0)	0(0)	0(0)
Motor Vehicle Theft	2	1	0
Manslaughter by Negligence	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Robbery	0	0	0
Sexual Assault	0	0	0
Stalking	2	1	0
Statutory Rape	0	0	0
Weapons Law: Arrests (Referrals)	0(0)	0(0)	0(0)

The Hawai'i Community College Security Office prepares the Annual Disclosure of Crime Statistics Report to comply with the Jeanne Clery Campus Safety Act. The crime statistics can be obtained from the Campus Security Office, or can be viewed online at: www.hawaii.hawaii.edu/security

Financial Aid

Office of Financial Aid
Hawai'i Community College
1175 Manono Street (MC)
Hilo, HI 96720-5096
Ph: (808) 934-2712
hawccfao@hawaii.edu
www.hawaii.hawaii.edu/financialaid

Financial aid is money to help students and their families pay for college and related costs. The Financial Aid Office administers a variety of federal, state, and institutional financial aid programs.

For more details about the following excerpts on Policies and Types of Financial Aid, Consumer Information and Student Right to Know information, links to Financial Aid forms, and answers to Frequently Asked Questions, visit www.hawaii.hawaii.edu/financialaid

Financial Aid Policies

Financial aid is only available to students who are in compliance with all financial aid policies, terms, conditions, and individual fund requirements. Students are encouraged to carefully review all requirements in order to ensure continued financial aid eligibility.

Cost of Attendance

The Financial Aid Office is required to develop a budget each year to help students estimate the costs of pursuing an education at Hawai'i CC. This budget is called the Cost of Attendance (COA), and includes both direct costs and living expenses. Additionally, the COA is used to determine federal and institutional financial aid eligibility. The maximum financial aid a student can receive is equal to their COA.

Direct costs include tuition, fees, books, and supplies - the costs directly associated with enrollment at Hawai'i CC. Living expenses include housing, food, transportation, and personal expenses. Each budget item is assigned a dollar amount based on actual or estimated costs, then added together to equal the student's total COA. A breakdown of the costs, as well as a Net Price Calculator is available online at www.hawaii.hawaii.edu/financialaid/policies

Eligibility for Federal Financial Aid

Most financial aid awarded at Hawai'i CC is from the US Department of Education's (US DOE) Federal Student Aid (FSA) programs. To qualify, students must annually submit a **Free Application for Federal Student Aid (FAFSA)** and:

- be a US citizen or eligible non-citizen,
- enroll in an eligible degree or certificate program,
- make Satisfactory Academic Progress (SAP),
- be in good standing with all federal grants and loans,
- have financial need according to the federal financial aid need formula, and
- have the ability to benefit, which is defined as having earned a high school diploma, GED, or equivalent.

Hawai'i CC's FAFSA priority deadline is March 1 each year. Federal funds are available to all eligible students, but students who meet the priority deadline may be prioritized for institutional funds. The FAFSA is available online at studentaid.gov/fafsa

Notifications about financial aid are posted as Active Messages in MyUH Services. Students should regularly check their Active Messages for financial aid updates, changes, and other important information.

Disbursements and Refunds

Disbursements occur when financial aid is applied to student accounts to pay for outstanding charges. Financial aid that exceeds outstanding charges at the time of disbursement is refunded to the students.

Financial aid disbursements begin no earlier than 10 days before the first day of instruction. Additionally, first-time student loan borrowers are subject to a 30-day delay and all student loans are disbursed in two separate payments, one at the beginning of the loan period and one at the midpoint. Scholarships from external organizations are applied by the Business Office as funds are received.

Unless authorized, federal financial aid can only pay for tuition, fees, and dorm charges. Other charges, such as fees for late registration, adding or dropping classes, library or parking fines, and digital course materials (IDAP) must be paid separately. Authorization may be provided in students' MyUH Services accounts.

Satisfactory Academic Progress for Financial Aid

Federal regulations require that students receiving financial aid make SAP. The financial aid SAP policy is separate and distinct from the institution's academic progress policy. To be making SAP, students must earn a minimum 2.0 Financial Aid Grade

Point Average (FA GPA), have a Credit Completion Rate (CCR) of at least 67%, and be able to graduate within their Financial Aid Time Frame (FA Time Frame).

All credits attempted in any semester of enrollment at the student's home campus, regardless of aid status, will be counted in SAP calculations. Transfer credits do not impact FA GPA, but are factored into both CCR and FA Time Frame. Individual SAP requirements and details are available in each student's MyUH Services account.

For students enrolled in eligible certificate programs that require fewer than 24 credits, academic progress is evaluated at the end of every payment period. For all other students, SAP is evaluated annually after grades are finalized for the spring semester.

Financial Aid GPA (FA GPA): Students must maintain a minimum cumulative FA GPA of 2.0.

- Grades that are calculated into a student's FA GPA include: A (4 points), B (3 points), C (2 points), D (1 point), F (0 points), and N (No Grade; 0 points).
- Grades that are not calculated into a student's FA GPA include: CE (Credit by Exam), CR (Credit), I (Incomplete), L (Audit), NC (No Credit), RD (Record Delayed), and W (Withdrawn).
- Note: FA GPA calculations do not exclude original grades that are changed as a result of repeated coursework, administrative withdrawals, academic renewals, or other academic policies.

To calculate FA GPA, for each course, multiply the number of credits by the number of points associated with the grade earned. Add all points together, then divide the total points by the total number of attempted credits.

Credit Completion Rate: Students must have a CCR of at least 67%, which means they must complete (pass) at least 67% of all attempted credits. Calculations are rounded down to the nearest whole percent.

- Grades that count as both attempted and completed include: A, B, C, D, CE, CR (Credit), and PBA (Portfolio-Based Assessment).
- Grades that count as attempted but not completed include: F, I, N (Work in Progress), NC, RD, W, and grades forgiven through academic renewal.
- Grades that are not calculated into a student's CCR include: L, P (Passed; non-credit only), and NP (Not Passed; non-credit only).
- Repeated courses are counted as attempted and, if passed, completed.
- Credits taken at other University of Hawai'i (UH) campuses (consortium credits) and counted toward a student's financial aid enrollment level are counted as attempted and, if passed, completed, according to grade type.
- Grades removed by administrative withdrawal count as attempted but not completed.

Financial Aid Time Frame: A student's FA Time Frame is equal to 150% of the credits required for degree completion, and all credits counted in CCR calculations also count as attempted credits for FA Time Frame purposes. Once it is no longer possible for a student to graduate within their FA Time Frame, they become ineligible for financial aid. Students may attempt up to 30 combined remedial math and English credits that do not count toward FA Time Frame limits.

English as a Second Language **ESL credits** are not counted toward the FA Time Frame, however all other attempted coursework is counted, including all transfer coursework and coursework that is not required for degree completion. Credits are also not excluded for students who are pursuing a second degree or for students who change their major.

Financial Aid Suspension: Students who are not meeting the minimum standards for FA GPA, CCR, or FA Time Frame are placed on financial aid suspension and are not eligible for financial aid. To regain financial aid eligibility, students who fall below the minimum FA GPA or CCR requirements may pay for courses on their own until they are meeting all SAP requirements. Students who are unable to graduate within their FA Time Frame are not able to regain financial aid eligibility without an approved SAP appeal. Ceasing enrollment for any length of time will not resolve SAP deficiencies.

Appealing Financial Aid Suspension: Students on financial aid suspension, who fell below SAP requirements due to extenuating circumstances, have the option to submit a SAP appeal. At a minimum, students must explain 1) why they fell below SAP requirements, and 2) what has changed so they will be able to meet requirements moving forward. Where possible, students must also provide supporting documentation. Some examples of extenuating circumstances that may be considered include: illness, divorce, death, difficulty balancing family and school responsibilities, and financial difficulties.

When a student's SAP appeal is approved, the student is placed on financial aid probation and given specific requirements to meet each semester. Students who meet their probation requirements will continue to be approved for aid on probationary status until they have remedied all SAP deficiencies or graduated. Students who do not meet all probation requirements each semester will revert back to financial aid suspension.

SAP appeals take 2 to 4 weeks to process and cannot be approved after the applicable semester has ended. Appeals should be submitted no later than 30 days before the last day of instruction to ensure there is enough time for review. Appeal approval is at the discretion of the Financial Aid Manager, or their designee, and is not subject to further review. All appeal decisions are communicated via UH email.

Terms and Conditions

The following information is a broad overview of financial aid terms and conditions. Individual requirements may not be applicable to all financial aid types, but adherence is required for all applicable funds.

Automatic Acceptance: Grants and scholarships are automatically accepted. Student loans have a separate request process.

Academic Year: An academic year is defined as 30 credits and 30 weeks of instruction. The summer semester is considered a trailer because it is after the end of the regular academic year.

Availability of Funds: All awards are made on the condition that funds are available. In the event that federal, state, or local governments, or other sources of aid reduce or eliminate funds, the FAO may reduce or cancel financial aid offers.

Change of Information: Changes to a student's legal name, address, social security number, or telephone number must be immediately reported to the Admissions and Records Office (ARO), or to the FAO, as applicable. Students must notify the FAO in writing if information reported on their financial aid applications has changed.

Change Without Notice: Federal, state, and institutional financial aid criteria and policies are subject to change without notice as a result of changes to laws, regulations, and institutional policies.

Class Standing: For financial aid purposes, students with fewer than 30 completed credits are considered first-year students. Students with 30 or more completed credits are considered second-year students.

Consortium Agreements: Hawai'i CC has a broad consortium agreement with the other UH campuses. Degree-applicable (required) coursework at other UH campuses will be evaluated for financial aid eligibility as long as the student is enrolled in at least one course at Hawai'i CC.

Dates and Deadlines: Students are responsible for keeping track of all financial aid requirements and deadlines. Important information and updates are communicated via UH email and online at www.hawaii.hawaii.edu/financialaid

Degree Applicability: Financial aid is only available for degree-applicable courses, which are courses that satisfy degree requirements.

Enrollment Changes and Withdrawals: Changes to enrollment may result in revisions to financial aid. Students will be notified via email as changes are made.

Enrollment Requirements: Enrollment requirements vary by financial aid type. Students must enroll in at least the minimum number of required credits to maintain eligibility.

Financial Need: Many financial aid types require financial need, as determined by the Free Application for Federal Student Aid (FAFSA). Changes to financial need or receipt of additional financial aid may result in the reduction or cancelation of need-based aid.

Home Institution Only: Students are only eligible for financial aid at their home campus.

Pell Recalculation Date: Pell Grant amounts are initially calculated using projected full-time enrollment, then later recalculated based on actual enrollment level prior to disbursement. Adjustments continue to occur until the Pell Recalculation Date (PRD), which may also be referred to as the census date, or the enrollment lock date. The PRD is the same date each semester as the last day to withdraw from classes without a W grade. Generally financial aid is not adjusted after the PRD, however students who completely withdraw or otherwise do not meet requirements may be required to repay financial aid.

Overawards: Exceeding the allowable total or need-based financial aid amounts will result in a Cost of Attendance (COA) or need overaward, which may result in financial aid cancelations or reductions.

Release of Confidential Information: The FAO can only speak directly with the student unless an Authorization to Disclose Student Records has been submitted for the applicable school year.

Repeat Coursework: Repeated courses may count toward a student's financial aid enrollment level until they earn a passing grade. Once a passing grade has been earned, only one repeat is eligible for funding, and only if the course is taken at Hawai'i CC or eligible to be transferred in to satisfy the degree requirement.

Special Early Admit Students: Special early admit students are not eligible for financial aid until documentation of high school graduation, GED, or equivalent is submitted to the ARO.

Transfer Students: Transfer students may not be eligible for aid until all transcripts are submitted to the ARO.

Verification

Verification is an audit process that confirms the accuracy of information reported on the FAFSA. Most students are selected for verification by the US DOE, both randomly and based on specific factors, such as common mistakes or mathematical improbabilities. Students who submit the FAFSA and later modify their answers may also be selected.

Hawai'i CC uses ProVerifier+, a ProEducation Solutions software program, to manage the verification process. Students selected for verification must log into ProVerifier+ and complete any requirements listed before their financial aid eligibility can be determined. Students are encouraged to complete all requirements as quickly as possible to avoid financial aid delays. If any discrepancies are found as a result of verification, corrections are made to the student's FAFSA and aid eligibility is recalculated.

Withdrawing from School

When a recipient of federal financial aid completely withdraws, the FAO must determine whether or not the student has earned all of their financial aid. Any unearned aid must be returned to the US DOE, either by the student or the school, according to the federal return of funds formula. If Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (SEOG) funding is required to be returned by the student, the school will return it on their behalf, resulting in a balance owed to Hawai'i CC. If loan funding is required to be returned by the student, the student must work with their loan servicer to return the unearned funds.

Unearned aid is returned in the following order:

1. Unsubsidized Federal Direct Student Loans
2. Subsidized Federal Direct Student Loans
3. Direct Parent PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grants (SEOG)

Students who use their MyUH Services account to withdraw online, or withdraw with the assistance of the ARO, are considered to have officially withdrawn. Students who do not earn any passing grades may be considered to have unofficially withdrawn if the reason they did not pass any courses is because they stopped attending prior to the end of the course. The student will also be notified if unearned funds must be returned.

Financial aid recipients should contact the FAO before withdrawing to discuss the possible consequences of withdrawal.

Students are considered to have earned all aid if they have attended at least 60% of the semester, according to official records. If the amount of financial aid disbursed is less than the amount earned, the student may be eligible for a post-withdrawal disbursement.

Special and Unusual Circumstances

The federal formula for determining financial need, based on FAFSA data, does not account for special or unusual circumstances that may affect a family's ability to pay for college. Students who have experienced a personal or family loss of income or benefits may submit a Petition for Special Circumstances. Students for whom it may be unreasonable or impossible to contact parents for FAFSA completion purposes may submit an Appeal for Unusual Circumstances.

While the FAO cannot change the federal formula or make direct adjustments to a student's financial need, it may be possible to make adjustments to individual FAFSA data elements based on the student's situation and supporting documentation. Decisions are made at the sole discretion of the Financial Aid Manager, or their designee, and are not subject to further review. All appeal decisions are communicated via UH email.

Types of Financial Aid

The four basic types of financial aid are grants, scholarships, work-study, and student loans. Grants and scholarships do not have to be repaid as long as all fund requirements are met. Grants are awarded based on financial need and scholarships are awarded based on merit. Work-study provides funding for part-time employment to students with financial need. Loans are borrowed funds that must be repaid, often with accumulated interest and fees.

All state and institutional financial aid, and some federal financial aid, is limited based on availability of funds. To maximize free financial aid opportunities, students should submit the FAFSA and the UH Common Scholarship Application annually, no later than March 1st for the upcoming school year.

Grants

Federal Pell Grant: A federal grant available to FAFSA-eligible students who have enough financial need, according to the federal financial need formula, and have not already earned a bachelor's or professional degree. Federal Pell Grant amounts are adjusted each year, and individual financial aid offers are prorated based on enrollment intensity and financial need.

Requirements: FAFSA, financial need, full-time or part-time enrollment.

Hawai'i Promise: A *last-dollar* state grant intended to ensure that the direct costs of attending college are covered by free financial aid for Hawai'i resident, first-degree students with financial need. Offer amounts are determined by estimating the costs of tuition, fees, books, supplies, and transportation, then subtracting other free financial aid. That number is then compared to the students remaining unmet need, and the lesser value is the Hawai'i Promise amount.

Hawai'i Promise is initially awarded based on full-time enrollment projections but later adjusted based on locked enrollment after the PRD. Additionally, because the grant is only intended

to make up the difference between select costs and other free financial aid, receipt of other grants and scholarships may result in Hawai'i Promise reductions.

Requirements: FAFSA, financial need, minimum half-time enrollment.

Federal Supplemental Educational Opportunity Grant (SEOG): A federal grant available to FAFSA-eligible students with the most financial need according to the federal financial need formula.

Requirements: FAFSA, financial need, minimum half-time enrollment.

University of Hawai'i Opportunity Grant: A UH grant that is awarded based on financial need, as determined by the FAFSA.

Requirements: FAFSA, financial need, minimum half-time enrollment.

Native Hawaiian Tuition Waiver: A Hawai'i CC tuition waiver for students of Hawaiian ancestry who are Hawai'i residents and have financial need, as determined by the FAFSA. This waiver can only pay for Hawai'i CC tuition (courses at other campuses are not covered).

Requirements: Native Hawaiian, Hawai'i resident, FAFSA, financial need, minimum half-time enrollment.

Second Century Scholars: A state grant available for students of Native Hawaiian ancestry who are first-degree, Hawai'i residents with financial need, as determined by the FAFSA.

Requirements: Native Hawaiian, Hawai'i resident, first degree, FAFSA, financial need, minimum half-time enrollment.

Scholarships

B+ Scholarship: A UH scholarship available to Hawai'i resident students at Hawai'i CC who enroll in the school year directly following graduation from a State of Hawai'i public high school. Students must have earned a minimum 3.0 high school GPA, completed a rigorous high school curriculum as defined by the State of Hawai'i, and have financial need as determined by the FAFSA.

Requirements: Attend college directly after high school graduation, graduate of a State of Hawai'i public high school, minimum 3.0 high school GPA, rigorous high school curriculum, Hawai'i resident, UH Common Scholarship Application, FAFSA, financial need, minimum full-time enrollment.

Hawai'i CC Achievement Scholarship: A scholarship awarded to students who have demonstrated achievement or service to the college (e.g. student government officers).

Requirements: UH Common Scholarship Application, minimum half-time enrollment.

University of Hawai'i Scholarships: The University of Hawai'i Foundation (UHF) and Hawai'i CC offer many different scholarships to students who complete the UH Common Scholarship Application. Scholarship offers are made to students beginning in the spring semester before the start of the applicable school year and as funds become available. Students must be meeting all scholarship-specific requirements at the time of disbursement. Many scholarships require financial need, so completing the FAFSA is strongly recommended.

Requirements: UH Common Scholarship Application, FAFSA (if financial need is required), scholarship-specific.

External Resources

External resources are grants, scholarships, or other tuition assistance from organizations not affiliated with the University of Hawai'i System. External organizations determine their own criteria, so students must read all information and track deadlines carefully. The best time to apply for external grants and scholarships is generally from October to December of the prior school year, and many external resources are awarded on a first-come, first-served basis.

Students are legally obligated to report external resources to the FAO. Most external resources are sent directly to the school, however some organizations choose to issue funds directly to students. In this case, students must notify the FAO. Failure to do so in a timely manner may result in financial aid reductions, cancelations, and adverse tax-related consequences.

While many grant and scholarship opportunities are legitimate, if the application requires a fee to apply, it is most likely a scam. A short list of pre-vetted scholarship opportunities is available online at
www.hawaii.hawaii.edu/financialaid/types

Requirements: external scholarship application, FAFSA (if financial need is required), scholarship-specific.

Federal Work-Study

Federal Work-Study (FWS) is a student financial aid program that provides funding for part-time employment to cover the costs of education. The primary benefits of FWS for students include on-campus employment that does not interfere with course schedules, wages that are not counted against future financial need, job experience, and networking opportunities. The primary benefit of work-study for employers is access to funding in addition to, or in lieu of, the department's student employment budget.

FWS is available to FAFSA-eligible students who have financial need and are eligible to work in the United States. Because financial aid is only available at the student's home campus,

students pursuing degrees from other campuses are not eligible for Hawai'i CC work-study funds, but may qualify for work-study funds from their home campus.

Student employees are allowed to work up to 20 hours per week during the semester, and up to 40 hours per week during periods of non-enrollment.

Requirements: student employment, FAFSA, financial need, minimum half-time enrollment.

Loans

Federal Direct Subsidized and Unsubsidized Loans are federal student loans available to most FAFSA-eligible students to help cover the costs of higher education. Student loans are subject to interest and loan fees, however the interest for subsidized loans is paid by the US DOE while students are enrolled half-time and during eligible deferment periods. Students are responsible for paying the accumulated interest on unsubsidized loans from the date of disbursement.

Student loans have both annual (school year) and aggregate (lifetime) limits. Loan limits are determined by class standing, financial aid dependency status, and remaining financial need (students must have remaining financial need to qualify for subsidized loans). A breakdown of annual and aggregate loan limits is provided online at
www.hawaii.hawaii.edu/financialaid/types

Because subsidized loans do not collect interest while students are enrolled at least half-time, students can only accept unsubsidized loans once they have utilized their maximum subsidized loan eligibility for the school year.

Student loans are disbursed in two equal installments, one at the beginning of the loan period and one at the midpoint of the loan period. Additionally, first-time, first-year borrowers are subject to a 30-day waiting period before becoming eligible for their first loan disbursement.

After a student graduates, completely withdraws, transfers to a different school, stops attending classes, or otherwise enrolls in fewer than 6 degree-applicable credits (less than half-time), they must complete Federal Direct Loan Exit Counseling and their loan repayment grace period begins. During this 6-month period of time, no loan payments are required and subsidized loan interest continues to be paid by the US DOE. After the grace period is over, students must begin making payments to their Federal Direct Loan servicer.

Accepted Federal Direct Subsidized and Unsubsidized Loans may be canceled before the loan disburses or up to 14 days after the disbursement notification. After 14 days, recipients must work with their loan servicer to cancel or repay their loans.

Requirements: FAFSA, minimum half-time enrollment.

Federal Direct Parent PLUS Loans: Loans available to biological or adoptive parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid, up to the student's cost of attendance budget. Eligibility is not based on financial need, but a credit check is required. If the PLUS Loan application is denied, the student can request additional unsubsidized loan funding, or the parent can add an endorser (co-signer) to their application.

Accepted Federal Direct Parent PLUS Loans may be canceled before the loan disburses or up to 14 days after the disbursement notification. After 14 days, recipients must work with their loan servicer to cancel or repay their loans.

Requirements: FAFSA, Parent PLUS application, minimum half-time enrollment.

Private Education Loans: Non-federal loans, offered by banks and other lenders, for higher education expenses. Before considering and applying for private education loans, students should submit a FAFSA and utilize all available grants, scholarships, and federal student loan options. Grants and scholarships do not have to be repaid, and federal student loans are often better than private loans because of government provisions and safeguards that are implemented to protect students, which are not available for most private education loans. For specific information regarding private loans, including how to apply, students must contact the lender of their own choosing.

Hawai'i CC does not recommend using private student loans and does not maintain a preferred lender list.

Requirements: FAFSA, private loan approval, eligible degree or certificate program, minimum half-time enrollment, minimum 2.0 cumulative Hawai'i CC GPA.

Notes

Hawai‘i CC Degrees & Certificates

To earn a Certificate of Competence, Certificate of Achievement, an Associate in Applied Science degree, an Associate in Science degree, an Academic Subject Certificate, or an Associate in Arts degree, all curricular requirements must be met. A student may receive an A.S.C. without completing the A.A. degree but must have the appropriate Grade Point Average for all courses required.

	CO	CA	AAS	AS	ASC	AA
Accounting (ACCT)	-	✓*	✓	-	-	-
Administration of Justice (AJ)	-	-	-	✓	-	-
Criminal Justice Addictions Professional (AJ-CJAP)	✓*	-	-	-	-	-
Homeland Security (AJ-HL)	✓*	-	-	-	-	-
Agriculture (AGR)	-	✓*	✓	-	-	-
Farm Worker (AGR-FMWK)	✓*	-	-	-	-	-
Landscape Worker (AGR-LSWK)	✓*	-	-	-	-	-
Auto Body Repair and Painting (ABRP)	-	✓*	✓	-	-	-
Automotive Technology (AMT)	-	✓*	✓	-	-	-
Business Technology (BTEC)	✓*	✓*	✓	-	-	-
Entrepreneurship (BTEC-ENT)	✓*	-	-	-	-	-
Virtual Office Assistant (BTEC-VOA)	✓*	-	-	-	-	-
Carpentry (CARP)	-	✓*	✓	-	-	-
Community Health Worker (CHW)	✓	-	-	-	-	-
Creative Media (CM)	-	-	-	✓	-	-
Culinary Arts (CULN)	✓*	✓*	✓	-	-	-
Diesel Mechanics (DISL)	-	✓*	✓	-	-	-
Digital Media Arts (DMA)	✓*	-	-	-	-	-
Early Childhood Education (ECED)	-	✓*	-	✓	-	-
Early Childhood Education Practitioner I (ECED)	✓*	-	-	-	-	-
Initial Early Childhood Education (ECED-CDA)	✓*	-	-	-	-	-
Electrical Installation and Maintenance Technology (EIMT)	-	✓*	✓	-	-	-
Engineering Technology (ENGT)	-	-	✓	-	-	-
Drafting and Design (ENGT-DRAF)	-	✓*	-	-	-	-
Geomatics and GIS (ENGT-GGIS)	-	✓*	-	-	-	-
Geospatial Technologies (ENGT)	✓*	-	-	-	-	-
Geospatial Remote Sensing Hawai‘i (ENGT-GRSH)	✓*	-	-	-	-	-
Fire Science (FS)	-	✓*	-	✓	-	-
Fire Science Emergency Medical Technician (FS-EMT)	✓*	-	-	✓	-	-
Hawaiian Studies						
Concentration in Hula (AA-HWST-HULA)	-	-	-	-	-	✓
Concentration in Kapuahi Foundations (AA-HWST-KAPU)	-	-	-	-	-	✓
Hawai‘i Life Styles Academic Subject Certificate (ASC-HWST-HLS)	-	-	-	-	✓*	-
Hospitality and Tourism (HOST)	✓*	✓*	✓	-	-	-
Human Services (HSER)	✓	-	-	-	-	-

* Financial aid ineligible.

(continued on next page)

	CO	CA	AAS	AS	ASC	AA
Information Technology (IT)	-	✓*	-	✓	-	-
Computer Support (IT-ITCS)	✓*	-	-	-	-	-
Information Security and Assurance (IT-ISA)	✓*	-	-	-	-	-
Software Developer Specialist (IT-SDSP)	✓*	-	-	-	-	-
Liberal Arts, Associate in Arts (AA-LBRT)	-	-	-	-	-	✓
Concentration in Administration of Justice (AA-LBRT-AJ)	-	-	-	-	-	✓
Concentration in Art (AA-LBRT-ART)	-	-	-	-	-	✓
Concentration in History (AA-LBRT-HIST)	-	-	-	-	-	✓
Concentration in Psychology (AA-LBRT-PSY)	-	-	-	-	-	✓
Concentration in Sociology (AA-LBRT-SOC)	-	-	-	-	-	✓
Environmental Studies Academic Subject Certificate (ASC-ENVS)	-	-	-	-	✓*	-
Global Studies Academic Subject Certificate (ASC-LBRT-GLS)	-	-	-	-	✓*	-
Marine Option Program Academic Subject Certificate (ASC-LBRT-MOP).	-	-	-	-	✓*	-
Sustainability Academic Subject Certificate (ASC-LBRT-SUSI)	-	-	-	-	✓*	-
Machine, Welding and Industrial Mechanics Technologies (MWIM)	✓*	✓*	✓	-	-	-
Marketing (MKT)	-	✓*	✓	-	-	-
Natural Science						
Biological Sciences (NSCI-BSC)	-	-	-	✓	-	-
Physical Sciences (NSCI-PSC)	-	-	-	✓	-	-
Nursing (NURS)	-	-	-	✓	-	-
Onsite Wastewater Treatment Systems Specialist (WTSS)	✓*	-	-	-	-	-
Practical Nursing (PRCN)	-	✓	-	-	-	-
Substance Use Disorder Counseling (SUDS)	✓	-	-	-	-	-
Prevention Specialist (SUDS-PVS)	✓*	-	-	-	-	-
Tropical Forest Ecosystem and Agroforestry Management (TEAM)	-	✓*	-	✓	-	-

* Financial aid ineligible.

Curricula and Programs

General and pre-professional students may earn the Associate in Arts (A.A.) degree. Students intending to transfer into STEM areas may wish to pursue an Associate in Science in Natural Science (A.S.N.S.) degree. Vocational-technical majors may earn an Associate in Science (A.S.), Associate in Applied Science (A.A.S.), or Associate in Technical Studies (A.T.S.) degree, a Certificate of Achievement (C.A.), or a Certificate of Competence (C.O.) in one of the 25 vocational programs.

Associate in Arts (A.A.) Degree

The Associate in Arts (A.A.) general and pre-professional education degree consists of at least 60 Baccalaureate-level semester credits at the 100 and 200 levels and provides students with skills and competencies essential for successful completion of a Baccalaureate degree. The issuance of an A.A. degree requires that the student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. The A.A. degree is designed for students who are preparing themselves to transfer to a four-year college or university. (UHCCP #5.203)

Hawai'i Community College offers two Associate in Arts Degrees: one in Liberal Arts and one in Hawaiian Studies.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communicate Effectively - Speak and write to communicate information and ideas in academic settings.
- Think Critically - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
- Reason Quantitatively - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
- Apply Areas of Knowledge - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Engage as Global Citizens - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):
- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):
- ICS 141
- Math 100‡, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WGSS 175
- Group B - 1500 to Modern Times: Geo 102, Hist 152, WGSS 176
- Group C - Prehistory to Modern Times: Rel 150

‡ Students who intend to transfer may require a course higher than Math 100

Hawai'i CC Required Courses (6 credits)

College Reading Skills:
- Eng 102 (Reading)

Communication Skills:
- Sp 151† or Sp 251†

Graduation Requirements

Writing Intensive:
- One WI course with a "C" or better grade

Hawaiian, Asian, and Pacific Issues:
- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):
- Art 101, 105B, 105C, 108, 111, 113, 114, 115, 214, 217, 230
- Dnce 153, 190V, 195
- Eng 204
- HwSt 103, 106, 130, 131, 206, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):
- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 100, 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Phys 100L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geo 122
- HDFS 230
- HSer 110
- PacS 108
- Psy 100, 170
- Soc 100
- SSci 111
- WGSS 151

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Electives (23 credits)

Other 100-level and above courses may be taken at Hawai'i CC or transferred in to Hawai'i CC as electives.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Classes

A variety of classes are offered which are writing intensive (WI). These classes require students to do a significant amount of writing totaling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning class material and a major element in determining a student's grade. In WI classes, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI classes have a minimum prerequisite of completion of Eng 100 or Eng 100E with a grade of "C" or better. Completion of one WI class with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at Hawai'i CC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements.

For more information about the Writing Intensive Program at Hawai'i CC, visit www.hawaii.hawaii.edu/writing-intensive

HAP Designated Classes

Effective Fall 2019, the **Hawaiian, Asian, and Pacific Issues (HAP)** is a graduation requirement for Associate in Arts (AA) degree majors. Returning students declaring a prior catalog year have the option to use the FHAP (formerly Asian/Pacific Culture) designated courses which were approved for their prior catalog year. (Policy Haw 5.702)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

HAP is a University of Hawai'i system initiative designed to improve teaching and learning at UH regarding Native Hawaiian culture and issues from the Native Hawaiian viewpoint, and how they intersect with Asian and Pacific Island cultures. In order to receive the HAP designation, at least 2/3 of a class must meet the following hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. A class can use a disciplinary or multi-disciplinary approach provided that a component of the class uses assignments or practices that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai'i, the Pacific, and Asia.
3. A class should include at least one topic that is crucial to an understanding of the histories; cultures; beliefs; the arts; or the societal, political, economic, or technological

processes of these regions. For example, the relationships of societal structures to the natural environment.

4. A class should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multicultural respect and understanding.

For more information about HAP, and to see a current list of HAP designations at Hawai'i CC, visit www.hawaii.hawaii.edu/hap

Sustainability and S-designated Classes

Hawai'i CC offers a designation of "SF" for courses and classes which expose students to sustainability across a variety of academic disciplines. These are designed to meet the UH system-wide goals to develop and strengthen ecological literacy in students and address local and global environmental challenges. While not a graduation requirement for the AA degree, S-designated courses and classes allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards classes that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline.

The S-designation of a course indicates that sustainability is a major theme, and S-designation of a class (a particular section of a course) indicates that the instructor has chosen to integrate sustainability themes into the class content and promotes active student engagement with global and local environmental issues.

For more information about Sustainability at Hawai'i CC, and for a list of currently designated courses and classes, visit www.hawaii.hawaii.edu/sustainability

Fulfillment of General Education Requirement

Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from any University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most, if not all, of the requirements may be incorporated into the A.A. degree; if not, they are required in addition to the A.A. degree.

Associate in Applied Science (A.A.S.) Degree

The Associate in Applied Science (A.A.S.) career and technical education degree consists of at least 60 semester credits and provides students with skills and competencies for gainful employment in a career and/or technical education area. The A.A.S. degree is not intended nor designed for transfer directly to a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings. Components of General Education included within the A.A.S. must be consistent with levels of quality and rigor appropriate to higher education. The issuance of an A.A.S. degree requires that the student's work has been evaluated and stated outcomes have been met. The student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. (UHCCP #5.203)

To earn the Associate in Applied Science degree at Hawai'i CC, it is the responsibility of the student to meet the program requirements. Those requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed communications and mathematics/thinking/reasoning courses
3. Earn nine (9) credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment
4. Earn a cumulative GPA of at least 2.0 in Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

Associate in Applied Science General Education Electives: The following courses may satisfy the A.A.S. degree general education electives: Cultural Environment, Natural Environment, Social Environment. Check with a program advisor for program requirements.

Cultural Environment:

Through study of artistic, literary, and philosophical masterworks and by examining the development of significant civilizations, cultures and the nature of human communication, students gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

- Art 101, 105B, 105C, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 212, 214, 217, 225, 227, 230, 243, 244, 246, 248, 249, 257, 269C, 294, 295
- Asan 120†, 121†, 122†
- CM 120
- Dnce 153, 185, 190V, 256, 285, 290V
- Eng 103, 105, 204, 215, 255, 256, 257A, 257E

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- Haw 101, 102, 201, 202
- Hist 120, 151, 152, 153, 154, 241, 242, 274, 284, 288
- Hum 100, 160† (see SSci 160), 275†
- HwSt 100, 101, 102, 103, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 201†, 206, 219, 230, 231, 260, 270, 272
- Jpn 101, 102, 121, 122
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 102, 120, 211, 213, 255
- Psy 275
- Rel 150, 152
- Sp 231, 251, 233

Natural Environment:

A scientifically literate person should know what science is, how scientific investigation is conducted, and that the activity of a scientist is a blend of creativity and rigorous intelligence. Independent investigation in the laboratory provides an understanding of the features of scientific hypothesis and their proofs that external accounts cannot wholly describe.

- Ag 122, 141, 164, 175, 175L, 200, 250, 260
- Astr 110, 281
- BioC 141
- Biol 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L
- Bot 101, 101L, 105, 105L, 130, 130L
- Chem 100, 100L, 151, 151L, 161/L, 162/L
- Culn 185
- Erth 101, 101L
- Geo 101, 101L, 170, 170L, 270
- Micr 130, 140L
- Ocn 201
- Phyl 141, 141L, 142, 142L
- Phys 100, 100L, 105
- Zool 101, 101L, 200, 200L

Social Environment:

Every educated person should have some appreciation of the role of culture and social institutions in the shaping of individual personality and the creation of social identities. Students should also develop an understanding of the extent to which scientific inquiry is appropriate to the creation of social knowledge and of the alternative ways of organizing human institutions and interpreting social reality.

- Ag 157, 230
- AJ 101, 180, 210, 256† (see HSer/WGSS 256), 280, 290B, 290C, 290D
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Busn 164
- Econ 120, 130, 131

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- ECEd 105, 131
- Geo 102, 122
- HD 234
- HDFS 230
- HosT 280
- HSer 110, 140, 141† (see SUDs 141), 248† (see SUDs 248), 256† (see AJ/WGSS 256)
- HwSt 201†
- IS 101
- Mgt 124
- PolS 110
- Psy 100, 170, 214, 251, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- Sp 130, 151, 260
- SSci 111, 150, 160† (see Hum 160), 250
- SUDs 141† (see HSer 141), 248† (see HSer 248), 268, 270, 275, 280
- WGSS 151, 256† (see HSer/WGSS 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Associate in Science (A.S.) Degree

The Associate in Science (A.S.) degree is designed to prepare students for employment in career and technical fields, and/or transfer to a baccalaureate granting institution in a science, technology, engineering, mathematics, or other articulated baccalaureate-level programs of study. The A.S. degree consists of at least 60 semester credits, which provides students with either skills and competencies for gainful employment, or with courses in the arts and sciences or career and technical education that will prepare students for entry into an articulated baccalaureate program of study. All courses applicable for the A.S. degree will be at the baccalaureate level. The issuance of an A.S. degree requires that the student's work has been evaluated and stated outcomes have been met. (UHCCP #5.203)

To earn the Associate in Science degree at Hawai'i CC, it is the responsibility of the student to meet the program requirements. The requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed mathematics, communications, and thinking/reasoning courses or pass proficiency examinations in these subjects
3. Earn a total of nine (9) credits of general education electives by selecting one or more courses with a total of at least three (3) credits from <u>each</u> of the three areas: Arts/Humanities/Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS). For some programs the course(s) may be prescribed
4. Earn a cumulative GPA of at least 2.0 in Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

Associate in Science Degree General Education Electives: The following courses may satisfy the A.S. degree general education electives. Courses approved for Diversifications requirements may change. Check the current catalog or STAR for current options of eligible courses. Check with a program advisor for program requirements.

Diversifications - Arts, Humanities, Literature

Through study of artistic, literary, and philosophical masterworks and by examining the development of significant civilizations, cultures and the nature of human communication, students gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

Diversification - Arts (DA):

- Art 101, 105B, 105C, 108, 111, 113, 114, 115, 214, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 106, 130, 131, 206, 230, 231
- Sp 151, 251

Diversification - Humanities (DH):

- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

Diversifications - Natural Sciences

A scientifically literate person should know what science is, how scientific investigation is conducted, and that the activity of a scientist is a blend of creativity and rigorous intelligence. Independent investigation in the laboratory provides an understanding of the features of scientific hypothesis and their proofs that external accounts cannot wholly describe.

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

Diversifications - Social Sciences

Every educated person should have some appreciation of the role of culture and social institutions in the shaping of individual personality and the creation of social identities. Students should also develop an understanding of the extent to which scientific inquiry is appropriate to the creation of social knowledge and of the alternative ways of organizing human institutions and interpreting social reality.

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geo 122
- HDFS 230
- HSer 110
- PacS 108
- Psy 100, 170
- Soc 100
- SSci 111, 150
- WGSS 151

Associate in Technical Studies (A.T.S.) Degree

The Associate in Technical Studies (A.T.S) degree is a career and technical credential consisting of at least 60 semester credits and provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined and recognized by business, industry, or employers

who have needs for specialized training. This degree must have advanced approval and cannot be requested based upon previously completed coursework. This degree requires a GPA of 2.0 or better for all courses required. (UHCCP #5.203)

Certificate of Achievement (C.A.)

The Certificate of Achievement (C.A.) is a college credential for students who have successfully completed designated medium-term career and technical education *credit* course sequences which provide them with job upgrading or entry-level skills. Course sequences may not exceed 51 credit hours (unless external requirements exceed this number) and may not be less than 24 credit hours. The issuance of a C.A. requires that the student must earn a cumulative GPA of 2.0 or better for all Hawai'i CC courses required in the certificate. The 12 semester hours of work must be completed at Hawai'i CC. (UHCCP #5.203)

Certificate of Competence (C.O.)

The Certificate of Competence (C.O.) is a college credential for students who have successfully completed a sequence of career-technical education courses within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. The C.O. may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a C.O. requires that the student's work meets or exceeds competencies necessary for employment (e.g., courses resulting in a student's competence to be employed as an automotive "brake technician"). Course sequences shall be at least 4 credit hours and less than 24 credit hours and may include General Education courses appropriate to industry requirements. In a credit course sequence, the student must earn a cumulative 2.0 GPA or better for all courses required for the certificate. (UHCCP #5.203)

Academic Subject Certificate (A.S.C.)

The Academic Subject Certificate (A.S.C.) is a college credential for students who have successfully completed a focused, specific sequence of credit courses from an A.A. curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate. Students enrolled solely for the purpose of obtaining an ASC will be identified as unclassified for admission and enrollment purposes. (UHCCP #5.203)

Residency Requirement for Graduation

To graduate with a degree from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. (UHCCP #5.208)

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. The College engages in systematic assessment of learning and service outcomes to ensure continuous improvement and to create increased opportunities for student success. The College Council's Assessment Committee provides leadership to ensure that the College achieves its mission by sponsoring assessment activities, encouraging meaningful assessment practices and experiences, and promulgating discovery based on results of the assessment process.

Assessment across the Kauhale is governed by the College's Assessment Policy. (Policy Haw 4.202)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw4

In addition, standards and criteria from the Accrediting Commission for Community and Junior Colleges (ACCJC), as well as accrediting bodies providing oversight for career and technical education programs, serve as the overall guidelines within which the college establishes and revises its assessment activities.

The course assessment cycle requires that all courses be assessed at least every five years: specific details of the course assessment requirements are listed in the Assessment Policy. (Policy Haw 4.202).
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw4
The non-instructional service and support unit assessment cycle requires that all units be assessed regularly on a schedule determined by the appropriate vice chancellor or director.

Assessment is integrated with biennium and supplemental budget and strategic planning through annual program and service-unit reviews, and comprehensive reviews on a five-year cycle that are initiated and monitored by the College Council's College Effectiveness Review Committee (CERC) and Assessment Committee. For more information, visit the website at
www.hawaii.hawaii.edu/files/assessment

Course Review Policy

The University Council on Articulation (UCA) policy requires that all of Hawai'i Community College's previously articulated general education core courses be reviewed over a five-year period. Hawai'i CC has developed procedures to review 20% of all of its approved courses each year. Courses will be reviewed according to their approval date; the oldest will be reviewed first. The policy and procedures were developed by the Academic Senate in collaboration with the Dean of Instruction, and were approved by the Senate on January 26, 2001. (Policy Haw 5.250)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

PROGRAM DESCRIPTIONS

Accounting (ACCT)

Faculty: S. Dill

The Accounting program prepares students for entry-level positions. Learning centers on the accounting equation and the accounting cycle, recording financial transactions, and preparing financial statements.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Perform basic accounting tasks and business math skills to maintain accurate accounting systems in for-profit organizations.
- Communicate with stake holders in a manner that reflects organizational culture and sensitivity to diverse customer and community needs.
- Perform basic office functions using standard and emerging technologies.
- Demonstrate, in a work environment, effective self-management through efficient use of time and personal commitments.
- Participate effectively in individual and group decision making.
- Use critical thinking skills to make decisions that reflect legal and ethical standards of the accounting profession.

First Semester			CA	AAS
*	Acc 124	Principles of Accounting I	3	3
*	Acc 132	Payroll and Hawai'i General Excise Tax	3	3
	Busn 123	Word Processing for Business	3	3
**	Busn 188	Business Calculations	3	3
	Success ††	Busn 164 or IS 101 (meets Social Env. requirement for A.A.S.)	3	3
		TOTAL	*15*	*15*

Second Semester			CA	AAS
*	Acc 134	Individual Income Tax Preparation	3	3
*	Acc 155	Spreadsheets in Accounting	3	3
*	Acc 252	Using Quickbooks in Accounting	3	3
	Busn 178	Business Communications	3	3
**	English	Eng 100 or Eng 100E	3	3
		TOTAL	*15*	*15*

Third Semester			CA	AAS
*	Acc 201	Intro to Financial Accounting	-	3
	Business	Acc 130, Acc 193V, Bus 120, Busn 193V, Econ 130, Econ 131, or Ent 125	-	3
	Computing	Busn 150 or ICS 101	-	3
	Mgt 124	Human Resource Management	-	3
**	Speech	Sp 130 or Sp 151 or Sp 251	-	3
		TOTAL	-	*15*

Fourth Semester			CA	AAS
*	Acc 202	Intro to Managerial Accounting	-	3
*	Acc 255	Using Spreadsheets in Accounting II	-	3
*	Acc 295	Accounting Capstone	-	3
	Electives ††	Cultural Env., Natural Env.	-	6
		TOTAL	-	*15*
		TOTAL	**30**	**60**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Administration of Justice (AJ)

Faculty: D. Madrid

This program provides students with a solid background in the field of Administration of Justice by offering a variety of courses designed to prepare students for careers within the criminal justice system. The program combines the scientific study of law enforcement, the court system and corrections, along with a focus on the administration of these systems. An important component of the program is the study of the causes and effects of crime and the ways in which society responds to such behavior.

This program is designed to prepare students to obtain a two-year degree with the knowledge and skills needed to enter a career upon graduation. It also academically prepares students who wish to continue their degree at a four-year institution.

A student who successfully completes 12 credits of AJ courses at Hawai'i CC may receive up to 6 additional AJ credits for completing basic police recruit training as required by government law enforcement agencies.

An internship program is also available to students who wish to earn college credit by working in the AJ field. Students can earn up to 6 credits, which can be applied to the program. Students interested in the internship program should contact the AJ Coordinator.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Express a foundational understanding of the three components (law enforcement, courts, and corrections) of the Administration of Justice system and how they interrelate and affect individuals and society.
- Work independently and interdependently with diverse populations to produce personal, professional, and community outcomes.
- Use technology to access, synthesize, and communicate information effectively in written and oral reports.
- Develop and initiate career plans to obtain jobs or continue a degree in Administration of Justice or related fields.

First Semester			AS
	AJ 101	Introduction to Administration of Justice	3
	AJ or SUDs	Elective (see below)	3
	Eng 102	College Reading Skills	3
	Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	3
	Electives ††	Diversifications - Natural Sciences (choose from DB, DP, DY)	3
		TOTAL	*15*

Second Semester			AS
*	AJ 131	Ethics in Public Services	1
*	AJ 210	Juvenile Justice	3
*	AJ 221	Criminal Law	3
*	AJ or SUDs	Elective (see below)	3
**	English	Eng 100 or Eng 100E	3
	Sp 151	Personal and Public Speech	3
		TOTAL	*16*

Third Semester			AS
*	AJ 220	Constitutional Law	3
*	AJ 280	Current Issues in Administration of Justice	3
*	AJ or SUDs	Electives (see below)	3
**	Math 100	Survey of Mathematics or higher	3
	or		
	Phil 110	Introduction to Deductive Logic	(3)
	Electives ††	Diversifications - Social Sciences (DS)	3
		TOTAL	*15*

Fourth Semester			AS
*	AJ or SUDs	Electives (see below)	3
	Electives	General Electives	12
		TOTAL	*15*
		TOTAL	**61**

Criminal Justice Addictions Professional Certificate of Competence

First Semester			CO
	AJ 101	Introduction to Administration of Justice	3
	AJ 131	Ethics in Public Services	1
	SUDs 132	STDs and Confidentiality	1
	SUDs 140	Indiv Substance Use Disorder Counseling	3
	SUDs 268	Survey of Substance Use Disorders	3
	SUDs 294	Seminar and Fieldwork I	3

Second Semester			CO
	AJ 150	The Correctional Process	3
	SUDs 245	Group Counseling	3
	SUDs 270	12 Core Functions of SUDC	3
		TOTAL	**23**

Homeland Security Certificate of Competence

First Semester			CO
	AJ 101	Introduction to Administration of Justice	3
	AJ 131	Ethics in Public Services	1
	AJ 180	Introduction to Homeland Security	3

Third Semester			CO
	AJ 181	Intelligence Analysis and Security Mgmt	3

Fourth Semester			CO
	AJ 182	Transportation and Border Security	3
		TOTAL	**13**

Electives - The following courses will be accepted:

- AJ 103, 104, 150, 170, 180, 181, 182, 193V, 208, 233, 234, 256, 285, 290B, 290C, 290D
- SUDs 140, 141, 245, 248, 262, 268, 270, 275, 280, 294, 295

Credits in ( ) are optional
* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)

Agriculture (AGR)

Faculty: L. Nakamura

This program prepares students for employment in government service, agribusiness, horticulture, livestock, flowers and foliage, landscape, macadamia nuts, papaya, and coffee industries.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Plan and manage projects and cultivate horticultural crops and other agricultural products using legal, sustainable, safe, and ecologically, biologically, and technologically sound practices.
- Design gardens that demonstrate the aesthetic principles of unity, repetition, balance, color, and texture congruent with the customers' desires.
- Operate and maintain tools and equipment.
- Set-up and manage a business enterprise.
- Interact with customers and co-workers in ways that effectively support the work to be accomplished.

First Semester			CA	AAS
*	Ag 131	Farm Equipment, Machinery and Power	3	3
*	Ag 140	Plant Identification	3	3
*	Ag 154	Tropical Agriculture Production I	6	6
**	English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	3
		TOTAL	*12*	*15*

Second Semester			CA	AAS
*	Ag 133	Greenhouse Construction	3	3
*	Ag 146	Landscape Maintenance	3	3
*	Ag 155	Tropical Agriculture Production II	6	6
**	QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
		TOTAL	*12*	*15*

Third Semester			CA	AAS
*	Ag 122	Soil Technology	-	3
*	Ag 200	Principles of Horticulture	-	4
*	Ag 230	Agriculture Business Management	-	3
	Elective ††	Natural Environment (numbered 100 or above)	-	3
	Elective ††	Social Environment (numbered 100 or above)	-	3
		TOTAL	-	*16*

Fourth Semester			CA	AAS
*	Ag 141	Integrated Pest Management	-	3
*	Ag 157	Marketing of Agriculture Products	-	3
*	Ag 250	Sustainable Crop Production	-	3
*	Ag 250L	Sustainable Crop Production Lab	-	1
*	Ag 260	Tropical Landscape Horticulture	-	3
	Elective ††	Cultural Environment (numbered 100 or above)	-	3
		TOTAL	-	*16*
		TOTAL	**24**	**62**

Farm Worker Certificate of Competence

First Semester			CO
*	Ag 133	Greenhouse Construction	3
*	Ag 154	Tropical Agriculture Production I	6

Second Semester			CO
*	Ag 131	Farm Equipment, Machinery and Power	3
*	Ag 155	Tropical Agriculture Production II	6
		TOTAL	**18**

Landscape Worker Certificate of Competence

First Semester			CO
*	Ag 133	Greenhouse Construction	3
*	Ag 140	Plant Identification	3

Second Semester			CO
*	Ag 131	Farm Equipment, Machinery and Power	3
*	Ag 146	Landscape Maintenance	3
		TOTAL	**12**

Credits in ( ) are optional
* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Architecture, Engineering and Construction Technologies (AEC)

Program deleted. See Engineering Technology (ENGT).

Auto Body Repair and Painting (ABRP)

Faculty: G. Fujioka C. Koreyasu

This program prepares the student for employment in an auto body repair and painting shop. Graduates have found that completion of the ABRP program leads to better paying jobs and faster advancement once employed.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate entry-level knowledge and skills required for the safe operation of tools and equipment necessary to perform repairs on modern automobiles.
- Apply proper safety procedures and regulated compliance standards applicable to the auto collision and refinish industry.
- Demonstrate structural panel repair techniques and advanced welding skills.
- Demonstrate competence in refinish procedures.
- Employ industry standard operating procedures and repair techniques.
- Utilize research, communication, and problem solving skills to evaluate and operationalize repair tasks.
- Model professional conduct and practice desirable work habits and attitudes for successful employment in the auto repair industry.

Entry Requirements

- Possess a valid driver's license
- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	QM 120T
Reading	Eng 21 or ESL 21

First Semester			CA	AAS
*	ABRP 100	Collision Repair	12	12
**	English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	3
	Elective ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*12*	*18*

Second Semester			CA	AAS
*	ABRP 120	Metal and Plastic Refinishing	12	12
**	QM 80	Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	3	-
**	QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
	Elective ††	Cultural Env., Natural Env., Social Env.	-	3
		TOTAL	*15*	*18*

Third Semester		CA	AAS
* ABRP 200	Panel & Glass Replacement Techniques	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*15*

Fourth Semester		CA	AAS
* ABRP 220	Frame Measuring & Alignment Techniques	12	12
	TOTAL	*12*	*12*
	TOTAL	**51**	**63**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Automotive Technology (AMT)

Faculty: H. Fujii K. Shimizu

This program prepares the student for employment as a general mechanic in a service station or auto dealer's shop, or as a specialty mechanic or a specialist on engine tune-ups or electrical systems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Identify and demonstrate proper work readiness skills and respect for cultural differences.
- Apply safety measures at all times.
- Maintain proper use of shop tools and equipment.
- Demonstrate access and use of online repair manuals.
- Diagnose and repair typical problems encountered by owners of vehicles.
- Perform routine maintenance functions on vehicles.

Entry Requirements

- Possess a valid driver's license
- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	QM 120T
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* AMT 101	Automotive Safety & Measurement	2	2
* AMT 120	Powertrain I	10	10
** English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	3
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*18*

Second Semester		CA	AAS
* AMT 150	Powertrain II	12	12
** QM 80	Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	3	-
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*15*	*18*

Third Semester		CA	AAS
* AMT 200	Undercarriage	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*15*

Fourth Semester		CA	AAS
* AMT 220	Diagnostics and Repair	12	12
AMT 93V	CVE (optional with instructor approval)	-	-
	TOTAL	*12*	*12*
	TOTAL	**51**	**63**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Business Technology (BTEC)

Faculty: T. Brown G. Ching

The Business Technology program prepares students for employment in positions such as administrative assistants, receptionists, clerks, or secretaries. Students will learn critical office skills, along with communication and organizational proficiencies. The curriculum includes courses in office technology, business communication, office administration, accounting, and business math to enhance employment and promotion possibilities.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
- Analyze, synthesize, and evaluate real-world problems using research, critical thinking, and decision-making skills to make informed choices and solve problems.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.

First Semester		CO	CA	AAS
* Busn 123	Word Processing for Business	3	3	3
* Computer Literacy	Busn 150 or ICS 101	3	3	3
* Busn 158	Social Media & Cloud Collaboration	3	3	3
* Busn 164 ††	Career Success (meets Soc. Env. requirement for A.A.S.)	3	3	3
* Ent 125	Starting a Business	3	3	3
	TOTAL	*15*	*15*	*15*

Second Semester			CO	CA	AAS
*	Busn 170	Records & Information Management	-	3	3
*	Busn 178	Business Communications	-	3	3
*/**	Math	Busn 188 or Math 115	-	3	3
	Busn 193V	Cooperative Education	-	3	-
*	Accounting	Acc 124 or Acc 201	-	-	3
**	English	Eng 100 or Eng 100E	-	3	3
		TOTAL	-	*15*	*15*

Third Semester			CO	CA	AAS
	Bus 120	Principles of Business	-	-	3
	Acc 155	Spreadsheets in Accounting	-	-	3
	Mgt 124	Human Resource Management	-	-	3
**	Speech	Sp 130 or Sp 151 or Sp 251	-	-	3
	Business	Electives (see below)	-	-	3
		TOTAL	-	-	*15*

Fourth Semester			CO	CA	AAS
*	Busn 292	Integrated Office Procedures	-	-	3
	Busn 193V	Cooperative Education	-	-	3
	Business	Electives (see below)	-	-	3
	Elective ††	Cultural Environment	-	-	3
	Elective ††	Natural Environment	-	-	3
		TOTAL	-	-	*15*
		TOTAL (minimum)	**15**	**30**	**60**

Business Electives - The following courses will be accepted:

- Acc 130, 132, 134, 201, 202, 252
- BLaw 200
- Busn 159(++)
- Econ 120, 130, 131
- Hlth 125
- HosT 101, 150, 152, 260
- ICS 111, 141, 200, 211, 281, 282
- ITS 124, 129, 144, 221
- Mgt 121, 234
- Mkt 120, 141, 233

(++) Required for the Virtual Office Assistant CO

Entrepreneurship Certificate of Competence			CO
*	Acc 124	Principles of Accounting I	3
*	Computer Literacy		
		Busn 150 or ICS 101	3
*	Ent 125	Starting a Business	3
*	Busn 164	Career Success	3
*	Busn 158	Social Media & Cloud Collaboration	3
		TOTAL	**15**

Virtual Office Assistant Certificate of Competence First Semester			CO
*	Busn 123	Word Processing for Business	3
*	Computer Literacy		
		Busn 150 or ICS 101	3
*	Busn 158	Social Media & Cloud Collaboration	3
*	Busn 164	Career Success	3

Second Semester			CO
*	Busn 159	Creating & Managing the Virtual Office	3
*	Busn 193V	Cooperative Education	2
	Accounting	Acc 124 or Acc 201	3
	Acc 155	Spreadsheets in Accounting	3
		TOTAL	**23**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Carpentry (CARP)

Faculty: G. Kaaua H. Sanborn

The Carpentry program allows students to participate in the "foundation-to-finish" experiences necessary to build a basic residential house while completing the required carpentry coursework. Students will graduate from the Carpentry program with the knowledge and experience necessary to begin employment at the entry level in the construction industry, or enter a four-year apprenticeship program. Credit may be given in the apprenticeship program for work completed at Hawai'i Community College.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Understand and utilize math computations, formulas, and measurements required in the carpentry field.
- Understand the properties of wood, its sustainability and how it dictates the fundamental principles and procedures involved in carpentry.
- Demonstrate safe practices concerning, personal safety, hand and power tool usage, and all aspects of fabrication/construction.
- Use appropriate tools, materials/fasteners and current building technology to complete projects.
- Practice good work ethics and quality workmanship with regard to industry standards.
- Construct projects by interpreting drawings, applying building code requirements where applicable.
- Synthesize principles, procedures and objectives using critical thinking, appropriate materials, tools/equipment and procedures to construct a residential dwelling.
- Demonstrate awareness of environmental and cultural impacts at the community and global level during planning and construction phases.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	QM 120T
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* Carp 150	Basic Carpentry I	6	6
* Carp 151	Basic Carpentry II	6	6
Blpr 30F	Blueprint Reading for Carpenters	3	3
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	3	3
	TOTAL	*18*	*18*

Second Semester		CA	AAS
* Carp 155	Concrete Form Construction	12	12
Blpr 40	Blueprint Reading and Estimating	3	3
** English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	3
	TOTAL	*15*	*18*

Third Semester		CA	AAS
* Carp 257	Framing and Exterior Finish	12	12
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
	TOTAL	*12*	*18*

Fourth Semester		CA	AAS
* Carp 260	Finishing	12	12
Math 55	Technical Math II	1	1
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*13*	*16*
	TOTAL	**58**	**70**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Community Health Worker (CHW)

Faculty: C. Wilcox-Boucher

This certificate prepares students to become Community Health Workers, outreach workers, or navigators in a variety of healthcare settings. They are skilled in providing health education and care coordination.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Develop interpersonal skills that build appropriate, collaborative, respectful relationships with fellow students in the classroom, clients and professionals in the fieldwork setting or work environment.
- Demonstrate how to promote healthy behaviors, care coordination, advocacy, and/or community outreach.
- Reflect on how culture, language and socio-environmental factors influence individuals and families seeking health and/or social services.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Reading	Eng 102
Writing	Eng 100

Community Health Worker Certificate of Competence		CO
First Semester		
* HSer 101	Community Health Worker Fundamentals	3
* HSer 140	Individual Counseling	3
Second Semester		
* HSer 135	Health Promotion and Disease Prevention	3
* HSer 192	Seminar and Fieldwork I	3
* HSer 248	Case Management	3
Third Semester		
* HSer 292	Seminar and Fieldwork II	3
	TOTAL	**18**

* A grade of "C" or better is required to earn a certificate

Cooperative Vocational Education (CVE)

Faculty: See individual program faculty

CVE is an elective that is offered to all qualified students enrolled in vocational-technical programs and who, through a cooperative arrangement between the school and employers, receive part-time related instruction in the school and on-the-job training through part-time employment.

Alternating study in college with employment in private or public sectors is provided. Both experiences are supervised by Hawai'i CC and the employer contributes to the student development in his or her chosen occupation.

Creative Media (CM)

Faculty: M. Hu

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate the ability to use technology effectively to create visual artworks.
- Gather, analyze, and evaluate information visually.
- Apply knowledge of aesthetics to the needs of the community.
- Demonstrate professionalism with a digital portfolio.

First Semester		AS
* Intro to Art	Art 101 or Art 113	3
* Art 112	Introduction to Digital Arts	3
* Art 115	Introduction to 2D Design	3
** English	Eng 100 or Eng 100E	3
ICS 101	Digital Tools for the Information World	3
	TOTAL	*15*

Second Semester		AS
* Intro to Art	Art 107D or Art 120	3
* Art 202	Digital Imaging	3
* Art	Electives (see below)	3
** Math	Math 100 or higher (not Math 120) (Note: Recommended to take a course other than Math 103 if transferring)	3
Sp 151	Personal and Public Speech	3
	TOTAL	*15*

Third Semester		AS
Business	Busn 158 or Ent 125	3
* Art 125	Introduction to Graphic Design	3
* CM 120	Introduction to Digital Video	3
* Art	Electives (see below)	3
Electives ††	Diversifications - Arts, Humanities, Literature (choose from Art 101 (DA), Art 111 (DA), Art 113 (DA), Art 114 (DA), Art 230 (DA), HwSt 100 (DH), HwSt 107 (DH), or HwSt 270 (DL))	3
	TOTAL	*15*

Fourth Semester		AS
* Experience	Art 293 or Art 294	3
* Art	Electives (see below)	6
Electives ††	Diversifications - Natural Sciences (choose from DB, DP)	3
Electives ††	Diversifications - Social Sciences (DS)	3
	TOTAL	*15*
	TOTAL	**60**

Art Electives - The following courses will be accepted (if not already used to satisfy requirements):

- Art 101, 107D, 111, 113, 114, 120, 126, 156, 207D, 212, 214, 225, 226, 229, 248, 249, 257, 259, 293, 294

Additional Requirement

- One Writing Intensive (WI) course with a "C" or better grade.

* A grade of "C" or better is required to earn a degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)

Culinary Arts (CULN)

Faculty: P. Heerlein (PAL) S. Sumiki
P. Velasco
Staff: T. Hiro

This program is designed to provide for entry-level employment in hotels, full-service restaurants, fast food restaurants, institutions (schools, hospitals, corrections, etc.) and private clubs. Accredited by the American Culinary Federation since July 2005.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply appropriate ethics for purchasing and receiving in the culinary industry.
- Demonstrate proper work attitudes and work habits.
- Demonstrate general knowledge of culinary departmental functions and their relationship.
- Demonstrate an understanding of the culinary industry business operations.
- Demonstrate entry-level proficiency in technical skills required in the culinary industry according to the American Culinary Federation.
- Choose an appropriate career path based on industry knowledge or requirements.
- Apply appropriate etiquette, appearance, and hygiene as required by industry standards.
- Demonstrate skills necessary for acquiring a job in the culinary field.
- Integrate their knowledge of Hawai'i's culture and food into cuisine.
- Apply nutritional concerns to the creation of menus.

First Semester - East Hawai'i (Hilo)		CO	CA	AAS
* Culn 111	Introduction to the Culinary Industry	2	2	2
* Culn 112	Sanitation and Safety	2	2	2
* Culn 120	Fundamentals of Cookery	5	5	5
* Culn 170	Food and Beverage Purchasing	3	3	3
** QM 120H	Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120))	3	3	3
Elective††	Cultural Environment (HwSt course recommended)	-	-	3
	TOTAL (Hilo)	*15*	*15*	*18*

Second Semester - East Hawai'i (Hilo)		CO	CA	AAS
* Culn 115	Menu Merchandising	2	2	2
* Culn 150	Fundamentals of Baking	4	4	4
* Culn 131	Short Order Cookery	-	3	3
* Culn 140	Cold Food Pantry	-	4	4
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
** English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	-	3
	TOTAL (Hilo)	*6*	*16*	*16*

Third Semester - East Hawai'i (Hilo)		CO	CA	AAS
* Culn 133	Bistro Cookery & Intro Dining Svc	-	6	6
* Culn 185 ††	Culinary Nutrition	-	-	3
	(meets Nat. Env. requirement for A.A.S.)			
* Culn 270	Food and Beverage Cost Control	-	-	4
Business Management ††		-	-	3
	Culn 190 or HosT 280			
	(meets Soc. Env. requirement for A.A.S.)			
	TOTAL (Hilo)	-	*6*	*16*

Fourth Semester - East Hawai'i (Hilo)		CO	CA	AAS
* Culn 160V	Dining Room Service/Stewarding	-	4	4
* Culn 220	Advanced Cookery	-	5	5
* Culn 240	Garde Manger	-	4	4
* Culn 252	Patisserie	-	-	4
	TOTAL (Hilo)	-	*13*	*17*
	TOTAL	**21**	**50**	**67**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Meets requirements in Cultural Env., Natural Env., or Social Env.

First Semester - West Hawai'i (Pālamanui)		CO	CA	AAS
* Culn 111	Introduction to the Culinary Industry	2	2	2
* Culn 112	Sanitation and Safety	2	2	2
* Culn 120	Fundamentals of Cookery	5	5	5
* Culn 170	Food and Beverage Purchasing	3	3	3
** QM 120H	Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120))	3	3	3
* Culn 160V	Dining Room Service/Stewarding	-	2	2
	TOTAL (Pālamanui)	*15*	*17*	*17*

Second Semester - West Hawai'i (Pālamanui)		CO	CA	AAS
* Culn 115	Menu Merchandising	2	2	2
* Culn 150	Fundamentals of Baking	4	4	4
* Culn 131	Short Order Cookery	-	3	3
* Culn 140	Cold Food Pantry	-	4	4
* Culn 160V	Dining Room Service/Stewarding	-	2	2
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
** English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	-	3
	TOTAL (Pālamanui)	*6*	*18*	*18*

Third Semester - West Hawai'i (Pālamanui)		CO	CA	AAS
* Culn 133	Bistro Cookery & Intro Dining Svc	-	6	6
* Culn 185 ††	Culinary Nutrition	-	-	3
	(meets Nat. Env. requirement for A.A.S.)			
* Culn 252	Patisserie	-	-	4
Business Management ††		-	-	3
	Culn 190 or HosT 280			
	(meets Soc. Env. requirement for A.A.S.)			
	TOTAL (Pālamanui)	-	*6*	*16*

Fourth Semester - West Hawai'i (Pālamanui)		CO	CA	AAS
* Culn 220	Advanced Cookery	-	5	5
* Culn 240	Garde Manger	-	4	4
* Culn 270	Food and Beverage Cost Control	-	-	4
Elective ††	Cultural Environment (HwSt course recommended)	-	-	3
	TOTAL (Pālamanui)	-	*9*	*16*
	TOTAL	**21**	**50**	**67**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Meets requirements in Cultural Env., Natural Env., or Social Env.

Diesel Mechanics (DISL)

Faculty: M. Soares

This program prepares the student for employment as a skilled tradesperson who troubleshoots, maintains, and repairs various types of diesel engines, trucks, tractors, boats, and other heavy equipment.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Function safely in a heavy equipment shop environment.
- Demonstrate ability to communicate effectively to gather and convey information.
- Apply theory and principles for proper diagnosis, repair, and maintenance in the heavy-duty truck equipment industry.
- Practice the minimum essential mental, physical, and behavioral skills necessary to maintain professional proficiency.
- Work collaboratively with others as well as independently.

Entry Requirements

- Possess a valid driver's license

First Semester		CA	AAS
* DiMc 120	Introduction to Diesel Engines	12	12
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*18*

Second Semester		CA	AAS
* DiMc 130	Introduction to Electrical Systems & Diesel Fuel Systems	12	12
** English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*18*

Third Semester		CA	AAS
* DiMc 140	Introduction to Power Trains	12	12
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	*12*	*15*

Fourth Semester		CA	AAS
* DiMc 150	Intro to Heavy Duty Brakes, Steering, Suspension, Hydraulics, & Hydrostatics	12	12
DiMc 93V	CVE (optional)	-	-
	TOTAL	*12*	*12*
	TOTAL	**48**	**63**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Digital Media Arts (DMA)

Faculty: M. Hu

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use technology effectively to create visual artworks.
- Gather, analyze, and evaluate information visually.
- Apply knowledge of aesthetics to the needs of the community.
- Demonstrate professionalism with a digital portfolio.

Digital Media Arts Certificate of Competence

First Semester		CO
* Art 112	Introduction to Digital Arts	3
* Art 115	Introduction to 2D Design	3
	TOTAL	*6*

Second Semester		CO
* Art 202	Digital Imaging	3
* CM 120	Introduction to Digital Video	3
	TOTAL	*6*

Third Semester		CO
* Business	Busn 158 or Ent 125	3
* Experience	Art 293 or Art 294	3
* Art	Electives (see below)	3
	TOTAL	*9*
	TOTAL	**21**

Art Electives - The following courses will be accepted (if not already used to satisfy requirements):

- Art 107D, 113, 120, 126, 156, 207D, 212, 214, 225, 226, 229, 248, 249, 257, 259, 293, 294

* A grade of "C" or better is required to earn a certificate

Early Childhood Education (ECED)

Faculty: J. Smith B. Watanabe
Children's Center Staff:
R. Agno C. Babagay
B. Eliana

This program is designed to provide attitudes, skills, and knowledge for people who work with young children and their families in a variety of early childhood programs. The Certificate of Competence (C.O.) or Certificate of Achievement (C.A.) prepares students for support roles in early childhood programs. An Associate in Science (A.S.) degree prepares students to be teachers or lead practitioners in early childhood programs.

Students taking Laboratory or Practicum courses are required to complete fingerprinting and pass the criminal history record checks.

This degree is fully articulated with the Bachelor of Arts in Social Science (with a concentration in Early Childhood Education) offered through the University of Hawai'i West O'ahu via Distance Education. Students interested in pursuing the BA degree with UH West O'ahu are encouraged to meet with an Early Childhood Education advisor their first semester.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use knowledge of child development and of individual children to create healthy, challenging learning environments, and experiences.
- Build positive relationships and guide children through supportive interactions.
- Build respectful partnerships with children, families, colleagues, and communities.
- Observe, document, and assess children's development and learning in partnerships with families.
- Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
- Use reflective practices to base decisions and actions on ethical and professional standards.
- Advocate for children and their families within the program.

First Semester		CA	AS
* ECEd 105	Intro to Early Childhood Education	3	3
* ECEd 110	Developmentally Appropriate Pract.	3	3
* ECEd 131	Early Childhood Development: Theory into Practice	3	3
** Eng	Eng 21 or ESL 21 or Eng 102 or higher	3	-
** Eng 102	College Reading Skills	-	3
Electives	Diversifications - Social Sciences (DS)	-	3
	TOTAL	*12*	*15*

Second Semester			CA	AS
	ECEd 140	Guiding Young Children in Group Settings	3	3
	ECEd 115	Health, Safety, and Nutrition for the Young Child	3	3
	ECEd 263	Language & Creative Expression Curric	-	3
	or			
	ECEd 264	Inquiry and Physical Curriculum	-	(3)
**	English	Eng 22 or (ESL 22G and ESL 22W) or Eng 100 or Eng 100E	3	-
**	English	Eng 100 or Eng 100E	-	3
	Electives	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	-	3
		TOTAL	*9*	*15*

Third Semester			CA	AS
*	ECEd 190 †	Early Childhood Laboratory	4	4
	ECEd 245	Child, Family, and Community	3	3
	ECEd 263	Language & Creative Expression Curric	-	(3)
	or			
	ECEd 264	Inquiry and Physical Curriculum (whichever was not taken previously)	-	3
**	Speech	Sp 51 or Sp 151	3	-
**	Sp 151	Personal and Public Speech	-	3
**	Math	Math 82X or higher	3-5	-
**	Math	Math 100 or higher	-	3
		TOTAL	*13-15*	*16*

Fourth Semester			CA	AS
*	ECEd 291	Early Childhood Practicum II	-	4
	Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	-	3
	Electives ††	Diversifications - Natural Sciences (choose from DB, DP, DY)	-	3
	Electives ††	Diversifications - Social Sciences (DS)	-	3
	Electives	General Electives	-	3
		TOTAL	-	*16*
		TOTAL	**34-36**	**62**

Early Childhood Education Practitioner I Certificate of Competence

First Semester			CO
*	ECEd 105	Intro to Early Childhood Education	3
*	ECEd 110	Developmentally Appropriate Practices	3
*	ECEd 131	Early Childhood Development	3

Second Semester			CO
	ECEd 140	Guiding Young Children in Group Settings	3

Third Semester			CO
*	ECEd 190 †	Early Childhood Laboratory	4
		TOTAL	**16**

Initial Early Childhood Education Certificate of Competence

			CO
*	ECEd 105	Intro to Early Childhood Education	3
*	ECEd 110	Developmentally Appropriate Practices	3
*	ECEd 131	Early Childhood Development	3
		TOTAL	**9**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
† ECEd 191 - Early Childhood Practicum I may be substituted for ECEd 190 only when ECEd 190 is not available and with instructor's consent.
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)

The Hawai'i CC Children's Center, located on the Manono campus, provides a setting for early childhood students to gain practical experience with young children. The Center provides early education and care for children 18 months to 5 years of age and serves children of students, faculty, and staff from Hawai'i CC and UH Hilo. Community children are accepted on a space available basis. The Center offers a high quality developmental approach to early education with qualified staff. Early childhood students work and study in the Center, under the guidance and supervision of early childhood faculty and staff. The Center is accredited by the National Association for the Education of Young Children.

Electrical Installation and Maintenance Technology (EIMT)

Faculty: R. Dela Cruz P. Pajo

This program prepares students for employment with electrical appliance shops, utility companies, and electrical construction, and maintenance companies. Learning will center on planning, designing, constructing, installing, and maintaining electrical wiring and equipment.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Accurately demonstrate entry-level skills in residential, commercial, and industrial electrical installation and maintenance.
- Practice safety on the job and recognize potential hazards.
- Interpret and comply with the National Electrical Code NFPA 70 book and local codes.
- Read and interpret all sections of blueprints and draft electrical circuits.
- Integrate carpentry, masonry, plumbing, and HVACR systems with electrical installation and maintenance.
- Produce take-off lists, perform layout, and install new materials for existing and new projects.
- Think critically, do research, calculate minimum requirements, and solve problems.
- Demonstrate the qualities of an apprentice electrician: positive attitude and behavior, discipline, promptness and attendance, ability to work alone or with others, with cultural awareness, and good communication skills.

Entry Requirements

• Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* EIMT 20	Interior Wiring	12	12
** Etro 120	Fundamentals of Electronics I	5	5
	TOTAL	*17*	*17*

Second Semester		CA	AAS
* EIMT 22	Electricity Theory and Practice	12	12
Blpr 22B	Blueprint Reading and Drafting	3	3
English	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
** Eng 102	College Reading Skills	-	3
	TOTAL	*18*	*18*

Third Semester		CA	AAS
* EIMT 41	Commercial Wiring	12	12
Elective ††	Natural Environment (numbered 100 or above, Phys recommended)	-	3
Blpr 30C	Blueprint Reading for Electricians	3	3
	TOTAL	*15*	*18*

Fourth Semester		CA	AAS
* EIMT 43	Industrial Wiring	12	12
Elective ††	Cultural Environment	-	3
Elective ††	Social Environment	-	3
	TOTAL	*12*	*18*
	TOTAL	**62**	**71**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Electronics Technology (ET)

Program deleted.

Engineering Technology (ENGT)

Faculty: D. Pacheco

This program involves the hands-on application of technical expertise to engineering tasks in a wide range of industries. From building our nation's infrastructure to making our transportation and energy systems more efficient, wherever scientists and engineers are found, so are engineering technicians and technologists. Engineering techs may assist with setting up equipment, conducting experiments, and collecting data, or involved in the design and development end of the process, using computer-aided design and drafting (CADD) equipment. Students will also gain knowledge in data gathering methodologies including remote sensing systems, optics and GIS technology.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Using computational and reasoning skills, demonstrates entry-level skills for accuracy in drawings and/or maps, and identifies the relationship of features to demonstrate visualization.
- Formulate, design, revise, and construct projects utilizing prior knowledge, research, and other resources to defend, explain, and discuss.
- Design and generate Architectural documents, Engineering documents and GIS maps using two-dimensional and three-dimensional CAD programs.
- Demonstrate operational competence in using surveying hand tools and equipment.
- Demonstrate operational competence in using Unmanned Aerial Systems.
- Illustrate within the design process an understanding of the balance between cultures.

First Semester		AAS
* EngT 100	Drafting Conventions & BLPR	4
* EngT 107	Unmanned Aerial Systems Flight	4
* EngT 112	Computer Aided Drafting (CAD)	3
* Geographic Information Systems (GIS)	EngT 270 or Geo 270	4
	TOTAL	*15*

Second Semester		AAS
* EngT 120	Resident Design & Construction Drawings	4
* EngT 129	Geomatics & Land Surveying I	3
* EngT 275	Spatial Data Mgmt & Analysis	4
* Rural & Urban Remote Sensing	Ag 291 or EngT 291	4
	TOTAL	*15*

Third Semester		AAS
* EngT 230	Residential Contract Drawings & Codes	6
* EngT 247	Geomatics & Land Surveying II	3
** Math	Math 100, 103, 115, 135, 140, or 241	3
Elective ††	Cultural Env., Natural Env., Social Env.	3
	TOTAL	*15*

Fourth Semester		AAS
* EngT 233	Basic Architectural Studio Design	3
* EngT 234	Architectural Design Software	3
** English	Eng 100 or Eng 100E or Eng 102	3
Electives ††	Cultural Env., Natural Env., Social Env.	6
	TOTAL	*15*
	TOTAL	**60**

Drafting and Design Certificate of Achievement

First Semester		CA
* EngT 100	Drafting Conventions & BLPR	4
* EngT 107	Unmanned Aerial Systems Flight	4
* EngT 112	Computer Aided Drafting (CAD)	3

Second Semester		CA
* EngT 120	Resident Design & Construction Drawings	4

Third Semester		CA
* EngT 230	Residential Contract Drawings & Codes	6

Fourth Semester		CA
* EngT 233	Basic Architectural Studio Design	3
* EngT 234	Architectural Design Software	3
	TOTAL	**27**

Geomatics and GIS Certificate of Achievement

First Semester		CA
EngT 107	Unmanned Aerial Systems Flight	4
EngT 112	Computer Aided Drafting (CAD)	3
EngT 270	Intro to Geographic Info Systems (GIS)	4

Second Semester		CA
EngT 129	Geomatics & Land Surveying I	3
EngT 275	Spatial Data Mgmt & Analysis	4
EngT 291	Rural & Urban Remote Sensing	4

Third Semester		CA
EngT 247	Geomatics & Land Surveying II	3
	TOTAL	**25**

Geospatial Technologies Certificate of Competence		CO
* EngT 112	Computer Aided Drafting (CAD)	3
* EngT 129	Geomatics & Land Surveying I	3
* EngT 247	Geomatics & Land Surveying II	3
* EngT 270	Intro to Geographic Info Systems (GIS)	4
	TOTAL	**13**

Geospatial Remote Sensing Hawai'i Certificate of Competence

		CO
* EngT 107	Unmanned Aerial Systems Flight	4
* EngT 270	Intro to Geographic Info Systems (GIS)	4
* EngT 275	Spatial Data Mgmt & Analysis	4
* EngT 291	Rural & Urban Remote Sensing	4
	TOTAL	**16**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Environmental Studies Academic Subject Certificate (ASC-ENVS)

Faculty: P. Scheffler

The Environmental Studies Academic Subject Certificate, within the Liberal Arts degree, will provide a focus on issues concerning our environment. Some issues are unique to Hawai'i while some are global.

In order to allow students to study environmental issues from many different angles, the curriculum of this certificate is based on an interdisciplinary approach to Environmental Studies and includes courses from Humanities, Natural Sciences, and Social Sciences.

Transfer credit:

Credits may transfer from another college for courses equivalent to the ones listed in the curriculum.

Requirements

1. **Credits Required:** A minimum of 16 credits is required to receive the ASC-ENVS.
2. Earn a "C" or better in each course.

Core Requirements (7 credits)

- Biol 124 and 124L
- Earn 3 credits from: Ag 190V, Sci 190V, SSci 250

Subject Areas (9 credits)

Plus one (1) course from each of the areas below:

Life Sciences (3 credits)

- Biol 101, 156, 171, 172
- Bot 101, 130
- Zool 101

Physical Sciences (3 credits)

- BioC 141
- Chem 100, 151, 161, 162
- Geo 101
- Ocn 201

Social Sciences (3 credits)

- Bot 105
- Econ 120
- Geo 102, 122
- PolS 110
- Soc 100, 218
- SSci 111, 150

Fire Science (FS)

Faculty: J. Minassian

The Fire Science Program prepares individuals with the academic knowledge for entry employment in the Fire Service field as well as meeting the needs of in-service professionals.

Upon completion of this program, students will have the knowledge to prepare for a career with federal, state, and local fire and emergency service agencies, with an emphasis on Structural Fire Fighting, Wildland Fire Suppression, Hazardous Materials Incidents, Fire Prevention and Investigation, Emergency Medical Technician, Fire Management and Administration, and the Incident Command System.

After earning the Associate in Science (A.S.) Degree, students have the opportunity to pursue a bachelor's degree in Fire Administration from an accredited university through distance learning. See program faculty for a list of courses that will transfer.

Health and physical requirements vary with different employers in the Fire Service field, so prospective students should seek advice before enrolling.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Meet the minimum academic training requirements of the National Fire Protection Association's (NFPA) Standard 1001, Standard for Fire Fighter Professional Qualifications (Fire Fighter I).
- Perform as fully qualified wildland firefighters (FFT2) in accordance with National Wildfire Coordinating Group PMS 310-1 standards.
- Utilize the Incident Command System to manage a wide variety of planned and un-planned incidents.
- Demonstrate knowledge of modern fire service strategies, tactics, and management for both structural and wildland fire incidents.
- Meet the requirements for National Fire Protection Association's (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents for the Awareness and Operational Levels.
- Apply the principles of interpersonal communication, cooperative teamwork, supervision, and management for leadership in the fire service.
- Apply theoretical principles of the chemistry of fire and hydraulics to solve water supply problems.

Fire Science (FS)

First Semester		**CA**	**AS**
* Fire 101	Essentials of Fire Suppression	3	3
* Fire 101L	Essentials of Fire Suppression Lab	1	1
* Fire 151	Introduction to Wildland Fire Control	3	3
* Fire 156	Incident Command System	3	3
ICS 101	Digital Tools for the Information World	-	3
Speech ††	Sp 151 (DA) or Sp 251 (DA)	-	3
	TOTAL	*10*	*16*

Second Semester		**CA**	**AS**
* Fire 153	Advanced Wildland Firefighting	3	3
* Fire 157	Intermediate Wildland Fire Behavior	3	3
* Hlth 125	Survey of Medical Terminology	-	1
*/** English	Eng 100 or Eng 100E	-	3
** Math	Math 100, 103, 115, 135, 140, or 241	-	3
	TOTAL	*6*	*13*

Third Semester		**CA**	**AS**
* Fire 202	Fire Hydraulics	3	3
* Fire 212	Firefighting Strategies and Tactics	3	3
* Fire 215	Wildland/Urban Interface Operations	3	3
Biology or Anatomy			
Biol 100 ††	Human Biology (DB)	-	3
Biol 100L	Human Biology Laboratory	-	1
or			
Phyl 141 ††	Human Anatomy & Physiology I (DB)	-	(3)
Phyl 141L	Human Anatomy & Physiology I Lab	-	(1)
Electives ††	Diversifications - Social Sciences (DS)	-	3
	TOTAL	*9*	*16*

Fourth Semester		**CA**	**AS**
* Fire 207	Hazardous Material Awareness/Operation	3	3
* Fire 210	Fire Administration	3	3
* Fire 217	Firefighter Life Safety	3	3
* Fire 249	Emergency Medical Responder	-	4
Electives	General Electives	-	3
	TOTAL	*9*	*16*
	TOTAL	**34**	**61**

Fire Science - Emergency Medical Technician (FS-EMT)

First Semester		**CO**	**AS**
* Fire 101	Essentials of Fire Suppression	-	3
* Fire 101L	Essentials of Fire Suppression Lab	-	1
* Fire 151	Introduction to Wildland Fire Control	-	3
* Fire 156	Incident Command System	-	3
Speech ††	Sp 151 (DA) or Sp 251 (DA)	-	3
	TOTAL	-	*13*

Second Semester		**CO**	**AS**
* Fire 153	Advanced Wildland Firefighting	-	3
* Fire 157	Intermediate Wildland Fire Behavior	-	3
* Hlth 125	Survey of Medical Terminology	1	1
*/** English	Eng 100 or Eng 100E	3	3
** Math	Math 100, 103, 115, 135, 140, or 241	-	3
	TOTAL	*4*	*13*

Third Semester		**CO**	**AS**
* Fire 202	Fire Hydraulics	-	3
* Fire 212	Firefighting Strategies and Tactics	-	3
* Fire 215	Wildland/Urban Interface Operations	-	3
Biol 100 ††	Human Biology (DB)	-	3
Electives ††	Diversifications - Social Sciences (DS)	-	3
	TOTAL	-	*15*

Fourth Semester		CO	AS
* Fire 207	Hazardous Material Awareness/Operation	-	3
* Fire 210	Fire Administration	-	3
* Fire 217	Firefighter Life Safety	-	3
* Fire 249	Emergency Medical Responder	4	4
	TOTAL	4	*13*

Fifth Semester		CO	AS
* Fire 250	Emergency Medical Technician	10.5	10.5
* Fire 251	Emergency Medical Tech Practicum	1.6	1.6
	TOTAL	*12.1*	*12.1*
	TOTAL	**20.1**	**66.1**

Credits in ( ) are optional
* A grade of "C" or better is required to earn a certificate
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)

Global Studies Academic Subject Certificate (ASC-LBRT-GLS)

Faculty: P. Scheffler

The interdisciplinary Global Studies Academic Subject Certificate is designed to integrate student learning across disciplines and programs and foster connections between disciplinary learning, world languages, and study abroad experiences. This certificate will provide students with the opportunity to gain awareness of and sensitivity to other cultures' norms, practices and actions while at the same time recognizing the unique attributes of one's own culture. It will teach them to speak and write in another language while recognizing and respecting the importance of language diversity (all languages) in global communication. It will also help them to recognize self as a part of global culture by demonstrating awareness of the interdependence of global systems: by understanding how the U.S. may be perceived world-wide; by solving problems with multiple perspectives and variables; and by making globally responsible decisions.

Requirements

1. **Credits Required:** A total of 16 credits is required to receive the ASC-LBRT-GLS:
   - A minimum of 4 credits World Language study
   - A minimum of 3 credits of Study Abroad
   - A minimum of 3 credits Internationalized Courses
   - Remaining credits from any courses listed in the above categories.
2. Earn a "C" or better in each course.

World Language (4 credits)

- Haw 101, 102, 201, 202
- Jpn 101, 102

Study Abroad (3 credits)

- Art 269C † Study Abroad - Japan
- Geo 292V Special Topics: Study Abroad
- Sci 292V Special Topics: Study Abroad

Internationalized Courses (3 credits)

- AJ 180, 181, 182, 280
- Anth 121, 150, 200, 235
- Art 159, 227, 269C †
- Asan 120, 121, 122
- Biol 124
- Bot 105, 105L
- Econ 120, 130, 131
- Eng 255, 257A, 257E
- Geo 102
- Hist 120, 151, 152, 153, 154, 241, 242, 288
- HSer 141
- HwSt 100, 107
- Ling 102
- Phil 102, 213
- Phys 105
- PolS 110
- Rel 150
- SSci 111
- Soc 290
- Sp 233
- Univ 101
- WGSS 151

†These courses appear in multiple areas but count only once for graduation requirements.

Hawai‘i Life Styles Academic Subject Certificate (ASC-HWST-HLS)

The Hawai‘i Life Styles ASC provides an engaging foundation for students interested in exploring and experiencing Hawaiian cultural traditions. Learners may specialize in the Subject Certificate while fulfilling the program requirements for any major at Hawai‘i CC.

General Information

Students seeking the ASC-HWST-HLS must receive a grade of "C" or better in all courses. The listed requirements are subject to change. For the latest information, please visit the website, www.hawaii.hawaii.edu/hawaii-life-styles or contact the main HLS office at (808) 934-2600. Students may also contact a faculty advisor:

Hilo

Taupōuri Tangarō	taupouri@hawaii.edu	934-2575
No'el Tagab-Cruz	tagab@hawaii.edu	934-2616
Pele Kaio	pelekaio@hawaii.edu	934-2606
Ku‘ulei Kanahele	tracyk@hawaii.edu	934-2605
Ākea Kiyuna	akiyuna@hawaii.edu	934-2609

Pālamanui

E. Kalani Flores	ekflores@hawaii.edu	969-8875
A. Nuuhiwa	anuuhiwa@hawaii.edu	969-8875

Requirements

1. **Credits Required:** A minimum of 12 credits is required to receive the ASC-HWST-HLS.
2. A minimum of 6 credits must be completed at Hawai‘i CC.
3. **Minimum GPA Required:** A minimum cumulative GPA of 2.0 is required.

Language Requirements (4 cr)

Choose 1:

- Haw 101*, 102*, 201*, 202*

Core Requirements (8 credits)

Required (3 credits)

- HwSt 100*

Electives (5 credits required)

- Any other Haw and/or HwSt courses not already taken*

* A grade of "C" or better is required to earn a certificate

Hawaiian Studies (AA-HWST) Associate in Arts Degree

Faculty:	E. Flores (PAL)	P. Kaio
	K. Kanahele	A. Kiyuna
	A. Nuuhiwa (PAL)	N. Tagab-Cruz
	T. Tangarō	
Staff:	M. Burnett	T. Naea

The Associate of Arts in Hawaiian Studies (AA-HWST) is designed to advance indigenous Hawaiian knowledge and experiences for a culturally informed worldview. This is a two-year Associate of Arts degree consisting of 61 credits that is directly transferable to a University of Hawai‘i four-year college or university.

General Information

Students interested in transferring to or enrolling in the AA-HWST program are encouraged to meet with a counselor. Please call the Counseling Office at (808) 934-2720.

For the latest information please visit the website www.hawaii.hawaii.edu/hawaiian-studies

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.
- Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences, in academics and in other professional endeavors.
- Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

To earn the Associate in Arts in Hawaiian Studies Degree from Hawai‘i CC, a student must meet the following requirements:

1. Credits Required: A total of 61 credits earned at or transferred to Hawai‘i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai‘i CC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):
- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):
- Math 100, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WGSS 175
- Group B - 1500 to Modern Times: Hist 152, Geo 102, WGSS 176
- Group C - Prehistory to Modern Times: (none at this time)

Hawai'i CC Required Courses (6 credits)

College Reading Skills:
- Eng 102 (Reading)

Communication Skills:
- Sp 151 or Sp 251

Graduation Requirements

Writing Intensive:
- One WI course with a "C" or better grade

Hawaiian Language and Hawaiian Studies Requirements (12 credits)

Hawaiian Language (8 credits):
- Haw 101, 102

Hawaiian Studies (4 credits):
- HwSt 103, 107

Specializations (12 credits)

Choose one group
- **Hula** (AA-HWST-HULA): HwSt 130, 131, 260; plus 3 additional credits of Haw and/or HwSt courses (at the 200-level)
- **Kapuahi Foundations** (AA-HWST-KAPU): HwSt 260; plus 9 additional credits of Haw and/or HwSt courses (at least 3 credits must be at the 200-level)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas (DH and DL required):

Diversification - Humanities (DH):
- HwSt 100

Diversification - Literature (DL):
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101

Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):
- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geo 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100
- SSci 111, 150
- WGSS 151

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Hospitality and Tourism (HOST)

The Hospitality and Tourism program is designed to provide job training for entry-level and first line supervisory level positions in the hospitality/visitor industry. Offering educational training in the field of hospitality/visitor industry will ensure a skilled pool of workers is continuously available to meet the industry's employment demand on the Island of Hawai'i. Additionally, making a career path possible to local workers strengthens the human assets of our community. The program was established to:

- Meet the growing needs of the hotels and related hospitality/visitor organizations by training existing and future employees in basic skills needed to obtain entry-level and supervisory positions.
- Provide job upgrading skills necessary for career advancement in the hospitality/visitor industry.
- Develop skills in verbal and written communication.
- Develop skills in distance learning that will promote lifelong learning.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate essential hospitality operations and management skills, including accounting, marketing, and information technology.
- Communicate effectively with guests and coworkers through writing, speech, listening, and nonverbal expression appropriate for the hospitality workplace.
- Analyze diverse and dynamic hospitality workplace situations to solve problems and achieve goals through leadership and teamwork.
- Assess personal work performance through various lenses, including Hawaiian cultural values, multicultural global perspectives, ethical reasoning, legal principles, and sustainability.

First Semester		CO	CA	AAS
* HosT 100	Career & Customer Service Skills	3	3	3
* HosT 101	Intro to Hospitality and Tourism	3	3	3
* HosT 150	Housekeeping Operations	3	3	3
* HosT 154	Food and Beverage Operations	3	3	3
** English	Eng 100 or Eng 100E	-	3	3
	TOTAL	*12*	*15*	*15*

Second Semester		CO	CA	AAS
* HosT 152	Front Desk Operations	3	3	3
Computer Literacy				
	Busn 150 or ICS 101	-	3	3
* HwSt 100 ††	Piko Hawai'i: Connecting to Hawai'i Island (or any HwSt course except HwSt 270)	-	3	3
** Math	Math 100 or higher	-	3	3
Busn 178	Business Communications	-	-	3
	TOTAL	*3*	*12*	*15*

Third Semester		CO	CA	AAS
* Management	Econ 131 or HosT 261	-	-	3
Mgt 124	Human Resource Management	-	-	3
* HosT 258	Hospitality Marketing	-	-	3
Accounting	Acc 124, Acc 130, or Acc 201	-	-	3
* HwSt 270	Hawaiian Mythology (or any 3-credit HwSt course except HwSt 100)	-	-	3
	TOTAL	-	-	*15*

Fourth Semester		CO	CA	AAS
* HosT 293V	Hospitality Internship	-	3	3
* HosT 280 ††	Hospitality Management (meets Soc. Env. requirement for A.A.S.)	-	-	3
Law	BLaw 200 or HosT 260	-	-	3
** Sp 151	Personal and Public Speech	-	-	3
Elective ††	Natural Environment	-	-	3
	TOTAL	-	*3*	*15*
	TOTAL	**15**	**30**	**60**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Meets requirement for Cultural Env., Natural Env. or Social Env.

Human Services (HSER)

Faculty: R. Rivera

This certificate prepares students for entry- and mid-level entry employment in such diverse settings as group homes and halfway houses; correctional, developmentally delayed, and community mental health centers; family, child and youth agencies; and programs concerned with special needs such as alcoholism, drug abuse, family violence, homelessness, and aging.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Portray a respectful attitude harmonizing with place, culture, and diverse perspectives, through a reflection of values and self awareness.
- Evaluate employment and educational opportunities through a comprehensive awareness of the function of Human Services in the community.
- Utilize communication skills and implement strategies to assess the multiple causes of social issues and concerns.

Human Services Certificate of Competence

First Semester		CO
* HSer 110	Introduction to Human Services	3
* Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	3
SSci/PS	Electives (see below)	3

Second Semester		CO
* HSer 192	Seminar and Fieldwork I	3
* Psy/Soc	Psy 100 or Psy 170 or Soc 100	3

Third Semester		CO
* HSer 292	Seminar and Fieldwork II	3
SSci/PS	Electives (see below)	3
	TOTAL	21

Social Science/Public Service Electives - The following alphas will be accepted (non-listed alphas must be prior approved by the HSer Coordinator): AJ, Anth, Geo, HDFS, HSer, HwSt, PacS, PolS, Psy, Soc, SUDs, WGSS.

* A grade of "C" or better is required to earn a certificate

Information Technology (IT)

Faculty: C. Butler

The Information Technology program is a career-laddered, competency-based program that provides training in the use and support of business-related computer systems, data communication networks (including local area networks), and the development of business computer information systems programs using procedural, event-driven and object-oriented programming techniques.

The program includes a combination of business, computer, and information technology courses. Campus-based computer and networking projects, faculty supervised laboratories, and workplace internships provide hands-on experience designed to prepare students for positions in computer support, programming, network administration, or systems development in a business information technology system. The program focuses on computers and information technology as tools to solve business problems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Information Systems - Plan, develop, and implement the hardware, software, and procedural components of a data processing system in a business environment.
- Networking - Plan, develop, and implement the hardware, software, and procedural components of a data communications system in a business environment.
- Programming - Plan, develop, implement, and document computer programs that meet the data processing requirements of a business organization.
- Productivity - Work independently and cooperatively to deliver reports, programs, projects, and other deliverables that document a business organization's information technology requirements.
- Legal/Ethical/Professional - Base decisions and actions on the legal, ethical, and professional guidelines and practices of the information technology field.
- Explore - Demonstrate the ability to search, analyze, and synthesize current information and solutions in the rapidly changing information technology profession.

First Semester		CA	AS
* ICS 101	Digital Tools for the Information World	3	3
* ITS 144	Computer Hardware Support	3	3
** English	Eng 100 or Eng 100E	3	3
** Math	Math 103 or higher (not Math 120)	3	3
Speech ††	Sp 151 (DA) or Sp 251 (DA)	-	3
	TOTAL	*12*	*15*

Second Semester		CA	AS
* ICS 111	Intro to Computer Science I	3	3
* ICS 200	Web Technology	3	3
* ITS 124	Introduction to Networking	3	3
* ITS 221	Introduction to Computer Security	3	3
Econ 130 ††	Principles of Microeconomics (DS)	-	3
	TOTAL	*12*	*15*

Third Semester		CA	AS
* ICS 141	Discrete Math for Computer Science I	-	3
* ICS 211	Intro to Computer Science II	-	3
* ITS 129	Introduction to Databases	-	3
Acc 201	Introduction to Financial Accounting	-	3
Econ 131	Principles of Macroeconomics	-	3
	TOTAL	-	*15*

Fourth Semester		CA	AS
* ICS 281	Ethical Hacking	-	3
* ICS 282	Computer Forensics	-	3
ITS 287	IT Internship Preparation	-	2
ITS 288	IT Program Internship	-	1
Electives ††	Diversifications - Natural Sciences (choose from DB, DP)	-	3
Electives	General Electives	-	3
	TOTAL	-	*15*
	TOTAL	**24**	**60**

Computer Support Certificate of Competence

First Semester		CO
* ICS 101	Digital Tools for the Information World	3
* ITS 144	Computer Hardware Support	3

Second Semester		CO
* ITS 124	Introduction to Networking	3
* ITS 221	Introduction to Computer Security	3
	TOTAL	**12**

Information Security and Assurance Certificate of Competence

First Semester		CO
* ICS 101	Digital Tools for the Information World	3
* ITS 144	Computer Hardware Support	3

Second Semester		CO
* ICS 111	Intro to Computer Science I	3
* ITS 124	Introduction to Networking	3
* ITS 221	Introduction to Computer Security	3

Third Semester		CO
* ITS 129	Introduction to Databases	3

Fourth Semester		CO
* ICS 281	Ethical Hacking	3
* ICS 282	Computer Forensics	3
	TOTAL	**24**

Software Developer Specialist Certificate of Competence

First Semester		CO
* ICS 101	Digital Tools for the Information World	3
** Math 103	Introduction to College Algebra or higher	3
Second Semester		**CO**
* ICS 111	Intro to Computer Science I	3
* ICS 200	Web Technology	3
Third Semester		**CO**
* ICS 141	Discrete Math for Computer Science I	3
* ICS 211	Intro to Computer Science II	3
* ITS 129	Introduction to Databases	3
	TOTAL	**21**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)

Liberal Arts (AA-LBRT)
Associate in Arts Degree

Faculty: T. Amana, M. Branch, T. Cravens-Howell (PAL), R. Dao, E. Flores (PAL), P. Kaio, R. Kalauli, D. Kapp, K. Kotecki, D. Madrid, C. Naguwa, B. Pahari, R. Rivera, D. Salvador, J. Sims, J. Smith, I. Stout, T. Tangarō, B. Watanabe, Y. You, L. Baldan-Jenkins, V. Chin, S. Dansereau, T. Dean (PAL), M. Hu, A. Kalauli, K. Kanahele, A. Kiyuna, K. Landgraf, C. Mospens, R. Namba (PAL), T. Qolouvaki, K. Russell, P. Scheffler, M. Skinner, O. Steele, N. Tagab-Cruz, D. Tsugawa (PAL), C. Wilcox-Boucher

The Associate in Arts degree Program, also referred to as the Liberal Arts (LBRT) Program, is designed for students who are preparing themselves to transfer to a four-year college or university.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communicate Effectively - Speak and write to communicate information and ideas in academic settings.
- Think Critically - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
- Reason Quantitatively - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
- Apply Areas of Knowledge - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Engage as Global Citizens - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):
- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):
- ICS 141
- Math 100‡, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WGSS 175
- Group B - 1500 to Modern Times: Geo 102, Hist 152, WGSS 176
- Group C - Prehistory to Modern Times: Rel 150

‡ Students who intend to transfer may require a course higher than Math 100

Hawai'i CC Required Courses (6 credits)

College Reading Skills:

- Eng 102 (Reading)

Communication Skills:

- Sp 151† or Sp 251†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian, Asian, and Pacific Issues:

- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):

- Art 101, 105B, 105C, 108, 111, 113, 114, 115, 214, 217, 230
- Dnce 153, 190V, 195
- Eng 204
- HwSt 103, 106, 130, 131, 206, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):

- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 100, 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geo 122
- HDFS 230
- HSer 110
- PacS 108
- Psy 100, 170
- Soc 100
- SSci 111
- WGSS 151

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Electives (23 credits)

Other 100-level and above courses may be taken at Hawai'i CC or transferred in to Hawai'i CC as electives.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Classes

A variety of classes are offered which are writing intensive (WI). These classes require students to do a significant amount of writing totaling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning class material and a major element in determining a student's grade. In WI classes, an

opportunity is provided for interaction between the instructor and student as a part of the writing process. WI classes have a minimum prerequisite of completion of Eng 100 or Eng 100E with a grade of "C" or better. Completion of one WI class with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at Hawai'i CC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements and are recommended to take two or three Writing Intensive classes at Hawai'i CC.

For more information about the Writing Intensive Program at Hawai'i CC, visit www.hawaii.hawaii.edu/writing-intensive

HAP Designated Classes

Effective Fall 2019, the **Hawaiian, Asian, and Pacific Issues (HAP)** is a graduation requirement for Associate in Arts (AA) degree majors. Returning students declaring a prior catalog year have the option to use the FHAP (formerly Asian/Pacific Culture) designated courses which were approved for their prior catalog year. (Policy Haw 5.702)
https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

HAP is a University of Hawai'i system initiative designed to improve teaching and learning at UH regarding Native Hawaiian culture and issues from the Native Hawaiian viewpoint and how they intersect with Asian and Pacific Island cultures. In order to receive the HAP designation, at least 2/3 of a class must meet the following hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. A class can use a disciplinary or multi-disciplinary approach provided that a component of the class uses assignments or practices that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai'i, the Pacific, and Asia.
3. A class should include at least one topic that is crucial to an understanding of the histories; cultures; beliefs; the arts; or the societal, political, economic, or technological processes of these regions. For example, the relationships of societal structures to the natural environment.
4. A class should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multicultural respect and understanding.

For more information about HAP, and to see a current list of HAP designations at Hawai'i CC, visit www.hawaii.hawaii.edu/hap

Fulfillment of General Education Requirement

Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from any University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most, if not all, of the requirements may be incorporated into the A.A. degree; if not, they are required in addition to the A.A. degree.

Liberal Arts/Associate in Arts with a Concentration in Administration of Justice (AA-LBRT-AJ)

This concentration provides students with a background in the scientific and experimental study of the Administration of Justice system. It focuses on the three major components of the AJ system in the United States, including the aspects of law enforcement; the state and federal judicial process; and local, state, and federal correctional systems. It also explores the historical and current economic, political, and societal issues of the AJ systems, and how they affect individuals, families, communities, and the greater society. It prepares students to transfer to a four-year institution that offers a degree in Administration of Justice, Criminal Justice, or related Social Sciences disciplines, and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Administration of Justice.

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):
- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):
- ICS 141
- Math 100‡, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WGSS 175
- Group B - 1500 to Modern Times: Geo 102, Hist 152, WGSS 176
- Group C - Prehistory to Modern Times: Rel 150

‡ Students who intend to transfer may require a course higher than Math 100

Hawai'i CC Required Courses (6 credits)

College Reading Skills:

- Eng 102 (Reading)

Communication Skills:

- Sp 151† or Sp 251†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian, Asian, and Pacific Issues:

- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):

- Art 101, 105B, 105C, 108, 111, 113, 114, 115, 214, 217, 230
- Dnce 153, 190V, 195
- Eng 204
- HwSt 103, 106, 130, 131, 206, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):

- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 100, 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Phys 100L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Psy 100
- Soc 100

AJ Concentration Electives (23 credits)

- AJ 101, 103, 130† (see HSer/SUDs 130), 131, 150, 180, 208† (see Soc 208), 210, 220, 221, 256† (see HSer/WGSS 256), 280, 285
- HSer 130† (see AJ/SUDs 130), 256† (see AJ/WGSS 256)
- Soc 208† (see AJ 208)
- SUDs 130† (see AJ/HSer 130), 132, 268
- WGSS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Liberal Arts/Associate in Arts with a Concentration in Art (AA-LBRT-ART)

This concentration provides students with a strong studio art experience and curriculum that integrates conceptual and technical artistic skills with personal and creative exploration. It prepares students to transfer to a four-year institution to further their studies in the various areas of studio art including ceramics, design, drawing, painting, photography, and sculpture, or to continue on their journey of becoming a professional artist. This concentration was also designed to be a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Art.

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):
- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):
- ICS 141
- Math 100‡, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WGSS 175
- Group B - 1500 to Modern Times: Geo 102, Hist 152, WGSS 176
- Group C - Prehistory to Modern Times: Rel 150

‡ Students who intend to transfer may require a course higher than Math 100

Hawai'i CC Required Courses (6 credits)

College Reading Skills:
- Eng 102 (Reading)

Communication Skills:
- Sp 151 or Sp 251

Graduation Requirements

Writing Intensive:
- One WI course with a "C" or better grade

Hawaiian, Asian, and Pacific Issues:
- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas (DA required):

Diversification - Arts (DA):
- Art 113 (Required)

Diversification - Humanities (DH):
- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):
- Eng 255, 256, 257A, 257E
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 100, 105

Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Phys 100L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geo 122
- HDFS 230
- HSer 110
- PacS 108
- Psy 100, 170
- Soc 100
- SSci 111
- WGSS 151

Art Concentration Electives (23 credits)

- Art 112*, 115*, 202*, 214*, 293* or 294*
- CM 120*
- Ent 125*

Choose any one course numbered 100 or above of 2 credits of General Electives

* A grade of "C" or better is required to earn a degree

Liberal Arts/Associate in Arts with a Concentration in History (AA-LBRT-HIST)

This concentration provides students with a strong History foundation. It prepares students to transfer to a four-year institution to major in History and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in History.

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):

- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):

- ICS 141
- Math 100‡, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:

- Group A - Prehistory to 1500: Hist 151*
- Group B - 1500 to Modern Times: Hist 152*
- Group C - Prehistory to Modern Times: Rel 150

‡ Students who intend to transfer may require a course higher than Math 100

Hawai'i CC Required Courses (6 credits)

College Reading Skills:

- Eng 102 (Reading)

Communication Skills:

- Sp 151† or Sp 251†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian, Asian, and Pacific Issues:

- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):

- Art 101, 105B, 105C, 108, 111, 113, 114, 115, 214, 217, 230
- Dnce 153, 190V, 195
- Eng 204
- HwSt 103, 106, 130, 131, 206, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):

- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):

- Eng 255, 256, 257A, 257E
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):

- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 100, 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Phys 100L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geo 122
- HDFS 230
- HSer 110
- PacS 108
- Psy 100, 170
- Soc 100
- SSci 111
- WGSS 151

History Concentration Electives (23 credits)

Required:

- ICS 101*

Choose five 3-credit courses from the following:

- Hist 120†, 153†, 154†, 241, 242, 274, 284, 288

Choose 5 credits of General Electives numbered 100 or above

- Recommended: Econ 131, Geo 102, HwSt 100

* UH Hilo requires that these courses be passed with a "C" or better grade

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Liberal Arts/Associate in Arts with a Concentration in Psychology (AA-LBRT-PSY)

This concentration provides students with a strong Psychology foundation. It prepares students to transfer to a four-year institution to major in Psychology and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Psychology.

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):

- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):

- Math 115 or Math 135

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:

- Group A - Prehistory to 1500: Hist 151, WGSS 175
- Group B - 1500 to Modern Times: Geo 102, Hist 152, WGSS 176
- Group C - Prehistory to Modern Times: Rel 150

Hawai'i CC Required Courses (6 credits)

College Reading Skills:

- Eng 102 (Reading)

Communication Skills:

- Sp 151† or Sp 251†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian, Asian, and Pacific Issues:

- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):

- Art 101, 105B, 105C, 108, 111, 113, 114, 115, 214, 217, 230
- Dnce 153, 190V, 195
- Eng 204
- HwSt 103, 106, 130, 131, 206, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):
- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):
- Eng 255, 256, 257A, 257E
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 100, 105

Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Phys 100L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):
- HDFS 230
- Psy 100*

Psychology Concentration Electives (23 credits)
- HSer 110*, 192*, 292*
- Psy 213, 214

Choose two 3-credit courses from the following:
- Psy 170, 251, 260, 270
- Soc 100

* A grade of "C" or better is required to earn a degree
† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Liberal Arts/Associate in Arts with a Concentration in Sociology (AA-LBRT-SOC)

This concentration provides students with a strong Sociology foundation. It prepares students to transfer to a four-year institution to major in Sociology and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Sociology.

Foundations (12 credits)

Courses approved for Foundations requirements may change. Refer to STAR for current options of eligible courses.

Written Communication (FW) (3 credits):
- Eng 100 (Writing) or Eng 100E (Writing)

Quantitative Reasoning (FQ) (3 credits):
- Math 115 or Math 135

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WGSS 175†
- Group B - 1500 to Modern Times: Geo 102†, Hist 152, WGSS 176†
- Group C - Prehistory to Modern Times: Rel 150

Hawai'i CC Required Courses (6 credits)

College Reading Skills:
- Eng 102 (Reading)

Communication Skills:
- Sp 151† or Sp 251†

Graduation Requirements

Writing Intensive:
- One WI course with a "C" or better grade

Hawaiian, Asian, and Pacific Issues:
- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Courses approved for Diversifications requirements may change. Refer to STAR for current options of eligible courses.

***Diversifications - Arts, Humanities, Literature*:** Six (6) credits required in 2 different areas:

Diversification - Arts (DA):
- Art 101, 105B, 105C, 108, 111, 113, 114, 115, 214, 217, 230
- Dnce 153, 190V, 195
- Eng 204
- HwSt 103, 106, 130, 131, 206, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):
- Asan 120
- Hist 120, 153, 154, 241
- Haw 101, 102, 201, 202
- Hum 100
- HwSt 100, 101, 102, 105, 107, 201, 219
- Phil 100, 101

Diversification - Literature (DL):
- Eng 255, 256, 257A, 257E
- HwSt 270

***Diversifications - Natural Sciences*:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101
- Geo 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geo 101
- Ocn 201
- Phys 100, 105

Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Phys 100L
- Zool 101L

***Diversifications - Social Sciences*:** Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):
- Psy 100
- Soc 100*

Sociology Concentration Electives (23 credits)

- HSer 110*, 192*, 292*
- Psy 213
- Soc 200

Choose three 3-credit courses from the following:
- Anth 200
- Geo 102†
- PacS 108
- PolS 110
- Soc 208, 218, 251, 265, 289, 290
- WGSS 151, 175†, 176†, 256

* A grade of "C" or better is required to earn a degree

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Machine, Welding and Industrial Mechanics Technologies (MWIM)

Faculty: D. Miyashiro

This program prepares the student for employment in the metalworking and mechanical/maintenance trades. Employment may be in construction, food processing, manufacturing, utilities, astronomical observatories, or related industries. The job requires good physical health, above average eye/hand coordination, mechanical reasoning, and good form perception and spatial relationship. Job responsibilities may include fabricating, repairing, or maintaining metal products on equipment, buildings, and systems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate the attributes of a good employee including good safety practices; good communication skills; positive work ethics; working collaboratively or independently under supervision; being a life-long learner; demonstrating an awareness of hazardous materials; and taking responsibility for the orderliness and cleanliness of the workplace.
- Demonstrate and be able to apply the proper set-up and use of basic machine tools and equipment; metalworking equipment; common welding and cutting processes; industrial mechanics equipment; material handling equipment and related machinery; and entry-level ability to interpret blueprints.
- Demonstrate and be able to apply mechanical reasoning, form perception and spatial relations, and numerical reasoning skills as a part of the basic entry-level skills and knowledge necessary to gain employment in the Machining, Welding, Industrial Mechanics or related fields.

First Semester			CO	CA	AAS
*	MWIM 142	Intro to Machine and Welding	8	8	8
*	MWIM 145	Intro to Arc Welding	4	4	4
**	English	Eng 100 or Eng 100E or Eng 102 or Eng 106	-	-	3
**	QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	-	3
		TOTAL	*12*	*12*	*18*

Second Semester			CO	CA	AAS
*	MWIM 155	Interm Welding & Qual Procedures	4	4	4
*	MWIM 152	Sheet Metal Machining	-	8	8
	Blpr 50	Blpr for Welding & Machine Trades	-	4	4
		TOTAL	*4*	*16*	*16*

Third Semester			CO	CA	AAS
*	MWIM 162	Lathe Facing and Knurling	-	4	4
*	MWIM 165	Advanced Welding	-	8	8
	Elective ††	Cultural, Natural, Social Env.	-	-	6
		TOTAL	-	*12*	*18*

Fourth Semester			CO	CA	AAS
*	MWIM 172	Intro to CNC Milling	-	4	4
*	MWIM 175	Special Process Welding & Rigging	-	8	8
	Elective ††	Cultural, Natural, Social Env.	-	-	3
		TOTAL	-	*12*	*15*
		TOTAL	**16**	**52**	**67**

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Marine Option Program Academic Subject Certificate (ASC-LBRT-MOP)

Faculty: J. Sims

The Marine Option Program (MOP) is designed to assist students interested in relating the ocean to their educational and career aspirations. Through MOP, students can obtain a marine orientation to their own degree while earning an Academic Subject Certificate. MOP emphasizes experiential cross-disciplinary education and provides opportunities to apply traditional course work to the real world while students obtain practical marine skills through a hands-on internship, research or employment. MOP sponsors numerous field trips, a newsletter, and many opportunities for networking with other interested students and professionals.

Requirements

1. **Credits Required:** A minimum of 12 credits is required to receive the ASC-LBRT-MOP.
2. Earn a "C" or better in each course.

Core Requirements (6 credits)

- Ocn 101, 193, 201

Electives (6 credits)

- Bot 105, 130, 130L
- Biol 124, 124L, 156, 156L, 171, 171L, 172, 172L, 265, 265L
- Geo 122
- HwSt 150, 151
- Ocn 201L
- Zool 101, 101L

Marketing (MKT)

Faculty: D. Kawa'auhau

This program is designed to directly align students with one of three potential paths upon graduation. Paths include freelance positions in digital design, marketing, or advertising; industry employment; and transfer to a four year institution. With courses focused on graphic arts, branding, economics, management, marketing, international relations, and a working employment portfolio created and available upon program completion, graduates will be able to apply concepts and strategies directly to the benefit and/or advancement of their professional and/or academic careers.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Develop responsive marketing campaigns that adapt to both foreign and domestic markets.
- Demonstrate an in-depth understanding of the marketing and management environment of Hawai'i and offer innovative ideas to develop and sustain said environment.
- Develop current technological skills and be able to utilize said skills in a simulated business environment.
- Communicate an in-depth understanding of the diverse needs of the international market through the creation of culturally responsive management plans.
- Demonstrate the ability to effectively communicate with a global audience.
- Design an active portfolio that demonstrates an in-depth understanding of the principles of advertising up to and including the proper use of color, graphic design, and digital audio production.
- Develop solutions that demonstrate the successful navigation of the current financial and legal business environment.

First Semester			CA	AAS
*	Mkt 120	Principles of Marketing	3	3
*	Mgt 124	Human Resource Management	3	3
*	Art 112 ††	Introduction to Digital Arts	3	3
**	Math	Math 103, Math 115, Math 135, Math 140, or Math 241	-	3
	ICS 101	Digital Tools for the Information World	-	3
		TOTAL	*9*	*15*

Second Semester			CA	AAS
*	Art 115	Introduction to 2D Design	3	3
*	BLaw 200	Legal Environment of Business	3	3
*	Econ 130 ††	Principles of Microeconomics	3	3
*	HwSt 201	'Ai Noa: Hawai'i Culture II	3	3
	English	Eng 100 or Eng 100E	-	3
		TOTAL	*12*	*15*

Third Semester			CA	AAS
*	CM 120	Intro to Digital Video	3	3
*	Econ 131	Principles of Macroeconomics	3	3
*	Mkt 141	Artificial Intelligence and Business	3	3
	Acc 201	Introduction to Financial Accounting	-	3
**	Speech	Sp 130 or Sp 151	-	3
		TOTAL	*9*	*15*

Fourth Semester			CA	AAS
*	Mkt 233	International & Tech Brand Integration	3	3
*	Mgt 121	Service Excellence	3	3
	Acc 202	Introduction to Managerial Accounting	-	3
*	Bus 120	Principles of Business	-	3
	Elective ††	Natural Environment	-	3
		TOTAL	*6*	*15*
		TOTAL	**36**	**60**

A cumulative 2.0 GPA in the Major Course Requirements category must be earned for graduation. In addition, an overall cumulative 2.0 GPA is required for graduation.

* A grade of "C" or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total; 3 credits are required in each of the three areas: Cultural Environment, Natural Environment, Social Environment

Natural Science (NSCI)

Faculty: R. Namba (PAL) P. Scheffler

This Associate in Science Degree program prepares students to transfer to 4-year institutions in STEM (Science, Technology, Engineering and Mathematics) related fields. Hawai'i Community College offers two NSCI tracks: Biological Sciences and Physical Sciences.

For more information, contact Pamela Scheffler by e-mail (pamelays@hawaii.edu).

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen concentration.

Biological Sciences (NSCI-BSC)

First Semester		AS
Biol 171 ††	Introduction to Biology I (DB)	3
Biol 171L †	Introduction to Biology I Lab (DY)	1
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
English	Eng 100 or Eng 100E	3
Eng 102	College Reading Skills	3
	TOTAL	*14*

Second Semester		AS
Biol 172	Introduction to Biology II	3
Biol 172L †	Introduction to Biology II Lab	1
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Science †	BSC Electives (see below)	4
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
	TOTAL	*15*

Third Semester		AS
Biology	Biol 265 or Biol 275	3
Biol Lab †	Biol 265L or Biol 275L	1
Math 241	Calculus I	4
Physics	Phys 151 or Phys 170	3-4
Phys Lab †	Phys 151L or Phys 170L	1
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
	TOTAL	*15-16*

Fourth Semester		AS
Science †	BSC Electives (see below) (the 4th credit is required if total credits are less than 60)	3-4
Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	3
Electives ††	Diversifications - Social Sciences (DS)	3
Electives †††	General Electives	6
	TOTAL	*15-16*
	TOTAL	**60-61**

BSC Science Electives:

- Ag 175, 175L
- Astr 110, 281
- BioC 141
- Biol 100, 100L, 124, 124L, 156, 156L, 265, 265L, 275, 275L
- Bot 101, 101L, 105, 105L, 130, 130L
- Erth 101, 101L
- Geo 101, 101L, 170, 170L, 270, 292V
- Micr 130, 140L
- Ocn 201
- Phyl 141, 141L, 142, 142L
- Phys 100, 100L, 105
- Sci 190V, 292V
- Zool 101, 101L

Additional Requirements

- Two Writing Intensive (WI) courses with a "C" or better grade.
- One Hawaiian-Asian-Pacific Cultures (HAP) course

† All labs should be taken in-person.
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)
††† All elective courses must be numbered 100 or above.

Physical Sciences (NSCI-PSC)

First Semester		AS
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Eng 102	College Reading Skills	3
Math 241	Calculus I	4
Science	PSC Electives (see below)	3
Sci Lab †	PSC Lab Electives (see below)	1
	TOTAL	*15*

Second Semester		AS
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
English	Eng 100 or Eng 100E	3
Math 242	Calculus II	4
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
	TOTAL	*14*

Third Semester		AS
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
Science	PSC Electives (see below)	3
Sci Lab †	PSC Lab Electives (see below)	1
Electives ††	Diversifications - Biological Sciences (DB)	3
Electives ††	Diversifications - Social Sciences (DS)	3
	TOTAL	*15*

Fourth Semester		AS
Phys 272	General Physics II	3
Phys 272L †	General Physics II Lab	1
Electives ††	Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)	3
Electives	Foundations - Global and Multicultural Perspectives (FG)	3
Electives †††	General Electives	6
	TOTAL	*16*
	TOTAL	**60**

PSC Science Electives:

- Ag 175, 175L
- Astr 110, 281
- BioC 141
- Biol 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L, 265, 265L, 275, 275L
- Bot 101, 101L, 105, 105L, 130, 130L
- Erth 101, 101L
- Geo 101, 101L, 170, 170L, 270, 292V
- Micr 130, 140L
- Ocn 201
- Phyl 141, 141L, 142, 142L
- Phys 105
- Sci 190V, 292V
- Zool 101, 101L

Additional Requirements

- Two Writing Intensive (WI) courses with a "C" or better grade.
- One Hawaiian-Asian-Pacific Cultures (HAP) course

† All labs should be taken in-person.
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)
††† All elective courses must be numbered 100 or above.

Nursing and Allied Health Programs

Faculty: A. Cremer, T. Garden, C. Hernandez, K. Shmina, L. Yamanaka

Hawai'i Community College Nursing and Allied Health currently offers two pathways into the Nursing profession. Students may apply for either the Certificate of Achievement in Practical Nursing (CA-PRCN) program or the Associate in Science Degree in Nursing (AS-NURS) program. Both programs admit a new student cohort each Fall. The AS program has a Hilo and Kona location option.

Nursing Admissions Information: The application cycle opens ***November 1st*** and closes on ***January 15th at 11:59 p.m.***

Steps to apply to the Nursing Program: See website for full details and current information

www.hawaii.hawaii.edu/nursing

Admission Cycle: Fall Semester (for AS and PRCN programs) and Summer Semester (for LPN to AS-NURS Pathway program)

Residents: Priority for admission to the Nursing program is given to qualified State of Hawai'i residents over qualified non-residents (i.e., military exempt and WUE exempt students). See UH Board of Regents Policy 5.211 found at:

www.hawaii.edu/policy/docs/temp/rp5.211.pdf

Available Seats:

- AS Nursing Program: 20 Manono/Hilo Campus, 10 Pālamanui/Kona Campus
- Practical Nursing (PRCN) Program: This program is offered in Hilo only, and is contingent upon the availability of budget and staff resources. Up to 10 students may be admitted when the program is offered.
- LPN to AS-NURS Pathway Program: This program is offered in Hilo only, and is contingent upon the availability of budget and staff resources. Up to 10 students may be admitted when the program is offered.

Admission Requirements for AS-NURS, LPN to AS-NURS pathway, and PRCN Programs

1. Applicants are selected for admission to the AS-NURS, LPN to AS-NURS pathway, and PRCN Programs using a point system based on grades earned in the prerequisite courses; Test of Essential Academic Skills (TEAS) exam scores; and documentation of previously earned degrees, military veteran status, and/or relevant professional health care experience. Refer to the Nursing Programs Admissions Criteria Point Allocation Worksheet found at www.hawaii.hawaii.edu/nursing/apply
2. Complete all prerequisite requirements with a grade of "C" or better (C- is not accepted) by the end of the Spring semester prior to program entry, and earn a minimum cumulative GPA of 2.0 by the end of the Spring semester prior to program entry. All courses for the degree must be taken for a letter grade.
3. Complete the Test of Essential Academic Skills (TEAS) exam and earn a composite, individual adjusted score at the Proficient level (minimum score of 58.7%) or higher.
4. Additional Requirements for the LPN to AS-NURS pathway: Possession of a current Hawai'i Practical Nurse License, and a minimum of 6 months experience working as an LPN.

Application Procedures

1. Students not currently enrolled at Hawai'i CC or another University of Hawai'i (UH) system campus must fill out a UH Common Application Form indicating their desire to enroll in the College the next Fall semester for the AS-NURS and PRCN programs, and Summer semester for the LPN to AS-NURS Pathway program. Students who have not been admitted to Hawai'i CC will not be considered for acceptance into the Nursing programs.
2. Submit the Intent to Apply to Nursing Program Application and other required Nursing admissions documents as listed on the Application Checklist by *January 15* (or the next business day, if January 15 falls on the weekend or a holiday). The Intent to Apply Application and Application Checklist can be found online at www.hawaii.hawaii.edu/nursing/apply
3. Applicants will receive an e-mail acknowledgement that their Intent to Apply Application has been received. Intent to Apply applications and other required documents not received by the Nursing Office by *January 15* will be considered late and will not be accepted.
4. All courses intended to be used to meet proficiency requirements and prerequisite courses must be approved by Hawai'i Community College. Hawai'i CC and other University of Hawai'i system students should refer to their STAR account to determine whether they have met the proficiency and/or prerequisite requirements.
5. Submit a copy of the STAR Transcript with the Intent to Apply to Nursing Program application.
6. UH System Transfer students are those who were previously enrolled at a college or university other than Hawai'i CC within the UH system. Hawai'i CC and students currently attending another UH system institution do not need to submit an official transcript from that UH system school. UH System Transfer students will submit a copy of their STAR Transcript.
7. Transfer students outside the UH System are those who have ever attended a college or university outside the UH system. These students must arrange to have an official transcript, printed in English, be sent to the Admissions and Records Office (ARO) directly from all non-UH system institutions by the *January 15* deadline. For all institutions outside of the UH System, students must keep in their

possession a course catalog or course description for all courses. Do not send the catalog and/or course descriptions to the ARO. Additionally, applicants should include a student copy of non-UH system institutional transcripts, as part of their completed Nursing application.

8. Test of Essential Academic Skills (TEAS). Pre-registration for the TEAS is required. Information regarding registration, cost, and testing dates and times for the TEAS is available on the nursing website at www.hawaii.hawaii.edu/nursing/TEAS
   Applicants must submit a copy of one set of TEAS scores as part of a completed application. Only the latest version, ATI TEAS, scores will be accepted. Applicants must earn an individual adjusted score at the Proficient (58.7%) or higher level in order to apply.
9. A Nursing Programs Admission Criteria Point Allocation Worksheet must be submitted with the application materials. The worksheet can be found online at www.hawaii.hawaii.edu/nursing/apply
   If applicable, submit requested documentation for criteria #3 as listed on the worksheet.
10. For assistance, contact a Nursing counselor/advisor in: Hilo at (808) 934-2658, or Pālamanui at (808) 969-8816. Or, contact the Health Sciences Division office at (808) 934-2650.

Program Requirements

- Essential Technical Standards: To be qualified for Hawai'i Community College Nursing programs, individuals must be able to meet essential technical standards and functional abilities, with or without reasonable accommodations. Individuals interested in applying for admission to the programs should review the essential technical standards to develop a thorough understanding of the skills, abilities, and behavioral characteristics required to successfully progress in, and graduate from the programs. For further information regarding services and resources to students with disabilities and/or to request accommodations please contact Disability Services at (808) 934-2825 [v/t] or e-mail: hawccds@hawaii.edu
- Physical Examination Requirements: A physical examination completed by a Healthcare Provider of the student's choice is required upon entering the Nursing program. This is to assure that a student is in good physical and mental health and meets the functional abilities necessary to meet the program outcomes. Mandatory immunizations and/or vaccinations are also required for clinical components per the affiliated healthcare facilities used for clinical practice.
- Criminal Background Check and Drug Screening: Students accepted for admission to the Nursing programs will be required to complete a criminal background check and drug screen in accordance with procedures and timelines as directed by the affiliated healthcare facilities used for clinical practice. This is done at the student's expense. If a clinical facility does not give permission for a Hawai'i CC student to participate in clinical practice at their facility, the Nursing student will not be able to fulfill the requirements of the program and will be required to withdraw from the program.

Nursing, Associate in Science Degree in Nursing (NURS)

The Associate in Science Degree in Nursing program provides students with a scientific foundation for entry level clinical practice as a Registered Nurse (RN) in hospitals, long-term care facilities, and community based settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Registered Nursing (NCLEX-RN). RN's provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

The Associate in Science Degree in Nursing program has two pathways:

Generic pathway (AS-NURS): 27 credits of non-nursing prerequisite and general education courses and four semesters of coursework in nursing (46 credits) for a total of 73 credits.

LPN to AS-NURS pathway: (1) Possession of a current HI Practical Nurse License; (2) Minimum 6 months current experience working as an LPN in order to apply; and (3) Completion of all non-nursing prerequisite and general education courses for the AS-NURS program. Includes 27 credits of non-nursing prerequisite and general education courses, credit given for advanced placement (21) and one summer session and two semesters of coursework in nursing (25 credits) for a total of 73 credits.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Implement critical thinking effectively when applying the nursing process in providing compassionate and coordinated care to individuals and their support systems.
- Integrate knowledge gained from biological, social, and nursing sciences with clinical practice in meeting the complex needs of diverse individuals in multiple settings.
- Create an environment that promotes caring and professionalism with consideration for cultural/societal beliefs and practices.
- Utilize information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
- Use data to assess outcomes of care processes and determine ways to improve the delivery of quality care.
- Practice safely and ethically within the scope of practice while providing nursing care and working with the health care team.
- Demonstrate effective communication and collaborative dialogue within nursing and the interprofessional team to achieve quality patient care.

Entry Requirements

The nursing and support courses for the Associate in Science Degree are:

Year 1

		AS
* English	Eng 100 or Eng 100E	3
* HDFS 230	Human Development	3
* Math	Math 100 or higher (not Math 120)	3
* Micr 130 ††	General Microbiology (DB)	3
* Micr 140L	General Microbiology Lab	1-2
* Phyl 141	Human Anatomy and Physiology I	3
* Phyl 141L	Human Anatomy and Physiology I Lab	1
* Phyl 142	Human Anatomy and Physiology II	3
* Phyl 142L	Human Anatomy and Physiology II Lab	1
* Elective† ††	Diversification - Arts (DA), Humanities (DH), Literature (DL) (recommended: HwSt 100, 102, or 107)	3
* Elective† ††	Diversification - Social Sciences (DS) (choose one: Psy 100, Anth 200, Soc 100)	3
	TOTAL	*27*

† May be taken either prior to admission or during the Nursing program.
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)

Generic pathway (AS-NURS)

Year 2

Fall Semester		**AS**
* Nurs 153	Nursing Concepts and Skills	4
* Nurs 153L	Nursing Concepts and Skills Lab	4
* Nurs 203	General Pharmacology	3
	TOTAL	*11*

Spring Semester		**AS**
* Nurs 151	Psychiatric-Mental Health Nursing	2.5
* Nurs 151L	Psychiatric-Mental Health Nursing Lab	1.5
* Nurs 157	Adult Health Nursing I	4
* Nurs 157L	Adult Health Nursing I Lab	4
	TOTAL	*12*

Year 3

Fall Semester		**AS**
* Nurs 254	Family Hlth I-Maternal/Newborn Nursing	3
* Nurs 254L	Family Hlth I-Maternal/Newborn Nursing Lab	2
* Nurs 255	Family Hlth II-Pediatric/Adult Hlth Nurs II	4
* Nurs 255L	Family Hlth II-Pediatric/Adult Hlth Nurs II Lab	3
	TOTAL	*12*

Spring Semester		**AS**
* Nurs 257	Adult Health Nursing III	4
* Nurs 257L	Adult Health Nursing III Lab	4
* Nurs 260	Leadership/Community Health	2
* Nurs 260L	Leadership/Community Health Lab	1
	TOTAL	*11*
	TOTAL	**73**

LPN to AS-NURS pathway

- Possession of a current HI Practical Nurse License
- Minimum 6 months current experience working as an LPN in order to apply

Completion of nursing and support courses (see Year 1 list)
TOTAL *27*

Credit given for advanced placement

* Nurs 153	Nursing Concepts and Skills	4
* Nurs 153L	Nursing Concepts and Skills Lab	4
* Nurs 157	Adult Health Nursing I	4
* Nurs 157L	Adult Health Nursing I Lab	4
* Nurs 254	Family Hlth I-Maternal/Newborn Nursing	3
* Nurs 254L	Family Hlth I-Maternal/Newborn Nursing Lab	2
	TOTAL	*21*

Summer Session		**AS**
* Nurs 250	LPN to RN Transition	2
* Nurs 250L	LPN to RN Transition Lab	1
	TOTAL	*3*

Fall Semester		**AS**
* Nurs 151	Psychiatric-Mental Health Nursing	2.5
* Nurs 151L	Psychiatric-Mental Health Nursing Lab	1.5
* Nurs 255	Family Hlth II-Pediatric/Adult Hlth Nurs II	4
* Nurs 255L	Family Hlth II-Pediatric/Adult Hlth Nurs II Lab	3
	TOTAL	*11*

Spring Semester		**AS**
* Nurs 257	Adult Health Nursing III	4
* Nurs 257L	Adult Health Nursing III Lab	4
* Nurs 260	Leadership/Community Health	2
* Nurs 260L	Leadership/Community Health Lab	1
	TOTAL	*11*
	TOTAL	**73**

* A grade of "C" or better is required to earn a degree

All required courses must be taken for a letter grade. Students must maintain a cumulative grade point average of 2.0 or better to remain in the Nursing program.

The Associate in Science Degree program is approved by the Hawai'i Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN); formerly NLNAC. The ACEN may be contacted at www.acenursing.org or (404) 975-5000, or by writing to 3343 Peachtree Rd, NE, Suite 850, Atlanta, Georgia 30326. Transfer agreements exist with the University of Hawai'i at Hilo, University of Hawai'i at Mānoa, and Grand Canyon University baccalaureate nursing programs allowing interested and qualified associate degree graduates to pursue a Bachelor of Science in Nursing at one of those institutions.

Nursing, Practical (PRCN)

This certificate will not be offered for the 2025-2026 Academic Year.

The Certificate of Achievement in Practical Nursing program prepares students for entry-level practice as a Licensed Practical Nurse (LPN) in a variety of healthcare settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Practical Nursing (NCLEX-PN). LPN's provide care within their scope of practice under the supervision of a health care provider or Registered Nurse.

The Certificate of Achievement in Practical Nursing program requires 2 semesters and a summer session of coursework in practical nursing (29 credits) and 17 credits of non-nursing prerequisite courses for a total of 46 credits.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Retrieve, integrate, and apply relevant and reliable information, concepts from multiple disciplines, and standards of nursing as the basis for evidenced based nursing care.
- Use the nursing process as a framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe and effective nursing care for those who have predictable nursing needs.
- Demonstrate compassion and caring by developing and maintaining therapeutic relationships based upon mutuality and respect for the health and healing practices, beliefs, and values of the individual and community.
- Communicate and function as a member of a multi-disciplinary health care team.
- Demonstrate the ability to plan and deliver effective health teaching as an integral part of promotion, maintenance, and restoration of health, management of chronic conditions, and end of life care in structural settings.
- Demonstrate professional behaviors and practice within the legal and ethical framework of licensed practical nursing.

Entry Requirements

The prerequisite courses for the Certificate of Achievement in Practical Nursing are:

Prerequisite Courses		**CA**
* English	Eng 100 or Eng 100E	3
* HDFS 230	Human Development	3
* Math	Math 100 or higher (not Math 120)	3
* Phyl 141	Human Anatomy and Physiology I	3
* Phyl 141L	Human Anatomy and Physiology I Lab	1
* Phyl 142	Human Anatomy and Physiology II	3
* Phyl 142L	Human Anatomy and Physiology II Lab	1
	TOTAL	*17*

Fall Semester		**CA**
* Nurs 120	Practical Nursing I	4
* Nurs 120L	Practical Nursing I Lab	5
* Nurs 203	General Pharmacology	3
	TOTAL	*12*

Spring Semester		**CA**
* Nurs 122	Practical Nursing II	5
* Nurs 122L	Practical Nursing II Lab	6
	TOTAL	*11*

Summer		**CA**
* Nurs 126	Child Health	1
* Nurs 126L	Child Health Lab	2
* Nurs 128	Maternity Nursing	1
* Nurs 128L	Maternity Nursing Lab	2
	TOTAL	*6*
	TOTAL	**46**

* A grade of "C" or better is required to earn a certificate

All required courses must be taken for a letter grade. Students must maintain a cumulative grade point average of 2.0 or better to remain in the Nursing program.

Nurses' Aide

This course is currently not offered through Hawai'i Community College's Nursing Program.

Onsite Wastewater Treatment Systems Specialist (WTSS)

Designed to equip students to work alongside engineers, operators, maintainers, and installers, and prepare them for multiple careers in the wastewater industry by providing hands-on training and technical expertise required for working within this field. Students will gain valuable experience and knowledge in wastewater management, environmental and physical sciences, sustainability, and project based learning that includes conducting site assessments, evaluating onsite wastewater system (OWS) options, preparing permit applications, and using computer-aided design (CAD) software. In addition to foundational coursework, the certificate will culminate in a capstone experience where students working in teams will provide local homeowners with a sanitation assessment culminating with engineering design drawings and reports detailing the best suited OWS for their property.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate understanding of the function, interrelationships, and limits of human activities and natural systems as applied to onsite wastewater systems in island settings.
- Demonstrate understanding of the analysis, design, revision, and construction of onsite wastewater treatment

systems utilizing prior knowledge, research, and other resources.
- Analyze the technological, economic, ethical, and legal infrastructure as it relates to the study and/or application of wastewater treatment processes.
- Demonstrate the application of communication, critical thinking, research, and problem-solving skills to address issues affecting the removal and replacement of cesspools.
- Apply learned skills and demonstrate academic knowledge pertinent to real world situations through engagement with stakeholders.

Onsite Wastewater Treatment Systems Specialist Certificate of Competence

First Semester		**CO**
* EngT 100	Drafting Conventions & BLPR	4
* EngT 101	Sustainability in a Changing World	3
* EngT 167	Introduction to Wastewater Management	3
* EngT 168	Wastewater Treatment Design	3

Second Semester		**CO**
* EngT 112	Computer Aided Drafting (CAD)	3
* EngT 193	Internship - OWSS	3
* EngT 267	Cesspool Conversion/OWTS Install	4
	TOTAL	**23**

* A grade of "C" or better is required to earn a certificate and/or degree

Substance Use Disorder Counseling (SUDS)

A 20-credit Certificate of Competence in Substance Use Disorder Counseling (formerly Substance Abuse Counseling) is offered for students interested in a career in substance use disorder counseling. Credit and non-credit courses are offered for in-service substance use disorder, human service, and criminal justice professionals seeking to develop and/or upgrade their skills in working with individuals and families who suffer as a result of substance use or dependency. Students who successfully complete these courses are eligible to receive additional studies and/or fieldwork hours that can apply towards obtaining a State Substance Abuse Counseling Certificate as required by the State of Hawai'i Department of Health Alcohol and Drug Abuse Division (ADAD), the National Alcoholism and Drug Abuse Counselor Credentialing Board, and the International Certification and Reciprocity Consortium. Students completing the CO in Substance Use Disorder Counseling along with an associate's degree are eligible to receive 2,000 hours toward the ADAD Substance Abuse Certification.

Program Learning Outcomes

Upon successful completion, students are prepared to:
- Satisfy the addiction studies educational requirements for Hawaii State Department of Health Alcohol and Drug Abuse Division's (ADAD) Certified Substance Abuse Counselor (CSAC) and/or Certified Drug Prevention Specialist (CDPS).
- Identify and articulate medical, social, and/or psychological aspects of addiction.
- Apply the Twelve Core Functions of the Alcohol and Drug Abuse Counselor, and practice within the legal and ethical parameters of the substance use counseling profession.
- Perform basic individual or group counseling and interviewing/facilitation skills, and reflect on personal values and issues that may enhance or interfere with effectiveness as a counselor.
- Develop career plans for entry-level positions in substance use disorder, criminal justice, and human services organizations that service substance use disorder populations, or transfer to a 4-year college to continue education in SUDS related fields.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Reading	Eng 102
Writing	Eng 100 or Eng 100E

Substance Use Disorder Counseling Certificate of Competence

First Semester		**CO**
SUDs 130	Introduction to Youth Practitioner (optional)	(3)
SUDs 131	Ethics in Public Services	1
SUDs 140	Individual Subs Use Disorder Counseling	3
SUDs 268	Survey of Substance Use Disorders	3
SUDs 294	Seminar and Fieldwork I	3
	TOTAL	*10*

Second Semester		
SUDs 132	STDs and Confidentiality	1
SUDs 245	Group Counseling	3
SUDs 270	12 Core Functions of SUDC	3
SUDs 295	Seminar & Fieldwork II	3
	TOTAL	*10*
	TOTAL	**20**

Prevention Specialist Certificate of Competence

First Semester		**CO**
SUDs 130	Introduction to Youth Practitioner	3
SUDs 131	Ethics in Public Services	1
SUDs 268	Survey of Substance Use Disorders	3
	TOTAL	**7**

Credits in ( ) are optional

Sustainability Academic Subject Certificate (ASC-LBRT-SUSI)

Faculty: D. Kapp

The Sustainability Academic Subject Certificate supports efforts to improve environmental stewardship and sustainability. It is interdisciplinary and integrates sustainability themes and practices across the Hawai'i Community College curriculum, drawing from Hawaiian Studies, Natural Science, Social Science and other disciplines.

Requirements

1. **Credits Required:** A total of 12 credits of SF (sustainability focused) designated classes is required to receive the ASC-LBRT-SUSI.
2. Earn a "C" or better in each course.
3. Designated classes must be from the following areas:
   - A minimum of 3 credits Hawaiian Studies
   - A minimum of 3 credits Natural Science
   - A minimum of 3 credits Social Science
   - Remaining credits from any other S-designated class.
4. Up to 6 credits of SF (sustainability focused) designated classes may be taken from other UH campuses, provided the credits fit into the areas listed above. SR (sustainability related) designated classes from other UH institutions may be accepted towards the certificate after review by the Academic Sustainability Committee Chair.

Sustainability and S-designated Classes

Hawai'i CC offers a designation of "SF" for courses and classes which expose students to sustainability across a variety of academic disciplines. These are designed to meet the UH system-wide goals to develop and strengthen ecological literacy in students and address local and global environmental challenges. S-designated courses and classes allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards classes that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline.

The S-designation of a course indicates that sustainability is a major theme, and S-designation of a class (a particular section of a course) indicates that the instructor has chosen to integrate sustainability themes into the class content and promotes active student engagement with global and local environmental issues.

For more information about Sustainability at Hawai'i CC, and for a list of currently designated courses and classes, visit www.hawaii.hawaii.edu/sustainability

Tropical Forest Ecosystem and Agroforestry Management (TEAM)

Faculty: P. Scheffler O. Steele

Students learn to actively manage Hawai'i's native forest ecosystems, grow native plants, establish agroforestry operations, use Global Positioning Systems (GPS), and Geographic Information Systems (GIS). Internships give students on-the-job training with potential employers.

For more information call (808) 934-2623, or check the website at www.hawaii.hawaii.edu/forestteam

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply basic ecosystem concepts to natural resource management.
- Use an understanding of general scientific concepts in design of forestry systems.
- Use knowledge of applicable laws and regulations to make decisions about managing ecosystems.
- Apply effective interpersonal and communication skills.
- Recognize, collect, and interpret field data.
- Apply effective management practices to commercial or conservation efforts.

	First Semester		**CA**	**AS**
	Ag 175	Agroforestry	3	3
	Ag 175L	Agroforestry Lab	1	1
	Computer Literacy			
		Busn 150 or ICS 101	3	3
	EngT 107	Unmanned Aerial Systems Flight	4	4
**	Math	Math 103, 115, 135, 140, or 241	3	3
		TOTAL	*14*	*14*

	Second Semester		**CA**	**AS**
	Biol 156 ††	Natural History of the Hawn Islands (DB)	3	3
	Biol 156L	Natural History of Hawaiian Islands Lab	1	1
	Chemistry	Chem 100 or higher	3	3
**	English	Eng 100 or Eng 100E	3	3
	Geo 170	Forest Ecosystem Surveying, Inventorying, and Monitoring	3	3
	Geo 170L	Forest Ecosystem Surveying, Inventorying, and Monitoring Lab	1	1
	Bot 105 ††	Ethnobotany (DS)	3	3
		TOTAL	*17*	*17*

	Third Semester		**CA**	**AS**
	Ag 190V†	Internship	-	2
	Biol 124	Environment and Ecology	-	3
	Biol 124L	Environment and Ecology Lab	-	1
	Business	Ag 130 or Ag 230 or Ent 125	-	3
	Geographic Information Systems			
		EngT 270 or Geo 270	-	4
	Science	Biol 101 or Biol 171 or Bot 101 or Zool 101	-	3
	Science Lab	Biol 101L or Biol 171L or Bot 101L or Zool 101L	-	1
		TOTAL	-	*17*

Fourth Semester		CA	AS
Ag 192†	Selected Topics Forest Ecosystem Mgmt	-	1
Ag 245	Tropical Silviculture and Forest Plant Propagation	-	3
Ag 245L	Tropical Silviculture and Forest Plant Propagation Lab	-	1
Ag 275	Forest Pest Management	-	3
Ag 275L	Forest Pest Management Lab	-	1
Rural & Urban Remote Sensing	Ag 291 or EngT 291	-	4
Speech ††	Sp 151 (DA) or Sp 251 (DA)	-	3
	TOTAL	-	*16*
	TOTAL	**31**	**64**

** Meets competency requirement in mathematics or communications
† Students may choose to take 3 credits of Ag 190V instead of 2 credits Ag 190V and 1 credit Ag 192
†† Earn 9 credits total; 3 credits are required in each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS)

Program Advisory Councils

The Career and Technical Education (CTE) programs at Hawai'i CC are an integral part of the local community and reflect its day-to-day life. Close cooperation among the faculty, employers, and employees in the community is maintained. One of the most effective formal means of providing for this type of cooperation is the Program Advisory Council. These groups advise their respective programs of training needs and new developments in the field. Councils include employers, alumni, and others knowledgeable about the field.

Accounting

John Arbles, Audit Services, Taketa, Iwata, Hara, & Associates
Allison De Guzman, Associate Member, Taketa, Iwata, Hara, & Associates
Jocelyn Dickinson, Just Accounting, Inc.
Sherri-Ann Ha-Ahu, Director of Finance, HPM Building Supply
Le Pomaski, Controller, Heartwood Pacific
Amy Yanagihara, Staff Accountant, Taketa, Iwata, Hara, & Associates

Creative Media

Ninamarie Jeffrey, Owner, Content Ally
Jared Kushi, CEO, Hawaiiverse
Jensen Nihei, Five by Five LLC
Alan Ohara, Graphic Designer, Akolea Visual LLC
Shawn Pila, Graphics/Video Artist, Ena Media
David Souza, Senior Engineer, Best Buy

Early Childhood Education

Michelle Flemming, Director, Developmental Preschool, Hawai'i Island YWCA
Tamia McKeague, Senior Project Manager, Kamehameha Schools - Hi'ialo Group
Napua Rosehill, Strategy Consultant, Kamehameha Schools
Paula Seguerre Yanagi, Executive Director, Ka Hale O Na Keiki Preschool
Shana Young, Direct Services Specialist, Queen Lili'uokalani Trust

Fire Science

Nani Barretto, President, Hawai'i Wildfire Management Organization
Greg Funderburk, Pacific Island Fire Management Officer, National Park Service
Talmadge Magno, Director, Hawai'i County Civil Defense
Max R. Matias, Jr., Fire Chief, KOA ARFF Commander
Darwin Okinaka, Assistant Fire Chief, Hawai'i Fire Department
Elizabeth Pickett, President, Hawai'i Wildfire Management Organization
Kazuo Todd, Fire Chief, Hawai'i Fire Department
Clay Trauernicht, UH Mānoa
Don Yokoyama, Protection Forester, Division of Forestry and Wildlife, DLNR

Hospitality and Tourism

Frecia Cevallos, Deputy Director of Research and Development, County of Hawai'i
Jake Franquez, Director of Operations, King Kamehameha Kona Resort
Nakiah Hemmings, Operations Supervisor, Alaska Airlines
Wendy Laros, President and CEO
Todd M. Oldham, Director of Food & Beverage, Mauna Kea Resort
Scott Pauli, Executive Director, Island of Hawai'i Visitors Bureau
Matt Pickett, General Manager, Hilo Hawaiian Hotel
Windy Simmons, Station Operations Manager, Alaska Airlines

Human Services

Christian "Kimo" Alameda, Mental Health and Education Consultant
Allen B. Bartolome, Executive Aide, Office of the Prosecuting Attorney, County of Hawai'i
Wendy Bothelo-Cortez, Executive Director, Island of Hawai'i YMCA
Elena Cabatu, Director of Marketing, Legislative & Public Affairs
Melissa Eisgruber, Housing First Case Manager, Hope Services Hawaii, INC
Carla Kurokawa, Employment and Training Manager, Alu Like Hawaii Island Center
Denby Toci, Program Director II, FSS.IFSATS/DVSF

Information Technology

Jeremy Chong, Vice President IT, KTA Super Stores
Robert Ewbank, Director, Department of IT, County of Hawai'i
Kathy Kawasaki, KTA Super Stores
Tim Minick, Director of Cybersecurity Risk Management, Pacific Guardian Life Insurance Co., Ltd.
Scott Uehara, Radio System Manager, Civil Defense

Marketing

Alia Chochol, Property Manager, Private Homes Hawaii
Chelson DeJesus, Owner/CEO, Messiah Mindset
Keri Kimura, Social Worker IV, Hawaii State Judiciary

Nursing and Allied Health

John Blake, Director of Nursing, Fresenius Medical Care Hilo
Sarah Chase, Admin, Kona Lifecare
Tara Colburn, Director of Nursing, Yukio Okutzo Veteran's Home
Diane Hale, West Hawaii Regional Chief Nurse Executive, Kona Community Hospital
Stephanie Irwin, Director of Education, Kona Community Hospital
Lori Martines, Director of Nursing, Life Care Center of Hilo
Regina Moreno, Director of Critical Care Services, Kona Community Hospital
Joyce Murata, Nursing Administration, Hilo Medical Center
Michela Passos, Nurse Manager and Chief Operations, West Hawaii Community Health Center
Arthur Sampaga, East Hawaii Region's Chief Nursing Officer, Hilo Medical Center
Renee Shove, Director of Patient Services, Kona Community Hospital
Dennis Tognoli, Director of Surgery Center, Ali'i Health Center
Ashley Watanabe, Director of Nursing, Hale Anuenue Rehab Hilo

Tropical Forest Ecosystem and Agroforestry Management

Steve Bergfeld, Branch Manager, Division of Forestry and Wildlife
J.B. Friday, Extension Forester, UH CTAHR Coop. Extension Service
Leila Kealoha, Executive Director, Ke Aloha 'Aina Foundation
Bruce Matthews, Administrator, CTAHR Hawaii County
Rebecca Ostertag, Professor, Department of Biology, University of Hawai'i at Hilo
Amanda Uowolo, Forest Ecologist, USFS/PIFI
Deborah Ward, Retired 4-H County Extension Agent, UH CTAHR Coop. Extension Service
Aileen Yeh, Hawaii Agricultural Research Center
Sharon Ziegler, Hawaiian Internship Program, University of Hawai'i at Hilo

Non-Credit Course Listings

Hawai'i CC offers non-credit courses for students needing to improve basic skills in preparation for credit-bearing courses.

Grading for Non-Credit Courses

Grading for these courses is mandatory Pass/No-Pass (P/NP).

How to Read the Non-Credit Course Listings

The listing of courses adheres to the following format:

Alpha Number—Course Title (Credits)
PreReq: Courses required before enrolling in this course
Description of course. (This section includes the number of lecture hours class meets per week - 8 weeks for ESOL)

Intensive English Program (IEP)

The Intensive English Program (IEP) at Hawai'i Community College provides comprehensive support to non-native English learners. The IEP offers 18 hours a week of academic English language instruction in reading, writing, listening, speaking, and grammar.

Students learn the skills they need to study in an American university. Students who complete the IEP can enter credit classes at Hawai'i Community College without an English proficiency score.

For more information, contact the Office of International Programs at hawccint@hawaii.edu or call (808) 934-2698 or view online at www.hawaii.hawaii.edu/intensive-english-program

English for Speakers of Other Languages

ESOL 10A—Writing/Grammar 1 (0)
This is a beginning-level course focusing on the basic structures of academic writing at the sentence and paragraph level. Students will also be introduced to the basics of English grammar using a variety of written and oral exercises and tasks. (6 hrs.)

ESOL 10B—Writing/Grammar 2 (0)
PreReq: ESOL 10A
This is a high beginning-level course focusing on the basic structures of academic writing at the paragraph level. Students also refine the basics of English grammar using a variety of written and oral exercises and tasks. (6 hrs.)

ESOL 10C—Writing/Grammar 3 (0)
PreReq: ESOL 10B
This is a low intermediate-level course focusing on the building of strong foundations in academic writing, from sentence structure to essay writing. Students also practice recognizing and using the grammatical structures needed to function in an academic environment. (6 hrs.)

ESOL 10D—Writing/Grammar 4 (0)
PreReq: ESOL 10C
This is an intermediate-level course designed to introduce and practice the structure of academic writing commonly found in American colleges and universities. Students will also review and practice the grammatical structures they will need to function in an academic environment. (6 hrs.)

ESOL 20A—Reading/Vocabulary 1 (0)
This is a beginning-level course designed to help students develop basic reading skills and vocabulary. Students practice basic reading comprehension skills and learn strategies to build vocabulary. (6 hrs.)

ESOL 20B—Reading/Vocabulary 2 (0)
PreReq: ESOL 20A
This is a high beginning-level course designed to improve reading comprehension skills and build a basic-level vocabulary. Students are introduced to extensive reading, and reading for pleasure. (6 hrs.)

ESOL 20C—Reading/Vocabulary 3 (0)
PreReq: ESOL 20B
This is a low intermediate-level course designed to enhance academic reading skills. Students practice reading for a variety of reasons, such as reading for specific information, general information, and pleasure. This course also focuses on vocabulary-building and the skills needed to make students independent readers. (6 hrs.)

ESOL 20D—Reading/Vocabulary 4 (0)
PreReq: ESOL 20C
This is an intermediate-level course in which students build the reading skills they need to access academic and other authentic texts. This course continues to focus on vocabulary-building and the skills needed to make students independent readers. (6 hrs.)

ESOL 30A—Listening/Speaking 1 (0)
This course is designed to develop students' ability to communicate and conduct daily affairs in an English-speaking environment. It focuses on developing fundamental language skills and developing the ability to speak and understand a variety of subjects with some accuracy and fluency. In addition, students meet with conversation partners once a week outside of class time. (6 hrs.)

ESOL 30B—Listening/Speaking 2 (0)
PreReq: ESOL 30A
This is a high beginning-level course designed to develop the ability to communicate and conduct daily affairs in an English-speaking environment. It focuses on integrating fundamental language skills and expanding the ability to speak and understand a variety of subjects with accuracy and fluency. In addition, students meet with conversation partners once a week outside of class time. (6 hrs.)

ESOL 30C—Listening/Speaking 3 (0)
PreReq: ESOL 30B
This is a low intermediate-level course designed to develop the skills necessary to function in an academic environment. The class introduces the basics in note-taking and outlining. Students are asked to give formal and informal speeches. In addition, students meet with conversation partners once a week outside of class. (6 hrs.)

ESOL 30D—Listening/Speaking 4 (0)
PreReq: ESOL 30C
This is an intermediate-level course designed to develop complex listening skills necessary to function in an academic environment. Students are exposed to college and community lectures during which they practice taking notes. They summarize information and give verbal reports. There are a number of group projects included. Students are asked to give formal and informal speeches. In addition, students meet with conversation partners once a week outside of class. (6 hrs.)

Placement Qualifiers

In addition to the progression of English and Math courses, placement qualifiers for the 100-level courses have also been approved. Students should meet with a Counselor or Faculty Advisor to determine if one of the placement qualifiers applies.

Credit Course Listings

Cooperative Vocational Education

Course Numbers: 93V, 193V, 293V (Variable)

PreReq: Consent of program faculty

Programs participating in Cooperative Vocational Education (CVE) are identified by the course numbers ending in 93V. CVE allows students to earn income and college credit while learning on the job. Training stations are selected according to the student's career objectives. Seminars and experiences on the job are planned and supervised by the Division Chair, program instructors, and the employer. The maximum number of credits that can be earned is 24. The maximum number of credits applicable to a degree is determined by each program.

Grading for CVE courses is mandatory Credit/No-Credit (CR/NC).

Independent Studies/Directed Studies

Course Numbers: 99, 199, 299 (1-3 variable credits)

Students may earn academic credits through Independent/Directed Studies in any of the areas in which credit courses are offered or to pursue other individual academic interests not included in credit courses. Forms are available online at www.hawaii.hawaii.edu/admissions/faculty-forms

The form must be completed prior to registration. Independent/Directed Studies require:

1) sponsorship of the appropriate instructor;
2) a description of the work to be undertaken; and
3) approval of the appropriate division chairperson.

A description of the work to be undertaken must contain: an outline of the study topic, specification of the work to be done, the type and frequency of faculty-student contact, the amount of credit to be given, and a statement of the evaluative criteria to be used by the faculty member.

For Independent/Directed Studies:

1. A student may register for not more than six (6) semester hours of Independent/Directed Studies per semester with not more than six (6) semester hours granted for any single course.
2. Independent/Directed Studies may be used as electives.
3. Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs. (Policy Haw 5.602) https://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5

Learning Communities

Learning Communities, an innovative approach to educational delivery, emphasize integrated, interdisciplinary learning through a wide range of activities including field trips, study groups, book seminars, simulations, videotaping, and projects which enliven the learning environment. In a Learning Community, courses are clustered around a common theme to provide a focus for the semester's exploration and integration by a team of faculty and students. Each cluster of courses has at least one course which fulfills a core or area requirement. Learning Communities are designed to introduce students to various academic subjects, to support students in making connections amongst those subjects, to encourage students to apply knowledge gained in the classroom to their daily lives, and to support students' involvement in learning.

Grading for English and Mathematics Developmental Corequisite Courses

Grading for English and Math corequisite courses is Credit/No-Credit (CR/NC). Students who pass the 100-level course will earn credit for the corequisite course regardless of their grade (CR/NC) in the developmental corequisite course.

For the 100-level course, the grading option is A-F and CR/NC. The CR/NC option is only if a student does not intend to use the course (such as Eng 100 or Math 103) to fulfill a graduation or program requirement. Courses used to fulfill graduation and program requirements must be taken for letter grades.

How to Read the Credit Course Listings

The listing of courses adheres to the following format:

Alpha Number—Course Title (Credits)

PreReq: Courses/placement test levels required before enrolling in this course

CoReq: Other courses in which student must be concurrently enrolled at the time of enrolling in this course

Recommended: Preparation recommended before enrolling in this course

Description of course. (This section includes the number of lecture and/or lab hours class meets per week for 15 weeks. In some cases classes may meet for less than 15 weeks. If so, this will be indicated on Class Availability.)

Accounting

Acc 124—Principles of Accounting I (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Accounting theory and methods used to record and report financial information for services and merchandising businesses. Topics include steps in the accounting cycle and use of basic financial statements. This course includes subject matter customary to introductory financial accounting courses numbered at the 200-level. (3 lec hrs.)

Acc 125—Principles of Accounting II (3)
Deleted.

Acc 126—Principles of Accounting III (3)
Deleted

Acc 130—Hospitality Accounting I (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Provides a basis for understanding hospitality accounting procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that results in the production of financial statements. Students receiving 69% or better on the final examination will be issued a certificate from the Educational Institute of the American Hotel and Motel Association. (3 lec hrs.)

Acc 132—Payroll and Hawai'i General Excise Tax (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Introduces the principles, manual and computerized procedures, and terminology for business applications of payroll accounting. Includes preparation and filing of federal and Hawai'i state forms for payroll taxes and the Hawai'i General Excise and Use Tax. (3 lec hrs.)

Acc 134—Individual Income Tax Preparation (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Introduces the preparation of Federal and State of Hawai'i individual income tax returns with an emphasis on tax law and regulations and their applications to tax returns. This course is intended for an individual preparing basic individual tax returns under the supervision of an accounting professional. (3 lec hrs.)

Acc 155—Spreadsheets in Accounting (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102
Recommended: Acc 124 or higher (or concurrent enrollment)
A hands-on accounting course designed to help students apply the knowledge of the accounting process to a computerized environment using an electronic spreadsheet. (3 lec hrs.)

Acc 193V—Cooperative Education (1-3)
PreReq: Consent of program faculty
Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. (variable hours)

Acc 201—Introduction to Financial Accounting (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Busn 188
An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuating assets, liabilities, and equity of an organization. (3 lec hrs.)

Acc 202—Introduction to Managerial Accounting (3)
PreReq: "C" or better in Acc 201
An introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. (3 lec hrs.)

Acc 252—Using Quickbooks in Accounting (3)
PreReq: "C" or better in Acc 124 or "C" or better in Acc 201; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Students must be computer literate and have experience working on a computer
Provides a hands-on approach to computerized accounting using QuickBooks. Applies previously acquired accounting skills and knowledge in a computerized environment. Emphasis will be placed on the application of QuickBooks to the accounting cycle. (3 lec hrs.)

Acc 255—Using Spreadsheets in Accounting II (3)
PreReq: "C" or better in Acc 155
CoReq: Acc 202 (or prior completion); and Busn 150 or ICS 101 (or prior completion of either)
Recommended: Busn 188
Provides hands-on training in the use of spreadsheet software on computers to solve accounting problems. Applies previously acquired accounting skills and knowledge. Emphasizes financial and managerial accounting. (3 lec hrs.)

Acc 295—Accounting Capstone (3)
PreReq: "C" or better in Acc 124 and "C" or better in Acc 155 and "C" or better in Acc 252
CoReq: Acc 202 (or prior completion)
Recommended: Acc 132
Provides accounting majors with the opportunity to integrate the knowledge and skills they have acquired into the work environment as they complete meaningful productive tasks. Additionally, students will complete a capstone project that requires them to utilize their critical thinking skills in synthesizing previous course work and extend and develop their own original ideas. (3 lec hrs.)

Administration of Justice

AJ 101—Introduction to Administration of Justice (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Focuses on history, philosophy, and language of the criminal justice system. The role of law enforcement, prosecutor, public defender, courts, and corrections is examined. Social aspects of change and how it affects the criminal justice system also explored. (3 lec hrs.)

AJ 103—Criminal Investigations I (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
An introductory course in criminal investigations. The nature of investigations, fingerprint classification, the role of the laboratory, and specific offense investigation will be explored. The class will also discuss interview and interrogation and search and seizure techniques. (3 lec hrs.)

AJ 104—Criminalistics (3)
PreReq: AJ 103
Advanced course work in forensic science (Legal Scientific Investigation), with its contributions to both Crime Scene Investigations and Laboratory Analysis. Specific field and laboratory investigative techniques in violent crimes and other major felonies will be explored. (3 lec hrs.)

AJ 130—Introduction to Youth Practitioner (3)
Cross-listed as HSer 130 and SUDs 130
PreReq: Eng 20 or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Recommended: AJ 210 or HSer 110
Introduces the core skills needed by youth practitioners. Focuses on basic communication skills, growth and development of adolescents, family and cultures and their roles in development, and youth with special needs. Develops teamwork and basic workforce skills. Also useful for in-service administration of justice, human services and substance use disorder counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ 130, or HSer 130, or SUDs 130 with a "C" grade or better are eligible to receive 45 hours of prevention studies education from the State of Hawai'i Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

AJ 131—Ethics in Public Services (1)
Cross-listed as HSer 131 and SUDs 131
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance use disorder counseling will be explored, analyzed, and discussed. (1 lec hr.)

AJ 150—The Correctional Process (3)
Examines the history of punishment and corrections. Discusses laws, records, inmate classification, treatment programs, disciplinary procedures, and supervisory techniques. (3 lec hrs.)

AJ 170—Introduction to Private Security (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Surveys the concepts and issues in the administration of security. Defines public versus private security roles for retail business, industry, and governmental agencies. Provides an overview of the functions of various security activities. (3 lec hrs.)

AJ 180—Introduction to Homeland Security (3)
PreReq: AJ 101
An examination of the history of terrorism, focusing on the terrorists, who they are, and how they operate. Responses to domestic and international terrorism will be discussed along with analyzing future trends. (3 lec hrs.)

AJ 181—Intelligence Analysis and Security Management (3)
PreReq: AJ 180
Examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks and other threats. Explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of the Homeland Security measures implemented by the United States and explore the operations of the intelligence community and first responders involved in security management and public safety at the local, state, and national levels. (3 lec hrs.)

AJ 182—Transportation and Border Security (3)
PreReq: AJ 180
Provides a foundational overview of modern border and transportation security of the United States. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, etc. Focuses on the technology needed to detect terrorists and their weapons as well as includes discussion on legal, economic, political, and cultural aspects of the problem. (3 lec hrs.)

AJ 208—Criminology (3)
Cross-listed as Soc 208
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Explores crime and the body of knowledge regarding it as a social phenomenon. An emphasis is placed on the analysis of crime, crime causation, crime variables, impact on society, and societal reactions to crime. (3 lec hrs.)

AJ 210—Juvenile Justice (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Focuses on principles and procedures of arrest, detention, petition, summons, records, and adjudication of the juvenile offender. It introduces the organization and function of the police juvenile unit, community diversion practices and organization of the Family Court. (3 lec hrs.)

AJ 220—Constitutional Law (3)
PreReq: AJ 101
The U.S. Constitution is examined as a basis of arrest, search, seizure, interrogation, use of force and civil rights. U.S. Supreme Court cases and Hawai'i Court cases are examined to illustrate the court's interpretive process. (3 lec hrs.)

AJ 221—Criminal Law (3)
PreReq: AJ 101
Studies history and philosophy of criminal law. Examines United States Constitution, especially the Bill of Rights. Considers nature of law, legal institutions, criminal court procedures, and offenses against persons and property. Includes case briefs. (3 lec hrs.)

AJ 233—Police Organization and Management (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Studies the principles of organization and administration of policing. Overviews of operations and activities of various divisions, bureaus, training and selection procedures, planning, and research are discussed. (3 lec hrs.)

AJ 234—Police and Community Relations (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Acquaints the student with the role of police in government and the critical importance of effective community relations. The dynamics of race relations and other current social problems that directly relate to the law enforcement community are explored. (3 lec hrs.)

AJ 256—Dynamics of Family Violence and Sexual Assault (3)
Cross-listed as HSer 256 and WGSS 256
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Promotes knowledge, skills, sensitivity, and self-care practices for engaging individuals and families affected by interpersonal violence. Examines historical, societal, and legal responses and resources. The content focuses on physical, emotional, and sexual victimization of vulnerable populations like children, elders and LGBTQ+. Addresses dating violence, human trafficking, and intimate partner violence. Examines current research on social, economic, cultural, family, and individual risk factors, perpetrator dynamics, effects of violence on victims and survivors, and effective intervention and prevention strategies. Learners have an opportunity to explore their own values and feelings in relation to difficult subject matter. (3 lec hrs.)

AJ 280—Current Issues in the Administration of Justice (3)
PreReq: AJ 101; and Eng 100 or Eng 100E
Examination of recent textual materials, government reports, and problems within the criminal justice system and how it affects change within American society and the world. Includes preparation of a formal research essay. (3 lec hrs.)

AJ 285—Narcotics and Organized Crime (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102
The identification of narcotics and dangerous drugs, their manufacture and distribution, effects on society, applicable Federal and state laws. Vice and organized crime investigations, applicable laws, effects on individuals and society. (3 lec hrs.)

AJ 290B—AJ Practicum I (3-6)
PreReq: AJ 101 and (AJ 210 or AJ 256)
CoReq: AJ 280 (or prior completion)
With the cooperation of public and nonprofit agencies in the community, advanced students are placed in responsible positions where they earn credits for work performed. For AJ majors only.(variable hours)

AJ 290C—AJ Practicum II (3-6)
PreReq: AJ 290B
With the cooperation of public and nonprofit agencies in the community, advanced students are placed in responsible positions where they earn credits for work performed. (variable hours)

AJ 290D—AJ Practicum III (3-6)
PreReq: AJ 290C
With the cooperation of public and nonprofit agencies in the community, advanced students are placed in responsible positions where they earn credits for work performed. (variable hours)

Agriculture

Ag 82—Turfgrass Management (3)
Deleted

Ag 122—Soil Technology (3)
CoReq: Ag 200 (or prior completion)
Studies identification, preparation, and fertilization of soils. Discusses soil formation, soil classification, soil reaction, soil and water relationships, soil protection, and irrigation practices. Emphasizes sustainable management systems. (2 lec hrs., 3 lab hrs.)

Ag 130—Agroforestry Business Management (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and Math 82X or placement in Math 100 or placement in Math 103
Introduces agroforestry and forestry management practices including decision making, record keeping, cash flow, use of the computer as a management tool, and marketing of agricultural and forestry products. (3 lec hrs.)

Ag 131—Farm Equipment, Machinery and Power (3)
Farm equipment and machinery, their selection, management, principles of operation; testing, adjustment and servicing of gasoline engines, engine components. (6 lec/lab hrs.)

Ag 133—Greenhouse Construction (3)
Practice in planning the layout of physical facilities common on the farm; practice in the construction and maintenance of small structures. (6 lec/lab hrs.)

Ag 140—Plant Identification (3)
Identification of imported and native flora, beneficial and detrimental, and their uses. (6 lec/lab hrs.)

Ag 141—Integrated Pest Management (3)

CoReq: Ag 200 (or prior completion)

Introduction to the principles involved in the control of plant diseases and pests including bacteria, fungi, nematodes, insects, and weeds. Various methods of controlling pests, including the correct method of selecting and applying pesticides will be covered. A report on the diseases of a crop is required. (6 lec/lab hrs.)

Ag 146—Landscape Maintenance (3)

An introduction to landscape maintenance and construction. Skills taught include pruning, fertilizing, planting, pest control, reading of a blueprint, and nursery management. The correct use of specific power tools and equipment used in landscape maintenance and construction will be covered. The identification of plants commonly found in the landscape will also be covered. (2 lec hrs., 3 lab hrs.)

Ag 154—Tropical Agriculture Production I (6)

An introduction to the culture of various horticultural enterprises commonly grown in Hawai'i during the Fall of each year. The course includes field preparation considerations, propagation, controlling the environment, pest control, fertilization, and marketing. These enterprises include floral, vegetable, fruits, and foliage crops. A hands-on approach to crop production will be employed and farm management will be stressed. (12 lec/lab hrs.)

Ag 155—Tropical Agriculture Production II (6)

An introduction to various horticultural enterprises, commonly cultivated in Hawai'i during the Spring each year. The course includes field preparation considerations, propagation, controlling the environment, pest control, fertilization, and marketing. The enterprises include floral, vegetable, fruits, and foliage crops. The "hands-on" approach to agriculture production is employed and farm record keeping for farm management is stressed. (12 lec/lab hrs.)

Ag 157—Marketing of Agriculture Products (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and QM 80 or placement in QM 120T

This course deals with the principles and practices of selecting, processing, handling, and selling of agriculture products. Principles of marketing and the marketing of specific crops are covered. The student will be introduced to the use of the Internet to research markets. A report on the marketing of a crop is required. (3 lec hrs.)

Ag 164—Integrated Livestock Production and Animal Science (3)

Explores agriculture and animal science by bridging the gap between livestock production and the science behind it. The course will introduce students to the biology, behavior, and management of animals like poultry, swine, sheep and goats. Topics may include physiology, anatomy, nutrition, production, reproduction, behavior, care and management to achieve productivity, performance, and welfare. Students will engage in both classroom and field experiences. (3 lec hrs.)

Ag 175—Agroforestry (3)

PreReq:"C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and Math 75X or placement in Math 82X or placement in Math 115

CoReq: Ag 175L

Designed for students in Forest TEAM and related careers. Methods of designing mixed forestry and agricultural systems combining long-term tree crops with understory plants. Topics include choosing the combination of trees and understory plants for growth characteristics, climate zone, substrate, slope and economic goals; planting methods using nitrogen fixing plants and mulch crops to build a healthy soil ecosystem; methods of reducing soil erosion; incorporating native plants and medicinal plants; plant propagation; and use of shade and mulch to reduce weed problems. (3 lec hrs.)

Ag 175L—Agroforestry Laboratory (1)

CoReq: Ag 175

Designed for students in Forest TEAM and related careers. Laboratory to accompany Ag 175, Agroforestry. Field exercises in methods of designing mixed forestry and agricultural systems combining long-term tree crops with understory plants. Topics include choosing the combination of trees and understory plants for growth characteristics, climate zone, substrate, slope and economic goals; planting methods using nitrogen fixing plants and mulch crops to build a healthy soil ecosystem; methods of reducing soil erosion; incorporating native plants and medicinal plants; plant propagation; and use of shade and mulch to reduce weed problems. (3 lab hrs.)

Ag 190V—Internship (1-4)

PreReq: Ag 175; and Geo 170

Designed for students in Forest TEAM and related careers. An internship with a government or private agency or commercial operation in the area of tropical forest ecosystem management or agroforestry or related forest or ecosystem occupations. The internship program is intended to give students the opportunity to apply knowledge and skills learned in the Forest TEAM program to real life forest ecosystem management and agroforestry operations with potential employers. May be repeated for credit, up to 6 credits. (variable hours)

Ag 192—Selected Topics in Forest Ecosystem Management (1)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Math 82X or placement in Math 100

Selected topics allows addition of subjects that meet current needs in Agroforestry and Forest Ecosystem Management. It will be used for elective credit and may be repeated for different subjects. Examples include Forest Fire training, Pesticide training, and Tissue Culture. May be repeated for credit, up to 4 credits. (1 lec hr.)

Ag 200—Principles of Horticulture (4)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and QM 80 or placement in Math 82X or placement in QM 120T

Introduces botany and plant physiology. Discusses plant nutrients, moisture, environmental requirements and plant propagation. Studies culture and production techniques for selected ornamental crops. Plant propagation techniques and the cultivation of selected economic crops will be covered using a student garden and greenhouse. (3 lec hrs., 3 lab hrs.)

Ag 230—Agriculture Business Management (3)
CoReq: Ag 200 (or prior completion)
Introduces the student to agricultural business management practices including the role of a manager, decision making, record keeping, budgeting, financial statements, ratio analysis, and cash flow analysis. The computer will be used to develop cash flow statements, a resume, and conduct research over the web. The foundation of a business plan will be developed. (6 lec/lab hrs.)

Ag 245—Tropical Silviculture and Forest Plant Propagation (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Math 75X or Math 82X or placement in Math 103 or placement in Math 115; and "C" or better in Ag 175
CoReq: Ag 245L
Designed for students in Forest TEAM and related careers. Ecology, restoration and management of native and non-native forest ecosystems. Classification, identification, structure, growth and development of trees and understory plants in forest ecosystems. Selection, propagation and cultivation of seeds and propagules. (3 lec hrs.)

Ag 245L—Tropical Silviculture and Forest Plant Propagation Lab (1)
CoReq: Ag 245
Designed for students in Forest TEAM and related careers. Laboratory in ecology, restoration and management of native and non-native forest ecosystems. Field methods of classification, identification, structure, growth and development of trees and understory plants in forest ecosystems. Field and greenhouse selection, propagation and cultivation of seeds and propagules. (3 lab hrs.)

Ag 250—Sustainable Crop Production (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
An introduction to production methods for selected crops; compares conventional and alternative methods of production, and analyzes the effects of these practices. Examines economic and social impacts. (3 lec hrs.)

Ag 250L—Sustainable Crop Production Lab (1)
CoReq: Ag 250 (or prior completion)
A laboratory course which gives the student practical experience in the application and/or the demonstration of agricultural practices which have a minimal negative impact on the farm and the community. (3 lab hrs.)

Ag 260—Tropical Landscape Horticulture (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and QM 80 or placement in Math 82X or placement in QM 120T
Introduces the student to the elements of landscape design, planning, and plan implementation. The areas covered include design principles, functional aesthetics, reading and development of landscape plants, and cost estimates. (6 lec/lab hrs.)

Ag 275—Forest Pest Management (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Math 75X or Math 82X or placement in Math 103 or placement in Math 115
CoReq: Ag 275L
Recommended: Biol 101 or Biol 172 or Bot 101 or Zool 101
Designed for students in Forest TEAM and related careers. Identification of pests and other threats to forestry operations and native forests. Survey of major diseases, invertebrate pests, vertebrate pests, and invasive plants that threaten tropical forests with an emphasis on Hawai'i. Use of pest management techniques assist in pest control. (3 lec hrs.)

Ag 275L—Forest Pest Management Lab (1)
CoReq: AG 275
Designed for students in Forest TEAM and related careers. Lab to identify pests and other threats to agroforestry operations and native forests, including methods of control. Survey of major diseases, invertebrate pests, vertebrate pests, and invasive plants that threaten forests in Hawai'i, and use of pest management techniques assist in pest control. (3 lab hrs.)

Ag 291—Rural and Urban Remote Sensing (4)
Cross-listed as EngT 291
PreReq: EngT 107 and (EngT 270 or Geo 270)
Places an emphasis on collecting data using remote sensing equipment and software. It will provide students with field experiences in the methods used to assess natural resources and environmental designs. Students will gain experience collecting and interpreting UAS drone data using different sensors. Students will be exposed to a variety of environmental sampling methods that are used in assessing ecosystems. Analysis of data will include site development and sustainable measure guidelines used by various national organizations and programs. (8 lec/lab hrs.)

Anthropology

Anth 121—Introduction to Language (3)
Cross-listed as Ling 121
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
An introduction to the study of language from an anthropological perspective. Broad topics include ethnolinguistics (language and culture), sociolinguistics (language and society), psycholinguistics (language and cognition), and core subfields in linguistics; phonology (sound system), morphology (word structure), and syntax (sentence structure). More emphasis will be given to anthropological methods and cultural concepts in Anth/Ling 121 than in Ling 102, where linguistic approaches are emphasized. (3 lec hrs.)

Anth 150—Human Adaptations (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
A survey course of physical anthropology. Major topics include primates, human evolution, human adaptations to the present and future world, and global variations in human cultural adaptations. (3 lec hrs.)

Anth 200—Cultural Anthropology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Humans as cultural and social beings. The major concepts and conclusions of cultural anthropology. Biological, social, and linguistic foundations of culture. Research methods. (3 lec hrs.)

Anth 235—Intermediate Linguistic Analysis: Regional Survey of Austronesian Languages (3)
Cross-listed as Ling 235
PreReq: "C" or better in Anth 121 or "C" or better in Ling 102 or "C" or better in Ling 121; and "C" or better in Eng 100 or "C" or better in Eng 100E; and "C" or better in Eng 102
Building on skills acquired in Linguistics 102 or Ling/Anth 121, this course emphasizes intermediate phonological, morphological, syntactic, and historical-comparative analyses of language; it typologically surveys the Austronesian (AN) language family (including several Polynesian languages), focusing on its geographical distribution, major languages, the branching of its family tree, and its linguistic/cultural diversity. Data from non-AN Southeast Asian and Indo-European languages will be included to introduce key concepts and provide contrast. (3 lec hrs.)

Architectural, Engineering and CAD Technologies

AEC 113—Geomatics and Land Surveying I (2)
Recommended: Mechanical drawing and computer keyboarding experience
Introduction to geomatics and land surveying science, terminology, field practices, equipment, and hardware and software for measuring, locating, and mapping geographic features on the face of the earth. Students will learn how to set up survey field equipment, and take notes for turning and measuring horizontal and vertical angles and distances from a known reference baseline. Survey data will be collected and analyzed for blunders and errors, and mathematically adjusted for input into CAD or other survey office software. (4 lec/lab hrs.)

AEC 115—Introduction to Architecture (2)
PreReq: Placement in Eng 20 or placement in ESL 20
Recommended: Placement in Eng 22; keyboarding skills, access to a computer with Internet
Designed for students interested in the architectural field. Overview of the architectural profession includes professional ethics, industry organizational structure, licensing and its educational requirements, typical framework of architectural firms, compensation, model codes, awarding of contracts and legal requirements for construction projects, project administration, professional organizations, and career opportunities in related fields. Covers the work of significant architects and the importance of the creative thinking process and its application to basic design theory. Exercises emphasize the development of basic skills used in the design of simplified architectural projects. (4 lec/lab hrs.)

AEC 238—Architectural Historic Preservation (2)
Deleted.

AEC 240—Commercial Contract Drawings (3)
Deleted.

AEC 241—Introduction to Building Services and Building Information Modeling (3)
Deleted.

AEC 242—Basic Architectural Studio B (4)
Deleted.

AEC 249—Introduction to Drafting Career Success (1)
PreReq: AEC 115
An introduction to standard and effective business practices. Students will learn the importance of proposals, project management, communication with clients, and invoicing. Taxes and business licenses will also be explored along with basics of job seeking skills such as resume writing, job interviews, and proper attire. (1 lec hr.)

Art

Art 101—Introduction to the Visual Arts (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Introduction to the Visual Arts, the nature of the visual arts, and their expression in various forms. (3 lec hrs.)

Art 105B—Introduction to Ceramics - Hand Building (3)
An introduction to three dimensional concepts in clay through hand building techniques. (6 lec/lab hrs.)

Art 105C—Introduction to Ceramics - Wheel Throwing (3)
Three dimensional concepts in clay through wheel throwing techniques. (6 lec/lab hrs.)

Art 107D—Intro to Digital Photography (3)
CoReq: Art 112 (or prior completion)
Recommended: Knowledge of the use of computers.
An introduction to digital photography. Students will learn basic camera techniques and how to convert their images to digital ones. Will provide the student with basic aesthetic principles as well as an extensive range of practical photographic techniques needed for entry into the photographic workplace and/or for artistic expression. It provides experience in traditional and contemporary photographic techniques for Art and Multimedia Design. (6 lec/lab hrs.)

Art 108—Elementary Studio: Drawing and Painting (3)
Painting and drawing studio with emphasis on materials and techniques. (6 lec/ lab hrs.)

Art 111—Introduction to Watercolor Painting (3)
An introduction to watercolor materials and techniques, including an introduction to Oriental brush painting. (6 lec/lab hrs.)

Art 112—Introduction to Digital Arts (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Art 115 and/or basic computer competency
Studio introduction to digital technology and its applications to the production of visual art. Emphasis will also be placed on developing an aesthetic criteria for evaluation. (6 lec/lab hrs.)

Art 113—Introduction to Drawing (3)
Recommended: Art 101
Two-dimensional visualization and rendering of forms, spaces and ideas through a variety of approaches and media. (6 lec/lab hrs.)

Art 114—Introduction to Color (3)
Recommended: Art 101
A studio course in aspects and theories of color and their practical applications. (6 lec/lab hrs.)

Art 115—Introduction to 2D Design (3)
Recommended: Art 101
Basic two-dimensional designs, concepts, elements and principles of organization. (6 lec/lab hrs.)

Art 120—Intro to Typography (3)
PreReq: "C" or better in Art 112 and "C" or better in Art 115
Explores letterforms and word compositions in the context of designing with type. Projects and lectures include traditional terms and classifications through contemporary digital typesetting technology. (6 lec/lab hrs.)

Art 123—Introduction to Painting (3)
PreReq: Art 113
Theory and practice of painting: basic material and technical procedure will be addressed. Oil or acrylic. (6 lec/lab hrs.)

Art 125—Introduction to Graphic Design (3)
CoReq: Art 112 (or prior completion with a "C" or better) or Art 115 (or prior completion with a "C" or better)
Introduces various ways of organizing visual elements in page design and examines the conceptual meaning of text and image in combination. Structural systems such as grids; modules; and the design principles of emphasis, balance, rhythm, scale and unity are used to organize visual information. Photographs, illustrations and text are integrated using page layout software. (6 lec/lab hrs.)

Art 126—3D Computer Graphics I (3)
PreReq: "C" or better in Art 112
Provides introductory studio experience in 3D computer graphic concepts with MAYA. Emphasis will also be placed on developing an aesthetic criterion for evaluation. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 135—Papermaking (3)
Introduces traditional and experimental techniques in papermaking. Students will prepare paper pulp, pulp from raw plant fibers, and press sheet fibers to make editions of paper. The handmade paper will then be used in various art making processes. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 156—Digital Painting (3)
PreReq: "C" or better in Art 112
Introduction to the use of the computer as a painting tool. Studio experience will explore digital painting techniques as used for personal expression, production design, concept art, matte painting, and texture mapping. Emphasis will also be placed on developing aesthetic criteria for evaluation. (6 lec/lab hrs.)

Art 159—History of Communication Design (3)
PreReq: "C" or better in Art 112 and "C" or better in Art 115
Recommended: Art 101
A chronological survey of design and media art history with an emphasis on work from the Victorian Period through the present. International, political, social, and technological issues are addressed in relationship to visual arts and design disciplines. A studio component integrates research with design projects. (6 lec/lab hrs.)

Art 202—Digital Imaging (3)
PreReq: "C" or better in Art 112
CoReq: Art 115 (or prior completion)
A studio course in digital imaging concepts and techniques including image capture, manipulation, and output. Emphasis will also be placed on developing an aesthetic criterion for evaluation. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 207D—Intermediate Digital Photography (3)
PreReq: "C" or better in Art 107D
Recommended: Knowledge of the use of computers and digital SLR cameras.
An intermediate level digital photography course designed for students who intend to pursue a career involving digital photography. Covers more in-depth history, theory and aesthetics of digital photography than Art 107D. Emphasizes technical skills as well as covers current trends in advanced, professional level digital photography techniques. (6 lec/lab hrs.)

Art 211—Intermediate Watercolor Painting (3)
Deleted.

Art 212—Digital Animation (3)
PreReq: "C" or better in Art 112
Studio experience in digital animation concepts. Emphasis will also be placed on developing an aesthetic criterion for evaluation. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 214—Introduction to Life Drawing (3)
PreReq: Art 113
An introductory life drawing course. Anatomical construction, light, space, diagrammatic analysis and thematic content will be studied through the drawing process. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 217—Screen Printing (3)
Basic screen printing techniques from open screen to photographic methods will be addressed. (6 lec/lab hrs.)

Art 223—Intermediate Painting (3)
Deleted.

Art 225—Graphic Design II (3)
PreReq: Art 125
An intermediate graphic design class which focuses on the refinement of design skills as tools for effective visual communication. It aims to further develop the awareness and investigation of the forms, techniques, and concepts of graphic design. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 226—3D Computer Graphics II (3)
PreReq: Art 126
CoReq: Art 212 (or prior completion with a "C" or better) and Art 202 (or prior completion with a "C" or better)
Provides intermediate studio experience in 3D computer graphics concepts with Autodesk MAYA. Builds upon knowledge learned in Art 126 (3D Computer Graphics I) and applies that knowledge to learn more advanced 3D animation techniques. Emphasis placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

Art 227—Chinese Brush Painting (3)
Basic techniques and concept involved in traditional Chinese painting. (6 lec/lab hrs.)

Art 229—Interface Design I (3)
PreReq: Art 112
Explores the design and programming of audience specific interfaces. Students learn basic programming and screen design skills in combination with basic Web page production technique. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 230—Textile Design (3)
Design problems for production of printed fabric utilizing silkscreen techniques. (6 lec/lab hrs.)

Art 243—Intermediate Ceramics - Hand Building (3)
PreReq: Art 105B
The development of sculptural and vessel concepts using hand building techniques. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 244—Intermediate Ceramics - Wheel Throwing (3)
PreReq: Art 105C
The development of vessel and sculptural concepts using wheel throwing techniques. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 246—3D Computer Graphics III (3)
PreReq: Art 226 and "C" or better in Art 212
Provides advanced studio experience in 3D computer graphics concepts with Autodesk MAYA. Builds upon the knowledge learned in Art 226 (3D Computer Graphics II) and applies that knowledge to learn more advanced 3D animation techniques. Emphasis will also be placed on developing an aesthetic criteria for evaluation. (6 lec/lab hrs.)

Art 248—Digital Post-Production (3)
PreReq: "C" or better in CM 120
A course on the theory and art of video and audio sound design and editing for various output formats. Emphasis will also be placed on developing aesthetic criteria for evaluation purposes. (6 lec/lab hrs.)

Art 249—Interface Design II (3)
PreReq: "C" or better in Art 229
Builds upon interface design skills learned in Art 229. Students plan, design, and build web sites and audience specific interfaces for the Internet on a more comprehensive level. Students create their own original web assets: e.g. images, drawings, audio, video, animations, and other elements. Technical emphasis placed on learning Dynamic Hyper Text Markup Language (DHTML) and Cascading Style Sheets (CSS). (6 lec/lab hrs.)

Art 257—Motion Graphic Design (3)
PreReq: "C" or better in CM 120 and "C" or better in Art 212
Course introduces projects that incorporate typography, shape, and image within time-based presentations. Students will creatively employ and integrate the elements of time, sound, motion, typographic effects, layering, and transition to focus on interactive and sequential organization of information. (6 lec/lab hrs.)

Art 259—Narrative Game Design (3)
PreReq: "C" or better in Art 226
Introduction to the process of designing interactive narrative computer games. Emphasis will be placed on developing an aesthetic criterion for evaluation purposes. (6 lec/lab hrs.)

Art 269C—Study Abroad - Japan (3)
PreReq: Consent of instructor
This is an on-site study of art/architecture of a designated location(s). This course will visit several animation studios in Japan, including Studio Ghibli - the studio that created "Spirited Away." There will be lectures and discussions which will be used as a tool to analyze, understand, and appreciate the development of this region's unique art. (45 total hrs.)

Art 293—Internship (3)
PreReq: "C" or better in Art 202 and "C" or better in CM 120
Recommended: A portfolio of previous student work acceptable by the instructor.
Provides supervised work experience in multimedia production. This course enables students to apply the knowledge and skills acquired in the classroom to the work environment. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 294—Practicum in Digital Arts (3)
PreReq: Art 202 and CM 120
This practicum provides a supervised work experience environment where advanced students in the DMA program can engage in real production activity. Course enables students to apply the knowledge and skills acquired in the classroom to the work environment. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Art 295—Design Portfolio (3)
PreReq: "C" or better in Art 225 and "C" or better in Art 249
Guides students through the process of compiling their work into a professional design portfolio. Students will devise a strategy to focus their work to best market their skills through an interactive portfolio, hard copy portfolio materials, and a resume and business card in a unified presentation. Free-lance and contracting issues will be covered to better prepare students for entry into the job market and a review of submitting portfolios for university/college transfer. (6 lec/lab hrs.)

Art 296—Demo Reel Development (3)
Deleted.

Asian

Asan 120—Japanese Culture I (3)
An introduction to study of common and distinctive aspects of the Japanese culture. Designed to give students an introduction to Japanese culture and the Japan of today directly related to the modern Japanese people. (3 lec hrs.)

Asan 121—Chinese Culture (3)
An introduction to the study of past and present Chinese culture in relation to other East Asian cultures. It is designed to give students an introduction to the Chinese culture. Topics such as: Chinese values and philosophy, social structure, language and literature, art, and migration of Chinese will be covered. (3 lec hrs.)

Asan 122—Korean Culture (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
An introduction to the study of common and distinctive aspects of Korean culture in relation to other East Asian cultures designed to give students an overview of contemporary Korean culture and the relationship to its socio-historical, cultural past. (3 lec hrs.)

Astronomy

Astr 110—Survey of Astronomy (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Survey of modern astronomy intended for non-science majors with emphasis on scientific method and development of scientific thought. (3 lec hrs.)

Astr 281—Astrobiology (3)
PreReq: Astr 110
Astronomical, physical, chemical, geological, and biological perspectives of the origin and continued existence of life on Earth and of the possibility of extraterrestrial life. Exploration of Mars and the Jovian moons. Search for extrasolar planets and extraterrestrial intelligence. (3 lec hrs.)

Auto Body Repair and Painting

+ Valid driver's license required.

+ ABRP 100—Collision Repair (12)
An introduction to areas of oxy-acetylene, Gas Metal Arc Welding, Squeeze Type Resistance Spot welding, and plasma arc cutting. Basic rust repair techniques and metal straightening procedures are also covered, along with metal cleaning and conversion processes. (24 lec/lab hrs.)

+ ABRP 120—Metal and Plastic Refinishing (12)
PreReq: "C" or better in ABRP 100
An introduction to areas of preparation, refinishing, and color matching of metal and plastic substrates. (24 lec/lab hrs.)

+ ABRP 200—Panel and Glass Replacement Techniques (12)
PreReq: "C" or better in ABRP 120
An introduction to collision damage appraisal, structural panel replacement, and stationary glass and moveable glass repairs. Also included is basic automotive electrical troubleshooting. (24 lec/lab hrs.)

+ ABRP 220—Frame Measuring and Alignment Techniques (12)
PreReq: "C" or better in ABRP 200
An introduction to frame and unibody measuring and repair. Also suspension/steering and air conditioning basics and cooling system repairs. (24 lec/lab hrs.)

Automotive Mechanics Technology

+ Valid driver's license required.

AMT 101—Automotive Safety and Measurement (2)
PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 75X or "C" or better in QM 80 or placement in QM 120T
CoReq: AMT 120
Covers the policies and procedures of the AMT program, shop safety, nomenclature, proper use of technical reference manuals, identification and proper use of basic hand tools, equipment and measuring tools. Students will research various career opportunities in the automotive industry. (4 lec/lab hrs.)

AMT 120—Powertrain I (10)
PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 75X or "C" or better in QM 80 or placement in QM 120T
CoReq: AMT 101 (or prior completion)
Covers shop safety, tools, and components of various power generators and fuel systems. Designed to provide students with an understanding of the fundamental operation, construction, and maintenance of various power generators and fuel systems. (20 lec/lab hrs.)

AMT 150—Powertrain II (12)
PreReq: "C" or better in AMT 101 and "C" or better in AMT 120
Covers shop safety, tools, and components of various drivetrain systems, emission systems, and basic electrical. Designed to provide students with an understanding of the fundamental operation, construction and maintenance of the drivetrain system, emission system, and basic electrical. (24 lec/lab hrs.)

AMT 200—Undercarriage (12)
PreReq: "C" or better in AMT 150
Covers shop safety, tools, and the undercarriage and related components. Provides students with an understanding of the fundamental operation, construction, and maintenance of the undercarriage and related components. (24 lec/lab hrs.)

AMT 220—Diagnostics and Repair (12)
PreReq: "C" or better in AMT 200
Covers shop safety, diagnosing and repair techniques, and various on the job types of training. Provides students with an understanding of industry standards with an emphasis on skills to become employable. (24 lec/lab hrs.)

Biochemistry

BioC 141—Fundamentals of BioChemistry (3)
PreReq: Math 82X or placement in Math 100; and Eng 21 or ESL 21 or placement in Eng 102
The fundamentals of general, inorganic and bio-organic chemistry and biochemical concepts as they apply to living systems. (3 lec hrs.)

Biology

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

Biol 100—Human Biology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Basic biology of cells, tissues, and organ systems applied to humans. (3 lec hrs.)

Biol 100L—Human Biology Laboratory (1)
CoReq: Biol 100 (or prior completion)
Experiments and exercises to accompany Biology 100, Human Biology. Function of human organic systems in relation to health, genetics and environment. (3 lab hrs.)

Biol 101—Biology and Society (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Concurrent enrollment in Biol 101L
A one semester introductory biology course for non-majors. Covers molecular biology to ecosystems. (3 lec hrs.)

Biol 101L—Biology and Society Lab (1)
CoReq: Biol 101 (or prior completion)
Experiments and exercises to accompany Biology 101. Survey of the functioning, diversity, evolution and ecology of living things at the molecular, cellular, organ system and ecosystem levels. (3 lab hrs.)

+Biol 124—Environment and Ecology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
An introduction to ecological principles and how they relate to the human situation. The course also explores the causes and solutions of present environmental problems. (3 lec hrs)

+Biol 124L—Environment and Ecology Lab (1)
CoReq: Biol 124 (or prior completion)
The laboratory accompanies the Biol 124 lecture. Students apply the scientific method in learning about processes of ecosystem function and of human impact on the natural environment. Field work and field trips are an integral part of this course. (3 lab hrs.)

+Biol 156—Natural History of the Hawaiian Islands (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
CoReq: Biol 156L
The formation of the Hawaiian Islands, establishment and evolution of their native flora and fauna, effects of man. (3 lec hrs.)

+Biol 156L—Natural History of the Hawaiian Islands Lab (1)
CoReq: Biol 156 (or prior completion)
Field trips to accompany Biology 156, Natural History of the Hawaiian Islands: required as part of the lecture course whenever offered with the course. Laboratory exercises will be completed during the field trips. (3 lab hrs.)

Biol 171—Introduction to Biology I (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
CoReq: Biol 171L
Recommended: High school or college Biology with labs; and concurrent enrollment in Chem 151 or Chem 161
Covers principles of cell structure, replication, metabolism, classical and molecular genetics, as well as evolution. Also, biodiversity of prokaryotes, virus, fungi, and plants including plant structure and function. (3 lec hrs.)

Biol 171L—Introduction to Biology I Lab (1)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
CoReq: Biol 171
Recommended: High school or college Biology with labs; and concurrent enrollment in Chem 151 or Chem 161
Laboratory exercises will cover microscopy and cell structure, replication, and metabolism. Also exercises in classical and molecular genetics, and evolution. (3 lab hrs.)

Biol 172—Introduction to Biology II (3)
PreReq: Biol 101 or Biol 171
CoReq: Biol 172L
Students will explore the biodiversity of animal-like protistans, invertebrates, and vertebrates. Animal tissues, sensory reception and integration, endocrine system, support and movement, circulation, immunity, digestion, kidney function, reproduction, and development. Population and community ecology, energy flow, and biogeochemical cycles. (3 lec hrs.)

Biol 172L—Introduction to Biology II Lab (1)
CoReq: Biol 172
Recommended: High school Biology
Exercises will cover structure, function, and natural history of animal-like protistans, invertebrates, and vertebrates; structure and function of animal tissues, reproduction, development, and community ecology. (3 lab hrs.)

Biol 265—Ecology and Evolutionary Biology (3)
PreReq: "C" or better in Biol 171 and "C" or better in Biol 172
Recommended: High school algebra or equivalent
General ecological and evolutionary principles. Relationship of plants and animals to their environments. Processes regulating growth and evolution of populations. Community structure and ecosystem function. (3 lec hrs.)

Biol 265L—Ecology and Evolutionary Biology Lab (1)
PreReq: "C" or better in Biol 171L and "C" or better in Biol 172L
CoReq: Biol 265 (or prior completion)
Recommended: Chem 100 or higher and Chem 100L or higher
Laboratory to accompany Biol 265. (3 lab hrs.)

Biol 275—Cell and Molecular Biology (3)

PreReq: "C" or better in Biol 171 and "C" or better in Biol 171L; and "C" or better in Chem 162 and "C" or better in Chem 162L

CoReq: Biol 275L

An integrated cell and molecular biology course for Natural Science majors. Designed to give the student a fundamental understanding of the structure and biochemistry of eukaryotic and prokaryotic cells. Covers the basic principles of molecular biology and includes modern advances in biotechnology, recombinant DNA technology, and bioinformatics. Lab attendance is required. (3 lec hrs.)

Biol 275L—Cell and Molecular Biology Lab (2)

CoReq: Biol 275 (or prior completion)

A laboratory in cell and molecular biology for natural science majors. Through laboratory exercises, students will acquire a fundamental understanding of the biochemistry of the cell. Students will also acquire competence in modern advances in protein chemistry, recombinant DNA technology, and biotechnology. (4 lab hrs.)

Blueprint Reading

Blpr 22B—Blueprint Reading and Drafting (3)

The use of mechanical drawing instruments to make shop drawings which include orthographic projection, dimensioning, and full section. Freehand sketching of shop drawings, isometric and oblique projection sketching. Reading blueprints of simple structures. (3 lec hrs.)

Blpr 30C—Blueprint Reading for Electricians (3)

PreReq: Blpr 22B and EIMT 20

Reading of specifications and blueprints of residential dwellings to extract information that may affect the wiring of the structure. Designing and sketching of wiring diagrams of branch circuits which are in compliance with the National Electrical Code. (3 lec hrs.)

Blpr 30F—Blueprint Reading for Carpenters (3)

A basic course in construction drawing and sketching using orthographic, isometric and oblique projection systems. Reading of blueprints and specifications including the interpretation of symbols, abbreviations, notes, types of lines, scales, and various dimensioning methods. Extracting of information from the various plan views, elevations, sectionals, and detail drawings. (3 lec hrs.)

Blpr 40—Blueprint Reading and Estimating (3)

PreReq: Blpr 30F

Advanced principles of graphic presentation used in residential construction. The course covers the reading and interpretation of blueprints and specifications, preconstruction details, making of material takeoff, and making of working drawings and sketches. (3 lec hrs.)

Blpr 50—Blueprint Reading for Welding and Machine Trades (4)

Basic principles of graphic presentation and terminology used in welding and machine trade drawings. Topics covered are sketching, dimensioning, notes and specifications, weld and welding symbols, structural shapes, and various types of views used in blueprints. (4 lec hrs.)

Botany

Bot 101—General Botany (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

CoReq: Bot 101L

An introductory course in plant biology. Topics include cell structure and function, plant tissues and organs, reproduction and genetics. (3 lec hrs.)

Bot 101L—General Botany Lab (1)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

CoReq: Bot 101

A field-based introductory lab course in plant biology. Topics include plant classification, environments and related plant evolution in Hawai'i, scientific methodology, and plant identification. (3 lab hrs.)

Bot 105—Ethnobotany (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Plants and their influence upon cultures: with special emphasis on Pacific Islander uses of cultivated and wild plants. (3 lec hrs.)

Bot 105L—Ethnobotany Lab (1)

CoReq: Bot 105

An introductory laboratory course emphasizing hands-on learning about the cultural roles and uses of plants. Lab exercises are conducted in a garden setting as much as possible using examples from the various cultures and plants common in the Pacific Islands. (3 lab hrs.)

Bot 130—Plants in Hawaiian Environment (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

CoReq: Bot 130L

An introductory course on the identification, ecology, and usage of common native and introduced trees, shrubs, vines, and flowers. Outdoor activities, including field trips, will be stressed. (3 lec hrs.)

Bot 130L—Plants in Hawaiian Environment Laboratory (1)

CoReq: Bot 130

Laboratory to accompany Bot 130. Identification ecology and usage of common native and introduced plants found in Hawai'i. The Laboratory will focus on applications of the material learned in the lecture through laboratory exercises and field trips. (3 lab hrs.)

Business (Bus)

Bus 120—Principles of Business (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E

Surveys the fundamentals of the American business enterprise and examines the foundations and responsibilities of accounting, management, finance, marketing, and the business environment. (3 lec hrs.)

Business (Busn)

Busn 121—Introduction to Word Processing (3)
Deleted.

Busn 123—Word Processing for Business (3)
Recommended: Ability to type 35 gwam; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments. (3 lec hrs.)

Busn 150—Intro to Business Computing (3)
PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Recommended: Busn 123 or keyboarding ability
An introduction to computers and the components of a business computer system, including hands-on exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs. (3 lec hrs.)

Busn 158—Social Media and Cloud-Based Collaboration for Business (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: Basic computer, Internet, and keyboarding skills
Introduces students to social media and collaboration tools as it relates to business. Students learn how to effectively create, maintain, and update blogs, social media sites (i.e. Facebook, Google+, LinkedIn, Pinterest, Twitter, and YouTube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered. (3 lec hrs.)

Busn 159—Creating and Managing the Virtual Office (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E; and "C" or better in Busn 123 and "C" or better in Busn 150 and "C" or better in Busn 164
Explores concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and prepare a comprehensive business and marketing plan. (3 lec hrs.)

Busn 164—Career Success (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: Computer experience using a word processing program
Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness. (3 lec hrs.)

Busn 170—Records and Information Management (3)
PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Studies principles and procedures for organizing and operating Records and Information Management (RIM) programs. Topics include: selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; records inventory and analysis; records protection and disposition; study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods. Help a business or organization meet its fiscal, legal, governmental, requirements by managing its information systems. (3 lec hrs.)

Busn 178—Business Communications (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: Busn 123 or computer experience using a word processing program
Covers basic skills and techniques for effective business writing. Designed to develop and refine writing skills with an emphasis on basic writing, proofreading, and editing techniques. (3 lec hrs.)

Busn 182—Machine Transcription (3)
PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Recommended: Ability to keyboard 35 wpm and knowledge of word processing
An introductory course in machine transcription designed to improve communication skills-reading, listening, speaking, word usage, spelling, punctuation, proofreading, understanding sentence structure, to produce business communication from familiar and unfamiliar dictation. (3 lec hrs.)

Busn 188—Business Calculations (3)
Recommended: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and "C" or better in Math 75X or higher
Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed. (3 lec hrs.)

Busn 193V—Cooperative Education (1-5)
PreReq: Consent of program faculty
Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. (variable hours)

Busn 292—Integrated Office Procedures (3)
PreReq: Acc 155; and Busn 123 and Busn 164
CoReq: Busn 170 (or prior completion)
Emphasis is on office procedures for the administrative professional. Includes advanced word processing, spreadsheet, database, integration of applications, and critical thinking applications. Designed to bring together within a portfolio all elements of learning from the Business Technology program. (3 lec hrs.)

Business Law

BLaw 200—Legal Environment of Business (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Introduces the nature and development of law in the United States with emphasis on how it applies to business. A study of business documents, how business entities are created and operated, the role of government regulation, and ethical implications are also covered. (3 lec hrs.)

Carpentry

Carp 150—Basic Carpentry I (6)

PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and "C" or better in QM 80 or placement in QM 120T

CoReq: Carp 151

Students will learn and practice shop safety and the safe use, care, and maintenance of hand tools. Identification of basic construction materials and fasteners, adherence to good work ethics, quality workmanship, and customer satisfaction is also emphasized. (12 lec/lab hrs.)

Carp 151—Basic Carpentry II (6)

PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 21 or placement in ESL 21; and "C" or better in QM 80 or placement in QM 120T

CoReq: Carp 150 (or prior completion)

Students will develop basic carpentry skills required by industry. Covers the use, safety and maintenance of hand and power tools, identification and application of materials, joint construction, and layout techniques. Lab work involves practice and construction of basic woodworking projects with emphasis placed on safety, good work ethics, conservation, accuracy, and overall craft professionalism. (12 lec/lab hrs.)

Carp 155—Concrete Form Construction (12)

PreReq: "C" or better in Carp 150 and "C" or better in Carp 151

Designed to familiarize students working with concrete. It covers the different types of concrete forms, laying out, materials and accessories, properties in concrete, leveling tools/instrument and special techniques in heavy concrete construction. (24 lec/lab hrs.)

Carp 257—Framing and Exterior Finish (12)

PreReq: "C" or better in Carp 155

Designed for house construction. It involves footings and foundations, platform framing, wall and ceiling framing, roof framing and the different designs, roof coverings, and exterior sidings. Students will participate in actual construction. (24 lec/lab hrs.)

Carp 260—Finishing (12)

PreReq: "C" or better in Carp 257

Covers application of wall and ceiling panels; hanging doors and windows; construction and installation of cabinets and closets; application of moldings and trims; bathroom materials and finishing hardware, window and door frame construction, and installation and application of siding and trims. (24 lec/lab hrs.)

Chemistry

Chem 100—Chemistry and Society (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Basic concepts of chemistry utilizing mathematics only where necessary, designed for the non-science major. (3 lec hrs.)

Chem 100L—Chemistry and Society Lab (1)

CoReq: Chem 100 (or prior completion)

Laboratory to accompany Chem 100; Basic concepts of chemistry utilizing mathematics only where necessary, designed for the non-science major. (3 lab hrs.)

Chem 151—Elementary Survey of Chemistry (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

CoReq: Chem 151L

Provides the beginning student with a background in the fundamentals of chemistry. (3 lec hrs.)

Chem 151L—Elementary Survey of Chemistry Lab (1)

CoReq: Chem 151 (or prior completion)

Laboratory of Chem 151: Provides the beginning student with a background in the fundamentals of chemistry laboratory. (3 lab hrs.)

Chem 161—General Chemistry I (3)

PreReq: "C" or better in Math 103 or placement in Math 135

CoReq: Chem 161L

Basic principles of inorganic chemistry with an emphasis on problem solving. First course of a two-course sequence designed to meet the one-year general chemistry requirement for Pre-med, Science, and Engineering majors. Topics include chemical calculations, electronic structure, chemical bonding, states of matter, and solutions. (3 lec hrs.)

Chem 161L—General Chemistry I Lab (1)

CoReq: Chem 161

Laboratory to accompany Chem 161. Experiments illustrate fundamental principles of Chemistry. (3 lab hrs.)

Chem 162—General Chemistry II (3)

PreReq: Chem 161

CoReq: Chem 162L

Second course of a two-course sequence designed to meet the one-year general chemistry requirement for Pre-med, Science, and Engineering majors. Topics include thermochemistry, kinetics, acid-base equilibrium, solubility equilibrium, and electrochemistry. Emphasis on problem solving. (3 lec hrs.)

Chem 162L—General Chemistry II Lab (1)

PreReq: Chem 161 and Chem 161L

CoReq: Chem 162

Laboratory to accompany Chem 162. Experiments illustrate fundamental principles of Chemistry. (3 lab hrs.)

Computing, Electronics, and Networking Technology

CENT 140—Network Fundamentals (3)
Deleted.

CENT 240B—Routing Protocols and Concepts (3)
Deleted.

CENT 240C—LAN Switching and Wireless (3)
Deleted.

CENT 241—Accessing the WAN (3)
Deleted.

Creative Media

CM 120—Introduction to Digital Video (3)
PreReq: "C" or better in Art 112
CoReq: Art 115 (or prior completion)
A studio course in digital video production that provides students with the basic theory, practice, and techniques for digital video with sequential digitized imagery and synchronized sound. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

Culinary Arts

Culn 111—Introduction to the Culinary Industry (2)
CoReq: Culn 112 and Culn 120
Provides an overview of the culinary industry within the aspects of the entire hospitality industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry. (2 lec hrs.)

Culn 112—Sanitation and Safety (2)
CoReq: Culn 111 and Culn 120
The study and application of the principles and procedures of sanitation and safety in the hospitality industry. Includes the study of food-borne illnesses, biological, chemical, and physical hazards, and cross-contamination as they may occur during the flow of food. An introduction to HACCP (Hazard Analysis Critical Control Point) and other sanitation and safety programs will also be presented. Safety issues and OSHA (Occupational Safety and Health Administration) guidelines and standards will be covered as they apply to the hospitality industry. (2 lec hrs.)

Culn 115—Menu Merchandising (2)
PreReq: "C" or better in Culn 111 and "C" or better in Culn 112 and "C" or better in Culn 120
CoReq: Culn 150
A study of the factors involved in planning effective menus for a variety of food service operations. The course includes the design, format, selection, costing, pricing, and balance of menu items based on an understanding of the needs of various target markets. (2 lec hrs.)

Culn 120—Fundamentals of Cookery (5)
CoReq: Culn 111 and Culn 112
An introduction to the fundamental concepts, skills, and techniques of cooking principles. Culinary skills addressing food preparation, presentation, and service in a safe and sanitary environment are emphasized. A combination of theory and hands-on experiences allow students to gain competencies in cooking methods for meat, poultry, fish, vegetables, fruits, salads, starches, sauces, and soups. Includes care and correct use of knives, tools, and equipment for professional kitchens. Interpreting standardized recipes, recognition of food cost factors, storage techniques, culinary terms, and other factors as they apply to standards expected of a food service worker for an entry level position are significant objectives covered. (2 lec hrs., 9 lab hrs.)

Culn 131—Short Order Cookery (3)
PreReq: "C" or better in Culn 111, "C" or better in Culn 112, and "C" or better in Culn 120
CoReq: Culn 115, Culn 140, and Culn 150
Students apply skillful manipulative methods in the preparation (Mise en place is emphasized), presentation, and service of foods requiring a short cooking time. Experience will be gained in production techniques for short order cookery. Regional and/or ethnic foods and cuisines of various countries will be incorporated into menu format. Includes preparation of hot appetizers for specific events. (1 lec hr., 6 lab hrs.)

Culn 133—Bistro Cookery and Intro to Dining Room Service (6)
PreReq: "C" or better in Culn 111, "C" or better in Culn 112, "C" or better in Culn 120, and "C" or better in Culn 170
Provides the application and reinforcement of basic concepts, skills, and techniques introduced in Culn 120 (Fundamentals of Cookery) to the operation of a bistro style dining service with an emphasis on fresh, locally produced foods prepared in a healthful and attractive manner. Menu will be designed utilizing a "Farm to Table" concept and scratch cookery. Recipe standardization and conversion, mise en place of correct quantity, freshness, and completeness will be stressed. Introduction to dining room service, Garde Manger and a la minute (cooked to order) cookery will be utilized for this course. Teamwork, personal and station organization, consistency, and patron satisfaction are cultivated. (2 lec hrs., 12 lab hrs.)

Culn 140—Cold Food Pantry (4)
PreReq: "C" or better in Culn 111, "C" or better in Culn 112, and "C" or better in Culn 120
CoReq: Culn 115, Culn 131, and Culn 150
Focus on theory, laboratory, and production of cold food items such as types of salads, salad dressings, sandwiches, canapés, hors d'oeuvres, cold appetizers, desserts, and beverages as are produced and/or assembled in the pantry department of a food service establishment. Students gain additional experience in creating and developing recipe adaptations for cold food menu items from different cuisines and regions of the country. Emphasis on nutritional awareness and the preparation of menu items to assure maximum freshness. (1 lec hr., 9 lab hrs.)

Culn 150—Fundamentals of Baking (4)

PreReq: "C" or better in Culn 111 and "C" or better in Culn 112 and "C" or better in Culn 120

CoReq: Culn 115

An introduction to the fundamentals of basic baking: concept, skills, and techniques, for application in a commercial food service establishment. Emphasis on the study of ingredient functions, product identification, scaling, weights, measures, recipe formulas, use and maintenance of bake shop tools and equipment. Students produce bakery items such as: yeast breads, other yeast products, quick breads, cookies, pies, cakes, pastries, and desserts. Also incorporates the study of cost controls and pricing. (2 lec hrs., 6 lab hrs.)

Culn 160V—Dining Room Service/Stewarding (2 or 4)

CoReq: Culn 120 or Culn 131 or Culn 240

Students study and practice a variety of table service techniques and procedures. Course coverage includes salesmanship of food and beverage, tableside service techniques, interpersonal communication, and managing work flow between the dining room and kitchen. Course coverage also provides students with the principles and practices of the beverage operation and application of stewarding in a hotel or food service establishment. (variable hours)

Culn 170—Food and Beverage Purchasing (3)

CoReq: Culn 111, Culn 112, and Culn 120

Work experience and lecture course whereby students study, observe, and participate in storeroom operations in a hotel or food service establishment. Provides experience in ordering, receiving, pricing, storing, distributing, and controlling the flow of food, beverages, supplies, and equipment. Purchasing policies, handling requisitions, and the organization of a steward's department are also included. (1 lec hr., 6 lab hrs.)

Culn 185—Culinary Nutrition (3)

Provides basic overall nutrition education, including functions of nutrients, vitamins and minerals, metabolic and other physiological processes, diet-related health concerns, and global health issues. Designed specifically for Culinary students as a Natural Science elective. (3 lec hrs.)

Culn 190—Food Business Startup (3)

Surveys the food manufacturing environment in Hawai'i and abroad taking into consideration business challenges, innovations, and emerging trends. Students will explore traditional business models versus sustainable business models, and develop a lean business plan outline for their proposed product. Students will begin to consider the value added proposition of their product while assessing the market for concept viability. Funding, sourcing, distribution, promotion and pricing strategies, as well as the concept of scaling will be discussed. Students will review government compliance and Good Manufacturing Practices, as well as the legal steps and requirements for establishing a food manufacturing business. Students will also survey the small food business environment in Hawai'i, establishing a firm, decision-making processes, marketing assessments, financing, operations considerations, and exposure to government regulations. Students will work in the kitchen lab to initiate a product prototype, along with necessary safety and sanitation best practices. (2 lec hrs., 3 lab hrs.)

Culn 220—Advanced Cookery (5)

PreReq: "C" or better in Culn 111, "C" or better in Culn 112, "C" or better in Culn 120, "C" or better in Culn 133, and "C" or better in Culn 170

CoReq: Culn 240

This capstone course is designed to integrate previous culinary training and academic studies using fundamental cooking techniques, food science, aesthetics, managerial principles, and sensory perception in the operation of the dining room. Student teams will create menus with instructor input, organize production and service, define and staff kitchen stations and develop systems for efficient operation. Opportunity for more complex offerings and the experience of cooking with a broad variety of seasonings and higher end foods. Plated service will strengthen timing and a la minute cooking skills. (2 lec hrs., 9 lab hrs.)

Culn 240—Garde Manger (4)

PreReq: "C" or better in Culn 111, "C" or better in Culn 112, "C" or better in Culn 120, "C" or better in Culn 133, and "C" or better in Culn 170

CoReq: Culn 220

A study of the basic Garde Manger principles, techniques, and skills in the preparation of specialty items such as: aspic, chaud-froid, forcemeats, pâtés, terrines, galantines, mousses, hot and cold hors d'oeuvres, and canapés. Buffet service will also be highlighted, emphasizing buffet menu planning, portion considerations, presentations, and line logistics. (2 lec hrs., 6 lab hrs.)

Culn 252—Patisserie (4)

PreReq: "C" or better in Culn 150

Expands upon the baking skills and techniques learned in Culn 150 (Fundamentals of Baking) for preparing quality commercial products. Cakes, pastries, petit fours, chocolate, cookies, and other bakeshop items will be included in the laboratory practice. Emphasis on baking as a science dependent upon exact measurements, functions of ingredients, the proper tools, and increased manipulative skills required to assure consistent results in producing fine pastry items. (2 lec hrs., 6 lab hrs.)

Culn 270—Food and Beverage Cost Control (4)

PreReq: "C" or better in Culn 115, "C" or better in Culn 131, "C" or better in Culn 140, and "C" or better in Culn 150; and QM 120H or Math 100 or higher (not Math 120)

Students examine and identify the varied factors which influence food and beverage costs in a food service operation. Students use analytical tools and techniques to enable them to interpret, to make operating decisions, and to identify problems in achieving cost and quality control in a food and beverage system. A field experience to include computer generated information for a food service plan is a major requirement. (3 lec hrs., 3 lab hrs.)

Dance

Dnce 153—Introduction to Dance Forms (3)

Introduction to dance through history and culture. Students will learn basic movement and vocabulary of the major dance forms through theoretical perspectives and the performance of dance skills in the studio. (3 lec hrs.)

Dnce 185—Modern/Jazz Dance I (3)

Introduces technical skill in modern and jazz vocabularies and explores the creative processes of dance. (2 lec hrs., 2 lec/lab hrs.)

Dnce 190V—Aerial Dance I (2-3)

Recommended: Dnce 185

An introduction to technical skills/creative processes in beginning aerial dance utilizing the single point low flying trapeze. (variable hours)

Dnce 195—Introduction to Environmental Dance (3)
An introduction to how dance interfaces with various environments—both natural and man-made—and explores how dance is a vehicle to express environmental and relevant social issues. Emphasizes the relationship of dance to other art forms and especially the creative power of collaboration when dealing with themes expressing the human relationship with the environment. (3 lec hrs.)

Dnce 256—Creative Movement (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: ECEd 110 or Dnce 185 or HDFS 230
An introduction to content, method, and processes for leading creative movement experiences for young people. The creative process, elements of movement and its relationship to other art forms, as well as its integration with other curricula are explored in this course. Teaching methods used in this course enable the design of lessons appropriate for a wide range of ages, interests, and developmental stages. Especially applicable to those in or planning to enter education or human service fields. May be repeated for credit, up to 6 credits. (3 lec hrs.)

Dnce 285—Modern/Jazz Dance II (3)
PreReq: Dnce 185
A continuation of Modern/Jazz Dance I in which the student will continue more in-depth work in technique, improvisation, and composition. Performance skills will be stressed. (2 lec hrs., 2 lec/lab hrs.)

Dnce 290V—Aerial Dance II (2-3)
PreReq: Dnce 190V
Recommended: Dnce 185
A continuation of Introduction to Aerial Dance in which the student learns more difficult technical skills and creative processes in aerial dance utilizing the single point low flying trapeze. May be repeated for credit, up to 6 credits. (variable hours)

Diesel Mechanics

\+ Valid driver's license required.

+ DiMc 120—Introduction to Diesel Engines (12)
The theory and operation of diesel engines, maintenance and repair of diesel engine systems, shop safety/operation, component service and repair, engine disassembly, inspection, and assembly. Topics include: engine operating principles; cylinder blocks and heads; crankshaft and bearings; camshaft; gear train and timing; piston and connecting rod assemblies; engine lubricant and lubrication systems; engine coolants and cooling systems, and air intake and exhaust systems. (24 lec/lab hrs.)

+ DiMc 130—Introduction to Electrical Systems and Diesel Fuel Systems (12)
PreReq: "C" or better in DiMc 120
The theory and operation of heavy-duty truck and equipment electrical systems and fuel systems, maintenance and repair of electrical and fuel systems, shop safety/operation, component service and repair, electrical and fuel diagnostics equipment usage, and troubleshooting procedures. (24 lec/lab hrs.)

+ DiMc 140—Introduction to Power Trains (12)
PreReq: "C" or better in DiMc 130
The theory and operation of heavy-duty truck and equipment power train, maintenance and repair of power train, shop safety/operation, component service and repair, power train diagnostic equipment usage, and troubleshooting procedures. Topics include: clutches and flywheels, mechanical transmissions, drive lines, power take off, differentials, and final drivers. (24 lec/lab hrs.)

+ DiMc 150—Introduction to Heavy-Duty Brakes, Steering, Suspension, Hydraulics, and Hydrostatics (12)
PreReq: "C" or better in DiMc 140
The theory, operation and maintenance of heavy-duty truck and equipment including brakes, steering and suspension systems, hydraulic and hydrostatic systems, shop safety/operation, component service and repair, system schematics, diagnostics, and alignment. (24 lec/lab hrs.)

Early Childhood Education

ECEd 105—Introduction to Early Childhood Education (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Introduces and explores the nature of the field of early childhood education and care. (3 lec hrs.)

ECEd 110—Developmentally Appropriate Practices (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Introduces concepts of developmentally appropriate practice and the importance of play. Provides an overview of and experience with the knowledge and skills necessary for working with children birth through age eight, including children with special needs. (3 lec hrs.)

ECEd 115—Health, Safety, and Nutrition for the Young Child (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Introduces theories and practices for creating and maintaining a safe, healthy learning environment for young children and adults in group settings. Introduces guidelines and practices for providing for the nutritional needs of young children and adults in group settings. (3 lec hrs.)

ECEd 131—Early Childhood Development: Theory into Practice (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Covers principles of human development from conception through early childhood. Focuses on the interrelation of physical, cognitive, emotional, and social aspects of the individual during this period and how this information of development affects one's expectations and relationship to the individual child. (3 lec hrs.)

ECEd 134—Introduction to Observation of Children (1)
Deleted.

ECEd 140—Guiding Young Children in Group Settings (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Addresses positive ways to support children's social-emotional development. Focuses on adult-child and child-child interactions and relationships. (3 lec hrs.)

ECEd 152—Early Literacy Development (3)
Deleted.

ECEd 170—Introduction to Infants and Toddlers (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Provides an overview of the basic skills needed for working with infants and toddlers and their families in group care settings. Focuses on interactive aspects of child development. Introduces infant-toddler caregiving routines and environments, and caregiver roles. (3 lec hrs.)

ECEd 190—Early Childhood Laboratory (4)
PreReq: "C" or better in ECEd 105 and "C" or better in ECEd 110 and "C" or better in ECEd 131 and "C" or better in ECEd 140; and consent of the instructor to verify that the student meets the following requirements: First Aid Certification, TB Clearance, Criminal History and Child Welfare Clearance, and Physical Exam with doctor's note
Provides the early childhood student with information on health and safety practices and appropriate curriculum in early childhood programs. Provides a setting to observe and experience maintaining a healthy, safe environment for children and staff, and to gain skills in working effectively with children, teachers and parents in a "model" early childhood program. Allows the student to participate in a group program for young children. Provides supervised practice in planning and guiding children's learning and routine living activities. Nine hours in a campus laboratory and one hour in seminar per week. (1 lec hr., 9 lab hrs.)

ECEd 191—Early Childhood Practicum I (4)
PreReq: "C" or better in ECEd 105 and "C" or better in ECEd 110 and "C" or better in ECEd 131 and "C" or better in ECEd 140; and consent of the instructor to verify that the student meets the following requirements: First Aid Certification, TB Clearance, Criminal Background Check including Fingerprinting, Child Welfare Clearance, and Physical Exam with doctor's note
Provides practical application of early childhood studies which allow the student to participate in a group program for young children. Supervised practice in planning and guiding learning, and children's routine living activities. Emphasizes experiences that increase student's skills in dealing with group and individual behavior. (1 lec hr., 9 lab hrs.)

ECEd 245—Child, Family, and Community (3)
PreReq: "C" or better in ECEd 105
Develops communication skills and other strategies for building effective relationships with diverse families and relevant community members. Introduces students to the local resources available for family referral. (3 lec hrs.)

ECEd 252—Early Childhood Curriculum: Communication (3)
Deleted.

ECEd 253—Early Childhood Curriculum: Physical (3)
Deleted.

ECEd 254—Early Childhood Curriculum: Cognitive (3)
Deleted.

ECEd 255—Early Childhood Curriculum: Creative (3)
Deleted.

ECEd 256—Creative Movement (3)
Deleted.

ECEd 263—Language and Creative Expression Curriculum (3)
PreReq: "C" or better in ECEd 110 and "C" or better in ECEd 131
Addresses creative and language disciplines, stages of development for each, and how these relate to appropriate early childhood curriculum. Includes designing curriculum for language, literacy, literature and creative expression (art, music, and creative movement/dance) based on observation of children. Students must have contact with preschool children in a formal setting for observation and implementation of course assignments. (3 lec hrs.)

ECEd 264—Inquiry and Physical Curriculum (3)
PreReq: "C" or better in ECEd 110 and "C" or better in ECEd 131
Addresses physical development and inquiry disciplines, stages of development for each, and how these relate to appropriate early childhood curriculum. Includes designing curriculum for physical development, and inquiry (math, science, and social studies) based on observation of children. Introduces integrated curriculum based on science and social studies topics. Students must have contact with preschool children in a formal setting for observation and implementation of course assignments. (3 lec hrs.)

ECEd 275—Inclusion of Children with Special Needs (3)
PreReq: ECEd 105 and ECEd 110 and ECEd 131
Introduces legal, historical, and research information about serving young children with special needs in inclusive environments. Introduces issues and practices associated with establishing partnerships with families and understanding collaborative relationships that contribute to meeting the diverse needs of young children in inclusive settings. Facilitates the development of skills to adapt and modify the learning environment in line with developmentally appropriate practice. Introduces traditional and alternative assessment and identifies the skills necessary to facilitate successful transitions. (3 lec hrs.)

ECEd 280—Introduction to Early Childhood Program Administration (2)
PreReq: ECEd 190 or ECEd 191
Recommended: Experience/employed as an Early Childhood Program Administrator
Provides an introduction to administrative principles and practices of program planning, organization, personnel management, boards, and regulatory agencies. Surveys program handbooks, personnel policies, assessment tools, community resources, and fundraising ideas. (2 lec hrs.)

ECEd 291—Early Childhood Practicum II (4)
PreReq: ECEd 140, and "B" or better in ECEd 190 or "B" or better in ECEd 191; and consent of instructor
Provides advanced practical application of early childhood studies which allows the student to participate in a group program for young children. Supervised practice in planning and guiding learning, and children's routine living activities. Emphasizes experiences that increase student's skills in dealing with group and individual behaviors. (1 lec hr., 9 lab hrs.)

Earth Sciences

Erth 101—Introduction to Geology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
The study of the earth, with emphasis placed on the materials, surface features, structures, and various erosional and depositional processes. (3 lec hrs.)

Erth 101L—Introduction to Geology Lab (1)
CoReq: Erth 101 (or prior completion)
The study of the earth, with emphasis placed on the materials, surface features, structures, and various erosional and depositional processes. Laboratory to accompany Erth 101. (3 lab hrs.)

E-Commerce

ECom 100—Introduction to E-Commerce (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Mkt 157
Recommended: Basic experience with computer usage and the Internet. Basic knowledge of Marketing. Basic knowledge of Web design.
Provides an introduction to the technology and history of the internet and its use as an electronic commerce medium from informational websites to full online retail systems. Included in this introductory survey course will be an analysis and evaluation of retail and business-to-business internet-based systems. Coursework includes an analysis of e-commerce websites and internet and e-mail marketing techniques. (3 lec hrs.)

Economics

Econ 120—Principles of Economics (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
General understanding of the functioning of economic systems, including various approaches to the organization of production and allocation of resources, and of policies to achieve national economic goals. These include determination of national income, inflation, recession, unemployment, taxation, labor unions, environmental pollution, energy, and economic growth. (3 lec hrs.)

Econ 130—Principles of Microeconomics (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Math 82X or placement in Math 100 or placement in Math 103
Examination of the decision-making process of both households and firms. Analysis of the functioning of a competitive market system, using supply and demand models and the role of government in cases of market failure. (3 lec hrs.)

Econ 131—Principles of Macroeconomics (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Math 82X or placement in Math 100 or placement in Math 103
Examination of the forces determining levels of and changes in national income, employment and the price level, including the role of government through its fiscal and monetary policies. (3 lec hrs.)

Electrical Installation and Maintenance Technology

EIMT 20—Interior Wiring (12)
PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21
CoReq: Etro 120 (or prior completion)
Covers safety regulations and procedures practiced in the construction trade and industry; the use of related hand tools and power equipment; basic interior wiring of electrical devices and equipment, lighting apparatus and low voltage equipment; electrical blueprints and symbols of residential wiring; various wiring methods and materials used; installation of temporary service pole stands; and the interpretation of current national and local electrical codes. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

EIMT 22—Electricity Theory and Practice (12)
PreReq: "C" or better in EIMT 20
CoReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher (or prior completion); and Blpr 22B (or prior completion)
Covers basic Electron Theory, Ohm's Law, Power Law, series and parallel circuits, AC and DC circuits, magnetism, grounding, introduction to the basics of Photovoltaic principles, installation of permanent electrical services, and the introduction of electrical conduit bending. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

EIMT 41—Commercial Wiring (12)
PreReq: "C" or better in EIMT 22
CoReq: Blpr 30C (or prior completion)
Covers the installation of various types of electrical conduits in classified hazardous and non-hazardous locations; the installation of electrical services; blueprint reading and interpretations; and related duties of the electrical trade such as carpentry, masonry, plumbing, and refrigeration. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

EIMT 43—Industrial Wiring (12)
PreReq: "C" or better in EIMT 41
Covers power generation, transmission, and distribution; step-up and step-down power transformers; buck/boost transformers; electromagnetism; single-phase and three-phase motors; motor controls; and photovoltaic systems (off-grid & grid-tie). (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

Electronics Technology

Etro 120—Fundamentals of Electronics I (5)
PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21
The basics of electron physics, Ohm's Law, direct and alternating current, network analysis, sinusoidal and non-sinusoidal voltage and current analysis of R,L,C passive components in passive filters. Also covers the proper care, use, and hands-on operation of test instruments such as DMMs, oscilloscopes, power supplies, function generators as used in voltage, current, resistance, and power measurements. (5 lec hrs.)

Etro 120L—Fundamentals of Electronics I Lab (2)
Deleted.

Etro 121—Process Controls and Electronics Fabrication (3)
Deleted.

Etro 121L—Process Controls and Electronics Fabrication Lab (2)
Deleted.

Etro 122—Fundamentals of Electronics II (5)
Deleted.

Etro 122L—Fundamentals of Electronics II Lab (2)
Deleted.

Etro 140—Network Fundamentals (3)
Deleted.

Etro 143—Digital Electronics (5)
Deleted.

Etro 143L—Digital Electronics Lab (2)
Deleted.

Etro 240B—Routing Protocols and Concepts (3)
Deleted.

Etro 240C—LAN Switching and Wireless (3)
Deleted.

Etro 241—Accessing the WAN (3)
Deleted.

Etro 257—RF Communications (2)
Deleted.

Etro 266—Introduction to Fiber Optics (3)
Deleted.

Etro 280—Microprocessors in Micro Controllers Programmable Logic Control (3)
Deleted.

Etro 287—Programmable Logic Controllers (3)
Deleted.

Etro 287L—Programmable Logic Controllers Lab (1)
Deleted.

Engineering Technology

EngT 100—Drafting Conventions and Blueprint Reading (4)
Recommended: High school mechanical drawing
Designed for students interested in technical drawing. An introduction to basic manual drafting practices, procedures, equipment use, lettering, and architectural symbols, as well as basic residential construction materials used today. Orthographic projection and pictorial drawings will be used to emphasize the importance of visualization and interpretation of construction working drawings. Students will also be introduced to Electrical, HVAC, Welding and Plumbing Plans. (4 lec hrs.)

EngT 101—Sustainability in a Changing World (3)
PreReq: "C" or better in Eng 20 or "C" or better in ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and "C" or better in Math 75X or placement in Math 82X or placement in Math 100 or placement in Math 115 or "C" or better in QM 80 or placement in QM 120T
Identifies sustainability concepts which have become evident from early human movement toward Industrialization in the 1500s to present. Examines diverse approaches in resource use including water, energy, waste, land use, economies, and oceans. Introduces fundamental systems approaches to recognize interconnections and ramifications of practices. Identifies global sustainability issues and uses Hawai'i and island case studies as a means of better understanding their applied relevance. (3 lec hrs.)

EngT 107—Unmanned Aerial Systems Flight (4)
Prepares students to become commercial unmanned aircraft operators. It is divided into two parts, preparing the students to pass the FAA Part 107 Exam and actual flight experience under different mission scenarios and environmental conditions. This course will demonstrate the physics of flight as it pertains to Unmanned Aerial Vehicles (UAV). Upon passing this course, the student will be prepared to take the FAA Part 107 Exam and have enough flight hours to safely fly in a commercial environment. (8 lec/lab hrs.)

EngT 112—Computer Aided Drafting (CAD) (3)
Recommended: Mechanical drawing and computer keyboarding experience
Introduction to AutoCAD's basic drawing commands including features, functions, and operations. Students will also learn how to create blocks, external references, and how to utilize paper and model space layouts. (3 lec hrs.)

EngT 120—Residential Design and Construction Drawings (4)
PreReq: EngT 100, EngT 107, and EngT 112
An introductory course into Architectural design concepts used to create a full set of construction drawings utilizing data gathering methods from previous designs and inputting data gathered into AutoCAD. (4 lec hrs.)

EngT 129—Geomatics and Land Surveying I (3)
CoReq: EngT 107 and EngT 112 (or prior completion of either)
Introduction to geomatics and land surveying science, terminology, field practices, equipment, hardware and software for measuring, locating, and mapping geographic features on the face of the earth. Students will learn how to set up survey field equipment and use collected data to import into Civil 3-D software. Emphasis will focus on measuring horizontal distances on steep slopes, alignment between points, and correcting common errors in measuring distances. Students will also be introduced to site plan drawings including maps, surveys, contours and profiles, site plans, site utilities, and land excavation. (3 lec hrs.)

EngT 167—Introduction to Wastewater Management (3)
CoReq: EngT 168 (or prior completion)
Recommended: "C" or better in Eng 20 or placement in Eng 22; and "C" or better in Math 75 or placement in Math 82X
Introduces students to the wastewater industry in Hawai'i, with a focus on cesspool removal and replacement of onsite wastewater treatment systems. Explores the environmental impacts of cesspools, and the process of replacing them with alternative technologies. Emphasis is placed on regulatory aspects of cesspool removal, including DOH permitting, technical communications, and working with stakeholders in the industry. (3 lec hrs.)

EngT 168—Wastewater Treatment Design (3)
CoReq: EngT 167 (or prior completion)
Recommended: "C" or better in Eng 20 or placement in Eng 22; and "C" or better in Math 75 or placement in Math 82X
Introduces students to the design and installation of onsite wastewater treatment systems in island settings. Students will learn about and identify sustainable alternatives to cesspools and analyze appropriate solutions. Emphasis is placed on the onsite wastewater treatment process, the biological and chemical composition of wastewater, and understanding how wastewater system design impacts freshwater and marine ecosystems in Hawai'i. (3 lec hrs.)

EngT 193—Internship - Onsite Wastewater Systems Specialist (3)
PreReq: "C" or better in EngT 100 and "C" or better in EngT 167 and "C" or better in EngT 168
CoReq: EngT 112 and EngT 267 (or prior completion of either)
Designed for students in the Onsite Wastewater Treatment Specialist Certificate Program to provide workplace learning experience through an internship with a government, private agency, or commercial operation. Applies prior knowledge and skills to the workplace in an occupation within the student's area of interest in wastewater management to prepare students for the workforce. (internship hrs.)

EngT 230—Residential Contract Drawings and Codes (6)
PreReq: "C" or better in EngT 120
Recommended: Proficiency in CAD and manual drafting
Advanced study and application of materials and methods of construction related to 2-story dwelling planning, remodeling and sustainable design practices with applicable code compliance, utilizing wood framing, and concrete construction principles to create a complete set of contract drawings. Students will be able to gather data from existing structures using historical drawings and/or electronic data gathering methodologies such as LiDAR. (6 lec hrs.)

EngT 233—Basic Architectural Studio Design (3)
PreReq: "C" or better in EngT 100 and "C" or better in EngT 112
Elements and principles of basic two and three-dimensional design concepts. Formal/spatial exercises that explore elements, surfaces, measure, and order in both graphic and architectural contexts. Students practice various design processes and systematic approaches to solving architectural and environmental design problems. Students analyze architecture as the creation of spaces generated by human needs and aspirations and develop concepts to explore and achieve innovated solutions responding to these needs. Studio activities involving thinking, reading, writing, model making, and a variety of communication techniques with emphasis on the delineation of 3D spaces using perspective drawing techniques, light notation, and computer modeling. (3 lec hrs.)

EngT 234—Architectural Design Software (3)
PreReq: "C" or better in EngT 100 and "C" or better in EngT 112
Recommended: Computer skills
An introduction to 3D modeling programs, such as SketchUp, Revit, and ArcGIS, primarily aimed at construction project designs. Topics include the user interface, basic modeling concepts, and object creation. (3 lec hrs.)

EngT 247—Geomatics and Land Surveying II (3)
PreReq: "C" or better in EngT 112 and "C" or better in EngT 129
Students will be introduced to new technologies in Geomatics and Land Surveys for measuring, locating, and mapping geographic features on the face of the earth. Field and office procedures for Control, Boundary, and Topographic surveys will be explored. Students will operate technology, such as drones, LiDAR, and RTK Technology (real time kinetics, which is GPS base measurements) to gather and analyze data. (3 lec hrs.)

EngT 267—Cesspool Conversion & Onsite Wastewater Treatment Systems Installation (4)
PreReq: "C" or better in EngT 100 and "C" or better in EngT 167 and "C" or better in EngT 168
Provides students with hands-on experience in cesspool conversion and onsite wastewater treatment system installation. In this course, students cover cesspool excavation, site design, Department of Health permitting, onsite wastewater treatment system installation, and maintenance checks. Students will complete a project assisting a homeowner with converting or upgrading their cesspool to a more environmentally sustainable method of managing and treating wastewater. (8 lec/lab hrs.)

EngT 270—Introduction to Geographic Information Systems (GIS) (4)
Cross-listed as Geo 270
Introduces students to the fundamental principles and techniques of Geographic Information Systems (GIS), a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. The lab material will emphasize the foundational skills for working with GIS including field data collection, data exploration, and map making. Through completion of course activities, students will learn how to collect data in the field using GPS receivers, use ArcGIS Online to create web maps and apps to explore and visualize data, and learn to import data from online databases and data clearinghouses in vector and raster formats. (8 lec/lab hrs.)

EngT 275—Spatial Data Management and Analysis (4)
PreReq: EngT 107 and (EngT 270 or Geo 270)
Provides students with in-depth data analysis skills-based on new and existing data sets from Hawai'i and exposure to relevant UAS remote sensing technology. Primary focus will build upon previous knowledge of GIS mapping and UAS operations to incorporate remote sensing data and UAS aerial topology measurements for analysis and advanced mapping and visualization processes. Students' projects will contain all aspects of data collection using best of breed software technologies to produce final analysis in preparation for presentations. (4 lec hrs.)

EngT 291—Rural and Urban Remote Sensing (4)
Cross-listed as Ag 291
PreReq: EngT 107 and (EngT 270 or Geo 270)
Places an emphasis on collecting data using remote sensing equipment and software. It will provide students with field experiences in the methods used to assess natural resources and environmental designs. Students will gain experience collecting and interpreting UAS drone data using different sensors. Students will be exposed to a variety of environmental sampling methods that are used in assessing ecosystems. Analysis of data will include site development and sustainable measure guidelines used by various national organizations and programs. (8 lec/lab hrs.)

Which English Course Should I Take?

English (Eng) courses cover two different areas: Reading and Writing, and different progressions for native speakers of English and non-native speakers of English (ESL). If you have any questions, see an advisor or counselor.

Placement is required for all Eng courses. Other Hawai'i CC courses may have Eng prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Psy 100 requires Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102.

Also, carefully review the Eng requirements for your major. See your program advisor if you have any questions.

** IEP-ESOL: classes offered by Hawai'i CC's Intensive English Program - English for Speakers of Other Languages

English

Eng 20—Reading and Writing Essentials (4)
PreReq: Placement in Eng 20
An introduction to the reading, reasoning, and writing skills essential to succeed in pre college-level English courses. Through development of study skills and practice in reading, discussion, summarizing of concepts, and incorporating ideas into writing, this course will familiarize students with the components of critical thinking and composition. (4 lec hrs.)

Eng 21—Introduction to College Reading (3)
PreReq: "C" or better in Eng 20 or placement in Eng 21
Development of reading comprehension and critical reading skills. Focus on varied reading strategies, context, vocabulary, summarizing and paraphrasing, and on study skills. (3 lec hrs.)

Eng 22—Introduction to Composition (3)
PreReq: Eng 20 or placement in Eng 21; and "C" or better in Eng 20 or placement in Eng 22
Instruction and practice in writing clear, effective, well-developed paragraphs and short essays using various modes of development. (3 lec hrs.)

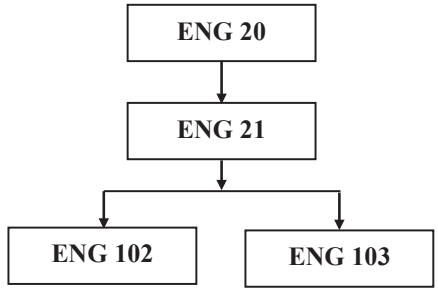
Eng 100—Composition I (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: Eng 102
Instruction and practice in writing clear, effective university-level prose. Attention to all stages of the process—generating ideas, drafting, revising, and editing. (3 lec hrs.)

Eng 100E—Composition I (ESL) (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: Experience using computers for writing
Designed specifically for non-native speakers of English and aims to empower English language learners to become proficient and self reliant writers of academic English. Its framework includes: 1) extensive development of academic vocabulary, 2) explicit instruction to address common grammar errors for English language learners, 3) attention to listening and speaking skills, 4) consideration for aspects of American culture and American academic writing conventions, and 5) emphasis in the construction of clear, effective university-level prose with attention to all stages of the writing process. (3 lec hrs.)

Eng 102—College Reading Skills (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and Eng 20 or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Emphasis on reading college-level materials, including improvement in the following areas: study skills, college vocabulary, flexible and strategic reading skills, comprehension and critical reading of fiction and non-fiction, and library research. (3 lec hrs.)

Eng 103—Critical Reading, Thinking, Problem Solving (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Emphasis on critical reading, thinking, and problem solving skills, and interpreting literature. Use of higher level reading skills of analysis, interpretation, and integration to develop increased thinking and reading proficiency at the college level. (3 lec hrs.)

Reading Progression



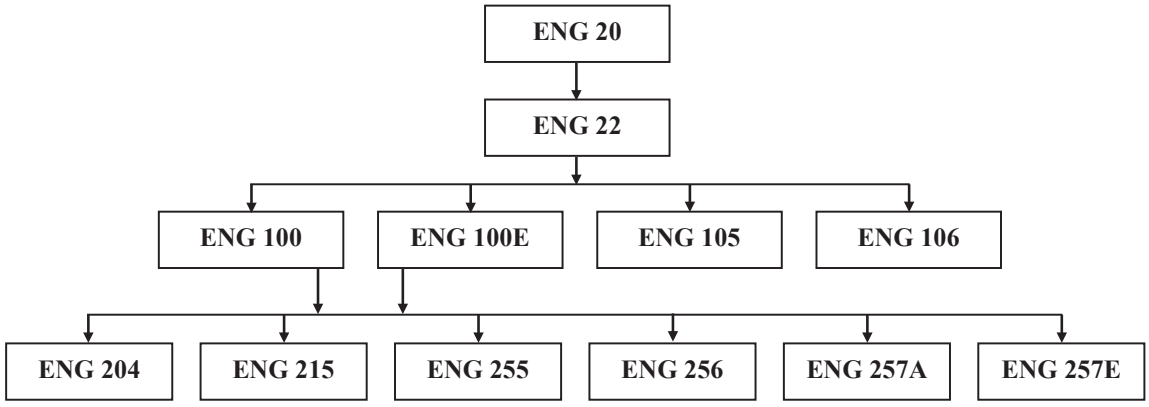
Eng 105—Reading Film (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: Eng 21 or ESL 21 or placement in Eng 102
Introduces students to the study of film techniques and interpretation. Using a variety of films, especially those with a connection to Hawai'i, the course surveys the artistry and cultural significance of fictional films and their alternatives. Students inquire into how films generate meaning and how viewers attribute value to films. (3 lec hrs.)

Eng 106—Technical English for the Workplace (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Instruction and practice in the reading and writing skills necessary to communicate in professional settings. Emphasis on skills such as defining purpose, understanding audience, analyzing and evaluating texts, conducting research, and all phases of the writing process. Does not fulfill the English requirement for AA transfer degrees. (3 lec hrs.)

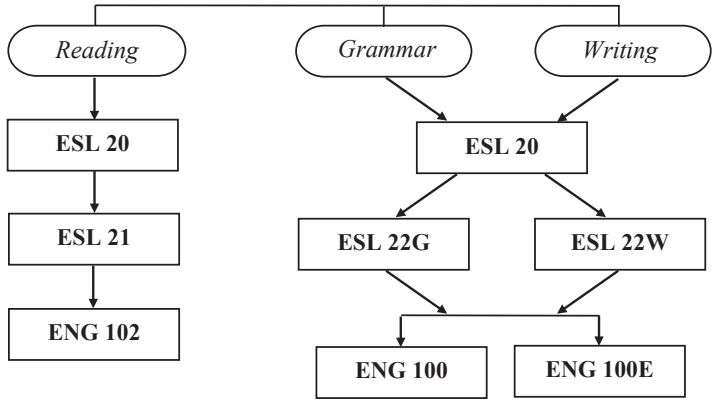
Eng 204—Creative Writing (3)
PreReq: "C" or better in Eng 100 or "C" or better in Eng 100E
Recommended: Eng 102
Students will produce original work in the following genres: creative nonfiction, drama, fiction, and poetry. Includes reading and analyzing published works and discussions of each student's writing. May be repeated for credit, up to 9 credits. (3 lec hrs.)

Eng 215—Research Writing for Humanities and Social Sciences (3)
PreReq: "C" or better in Eng 100 or "C" or better in Eng 100E; and "C" or better in Eng 102
Recommended: Students should have experience in using computers for research and writing.
Building on reading and writing skills acquired in English 100 and English 102, course emphasizes academic reading, writing, and research skills for students in Humanities and Social Sciences. Focuses on blending at least two or three rhetorical modes, using MLA and APA documentation styles, in writing informative, analytical, and argumentative essays supported by research. (3 lec hrs.)

Writing Progression



ESL Progression Chart



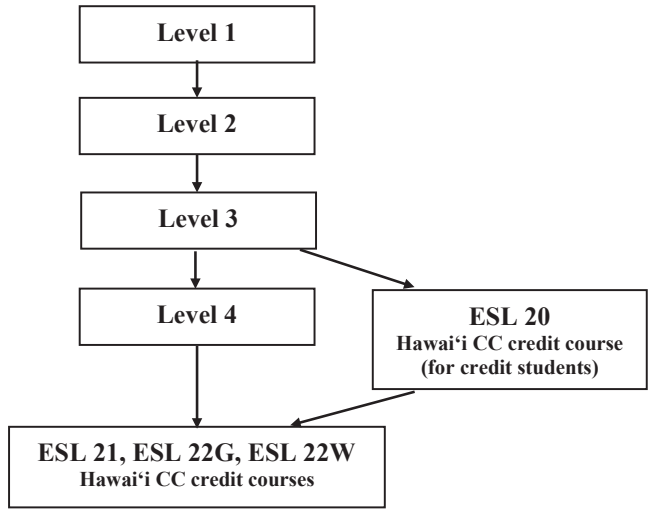
Eng 255—Types of Literature: Short Story and Novel (3)
PreReq: Eng 100 or Eng 100E
Recommended: Eng 102
An introduction to two major types of English literature: the short story and the novel. Students will read, analyze, and discuss works of fiction as well as learn how to apply principles of interpretation to other literary works. The goal of the course is to help students achieve a greater understanding, appreciation, and enjoyment of literature. (3 lec hrs.)

Eng 256—Types of Literature: Poetry and Drama (3)
PreReq: Eng 100 or Eng 100E
Recommended: Eng 102
An introduction to two major types of English literature: poetry and drama. Students will read, analyze, and discuss poems and plays as well as learn how to apply principles of interpretation to other literary works. The goal of the course is to help students achieve a greater understanding, appreciation, and enjoyment of literature. (3 lec hrs.)

Eng 257A—Themes in Literature: Literature of Hawai'i (3)
PreReq: Eng 100 or Eng 100E
Recommended: Eng 102
Introduces students to persistent themes that appear in the English language literature of Hawai'i. Literary contributions from a wide range of sources representative of Hawai'i's rich cultural and ethnic diversity will be studied in their historical and cultural context. Emphasis will be placed on the themes that help readers to appreciate the ideological and aesthetic qualities specific to Hawai'i's literature as well as those that identify Hawai'i as part of a global community. (3 lec hrs.)

Eng 257E—Themes in Literature: Multi-Cultural Literature (3)
PreReq: Eng 100 or Eng 100E
Recommended: Eng 102
This multi-cultural literature course introduces students to the ethnic diversity of American literature. Readings include texts from a variety of cultural perspectives. Specific topics vary by semester. (3 lec hrs.)

IEP (ESOL) Progression



English as a Second Language

ESL 20—English Essentials (4)

PreReq: Placement in ESL 20 or placement in Eng 20

ESL 20 focuses on the fundamental skills needed to become a proficient reader and writer of English. This course concentrates on developing reading strategies, academic vocabulary, sentence structure, grammar concepts, and writing through a process approach. (4 lec hrs.)

ESL 21—Introduction to College Reading (ESL) (3)

PreReq: "C" or better in ESL 20 or "C" or better in Eng 20 or placement in ESL 21 or placement in Eng 21

ESL 21 is an advanced-level course designed to help students develop essential college-level reading skills. The focus is to provide strategies that will help students understand what they read and to give them confidence in identifying the central points, main ideas, and important details of academic readings; drawing inferences, and developing critical reading skills. Students will use vocabulary strategies to assist them in becoming fluent readers. (3 lec hrs.)

ESL 22G—Advanced Grammar (ESL) (3)

PreReq: "C" or better in ESL 20 or "C" or better in Eng 20 or placement in ESL 21 or placement in Eng 21; and "C" or better in ESL 20 or "C" or better in Eng 20 or placement in ESL 22G or placement in Eng 22; and "C" or better in ESL 20 or "C" or better in Eng 20 or placement in ESL 22W or placement in Eng 22

ESL 22G is an advanced-level course in which students acquire knowledge of grammar essential for successful academic writing. As grammar points are presented, students apply the grammar they learn by editing passages from varied texts, including student writing and their own drafts. The class focus is to help students develop a greater awareness of language usage, identify patterns of errors, and learn to independently and systematically use editing skills. Class activities include practice and focus on identifying various sentence patterns; writing clear, effective sentences; and expanding independent editing skills. (3 lec hrs.)

ESL 22W—Introduction to Composition (ESL) (3)

PreReq: "C" or better in ESL 20 or "C" or better in Eng 20 or placement in ESL 21 or placement in Eng 21; and "C" or better in ESL 20 or "C" or better in Eng 20 or placement in ESL 22G or placement in Eng 22; and "C" or better in ESL 20 or "C" or better in Eng 20 or placement in ESL 22W or placement in Eng 22

CoReq: ESL 22G (or prior completion)

ESL 22W emphasizes writing essays on academic topics. The focus is on reading-based writing, paraphrasing, summarizing, expanding student knowledge of the writing process, and applying these skills to write well-organized essays. Students participate in small group discussion(s), review, editing, proofreading, and revising activities. Student writing reflects fluency in constructing clear, correct sentences with accurate word choice and control of varied sentence structures. (3 lec hrs.)

Entrepreneurship

Ent 125—Starting a Business (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Surveys the business environment, establishing a business entity, decision-making processes, marketing assessments, financing, operations considerations, and government regulations as they relate to the development of a formal business plan. It is designed for those who wish to start or are currently operating their own business. (3 lec hrs.)

Fire and Environmental Emergency Response

Fire 101—Essentials of Fire Suppression (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102

CoReq: Fire 101L, Fire 151, and Fire 156

Provides students with a comprehensive initial introduction to suppression of structural fires. Introduces definitions, terminology, and a brief history of structural fire suppression. Provides students with a basic knowledge of fire behavior, how and what materials burn, extinguishment systems, and basic methods of suppression. (3 lec hrs.)

Fire 101L—Essentials of Fire Suppression Laboratory (1)

PreReq: Eng 21 or ESL 21 or placement in Eng 102

CoReq: Fire 101, Fire 151, and Fire 156

A lab to accompany the Fire 101 lecture. Students will be provided with hands-on experience and instructed in the safe and proper handling of equipment used in the suppression of structural fires. (3 lab hrs.)

Fire 151—Introduction to Wildland Fire Control (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102

CoReq: Fire 101 and Fire 156

Introduces definitions, concepts, theories, and principles of modern wildland fire control. Provides students with an overall introduction to theory and application in basic wildland fire suppression, fire behavior, wildland fire operations, suppression methods, tools, and equipment. An emphasis on safety. Completion of this course meets current NWCG 310-1 standards for Firefighter Type 2, and the required training for issuance of a Red Card. (3 lec hrs.)

Fire 153—Advanced Wildland Firefighting (3)

PreReq: Fire 151

Designed to meet the training needs for both Advanced Firefighter/Squad Boss and Incident Commander Type 5 positions. Covers how to: properly document the appropriate information during fire suppression activities; incorporate and maintain open lines of communication with all appropriate fire suppression personnel; apply LCES (Lookouts, Communications, Escape Routes, and Safety Zones) to fire line tactics; and demonstrate the steps required to properly size up a fire situation and determine appropriate tactics. (3 lec hrs.)

Fire 156—Incident Command System (3)

PreReq: Eng 21 or ESL 21 or placement in Eng 102

CoReq: Fire 101 and Fire 151

Course describes the Incident Command System (ICS). Collectively, these features identify the unique quality of ICS as a management system for all emergency and planned event incidents. Principle features are: management by objectives, chain of command, transfer of command, organizational flexibility, integrated communications, common terminology, and developing an Incident Action Plan. In addition, Homeland Security Presidential Directive-5 requires all federal, state and local agencies to adopt the National Incident Management System (NIMS) which ICS is part of. (3 lec hrs.)

Fire 157—Intermediate Wildland Fire Behavior (3)

PreReq: Fire 151

Designed to instruct prospective fireline personnel in wildland fire behavior for effective and safe fire management operations. Fire behavior is not an independent phenomenon - it is the product of the environment in which the fire is burning. Certain types of fire behavior are considered unusual or unexpected only because of the failure to evaluate properly the conditions, influences, and forces that are in control. To predict fire behavior, and to control and use fire effectively and safely, one must understand and use the interactions of fire with its environment. Examines the fire environment: what it is, how it varies and why, and how fire itself alters the total picture. (3 lec hrs.)

Fire 202—Fire Hydraulics (3)

PreReq: Fire 101; and "C" or better in Math 82X or placement in Math 100 or placement in Math 103

Introduces terminology, definitions, and basic and complex formulas involved in fire service hydraulics. Helps students gain an understanding of the complexities involved in modern apparatus pumping and water delivery systems. Focuses on commonly used equipment and applying simple and complex mathematical formulas (theory), plus standard rules applied in fire service to gain an overall understanding of hydraulics and hydraulics application. (3 lec hrs.)

Fire 207—Hazardous Materials Awareness and Operations (3)

PreReq: Fire 153

Students are introduced to initial response for Hazardous Material Incidents. Upon completion, the student will meet the training requirements of the National Fire Protection Association (NFPA), Office of Safety and Health Administration (OSHA), and the Office of Domestic Preparedness (ODP) to perform at the Awareness and Operations level. Topics include: personal safety, regulations, toxicology, Incident Command System, decontamination, chemical resources, initial response, assessment, and strategic and tactical options for HAZMAT incidents. (3 lec hrs.)

Fire 210—Fire Administration (3)

PreReq: Fire 153 and Fire 157

Provides the student with an overall understanding of the science, leadership, and modern management in the fire service. Topics include: developing a game plan for personal success, the principles of leadership and management, leadership ethics, managing emergency services, analytical approaches to public fire protection, and community disaster planning. (3 lec hrs.)

Fire 212—Firefighting Strategies and Tactics (3)

PreReq: Fire 153 and Fire 157

Introduces essential elements, definitions, and terminology involved in analyzing the nature of fire, and determining needs and requirements to extinguish fires. Students develop an understanding of complexities involved in suppressing fires. Students will learn manpower, equipment, and practices with an emphasis on pre-planning, study of conflagration problems, and fire ground organization. This is a building block for future tactics and strategy classes taught by State and Federal fire programs. (3 lec hrs.)

Fire 215—Wildland/Urban Interface Operations (3)

PreReq: Fire 153 and Fire 157

An introduction to the strategies, tactics, techniques, tools, and safety considerations related to fire operations in the wildland/urban interface. Involves aspects of suppression and prevention. (3 lec hrs.)

Fire 217—Firefighter Life Safety (3)

PreReq: Fire 212

This course was developed through the National Fire Academy's Fire and Emergency Services Higher Education (FESHE) initiative. Firefighting is one of the nation's most hazardous occupations. The National Fallen Firefighter Foundation's 16 Firefighter Life Safety Initiatives provide a framework within which fire and emergency response personnel can identify and address the issues that constitute risks of both injury and loss of life. (3 lec hrs.)

Fire 249—Emergency Medical Responder (4)

PreReq: "C" or better in Hlth 125; and "C" or better in Eng 100 or "C" or better in Eng 100E

The primary focus of the Emergency Medical Responder is to initiate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment. (4 lec hrs.)

Fire 250—Emergency Medical Technician (10.5)

PreReq: "C" or better in Hlth 125; and "C" or better in Eng 100 or "C" or better in Eng 100E; and "C" or better in Fire 249

CoReq: Fire 251

Recommended: Students may be required to complete a background check, drug screen, TB skin test within last 6 months, and MMR/Varicella/Hepatitis B/Influenza vaccination/titers or boosters. Students may be required to purchase/obtain: uniforms, supplies/equipment, and insurance. Internet access and participation in service learning activities required.

Focuses on providing the cognitive knowledge and psychomotor skills necessary to become a nationally registered Emergency Medical Technician (EMT). EMTs provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs also provide assistance in other healthcare arenas. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. EMTs are a critical link between the scene of an emergency and the health care system. This course meets the curriculum standards set forth by the National Highway Traffic Safety Administration (NHTSA). (8.85 lec hrs., 3.2 lec/lab hrs.)

Fire 251—Emergency Medical Technician Practicum (1.6)

PreReq: "C" or better in Hlth 125; and "C" or better in Eng 100 or "C" or better in Eng 100E

CoReq: Fire 250

Recommended: American Heart Association CPR certification

Provides students with opportunities to apply EMT knowledge and skills in the setting of ambulances, hospitals, and clinics. (3.2 lec/lab hrs.)

Geography and Environment

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

+Geo 101—Geography and the Natural Environment (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Survey of the natural environment of the earth; distribution and interrelationships of climate, vegetation, soils and landforms with a focus on Hawai'i and the Pacific. Emphasis will be placed on current environmental problems and issues as they are related to course content. (3 lec hrs.)

+Geo 101L—Geography and the Natural Environment Lab (1)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
CoReq: Geo 101 (or prior completion)
Analysis of the natural environment through the use of maps, airphotos, field and laboratory observation and experimentation. Emphasis on Hawai'i and upon human modification of the environment. (3 lab hrs.)

Geo 102—World Regional Geography (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Survey of the world's major geographic regions with focus on the interrelationships between the physical and human elements of these regions. Geographic aspects of contemporary economic, social and political conditions will be studied as they relate to human use of, and impact on, the land and resources. (3 lec hrs.)

Geo 122—Geography of Hawai'i (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Surveys the physical and cultural geography of the Hawaiian Islands. Physical geography will emphasize the volcanic landforms, coastal features, climate and vegetation. Cultural aspects will include population, settlement, agriculture, economics and land use. Students will be expected to learn the names and locations of physical and cultural features of the Hawaiian Islands. (3 lec hrs.)

Geo 170—Forest Ecosystem Surveying, Inventorying, and Monitoring (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Math 75X or Math 82X or placement in Math 103 or placement in Math 115
CoReq: Geo 170L (or prior completion)
Recommended: ICS 101 or Busn 150
Designed for students in Forest TEAM and related careers. Methods used to survey, inventory and monitor native and planted forest ecosystems utilizing analog and electronic instruments. Discussion of the selection of sample sites and measurement of environmental and biological variables of forest ecosystems. Methods of analyzing information from data loggers and GPS units for computer analysis. (3 lec hrs.)

Geo 170L—Forest Ecosystem Surveying, Inventorying, and Monitoring Laboratory (1)
CoReq: Geo 170
Designed for students in Forest TEAM and related careers. Field laboratory to accompany Geography 170. Methods used to survey, inventory and monitor native and planted forest ecosystems utilizing optical and electronic instruments learned in the lecture section will be carried out in the lab. Field methods of selecting sample sites and measuring the environmental and biological variables of the forest. Data loggers and GPS units will be used to record data in the forest for computer analysis. (3 lab hrs.)

Geo 270—Introduction to Geographic Information Systems (GIS) (4)
Cross-listed as EngT 270
Introduces students to the fundamental principles and techniques of Geographic Information Systems (GIS), a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. The lab material will emphasize the foundational skills for working with GIS including field data collection, data exploration, and map making. Through completion of course activities, students will learn how to collect data in the field using GPS receivers, use ArcGIS Online to create web maps and apps to explore and visualize data, and learn to import data from online databases and data clearinghouses in vector and raster formats. (8 lec/lab hrs.)

Geo 270L—Geographic Information System in Forest Ecosystem Management Laboratory (1)
Deleted.

Geo 292V—Special Topics: Study Abroad (1-12)
Special topics allows addition of subjects that meet current needs in study abroad and global education. It will be used for elective credit. May be repeated for credit provided that a different topic is studied, up to 24 credits. (variable hours)

Hawaiian

Haw 101—Elementary Hawai'i Language I (4)
Study of basic structures of Leo Hawai'i or Hawai'i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai'i cultural context. (4 lec hrs.)

Haw 102—Elementary Hawai'i Language II (4)
PreReq: "C" or better in Haw 101
Continuation of the study of basic structure of Leo Hawai'i or Hawai'i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai'i cultural context. (4 lec hrs.)

Haw 110—Evolution of Hawai'i's Languages (3)
Examines the evolution of Hawai'i's languages through the impacts of global cross-cultural exchanges, relationships, and social development in Hawai'i. (3 lec hrs.)

Haw 201—Intermediate Hawai'i Language I (4)
PreReq: "C" or better in Haw 102
A continuation of Haw 102 to further develop intermediate level sentence structures. Emphasis on speaking, reading, writing, and listening skills in Leo Hawai'i or Hawai'i Language through a Hawai'i cultural context. (4 lec hrs.)

Haw 202—Intermediate Hawai'i Language II (4)
PreReq: "C" or better in Haw 201
The final Hawai'i Language course in the series is a continuation of Haw 201 further developing more complex sentence structures, vocabulary, and concepts. Hawai'i Language speaking, writing, reading, and listening skills are heightened. Expanded learning may include transcribing and translating recordings, investigating Hawai'i poetry, Hawai'i newspapers, and stories. (4 lec hrs.)

Hawaiian Studies

HwSt 100—Piko Hawai'i: Connecting to Hawai'i Island (3)
Piko Hawai'i is central to understanding the cultural significance of our island home. Explore and connect with wahi pana (significant places) of Hawai'i Island. Develop a cultural relationship with its sacred geography and people. (3 lec hrs.)

HwSt 101—'Aikapu: Hawai'i Culture I (3)
Examines the cultural traditions of Hawai'i that flourished before the abolition of the kapu system in 1819. Covers foundations of the early society in Hawai'i that evolved with the arrival of various Polynesian voyagers along with their family traditions, distinct customs, and cultural practices. (3 lec hrs.)

HwSt 102—Mauli Hawai'i: Hawaiian Spirituality (3)
Investigates aspects of spirituality that connect with the belief and practices of Kanaka Maoli (Native Hawaiians). Examines cultural knowledge and insights linked to perspectives of creation accounts, spirit realms, deities, 'aumakua, kahuna, places of worship, and other facets of mauli Hawai'i. (3 lec hrs.)

HwSt 103—Hana No'eau: Hawaiian Practices (1)
An applied approach to Hawaiian traditions and cultural practices. May be repeated for credit provided that a different topic is studied, up to 6 credits. (1 lec hr.)

HwSt 105—Mea Kanu Hawai'i: Hawaiian Plant Culture (3)
Hawaiian cultural uses and functions of Hawai'i's plants. Examines cultural knowledge and insights linked to perspectives of ceremony, clothing, food, medicine, shelter, sustainability and other cultural practices. (3 lec hrs.)

HwSt 106—Mele Hawai'i: Hawaiian Songs (3)
Learn Hawaiian songs to experience the culture of Hawaiian poetry and language. No prior experience necessary. (3 lec hrs.)

HwSt 107—Hawai'i: Center of the Pacific (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
An introduction to the unique aspects of the Native Hawaiian point of view in Hawai'i and the larger Pacific with regards to origins, language, religion, land, art, history, and modern issues. (3 lec hrs.)

HwSt 130—Hula I: Introduction to Indigenous Leadership Through Hula (3)
An introductory course to indigenous leadership through hula. Studies the foundations of hula chants, dances, and protocols through a traditional hālau hula (hula school) setting. This course prepares the learner for public performance. No prior experience necessary. (3 lec hrs.)

HwSt 131—Hula II: Development of Indigenous Leadership Through Hula (3)
PreReq: "C" or better in HwSt 130; and placement in Eng 20 or placement in ESL 20; and placement in Math 82X
A second course developing indigenous leadership through hula 'ōlapa. Studies the foundations of hula chants, dances, and protocols through a traditional hālau hula (hula school) setting, this course prepares the learner for public performance. (3 lec hrs.)

HwSt 140—Mahi'ai I: Hawaiian Cultivation Practices (3)
A mahi'ai practitioner course in Hawai'i cultivation with emphasis on the sustainable cultivation of kalo and related staple foods. Will cover history, lore, and geographically specific methods of mahi'ai. (3 lec hrs.)

HwSt 141—Mahi'ai II: Hawaiian Cultivation Practices (3)
A mahi'ai practitioner course in Hawai'i cultivation with an emphasis on sustainability. Will engage the learner in harvesting kalo and related staple foods and preparing māla'ai (dryland) and lo'i (wetland) patches for replanting. (3 lec hrs.)

HwSt 150—Lawai'a I: Kū'ula Kai (3)
A lawai'a practitioner course in Hawai'i ocean-life resource knowledge. Course will engage the learner in sustainable fishing practices of Hawai'i. (3 lec hrs.)

HwSt 151—Lawai'a II: Hawaiian Fishing Practices (3)
A lawai'a practitioner course focused on loko i'a (fishpond) systems. Will engage the learner in sustainable loko i'a from construction to harvest. (3 lec hrs.)

HwSt 160—Kahu Ku'una: Hawaiian Stewardship (3)
Hawaiian stewardship with an emphasis on sustainability of cultural resources through traditional practices. (3 lec hrs.)

HwSt 201—'Ai Noa: Hawai'i Culture II (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Significant historical events in Hawai'i from the abolition of the kapu system in 1819 to the present. Examines leadership and issues that transformed Kanaka Maoli (Native Hawaiians) in today's society. (3 lec hrs.)

HwSt 206—Oli Hawai'i: Hawaiian Chants (3)
PreReq: "C" or better in HwSt 106; and "C" or better in Haw 102 (or higher); and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
An in-depth, experiential study and application of Hawai'i oral arts through poetics, myth, and chant. (3 lec hrs.)

HwSt 219—Piko Hawai'i II: Experiencing Hawai'i Island (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Explore wahi pana (cultural sites/noted places) and cultural traditions unique to Hawai'i Island. Activities include moderate hiking with most classes in the field. May be repeated for credit provided that a different topic is studied, up to 12 credits. (3 lec hrs.)

HwSt 230—Hula III: ʻAuana (3)

PreReq: "C" or better in HwSt 131; and Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and placement in Math 82X

This third course in the hula series introduces the learner to the practice of hula termed "modern hula". Through the traditional hālau hula (hula school) traditions, emphasis is placed on individual and group mastery of hula for public demonstration and articulation of learning. (3 lec hrs.)

HwSt 231—Hula IV: Huʻelepo (4)

PreReq: "C" or better in HwSt 230; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and placement in Math 82X

Recommended: A valid passport will be required if travel is to a foreign country.

The final course in the hula series. Prepares the learner for the debut of their comprehensive learning through a hula exchange with another hula community. (4 lec hrs.)

HwSt 260—Hōʻike: Hawaiian Studies Capstone (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and Haw 101 and Haw 102; and HwSt 100, HwSt 103, HwSt 107, and HwSt 270

A program capstone course that reinforces skills, knowledge, protocols, and concepts learned in Hawaiian Studies (HwSt) and Language (Haw) courses. Learners will be provided with opportunities to demonstrate their proficiency in these areas. (3 lec hrs.)

HwSt 270—Hawaiian Mythology (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

A survey course of Hawaiʻi myth culture. Focus is on the examination of traditional Hawaiʻi myths and their mythological themes. (3 lec hrs.)

HwSt 272—Kaʻao: Epic Foundations (3)

PreReq: "C" or better in HwSt 270; and "C" or better in Haw 102 (or higher)

Examines in depth and complexity the indigenous Hawaiʻi national epics or Kaʻao. Course will delve deeply into Hawaiʻi mythic images and their impact on Hawaiʻi poetry, beliefs, practices, philosophy, and world view. (3 lec hrs.)

Health

Hlth 125—Survey of Medical Terminology (1)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102

Recommended: Biol 100

Builds on knowledge of prefixes, suffixes, and word roots to analyze and build medical terms. It includes definition, spelling, and pronunciation of selected medical words dealing with all human body systems as well as surgical and diagnostic procedures, and disease conditions. Commonly used medical abbreviations and pharmacological terms as well as plural endings are also covered. (1 lec hr.)

History

Hist 120—National Cinemas (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

An in-depth look at classics from cinematic productions of various countries based in a cultural and historical context. Includes a selection of films by a variety of directors and genres from the silent era into the present. Students will consider films that have been affected by culture and films that have affected culture. Any nation that has a broad film history can be showcased. May include but not limited to: American, British, Chinese, Dutch, French, German, Indian, Italian, Japanese, or Soviet/Russian cinema. Country chosen varies by instructor. (3 lec hrs.)

Hist 151—World History to 1500 (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

A global historical survey focusing on human societies and cross-cultural interactions to 1500 C.E. Students will study historical characteristics of the cultures and customs of the world's peoples including but not limited to: Africa, the Americas, Asia, and Europe and how the history of these regions helped shape the present world. (3 lec hrs.)

Hist 152—World History Since 1500 (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

A global historical survey focusing on human societies and cross-cultural interactions since 1500 C.E. Students will study historical characteristics of the cultures and customs of the world's peoples including but not limited to: Africa, the Americas, Asia, and Europe and how the history of these regions helped shape the present world. (3 lec hrs.)

Hist 153—Hawaiʻi and the World I (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Survey of history of Hawaiʻi from Polynesian origins to the reign of Kamehameha the Great. Emphasizes the cultural, political, and social aspects of world history and the Hawaiian influence in shaping those events. (3 lec hrs.)

Hist 154—Hawaiʻi and the World II (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Survey of history of Hawaiʻi from the reign of Kamehameha the Great. Emphasizes the cultural, political, and social aspects of world history and the Hawaiian influence in shaping those events. (3 lec hrs.)

Hist 241—Civilization of Asia I (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Hist 151
A historical survey focusing on Asian civilization and cross-cultural interactions from ancient times to 1500. Students will study historical characteristics of Asian cultures and customs of the people of Asia including but not limited to China, Japan, India, Korea, and Southeast Asia, and how the history of these regions helped shape the present world. (3 lec hrs.)

Hist 242—Civilizations of Asia II (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Hist 151 or Hist 241
A historical survey focusing on Asian civilization and cross-cultural interactions since 1500. Students will study historical characteristics of Asian cultures of the people of Asia including but not limited to China, Japan, India, Korea, and Southeast Asia, and how the history of these regions helped shape the present world. (3 lec hrs.)

Hist 274—Writing Personal History (3)
PreReq: Hist 151 or Hist 152 or Hist 153 or Hist 154; and Eng 100 or Eng 100E
A wide-ranging look at the history of the student taking the course; focusing on the study and writing of biography/autobiography, family/genealogy, local/ahupua'a, and how the student personally fits in with the culture and history of the Island of Hawai'i. (3 lec hrs.)

Hist 284—History of Hawai'i (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Hist 153 and/or Hist 154
A survey course in the history of the Hawaiian Islands from Polynesian origins to contemporary multi-cultural society. This course traces the impact of major events and historical figures upon Hawaiian society and also considers the Native Hawaiian response to these changes. (3 lec hrs.)

Hist 288—Survey of the Pacific Islands History (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and Hist 152
Recommended: Hist 153 or Hist 154 or Hist 284 or HwSt 101 or HwSt 107
Inclusive history of Pacific Islands from the earliest settlements nearly 5,000 years ago to the present with emphasis on island cultures, interaction with the West and East, colonization, modern development, and contemporary issues. Students will explore how various waves of migration over the centuries shaped and changed Pacific Island cultures in the present. (3 lec hrs.)

Hospitality and Tourism

HosT 100—Career and Customer Service Skills (3)
Focuses on the strategies and skills related to career success and customer satisfaction in the Hospitality and Tourism industry. (3 lec hrs.)

HosT 101—Introduction to Hospitality and Tourism (3)
Provides an overview of the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism. (3 lec hrs.)

HosT 150—Housekeeping Operations (3)
Studies the professional management of housekeeping operations including the planning, organizing, staffing, and control techniques required to assure quality service. (3 lec hrs.)

HosT 152—Front Desk Operations (3)
PreReq: Placement in Eng 20 or placement in ESL 20
Study of philosophy, theory, equipment, and current operating procedures of a hotel front office, concentrating on development of human relation skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual and computerized front office operation. (3 lec hrs.)

HosT 154—Food and Beverage Operations (3)
Introduces students to the principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. Includes the study and practical application of food and beverage management techniques to effectively manage resources: money, personnel, food and beverage products, and time. (3 lec hrs.)

HosT 258—Hospitality Marketing (3)
CoReq: HosT 101 (or prior completion)
A study of modern marketing techniques and concepts for the Hospitality industry, including human factors, consumer demand, and planning. (3 lec hrs.)

HosT 260—Hospitality Law (3)
PreReq: "C" or better in HosT 101; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Course will outline the different points of law as it relates to the Hospitality Industry. It alerts operator of hotels and restaurants to a number of potential legal problems and pitfalls. (3 lec hrs.)

HosT 261—Events Management (3)
CoReq: HosT 101 (or prior completion)
Prepares students to plan and administer successful functions, special events, meetings and conventions. Students explore topics such as exhibitions, convention programming, festivals, venue selection, social events, catering needs, sustainability, technology, careers and staffing, event marketing, design and decor, and current trends. (3 lec hrs.)

HosT 265—Tourism and Destination Planning (3)
CoReq: HosT 101 (or prior completion)
Exposes students to planning, developing, implementing, and managing tourism within a destination. Presents tourism development as a process with its own organizational structures and its own responses to the economic cycle of supply and demand. Students study various destinations in order to analyze and identify the components of successful tourism programs. (3 lec hrs.)

HosT 280—Hospitality Management (3)
PreReq: "C" or better in HosT 101 or "C" or better in Culn 111
Recommended: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Examines the key principles and processes of management in the hospitality industry that are essential for organizational effectiveness. Focuses on leadership skill building, decision-making processes, and human relations management. (3 lec hrs.)

HosT 293V—Hospitality Internship (1-3)
PreReq: Consent of program faculty
Provides students with the opportunity to earn credit through related on-the-job work experience. Requires work experience, observation, and reporting on the interaction between entry level workers and their supervisors in a hospitality industry environment in housekeeping, front desk, facilities maintenance, food service, purchasing, human resources, or guest services. Students will be evaluated by supervisory employees in the industry based on performance standards and learning goals. Seminar and field work hours will be required. (variable hours)

HosT 295—Hospitality Capstone (3)
PreReq: "C" or better in HosT 101, "C" or better in HosT 258, "C" or better in HosT 265, and "C" or better in HosT 290
Recommended: Proficiency in Microsoft Word, Excel, and researching online
Integrates all the course work required for the HOST degree program. Explores a work-related management issue or operational problem in the hospitality industry. Analyzes, researches, and develops an in-depth strategy to resolve the issue or problem. (3 lec hrs.)

Human Development

HD 234—Social Gerontology (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Recommended: HDFS 230 or Psy 100
The emotional, physical, and social processes of aging. (3 lec hrs.)

Human Development and Family Studies

HDFS 230—Human Development (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Concepts, issues, theories of human growth and development from conception to death. Focus on the interrelation of physical cognitive, and psychosocial development of the individual throughout the life span. (3 lec hrs.)

Human Services

HSer 101—Community Health Worker Fundamentals (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Identifies the roles Community Health Workers play in Hawai'i and the broader public health system. Introduces the attitudes, skills and knowledge of the profession. (3 lec hrs.)

HSer 110—Introduction to Human Services (3)
Designed to provide students with an overview of the human services field, including history and perspectives on strategies of intervention and prevention. Emphasizes self-awareness, and examines the attitudes, knowledge, and skills necessary for a career in Human Services. Provides a diverse group of students with a basic understanding of cultural awareness through place based pedagogy. Guest speakers and visits to various agencies in the local community give students insight into the Human Service profession. (3 lec hrs.)

HSer 130—Introduction to Youth Practitioner (3)
Cross-listed as AJ 130 and SUDs 130
PreReq: Eng 20 or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Recommended: AJ 210 or HSer 110
Introduces the core skills needed by youth practitioners. Focuses on basic communication skills, growth and development of adolescents, family and cultures and their roles in development, and youth with special needs. Develops teamwork and basic workforce skills. Also useful for in-service administration of justice, human services and substance use disorder counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ 130, or HSer 130, or SUDs 130 with a "C" grade or better are eligible to receive 45 hours of prevention studies education from the State of Hawai'i Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

HSer 131—Ethics in Public Services (1)
Cross-listed as AJ 131 and SUDs 131
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance use disorder counseling will be explored, analyzed, and discussed. (1 lec hr.)

HSer 135—Health Promotion and Disease Prevention (3)
Explores the roles Community Health Workers play in health promotion and disease prevention. Introduces the major causes of premature mortality and morbidity, behavioral and environmental contributions to illness and injury, and strategies for promoting health, wellness, and risk reduction. Provides opportunities to practice developing and teaching health promotion/disease prevention classes. (3 lec hrs.)

HSer 140—Individual Counseling (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
CoReq: HSer 101 or HSer 110 (or prior completion of either)
Designed to upgrade the understanding and counseling skills of people interested in the helping professions by study and evaluated practice in: establishing a trust relationship; interviewing; empathetic listening; values clarification; and problem solving. (3 lec hrs.)

HSer 141—Introduction to Hoʻoponopono (3)
Cross-listed as SUDs 141
An experiential course that focuses on counseling and resolving conflict among families, individuals and other groups using Hawaiian cultural methods of Hoʻoponopono (family) and Hoʻokuʻu Ka Hewa (individuals and other groups). Students will examine Hawaiian historical foundations, spiritual principles, values and beliefs, protocol and rituals; ancient and modern processes; and levels of involvement and responsibility among participants. (3 lec hrs.)

HSer 192—Seminar and Fieldwork I (3)
PreReq: "C" or better in HSer 101 or "C" or better in HSer 110
Supervised experience in human services providing counseling, practical support, education, information and/or care-giving in community agencies in the local community. (3 lec hrs.)

HSer 245—Group Counseling (3)
Cross-listed as SUDs 245
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Provides theoretical and experiential training in facilitating groups. Examines the process of facilitation and group membership. Exploring task facilitation, psycho-educational counseling, and psychotherapy groups. Addresses ethical issues and self-care of the group facilitator. (3 lec hrs.)

HSer 248—Case Management (3)
Cross-listed as SUDs 248
PreReq: "C" or better in HSer 101 or "C" or better in HSer 110 or "C" or better in SUDs 268; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Provides a systems-based orientation to the development of knowledge and skills needed to become a case manager in health and human services. Incorporates an ethical, culturally appropriate, strength-based and client-centered approach. Skill development includes intake, assessment, service planning, care coordination, discharge planning, referral, advocacy, and documentation. (3 lec hrs.)

HSer 256—Dynamics of Family Violence and Sexual Assault (3)
Cross-listed as AJ 256 and WGSS 256
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Promotes knowledge, skills, sensitivity, and self-care practices for engaging individuals and families affected by interpersonal violence. Examines historical, societal, and legal responses and resources. The content focuses on physical, emotional, and sexual victimization of vulnerable populations like children, elders and LGBTQ+. Addresses dating violence, human trafficking, and intimate partner violence. Examines current research on social, economic, cultural, family, and individual risk factors, perpetrator dynamics, effects of violence on victims and survivors, and effective intervention and prevention strategies. Learners have an opportunity to explore their own values and feelings in relation to difficult subject matter. (3 lec hrs.)

HSer 262—Adolescent Counseling (3)
Deleted

HSer 292—Seminar and Fieldwork II (3)
PreReq: ("C" or better in HSer 101 or "C" or better in HSer 110) and "C" or better in HSer 192
A continuation of HSer 192 in another agency setting. Supervised experience in human services providing counseling, practical support, education, information and/or care-giving in community agencies in the local community. (3 lec hrs.)

Humanities

Hum 100—Introduction to the Arts (3)
PreReq: Eng 20 or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W); and Eng 21 or ESL 21 or placement in Eng 102
An introduction to the arts through the study of aesthetics, creativity, values, and meaning through the underlying elements and principles inherent in the visual arts, music, dance, theatre, and all artistic endeavors. (3 lec hrs.)

Hum 160—Modes of Thought (3)
Cross-listed as SSci 160
Recommended: Eng 21 or ESL 21 or Eng 22
Literature-based Western tradition survey. Emphasis on intellectual history and the approaches to issues used in the humanities and social sciences. Values definition and clarification. (3 lec hrs.)

Hum 275—Psychology and the Expressive Arts (3)
Deleted.

Industrial Education, Building and Construction

IEdB 20—Careers in Building and Construction (3)
Recommended: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21; and computer literacy
Introduction to construction/construction careers using the Contextual Model. Students will be asked to think and solve problems related to construction projects, from origination of an idea through actual completion of the construction process. Students are required to sequence the project; identify by career the people involved with the project; and identify permits, licenses, and organizations with jurisdiction over various aspects of the project including relevant city, county, state and national codes and regulations that apply to the project. Introduction to safety, common materials, hand and limited power tool application, current construction techniques, and blueprint reading. (6 lec/lab hrs.)

Information and Computer Science

ICS 100—Computing Literacy and Applications (3)
Deleted.

ICS 101—Digital Tools for the Information World (3)
Fundamental information technology concepts and computer terminology, productivity software for problem solving, computer technology trends, and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages. (3 lec hrs.)

ICS 111—Introduction to Computer Science I (3)
PreReq: "C" or better in ICS 101
Offers an overview of the fundamentals of computer science emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language. (3 lec hrs.)

ICS 141—Discrete Mathematics for Computer Science I (3)
PreReq: "C" or better in ICS 111; and Math 103 or higher
Includes logic, sets, functions, matrices, algorithmic concepts, mathematical reasoning, recursion, counting techniques, and probability theory. (3 lec hrs.)

ICS 200—Web Technology (3)
PreReq: "C" or better in ICS 101
Introduces web page authoring. Creates client-side web pages using web authoring language and style sheets. Uses graphical design elements, validation, browser compatibility, and accessibility. Uses scripting language to add dynamic elements to web pages, client-side scripting, regular expressions, event handling, input validation, selection, repetition, and parameter passing. (3 lec hrs.)

ICS 211—Introduction to Computer Science II (3)
PreReq: "C" or better in ICS 111
Reinforces and strengthens problem-solving skills using abstract data types and introduces software development practices. Emphasizes the use of searching and sorting algorithms and their complexity, recursion, object-oriented programming, and data structures. (3 lec hrs.)

ICS 281—Ethical Hacking (3)
PreReq: "C" or better in ITS 124 and "C" or better ITS 221
Covers the basic ethical hacking techniques also known as white hat hacking. Stresses the moral and legal issues about hacking and how these techniques can be used to defend against attacks as well as to perform authorized system security evaluation testing. (3 lec hrs.)

ICS 282—Computer Forensics (3)
PreReq: "C" or better in ITS 124 and "C" or better ITS 221
Covers the basic computer forensics including operating system diagnostics, the use of forensic toolkits to examine and validate computer activity, and techniques for the proper collection, examination, and preservation of forensic evidence. (3 lec hrs.)

Information Technology

ITS 124—Introduction to Networking (3)
PreReq: "C" or better in ICS 101; and "C" or better in ITS 144
Provides the student with the knowledge and skills to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure, as well as to describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools. Also introduces the student to network security concepts. (3 lec hrs.)

ITS 129—Introduction to Databases (3)
PreReq: "C" or better in ICS 111
Covers the fundamental concepts in database technology, including storage structures, access methods, recovery, concurrency, and integrity. The relational model and its implementation will be covered in depth together with an overview of SQL and its role in application development. The course will also present an overview of database administration, including modeling and design activities. A substantial part of the course involves the development of an understanding of database concepts. (3 lec hrs.)

ITS 144—Computer Hardware Support (3)
CoReq: ICS 101 (or prior completion)
A first course in computer support intended to provide the skills needed to prepare the student to support personal computer hardware. The course prepares students to address the most common PC hardware concerns. It includes both concepts and hands-on real-world experience. (3 lec hrs.)

ITS 221—Introduction to Computer Security (3)
PreReq: "C" or better in ICS 101
CoReq: ITS 124 (or prior completion)
Examines the essentials of computer security, including risk management, the use of encryption, activity monitoring, intrusion detection, and the creation and implementation of security policies and procedures to aid in security administration. (3 lec hrs.)

ITS 287—IT Internship Preparation (2)
PreReq: "C" or better in ICS 141 and "C" or better in ICS 211; and "C" or better in ITS 129; and Eng 100 or Eng 100E; and Sp 151
CoReq: ITS 288 (or prior completion)
Provides students with information about how to apply their IT knowledge into the business environment. Includes resume writing, job preparation, interview skills, and employer expectations. Summary of IT knowledge for application in the workplace. (2 lec hrs.)

ITS 288—IT Program Internship (1)
PreReq: "C" or better in ICS 141 and "C" or better in ICS 211; and "C" or better in ITS 129; and Eng 100 or Eng 100E; and Sp 151
CoReq: ITS 287 (or prior completion)
Cooperative internship integrating classroom learning with supervised structured and unstructured real world work experience with local businesses and agencies. Offers an opportunity to enhance workplace soft skills as well as technical skills. Assignments determined by students' interests, project content, and availability. (8 prac hrs.)

Interdisciplinary Studies

IS 100V—Foundations in Leadership (1-3)
Introduces students to concepts, models, and practice of leadership that are effective in civic, community, and political organizations. Examines the purpose and structures of various types of organizations and reviews the various kinds of leadership styles. Also discusses strategies that match these organizations using case studies, simulations, and real life applications. Aims to help students develop leadership skills to better understand their organization's purpose, communication practices, and ways to mobilize effective action. (variable hours)

IS 101—Building Bridges to Self, College, and the Community (3)

Recommended: Placement in Eng 21 or placement in ESL 21

This course builds the academic, technological, social, and personal skills needed to succeed in college and the work world, including goal setting and teamwork. Self reflection and community engagement support the development of problem solving, critical thinking, stress management, and global understanding skills. Course builds a foundation for any first year student to succeed in the college environment as well as explore applications to social science disciplines including psychology, sociology and political science which underpin personal and social change. (3 lec hrs.)

IS 101L—Building Bridges College Technology Lab (1)

Teaches students how to employ computer technology to perform academic and professional tasks. (2 lec/lab hrs.)

IS 105—Career/Life Exploration and Planning (3)

PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21

Teaches practical life skills through activities that will empower students to create greater success in college, and in the workplace. Students will develop knowledge and awareness of the diverse cultural influences - Hawaiian, community, college, classroom, and workplace - and the relationship between these cultures. Within a cultural framework, students explore and identify possible careers that match their strengths, values, interests, and skills. Introduces students to job search resources, which include learning to conduct an effective job search, writing a winning resume and cover letter, and preparing for job interviews. Also focuses on soft skill acquisition; career and life planning through goal development; communication and interpersonal skills; time, financial, and stress management; problem solving; making wise choices; and self-motivation. (3 lec hrs.)

Japanese

Jpn 101—Elementary Japanese I (4)

Introductory Japanese language course, emphasizing reading, writing, speaking, and listening. (4 lec hrs.)

Jpn 102—Elementary Japanese II (4)

PreReq: Jpn 101

Continuation of Jpn 101. The study of the basic structure of the Japanese language with emphasis on listening, speaking, reading and writing skills. (4 lec hrs.)

Jpn 121—Elementary Japanese Conversation I (3)

Development of conversational skills—listening, comprehension, and speaking—for persons in business or occupations dealing with Japanese-speaking clientele. (3 lec hrs.)

Jpn 122—Elementary Japanese Conversation II (3)

PreReq: Jpn 121

An intermediate course with emphasis on the creative skills of conversation—adding some reading and writing of the language—for persons in business or occupations dealing with Japanese clientele. (3 lec hrs.)

Learning Skills

LSK 30—College Study Skills (3)

Designed to give students an opportunity to learn and practice fundamental learning skills necessary for success in college. This course will build a strong foundation of study skills, including reading skills, memory strategies, listening skills, writing, note taking, and speaking skills, as well as time management and goal setting. (3 lec hrs.)

LSK 102—College Success Strategies (1)

PreReq: Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)

Introduces new students to useful strategies and techniques for achieving success in college. Topics include: motivation and attitudes for learning, note taking skills, test taking skills, time and money management techniques, memory enhancement strategies, learning styles and use of college and community resources. (1 lec hr.)

Linguistics

Ling 102—Introduction to the Study of Language (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E

A broad introduction to the nature and workings of language through linguistic analysis: an overview of phonology (sound system), morphology (word structure), syntax (sentence structure), semantics (meaning), ethnolinguistics, and historical-comparative linguistics. (3 lec hrs.)

Ling 121—Introduction to Language (3)

Cross-listed as Anth 121

PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E

An introduction to the study of language from an anthropological perspective. Broad topics include ethnolinguistics (language and culture), sociolinguistics (language and society), psycholinguistics (language and cognition), and core subfields in linguistics; phonology (sound system), morphology (word structure), and syntax (sentence structure). More emphasis will be given to anthropological methods and cultural concepts in Anth/Ling 121 than in Ling 102, where linguistic approaches are emphasized. (3 lec hrs.)

Ling 235—Intermediate Linguistic Analysis: Regional Survey of Austronesian Languages (3)

Cross-listed as Anth 235

PreReq: "C" or better in Anth 121 or "C" or better in Ling 102 or "C" or better in Ling 121; and "C" or better in Eng 100 or "C" or better in Eng 100E; and "C" or better in Eng 102

Building on skills acquired in Linguistics 102 or Ling/Anth 121, this course emphasizes intermediate phonological, morphological, syntactic, and historical-comparative analyses of language; it typologically surveys the Austronesian (AN) language family (including several Polynesian languages), focusing on its geographical distribution, major languages, the branching of its family tree, and its linguistic/cultural diversity. Data from non-AN Southeast Asian and Indo-European languages will be included to introduce key concepts and provide contrast. (3 lec hrs.)

Machine, Welding, and Industrial Mechanics

MWIM 142—Introduction to Machine and Welding (8)
CoReq: MWIM 145
Introductory theory and instruction in the areas of oxygen-acetylene and welding, machine technology, measurement and layout, hand tools, bench work, basic machine tools and plasma cutting, proper equipment, hand tools, and portable and stationary equipment. Also covers tools and procedures used in making precise layouts. (16 lec/lab hrs.)

MWIM 145—Introduction to Arc Welding (4)
CoReq: MWIM 142
A theory and practice course in shielded metal arc welding (SMAW) safety and set-up; electrical principles and terminology; basic manipulative techniques in flat and horizontal welding; common SMAW power sources, electrodes identification, selections, application, and manipulative techniques; basic materials, their identification, and weldability; and an introduction to the evaluation of welds and shop tests to determine weld quality, common joints, and fit-up in structure steel plate. (8 lec/lab hrs.)

MWIM 152—Sheet Metal Machining (8)
PreReq: MWIM 142 and MWIM 145
CoReq: MWIM 155
A beginning course in machine technology that covers occupational outlook, job descriptions for a machinist, and other careers in metal related trades. Introduction to machine shop operations, common machine tools, engine lathe, and general shop and personal safety. An introductory course in linear measurement; application of mathematical calculations on practical shop projects using common measuring and layout tools; direct measurement and simple layout using basic geometric construction and principles of squaring; blanking and procedures for development of simple patterns with allowances for common edges and seams; use of common three-factor equation and application on cylindrical objects and rectangular objects with edges and seams; and emphasis on accuracy in linear and angular measurement, squaring, and direct measurement layout. (16 lec/lab hrs.)

MWIM 155—Intermediate Welding and Qualification Procedures (4)
PreReq: MWIM 145
CoReq: MWIM 152
A theory and practical course in shielded metal arc welding (SMAW), joint designs, preparation, and fit-up; mild steel electrodes and low hydrogen-type electrode applications and weld techniques; development of manipulative skills on common welding joints with mid-steel and low hydrogen-type electrodes in horizontal, vertical, and overhead positions; emphasis on proficiency in vertical up-welding with mild steel and low hydrogen-type electrodes; and preparation for the American Welding Society's structural welding limited certification in the vertical position. (8 lec/lab hrs.)

MWIM 162—Lathe Facing and Knurling (4)
PreReq: MWIM 152 and MWIM 155
CoReq: MWIM 165
A course on the use of the turning machine Lathe. Topics covered are methods of mounting work, cutting tool shapes and preparation, turning, facing, knurling, speeds, and feeds. (8 lec/lab hrs.)

MWIM 165—Advanced Welding (8)
CoReq: MWIM 162
Manual and machine processes in sheet metal fabrication; direct measurement layout and pattern development including radial line development; procedures for layout, blanking, cutting, forming, use of mechanical joints, fasteners, and soldering; sheet metal fabrication of symmetrical and uniform tapering fitting; and radial line development of patterns and sheet metal processes. Theory and practice course in shielded metal arc welding (SMAW); joint designs, preparation, and fit-up; mild steel electrodes and low hydrogen-type electrode applications and weld techniques; development of manipulative skill on common welding joints with mild steel and low hydrogen-type electrodes in the horizontal, vertical, and overhead positions; and preparation for the American Welding Society's structural welding limited certification. (16 lec/lab hrs.)

MWIM 172—Introduction to CNC Milling (4)
PreReq: MWIM 162 and MWIM 165
CoReq: MWIM 175
An introduction to the common milling operations including the nomenclature, functions, lubrication, maintenance, setup, and safety in milling operations. Basic machining operations commonly done with the vertical milling machine include the common work holding devices, milling cutters, and tool holding devices. Also an introduction to Computer Numerical Control (CNC), use of Cartesian coordinates, absolute and incremental measurements, datum points, and applications of the Digital Read Out (DRO). Emphasis on the use of the CNC function in the shop floor mode and the setup and machining of programmed functions. (8 lec/lab hrs.)

MWIM 175—Special Process Welding & Rigging (8)
CoReq: MWIM 172
Special processes of pipe joint preparation and pattern development for basic fittings for heating and air-conditioning type work; all-position electric pipe welding; aluminum and stainless steel welding with Tungsten Inert Gas (TIG) and Metallic Inert Gas (MIG); advanced arc welding techniques of vertical and overhead weld positions for the guided Tensile Bend Weld Tester Machine; test preparation for Welding Certification American Welding Society's D1.1-68 Structural Codes; rigging procedures and safety; types of rigging, common materials, and methods; basic characteristics: size, weight, and center of gravity; and use of rigging sling type and hitches: vertical, bridle, basket, and chokers. (16 lec/lab hrs.)

Management

Mgt 121—Service Excellence (3)
Builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly growing service economy. Individuals who work with customers will gain insight into customer behavior and attitudes and will develop strategies to create positive customer relationships encountered in various situations on the job. (3 lec hrs.)

Mgt 124—Human Resource Management (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Introduction to principles, organizations, and techniques of personnel administration including procurement and placement, improvement of performance, management and labor relations, remuneration and security, and other human resource functions. (3 lec hrs.)

Mgt 234—Cross-Cultural Management (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and "C" or better in HwSt 201; and "C" or better in Mgt 124

Provides students with an in-depth look at how cultures around the world implement and respond to a variety of managerial practices. Utilizing research and case studies, students are taught the cultural specifics necessary to be able to successfully manage in a variety of diverse locations (with special emphasis placed on the people and culture of Hawai'i). (3 lec hrs.)

Marketing

Mkt 120—Principles of Marketing (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Introduction to marketing concepts and the application to the process of marketing products, services, and ideas to provide value and benefits to both for-profit and non-profit organizations. Students will develop an understanding of the marketing process, analyze marketing opportunities, and develop strategies to fulfill the needs of target markets. (3 lec hrs.)

Mkt 141—Artificial Intelligence and Business (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Provides students with an in-depth look at the effects and uses of artificial intelligence (AI) in the fields of marketing, management, accounting, information technology, business technology, hospitality, and finance. Utilizing research, case studies, and real-world applications, students will learn to navigate the complexities of integrating AI into marketing strategies and gain the skills necessary to effectively harness AI technologies. (3 lec hrs.)

Mkt 193V—Cooperative Vocational Education (1-12)

PreReq: Consent of program faculty

A work study course providing opportunities to reinforce skills learned in sales and marketing courses by applying them in an actual job situation. (variable hours)

Mkt 233—International and Technological Brand Integration and Cross-Cultural Management (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102; and "C" or better in HwSt 201; and "C" or better in Mkt 120; and "C" or better in CM 120

Provides students with the ability to create and modify management practices, branding strategies, and advertising campaigns that work across a variety of platforms (websites, apps, print, broadcast media, etc.) and cultures. Case studies are utilized to gain an in-depth understanding of the branding, advertising, and managerial methods and practices that work in a variety of locations around the world with emphasis placed on the people and culture of Hawai'i. (3 lec hrs.)

Mathematics

Math 55—Technical Mathematics II (1)

PreReq: Math 100 or higher (not Math 120) or QM 120T

Advanced topics in technical mathematics including applications of algebra, geometry, and/or numerical trigonometry to shop problems. (1 lec hr.)

Math 75X—Introduction to Mathematical Reasoning (4)

Recommended: Pre-Algebra review with EdReady, Khan Academy, or equivalent text

Prepares students for college level courses that do not require algebraic foundations. Course topics include operations on real numbers, ratio and percent, fractions and decimals, estimation, unit conversion, dimensional analysis, proportional reasoning, data interpretation, graphs, basic algebra, solving linear equations, working with formulas, geometry and measurement, basic probability and special emphasis on pattern recognition, problem solving, critical thinking, and real world problems. (4 lec hrs.)

Math 78C—College Math Companion (1)

CoReq: Math 100 or Math 115

Recommended: Arithmetic and Pre-Algebra review with EdReady, Khan Academy, or equivalent text

Companion lab for Math 100 or Math 115. Includes review of basic math, algebra, and calculator skills needed for success in college-level mathematics. Additionally, this course provides embedded math tutoring and college success training such as developing a growth mindset, effective study strategies, and managing math anxiety. (3 lab hrs.)

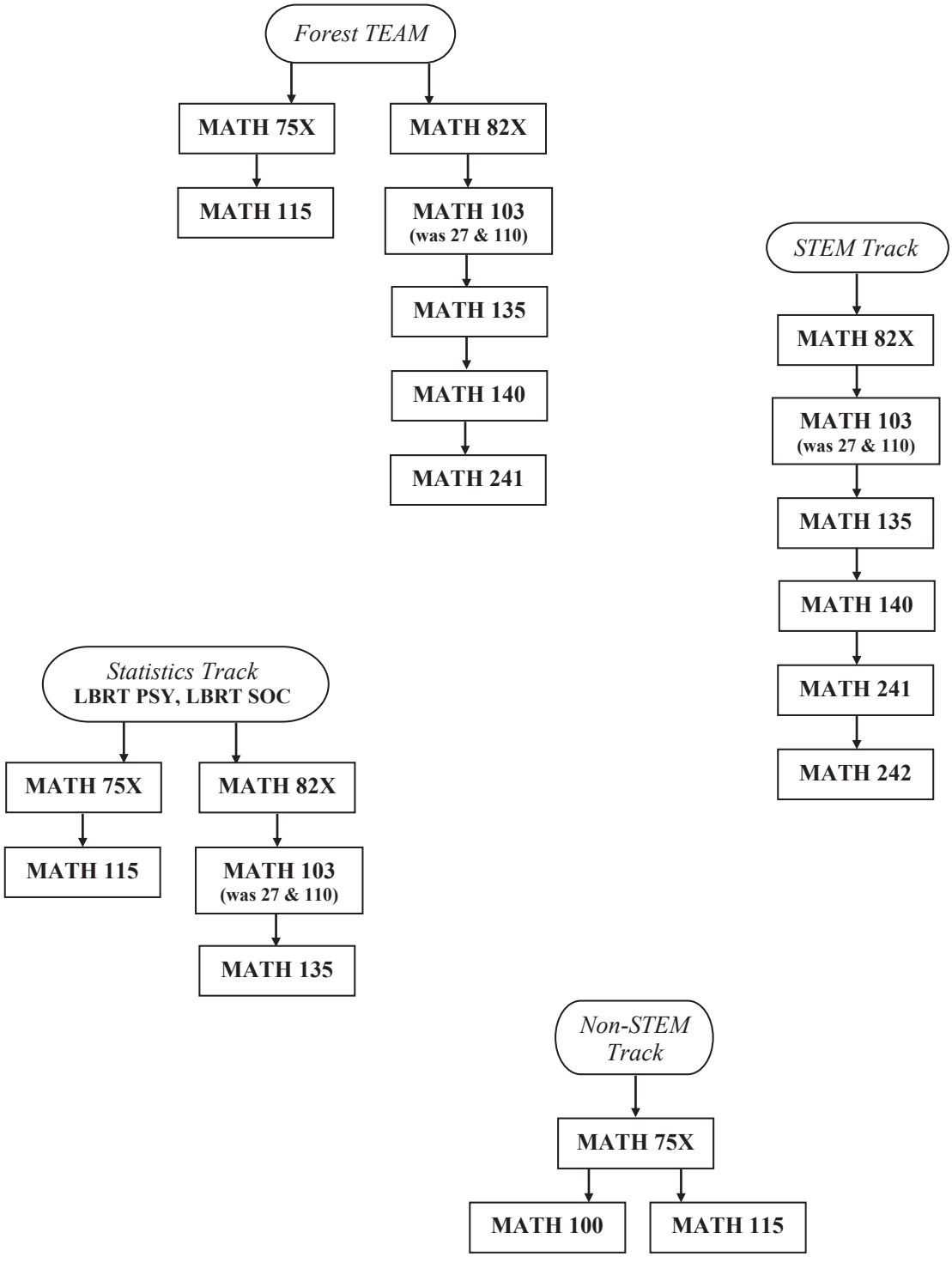
Which Math Course Should I Take?

Mathematics (Math) courses cover two different areas: Vocational and Liberal Arts. If you have any questions, see an advisor or counselor.

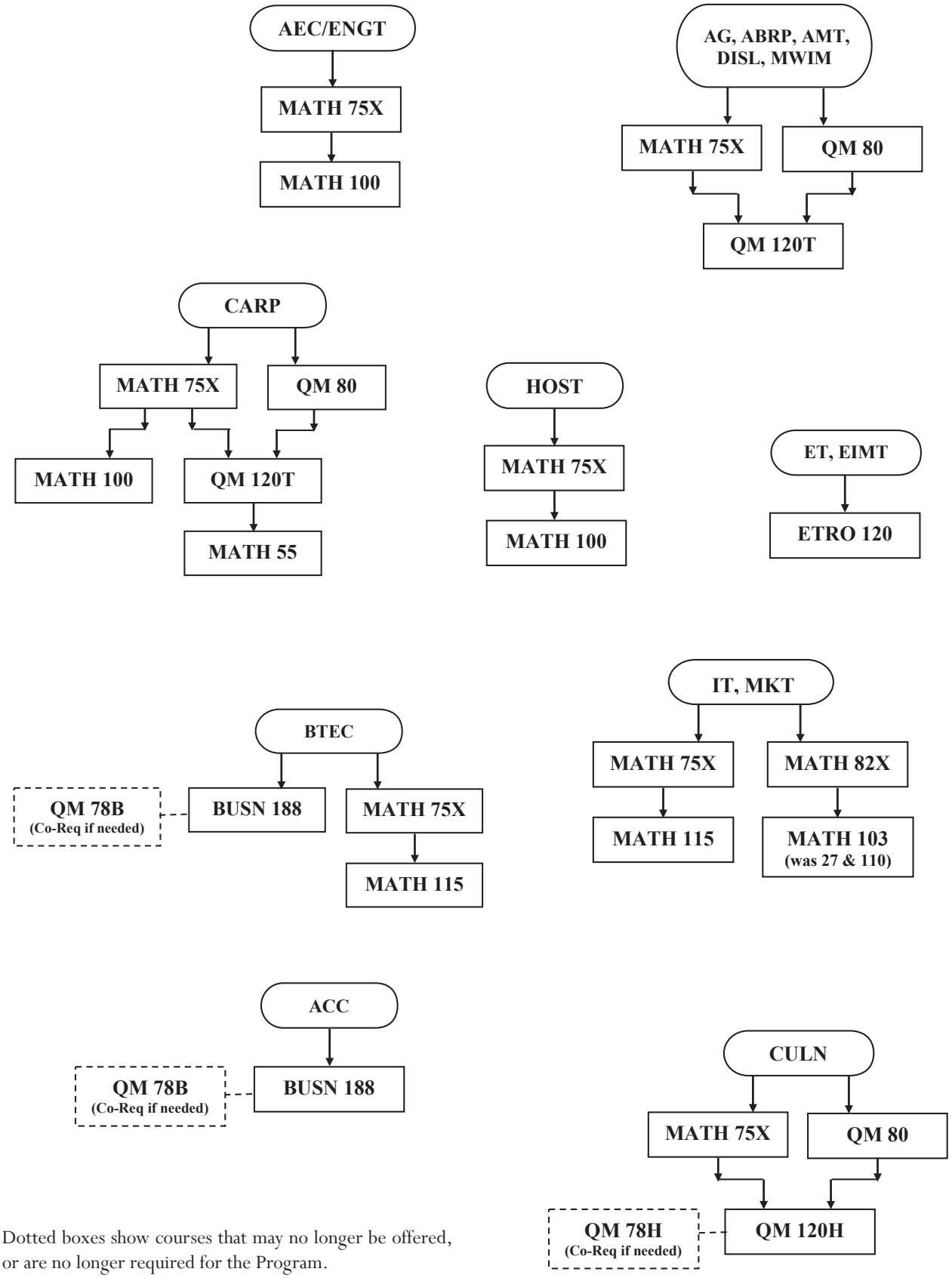
Placement is required for all math courses. Other Hawai'i CC courses may have math prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, BioC 141 requires Math 82X or placement in Math 100; and Eng 21 or ESL 21 or placement in Eng 102.

Also, carefully review the math requirements for your major. See your program advisor if you have any questions.

Progression for Liberal Arts and Sciences Students



Progression for Career & Technical Education Students



Dotted boxes show courses that may no longer be offered, or are no longer required for the Program.

Math 82X—Expanded Algebraic Foundations (5)
PreReq: Placement in Math 82X
Topics include: operations with real numbers, linear equations and inequalities in one variable, polynomials, factoring, rational numbers and rational expressions, linear equations and inequalities in two variables, linear systems of equations and inequalities in two variables, roots and radicals, and quadratic equations. (5 lec hrs.)

Math 100—Survey of Mathematics (3)
PreReq: "C" or better in Math 75X or placement in Math 100; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Designed to acquaint non-science majors with mathematical reasoning and problem solving, and to expose students to the power and utility of mathematics through its relationship to the world. Foundation topics covered are problem solving, elementary logic, and numeration systems; additional topics may include one or more of the following areas: algebra, business math, counting theory, geometry, probability, statistics, and voting methods. Proofs and historical perspectives are included as appropriate. (3 lec hrs.)

Math 103—Introduction to College Algebra (3)
PreReq: "C" or better in Math 82X or placement in Math 103; and Eng 20 or ESL 20 or placement in Eng 21 or placement in ESL 21 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
For students who need to improve algebraic skills prior to taking College Algebra, Statistics, or STEM-related courses. Topics include exponents and radicals, factoring, systems of equations, linear equations, quadratic equations, general properties of functions, graphing, polynomial and rational functions, exponential, and logarithmic functions. (3 lec hrs.)

Math 110—College Algebra (3)
PreReq: "C" or better in Math 103 or placement in Math 110; and Eng 21 or ESL 21 or placement in Eng 102
A continuation from Intermediate Algebra. Topics include: algebraic equations and inequalities, absolute value, polynomials, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants. Additional topics may include sequences and series, combinatorics, probability and/or mathematical induction. (3 lec hrs.)

Math 115—Statistics (3)
PreReq: "C" or better in Math 75X or placement in Math 115; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Presents basic introduction to topics in statistics including: descriptive statistics, elementary probability theory, normal and binomial distributions, and methods of statistical inference. Emphasis is on interpretation and application. (3 lec hrs.)

Math 120—Trigonometry for Surveying (4)
PreReq: "C" or better in Math 82X or placement in Math 120
Designed for students in Forest TEAM & related careers. Application of trigonometry to surveying. Topics included are solving right triangles to find angle measures and lengths of sides; specifying directions (finding bearings and azimuths to plot surveys); converting between bearings and azimuths; computing precision; using Law of Sine and Law of Cosine to find the measures of angles and lengths of sides of oblique triangles; computing areas of triangles and other polygonal regions using geometric and trigonometric formulas, computing, correcting and balancing latitude and departure, computing error of closure, and finding the coordinates of the survey. (4 lec hrs.)

Math 135—Pre-Calculus: Elementary Functions (3)
PreReq: "C" or better in Math 103 or placement in Math 135; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Functions and relations, polynomial and rational functions, exponential and logarithmic functions, matrices, sequences and series. Instruction will be given on the use of appropriate technology to facilitate conceptual understanding of functions (numerically, graphically, symbolically, and verbally). (3 lec hrs.)

Math 140—Pre-Calculus: Trigonometry and Analytic Geometry (3)
PreReq: "C" or better in Math 135 or placement in Math 140
Properties of trigonometric functions, analytical geometry, polar coordinates, conic sections, and vectors. (3 lec hrs.)

Math 241—Calculus I (4)
PreReq: "C" or better in Math 140 or placement in Math 241
Basic concepts of differentiation and integration with applications. (4 lec hrs.)

Math 242—Calculus II (4)
PreReq: "C" or better in Math 241
The second course in the calculus sequence, which focuses on techniques of integration and on integrals of specific functions and their applications. Explores infinite series. (4 lec hrs.)

Microbiology

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

Micr 130—General Microbiology (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and "C" or better in Math 82X or placement in Math 100 or placement in Math 103
CoReq: Micr 140L
Recommended: One semester of college chemistry or one year of high school chemistry
A survey course of microbiology including topics in infectious disease, microbial taxonomy, morphology, genetics, immunology, microbial ecology, and applied microbiology. (3 lec hrs.)

+Micr 140L—General Microbiology Lab (2)
CoReq: Micr 130 (or prior completion)
Provides hands-on experience in introductory microbiology. (4 lab hrs.)

Music

Mus 102—Introduction to Sound Recording (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. (3 lec hrs.)

Nurses' Aide

Nurs 100—Nurse Aide Training (5)
PreReq: Basic Life Support/CPR certificate (AHA/BLS); and Eng 22 or (ESL 22G and ESL 22W) or placement into Eng 100 or placement in Eng 100E
Recommended: Hlth 125
Teaches basic care-giving skills focusing on the older adult and infirm. Includes theory, supervised laboratory practice and clinical experience in long-term care, acute care, and/or home care settings. Satisfactory completion allows students to take the State of Hawaii Nurse Aide Certification Exam. (3 lec hrs., 6 lab hrs.)

Nursing, Practical

Nurs 120—Practical Nursing I (4)
CoReq: Nurs 120L and Nurs 203
Foundational course in which concepts basic to nursing care are presented within the framework of the nursing process. Emphasis is on basic care of the adult and geriatric client using beginning level psychomotor and communication skills. Laboratory simulations and clinical experiences in health agencies. Open to Practical Nursing majors only. (4 lec hrs.)

Nurs 120L—Practical Nursing I Lab (5)
CoReq: Nurs 120 and Nurs 203
Foundational clinical component in which concepts basic to nursing care are presented within the framework of the nursing process. Emphasis is on basic care of the adult and geriatric client using beginning level psychomotor and communication skills. Laboratory simulations and clinical experiences in health agencies. Open to Practical Nursing majors only. (15 lab hrs.)

Nurs 122—Practical Nursing II (5)
PreReq: "C" or better in Nurs 120 and "C" or better in Nurs 120L and "C" or better in Nurs 203
CoReq: Nurs 122L
Integrates anatomy and physiology, human behavior, pharmacologic therapy, and nursing care. Emphasis on understanding the needs of patients with medical, surgical, and emotional disturbances, and applying the nursing process to meet these needs. Application of knowledge in patient-care situations, including medication administration, in health care agencies. Open to Practical Nursing majors only. (5 lec hrs.)

Nurs 122L—Practical Nursing II Lab (6)
PreReq: "C" or better in Nurs 120 and "C" or better in Nurs 120L and "C" or better in Nurs 203
CoReq: Nurs 122
Integrates anatomy and physiology, human behavior, pharmacologic therapy, and nursing care. Emphasis on understanding the needs of patients with medical, surgical, and emotional disturbances, and applying the nursing process to meet these needs. Application of knowledge in patient-care situations, including medication administration, in health care agencies. Open to Practical Nursing majors only. (18 lab hrs.)

Nurs 126—Child Health (1)
PreReq: "C" or better in Nurs 122 and "C" or better in Nurs 122L
CoReq: Nurs 126L
Theory and clinical experiences in caring for sick children of various age groups in the hospital. Concepts of normal growth and development are considered in the assessment, planning, and implementation of care for individual patients. Offered during summer session only. (1 lec hr.)

Nurs 126L—Child Health Lab (2)
PreReq: "C" or better in Nurs 122 and "C" or better in Nurs 122L
CoReq: Nurs 126
Theory and clinical experiences in caring for sick children of various age groups in the hospital. Concepts of normal growth and development are considered in the assessment, planning, and implementation of care for individual patients. Offered during summer session only. (6 lab hrs.)

Nurs 128—Maternity Nursing (1)
PreReq: "C" or better in Nurs 122 and "C" or better in Nurs 122L
CoReq: Nurs 128L
Caring for the normal family unit during the antepartal, intrapartal, and postpartal periods including care of the newborn infant. Clinical experiences in doctor's office, hospital maternity and newborn units. Offered during summer session only. (1 lec hr.)

Nurs 128L—Maternity Nursing Lab (2)
PreReq: "C" or better in Nurs 122 and "C" or better in Nurs 122L
CoReq: Nurs 128
Caring for the normal family unit during the antepartal, intrapartal, and postpartal periods including care of the newborn infant. Clinical experiences in doctor's office, hospital maternity and newborn units. Offered during summer session only. (6 lab hrs.)

Nursing, Associate of Science

Nurs 151—Psychiatric-Mental Health Nursing (2.5)
PreReq: ("C" or better in Nurs 153 and "C" or better in Nurs 153L and "C" or better in Nurs 203) or ("C" or better in Nurs 250 and "C" or better in Nurs 250L)
CoReq: Nurs 151L; and (Nurs 157 and Nurs 157L) or (Nurs 255 and Nurs 255L)
Focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is on nursing management of clients and families experiencing disruptions in psychosocial functioning. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in mental health settings throughout the health continuum. (2.5 lec hrs.)

Nurs 151L—Psychiatric-Mental Health Nursing Lab (1.5)
PreReq: ("C" or better in Nurs 153 and "C" or better in Nurs 253L and "C" or better in Nurs 203) or ("C" or better in Nurs 250 and "C" or better in Nurs 250L)
CoReq: Nurs 151; and (Nurs 157 and Nurs 157L) or (Nurs 255 and Nurs 255L)
This clinical practicum focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is on nursing management of clients and families experiencing disruptions in psychosocial functioning. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to patients in mental health settings throughout the health continuum. (4.5 lab hrs.)

Nurs 153—Nursing Concepts and Skills (4)

PreReq: Must be accepted into the AS-NURS program

CoReq: Nurs 153L and Nurs 203

Provides an introduction to nursing and roles of the nurse, as well as profession related and patient care concepts. The theoretical foundation for basic assessment and nursing skills is presented along with the opportunity to demonstrate these skills in a clinical laboratory setting. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. Correlated clinical experiences are provided with adults and older adults who have basic health alterations with predictable outcomes. (4 lec hrs.)

Nurs 153L—Nursing Concepts and Skills Lab (4)

PreReq: Must be accepted into the AS-NURS program

CoReq: Nurs 153 and Nurs 203

This clinical practicum provides an introduction to nursing and roles of the nurse, as well as profession related and patient care concepts. The theoretical foundation for basic assessment and nursing skills is presented along with the opportunity to demonstrate these skills in a clinical laboratory setting. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. Correlated clinical experiences are provided with adults and older adults who have basic health alterations with predictable outcomes. (12 lab hrs.)

Nurs 157—Adult Health Nursing I (4)

PreReq: "C" or better in Nurs 153 and "C" or better in Nurs 153L and "C" or better in Nurs 203

CoReq: Nurs 151 and Nurs 151L and Nurs 157L

Focuses on the care of adult and older adult patients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of patients with moderately complex needs and outcomes. Concepts of patient-centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Correlated clinical experiences emphasize clinical decision-making, patient care management including prioritization of care, and development of psychomotor skills. (4 lec hrs.)

Nurs 157L—Adult Health Nursing I Lab (4)

PreReq: "C" or better in Nurs 153 and "C" or better in Nurs 153L and "C" or better in Nurs 203

CoReq: Nurs 151 and Nurs 151L and Nurs 157

This clinical practicum focuses on the care of adult and older adult patients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of patients with moderately complex needs and outcomes. Concepts of patient-centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Correlated clinical experiences emphasize clinical decision-making, patient care management including prioritization of care, and development of psychomotor skills. (12 lab hrs.)

Nurs 203—General Pharmacology (3)

PreReq: Admission into the AS-NURS or CA-PRCN program

CoReq: (Nurs 120 and Nurs 120L) or (Nurs 153 and Nurs 153L)

Introduces the principles of pharmacology, including pharmacokinetics, pharmacodynamics, medication interactions, potential adverse medication reactions, and legal, ethical and safety aspects of medication administration. Emphasis is on nursing responsibilities such as maximizing therapeutic effects of drug therapy and minimizing adverse effects, appropriate patient/family teaching, and ongoing patient assessment. (3 lec hrs.)

Nurs 250—LPN to RN Transition (2)

PreReq: "C" or better in all prerequisites for the AS-NURS program; and current active HI LPN license; and at least 1 year practice experience as a LPN

CoReq: Nurs 250L

Designed as a transition course for the LPN to AS-NURS pathway. The focus is on reentry into the educational setting, development of critical thinking skills, physical assessment, the nursing process, role transition, and clinical skill competency. Ethical and legal responsibilities and the changing role of the RN are explored. Clinical practice opportunities in varied healthcare settings are included. (2 lec hrs.)

Nurs 250L—LPN to RN Transition Lab (1)

PreReq: "C" or better in all prerequisites for the AS-NURS program; and current active HI LPN license; and at least 1 year practice experience as a LPN

CoReq: Nurs 250

This clinical practicum is designed as a transition course for the LPN to AS-NURS pathway. The focus is on reentry into the educational setting, development of critical thinking skills, physical assessment, the nursing process, role transition, and clinical skill competency. Ethical and legal responsibilities and the changing role of the RN are explored. Clinical practice opportunities in varied healthcare settings are included. (3 lab hrs.)

Nurs 254—Family Health I-Maternal/Newborn Nursing (3)

PreReq: "C" or better in Nurs 151 and "C" or better in Nurs 151L and "C" or better in Nurs 157 and "C" or better in Nurs 157L

CoReq: Nurs 254L and Nurs 255 and Nurs 255L

Provides an integrative, family-centered approach to the care of mothers, newborns, and the childbearing family. Emphasis is placed on normal and high- risk pregnancies, normal growth and development, family dynamics, and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, and families in selected settings. (3 lec hrs.)

Nurs 254L—Family Health I-Maternal/Newborn Nursing Lab (2)

PreReq: "C" or better in Nurs 151 and "C" or better in Nurs 151L and "C" or better in Nurs 157 and "C" or better in Nurs 157L

CoReq: Nurs 254 and Nurs 255 and Nurs 255L

This clinical practicum provides an integrative, family-centered approach to the care of mothers, newborns, and the childbearing family. Emphasis is placed on normal and high- risk pregnancies, normal growth and development, family dynamics, and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to mothers, newborns, and families in selected settings. (6 lab hrs.)

Nurs 255—Family Health II-Pediatrics/Adult Health Nursing II (4)

PreReq: ("C" or better in Nurs 151 and "C" or better in Nurs 151L and "C" or better in Nurs 157 and "C" or better in Nurs 157L) or ("C" or better in Nurs 250 and "C" or better in Nurs 250L)

CoReq: Nurs 255L; and (Nurs 151 and Nurs 151L) or (Nurs 254 and Nurs 254L)

Focuses on the care of patients across the lifespan with complex medical-surgical health alterations. Emphasis is placed on family concepts and nursing care of infants, children, and young to older adult patients. Concepts of pharmacology, health promotion and education, evidence-based practice, and interprofessional collaboration will be integrated throughout the course. Correlated clinical experiences integrate previously acquired knowledge and skills to the care of infants, children, and adult to older adult patients with increasingly complex health alterations and outcomes. (4 lec hrs.)

Nurs 255L—Family Health II-Pediatrics/Adult Health Nursing II Lab (3)

PreReq: ("C" or better in Nurs 151 and "C" or better in Nurs 151L and "C" or better in Nurs 157 and "C" or better in Nurs 157L) or ("C" or better in Nurs 250 and "C" or better in Nurs 250L)

CoReq: Nurs 255; and (Nurs 151 and Nurs 151L) or (Nurs 254 and Nurs 254L)

This clinical practicum focuses on the care of patients across the lifespan with complex medical-surgical health alterations. Emphasis is placed on family concepts and nursing care of infants, children, and young to older adult patients. Concepts of pharmacology, health promotion and education, evidence-based practice, and interprofessional collaboration will be integrated throughout the course. Correlated clinical experiences integrate previously acquired knowledge and skills to the care of infants, children, and adult to older adult patients with increasingly complex health alterations and outcomes. (9 lab hrs.)

Nurs 257—Adult Health Nursing III (4)

PreReq: ("C" or better in Nurs 151 and "C" or better in Nurs 151L) or ("C" or better in Nurs 254 and "C" or better in Nurs 254L); and "C" or better in Nurs 255 and "C" or better in Nurs 255L

CoReq: Nurs 257L and Nurs 260 and Nurs 260L

This capstone course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills, priority setting, clinical judgment, and tenets of legal and ethical practice while managing the care of patients with multiple needs and collaborating with the interprofessional team. Correlated clinical experiences emphasize refinement of clinical decision making and patient care management as well as honing complex clinical skills. (4 lec hrs.)

Nurs 257L—Adult Health Nursing III Lab (4)

PreReq: ("C" or better in Nurs 151 and "C" or better in Nurs 151L) or ("C" or better in Nurs 254 and "C" or better in Nurs 254L); and "C" or better in Nurs 255 and "C" or better in Nurs 255L

CoReq: Nurs 257 and Nurs 260 and Nurs 260L

This capstone clinical practicum focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills, priority setting, clinical judgment, and tenets of legal and ethical practice while managing the care of patients with multiple needs and collaborating with the interprofessional team. Correlated clinical experiences emphasize refinement of clinical decision making and patient care management as well as honing complex clinical skills. (12 lab hrs.)

Nurs 260—Leadership/Community Health (2)

PreReq: ("C" or better in Nurs 151 and "C" or better in Nurs 151L) or ("C" or better in Nurs 254 and "C" or better in Nurs 254L); and "C" or better in Nurs 255 and "C" or better in Nurs 255L

CoReq: Nurs 257 and Nurs 257L and Nurs 260L

Focuses on contemporary issues and leadership concepts, as well as community based nursing practice including the role of the nurse in community health settings. Content will integrate leadership concepts and professional nursing practice in managing complex health care needs. Correlated clinical experiences will provide students the opportunity to address patient care needs in a variety of community-based settings. Facilitates the transition of the student to the role of a professional nurse. (2 lec hrs.)

Nurs 260L—Leadership/Community Health Lab (1)

PreReq: ("C" or better in Nurs 151 and "C" or better in Nurs 151L) or ("C" or better in Nurs 254 and "C" or better in Nurs 254L); and "C" or better in Nurs 255 and "C" or better in Nurs 255L

CoReq: Nurs 257 and Nurs 257L and Nurs 260

This clinical practicum focuses on contemporary issues and leadership concepts, as well as community based nursing practice including the role of the nurse in community health settings. Content will integrate leadership concepts and professional nursing practice in managing complex health care needs. Correlated clinical experiences will provide students the opportunity to address patient care needs in a variety of community-based settings. Facilitates the transition of the student to the role of a professional nurse. (3 lab hrs.)

Oceanography

Ocn 101—Introduction to Marine Option Program (1)

Designed for students intending on earning a Marine Option Program certificate. Provides an overview of Hawai'i and Pacific ocean issues and organizations involved with marine activities, management, education, research and business. It will provide exploration of opportunities for internships, research projects, study and careers. Proposal writing, project implementation, and report preparation guidelines. The curriculum is based on best practices established by discussions among Ocn 101 instructors within the UH system. Topic areas may include status of marine science in Hawai'i, how to access data sources relevant to marine science, strategies for locating and qualifying for internship and scholarship opportunities, MOP history and organization, and MOP project proposal. (1 lec hr.)

Ocn 193—Marine Option Program Skill Project (2)

Recommended: Ocn 101

Students will practice strategies, methods, and techniques for successful project completion. Students and the instructor will agree on a project before the start of the course. Reading and research in any area of Oceanography under the direction of a faculty member. Students are encouraged to present their findings at the annual University of Hawai'i system-wide Marine Option Program Student Symposium. (2 lec/lab hrs.)

Ocn 201—Science of the Sea (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

An introductory science course that covers the four primary oceanography disciplines: geological including the nature of ocean basins; chemical properties of sea water; physical including waves, tides, currents; and biological oceanography including environmental concerns and human use of the oceans. (3 lec hrs.)

Ocn 201L—Science of the Sea Laboratory (1)

CoReq: Ocn 201 (or prior completion)

Applies concepts learned in the lecture. Through lab experiments, computer-aided data collection and analysis, field trips and visual observations, students will learn about earth, ocean and atmospheric interactions, ecological concepts, ocean resource utilization and management, environmental pollution and its impacts on world oceans. Recommended for both science and non-science majors. (3 lab hrs.)

Pacific Islands Studies

PacS 108—Pacific Worlds: An Introduction to Pacific Islands Studies (3)

PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E

Introduces students to the geography, societies, histories, cultures, contemporary issues, and arts of Oceania, including Hawai'i. Combines lectures and discussion that emphasize Pacific Islander perspectives and experiences. (3 lec hrs.)

Philosophy

Phil 100—Introduction to Philosophy: Survey of Problems (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Major philosophers, methods, and issues in philosophy. Discussion of such problems as our knowledge of reality, the freedom of the will, the relations between the mind and body, morality, ethics, and the existence of God. (3 lec hrs.)

Phil 101—Introduction to Philosophy: Morals and Society (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Examination of social and individual values, obligations, rights, and responsibilities. Application of classical ethical theories to contemporary moral issues. (3 lec hrs.)

Phil 102—Introduction to Philosophy: Asian Traditions (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Universal themes and problems, methods and fields of Philosophy from the historical as well as positional perspectives of Asian traditions of Hindu, Buddhist, Taoist, Confucian and Shinto philosophical world views. (3 lec hrs.)

Phil 110—Introduction to Deductive Logic (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

An introductory course in the methods and principles of deductive reasoning. Focus on the symbolic representation of truth-functional statements, determining validity of deductive arguments, and demonstrating validity of deductive arguments through formal proofs. Includes sentential logic and predicate logic. (3 lec hrs.)

Phil 111—Introduction to Inductive Logic (3)

PreReq: Placement in Math 82X; and Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

An introductory course in the methods and principles of inductive reasoning. Focus on the role of probability, statistics, and risk evaluations in decision-making. (3 lec hrs.)

Phil 120—Science, Technology and Values (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Addresses the relationship between science, technology and human values with a focus on contemporary problems posed by developments in modern science. Discussion on modern results and historical development of astronomy, evolution and atomic theory. Understanding the impact of cognitive and other values on world views. (3 lec hrs.)

Phil 211—History of Western Philosophy I (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

An introduction to the history of philosophy based on translation of text originally written in classical Greek or Latin, from the Pre-Socratics, to Plato, Aristotle and the Roman thinkers. (3 lec hrs.)

Phil 213—History of Western Philosophy III (3)

PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102

Introduction to the history of philosophy based on texts or translations of 'modern' works, that is, works originally written in a modern European language from the Renaissance to 19th century. (3 lec hrs.)

Phil 255—Cosmology (3)

PreReq: "C" or better in Eng 100 or "C" or better in Eng 100E

An interdisciplinary general survey of modern science and philosophy from the humanistic perspective. A scientific description of the Universe as a whole and the implication for human life will be studied. The primary philosophical problems of cosmology will be discussed along with the problem of understanding the world and our place in it, as well as our knowledge of it as a part of the Universe. (3 lec hrs.)

Physics

Phys 100—Survey of Physics (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Students learn the concepts and methods of modern physics. Emphasis on comprehension of the scientific approach to problem solving and understanding of fundamentals of physics in motion, forces and energy, heat and sound, structure of matter, electricity and magnetism, light and relativity. Course designed for liberal arts students and as preparation for mathematics-based physics courses. (3 lec hrs.)

Phys 100L—Survey of Physics Lab (1)
CoReq: Phys 100 (or prior completion)
Simple experiments in the basic concepts of physics, illustrating the role of physics in society to the nonscientist. (3 lab hrs.)

Phys 105—Energy Systems and Sustainability (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
A natural science course for non-science majors. Focuses on the fundamental understanding of the physical, chemical, technical, and environmental aspects of the generation, and the use of energy on a global, regional, local, and individual level. Renewable energy sources and technologies are discussed. (3 lec hrs.)

Phys 151—College Physics I (3)
CoReq: Math 140 (or prior completion)
First half of a two-semester algebra-based introductory Physics course for preprofessional students. Topics covered include Newtonian mechanics, work and energy, wave motion, and heat. (3 lec hrs.)

Phys 151L—College Physics Laboratory I (1)
CoReq: Phys 151 (or prior completion)
A laboratory supplement for Phys 151; covers basic principles of experimentation and physical measurement. Presents illustrative experiments in mechanics, heat and waves. (3 lab hrs)

Phys 152—College Physics II (3)
PreReq: Math 140; and Phys 151
Second half of a two-semester algebra-based introductory Physics course for preprofessional students. Topics covered include electricity, magnetism, electrical circuits, optics, light, and selected topics in modern physics. (3 lec hrs.)

Phys 152L—College Physics II Lab (1)
CoReq: Phys 152 (or prior completion)
Second half of a two-semester Laboratory supplementing the algebra-based introductory Physics course for science students. Designed to provide the students hands-on experience in the experimental analysis, physical observation, and measurements in electricity, magnetism, and geometric optics. Emphasis is on measurement techniques and analysis of data. (3 lab hrs.)

Phys 170—General Physics I (4)
CoReq: Phys 170L; and Math 241 (or prior completion)
First half of a two-semester calculus-based introductory Physics course for science and engineering students. Provides an introduction into the principles and theories of mechanics of particles and rigid bodies, wave motion, thermodynamics, and kinetic theory. (4 lec hrs.)

Phys 170L—General Physics I Lab (1)
CoReq: Phys 170 or Phys 151 (or prior completion of either)
First-half of a two-semester Laboratory supplementing the calculus-based introductory physics course for science and engineering students. Covers the basic principles of experimentation and measurements. (3 lab hrs.)

Phys 272—General Physics II (3)
PreReq: Phys 170 and Phys 170L
CoReq: Phys 272L; and Math 242 (or prior completion)
Second half of a two-semester calculus-based introductory Physics course for science and engineering students. Provides an introduction into the principles and theories of electricity, magnetism, light, and optics. (3 lec hrs.)

Phys 272L—General Physics II Lab (1)
PreReq: Phys 170L
CoReq: Phys 272 or Phys 152 (or prior completion of either)
Second half of a two-semester Laboratory supplementing the calculus-based introductory Physics course for science and engineering students. Covers the basic principles of experimentation and measurements. (3 lab hrs.)

Physiology

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

Phyl 141—Human Anatomy and Physiology I (3)
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
CoReq: Phyl 141L
Recommended: Chem 100 or BioC 141; and Biol 100 or Micr 130 or Hlth 125
Structure and function of the human body, including basic biochemistry, cells, tissues, and detailed coverage of the integumentary, skeletal, muscular, and nervous systems. (3 lec hrs.)

+Phyl 141L—Human Anatomy and Physiology I Lab (1)
CoReq: Phyl 141 (or prior completion)
Observation and identification of human tissues under light microscopy, in photomicrographs, and in Human models. Dissection of animal organs and tissues to complement lectures. (3 lab hrs.)

Phyl 142—Human Anatomy and Physiology II (3)
PreReq: "C" or better in Phyl 141
CoReq: Phyl 142L
Recommended: Chem 100 or BioC 141; and Biol 100 or Micr 130 or Hlth 125
Structure and function of the human body, including metabolism, fluid and electrolyte balance, genetics, and detailed coverage of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. (3 lec hrs.)

+Phyl 142L—Human Anatomy and Physiology II Lab (1)
CoReq: Phyl 142 (or prior completion)
Observation and identification of human tissues under light microscopy, in photomicrographs, and in Human models. Dissection of animal organs and tissues to complement lectures in Physiology 142. (3 lab hrs.)

Political Science

PolS 110—Introduction to Political Science (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
An introduction to the discussion of politics as an activity and of political problems, systems, ideologies, and processes. (3 lec hrs.)

Psychology

Psy 100—Survey of Psychology (Introductory) (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Principles of human behavior, individual difference, motivation, emotion, perception, learning. (3 lec hrs.)

Psy 170—Psychology of Adjustment (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Understanding, evaluating and improving adjustment. Ideas and techniques concerning behavior change and personal growth. (3 lec hrs.)

Psy 213—Statistical Techniques (4)
PreReq: "C" or better in Psy 100
CoReq: Math 110 or Math 115 (or prior completion of either)
To understand statistical procedures utilized for the behavioral and social sciences. This includes: examining frequency distributions, graphic methods, central tendency and variability, correlation and regression, inferential statistics, non-parametric statistics, and tests of significance. Explores uses and abuses of statistics, as well as enhancing critical reasoning ability of statistical procedures. (3 lec hrs., 2 lec/lab hrs.)

Psy 214—Research Methodology (4)
PreReq: "C" or better in Psy 100 and "C" or better in Psy 213; and "C" or better in Eng 100 or "C" or better in Eng 100E
Examines methods of critically reading, interpreting, and evaluating psychological research. Explores ethical issues in research methods of scientific observation, development of experiments using a variety of research designs and writing using APA style. (4 lec hrs.)

Psy 251—Human Sexuality (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
The biological, psychological, and sociological determinants of human sexuality are explored. Some specific topic areas include: the anatomy and physiology of sexual behavior and reproduction, gender role and sexual differences, sexual variations in behavior, clinical dysfunctions and treatment, and contemporary issues. (3 lec hrs.)

Psy 260—Psychology of Personality (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Psy 100
The scientific study of personality, its meaning, assessment, development, and relation to cultural-social determinants. (3 lec hrs.)

Psy 270—Intro to Clinical Psychology (3)
PreReq: Psy 100
Examines the history, theories, and nature of psychological problems; methods of assessment; forms of intervention; and current developments. (3 lec hrs.)

Psy 275—Psychology and the Expressive Arts (3)
PreReq: Psy 100 or Psy 170 or Hum 100
The theory and practice of studying the personality through the visual arts, writing arts, dance, music, and drama towards a therapeutic end for the individual utilizing group dynamics. May be repeated for credit, up to 6 credits. (3 lec hrs.)

Quantitative Methods

QM 78B—Quantitative Methods Companion for Business (1)
Deleted.

QM 78H—Quantitative Methods Companion for Culinary Arts (1)
CoReq: QM 120H
Recommended: English and Math skills at the High School Common Core level
Provides students concurrently enrolled in QM 120H with support with special emphasis on computational operations and problem solving. Course topics are tailored to the QM 120H topics and may include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas. Credit for this course is dependent on successful completion of QM 120H. (1 lec hr.)

QM 80—Quantitative Methods Preparation (3)
Will cover arithmetic skills that pertain to quantitative reasoning in various professions, which includes but not limited to: whole numbers, fractions, decimals, ratios, proportions, and percentages. Prepares students for the QM 120T course. (3 lec hrs.)

QM 120H—Quantitative Methods for Culinary Arts (3)
PreReq: "C" or better in Math 75X or "C" or better in QM 80 or placement in QM 120H
Introduces the quantitative methods, reasoning, and applications necessary to perform tasks and solve problems encountered by professionals in the culinary field. Quantitative methods covered include computational operations; measurements and units; kitchen ratios, baker's percent, proportion, probability and statistics. Applications include conversions, yield percentages, recipe costing, and interpretation and analysis of quantitative information common in the culinary field. Designed for a Culinary Arts degree and certificate and does not satisfy the quantitative reasoning requirements of other programs. (3 lec hrs.)

QM 120T—Quantitative Methods for Transportation Technology (3)
PreReq: "C" or better in Math 75X or "C" or better in QM 80 or placement in QM 120T
Covers the quantitative methods, reasoning, and application necessary to perform tasks and solve problems encountered by transportation technologists. The quantitative methods covered include computational operations; geometry and measurements; ratio, proportion, and percent; statistics and probability; and trigonometry. Applications include major transportation systems such as engines, drivetrain, chassis, ventilation, brakes and suspension. Designed for Transportation degrees and certificates but does not satisfy Foundation Symbolic Reasoning (FS) core requirements of an Associate in Arts degree. (3 lec hrs.)

Religious Studies

Rel 150—Introduction to the World's Major Religions (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Introduction to the World's Major Religions: Primal Religions (Shamanist/Animist), Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and New Modern Religious Movements (Bahai, Rastafarianism, etc.). (3 lec hrs.)

Rel 151—Religion and the Meaning of Existence (3)
Deleted.

Rel 152—Asian Religions (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Introduction to the study of Asian Religions: Hinduism, Buddhism, Confucianism, Taoism, Shinto, Islam in Asia, Primal Religions (Shamanist/Animist), and New Modern Asian Religious Movements. (3 lec hrs.)

Rel 153—Western Religions (3)
Deleted.

Science

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

+Sci 20—Individual and Environment (3)
Deleted.

Sci 25—An Introduction to the Environment through Film (3)
Deleted.

Sci 51—Basic Science for Health Occupations (3)
Deleted.

Sci 190V—Internship (1-4)
PreReq: Biol 101 or Biol 171 or Biol 172 or Chem 100 or Chem 161 or Chem 162 or Phys 151 or Phys 170
Designed for students in the sciences to provide recognition for an internship with a government or private agency or commercial operation in an area of scientific study. The internship program is intended to give students the opportunity to apply knowledge and skills learned in their studies to real life science research and operations with potential employers. May be repeated for credit, up to 8 credits. (variable hrs.)

Sci 292V—Special Topics: Study Abroad (1-6)
PreReq: "C" or better in Eng 100 or "C" or better in Eng 100E or "C" or better in Eng 102
Special topics allows addition of subjects that meet current needs in study abroad and global education. It will be used for elective credit and may be repeated for different subjects. This course provides a mechanism for study abroad that has a science focus. May be repeated for credit provided that a different topic is studied, up to 12 credits. (variable hrs.)

Social Science

SSci 111—Food, Water, Energy, Technology: Then and Now (3)
Humanity's existence in a changing society brought about by rapid technological advancements. Trends, current issues, and future global alternatives for man's survival. (3 lec hrs.)

SSci 150—Ecology and Society (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Examines how the relationship between the individual and the natural environment is mediated through society. Involves learning to identify systems of culture and political economy in terms of institutionalized relationships to nature. Students develop a basic awareness of environmental issues and problems, their causes, and solutions. (3 lec hrs.)

SSci 160—Modes of Thought (3)
Cross-listed as Hum 160
Recommended: Eng 21 or ESL 21 or Eng 22
Literature-based Western tradition survey. Emphasis on intellectual history and the approaches to issues used in the humanities and social sciences. Values definition and clarification. (3 lec hrs.)

SSci 241—Labor Problems and Trade Unionism (3)
Problems and economics of labor, history, structure, government, activities of trade unions; social and labor legislation. (3 lec hrs.)

SSci 250—Environmental Issues (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Math 82X or placement in Math 103; and SSci 150; and consent of instructor
This interdisciplinary course will require students to synthesize skills, knowledge and understanding of environmental issues. Students will be required to, individually or in a group, independently research and evaluate an issue relevant to our environment in Hawai'i, such as development, pollution, conservation, or natural resources. This includes interacting with the community, such as service learning. (3 lec hrs.)

Sociology

Soc 100—Survey of General Sociology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Survey of basic social relationships, social structures and processes. (May be applied toward Sociology major in UH Hilo College of Arts and Sciences) (3 lec hrs.)

Soc 200—Career Opportunities in Sociology (1)
A forum for the presentation of career opportunities for Sociology majors and minors. Features speakers, and the development of practical professional skills, including writing a resume. (1 lec hr.)

Soc 208—Criminology (3)
Cross-listed as AJ 208
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Explores crime and the body of knowledge regarding it as a social phenomenon. An emphasis is placed on the analysis of crime, crime causation, crime variables, impact on society, and societal reactions to crime. (3 lec hrs.)

Soc 218—Introduction to Social Problems (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
An introduction to the major social problems and issues of contemporary society, including their nature, social causes and possible solutions. (3 lec hrs.)

Soc 251—Introduction to Sociology of the Family (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Examines family patterns, mate selection, parent-child interaction, socialization of roles, legal issues, and current trends in family organization and functions. (3 lec hrs.)

Soc 265—Community Development (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Course introduces students to the theory, methods, and practical application of community development studies. The course will review diverse types of successful community organizing projects with concern for the ethics, strategies and means available for successful community development. The course will involve significant participation in organizing community groups. (3 lec hrs.)

Soc 289—Sociology of Knowledge (3)
PreReq: Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E; and Soc 100
The sociology of knowledge studies the connection between modes of consciousness and knowledge and social structure. This course examines how forms of consciousness like art, political ideologies, popular culture, science, religious beliefs and philosophy reflect a society's institutions. It reviews the historical processes by which society forms and is formed by ideas. (3 lec hrs.)

Soc 290—Hawai'i's People (3)
Sociologically-oriented approaches to create an awareness of individual cultural backgrounds and the culture of other ethnic groups in Hawai'i and in the continental U.S. (May be applied toward Sociology major in UH Hilo College of Arts and Sciences) (3 lec hrs.)

Speech

Sp 51—Oral Communication Techniques (3)
A practical skills-oriented course stressing a great deal of practice in speech skills. (3 lec hrs.)

Sp 130—Business and Organization Communication (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Develops competence in oral and written communication within business and organizational contexts. Provides theory and practical skills to be a confident and effective communicator in a variety of business and organizational settings. (3 lec hrs.)

Sp 151—Personal and Public Speech (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
Principles, theories and practices in one-to-one, small group, and one-to-many communication situations through participation in structured activities. (3 lec hrs.)

Sp 231—Performance of Literature (3)
PreReq: Sp 151
The study of literature through performance. Practice in rhetorical and literary analysis culminating in performance of literary selections for an audience. The study of and practice in performance criticism. (3 lec hrs.)

Sp 233—Oral Traditions: Story Telling (3)
PreReq: "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E
CoReq: Eng 102 (or prior completion)
An introduction to a variety of Oral Traditions from different cultural groups along with the skills required to perform storytelling successfully. Half the content of this course will be dedicated to Hawaiian/Pacific/Asian cultures. Audience, context and outcome analysis form the basis of all public communication planning, and form the core of the theoretical foundation. In addition, course will pose special questions related to the origin and intent of particular literature. Students will select, analyze, rehearse and perform three types of storytelling presentations such as ancient mythology, folktales, wisdom tales, and modern genres. Students will be encouraged to invent and compose their own stories in some appropriate genre. Students will be encouraged to perform one of the three options in the community at an appropriate function of their choice. All performances are critiqued orally and with a written instrument. May be repeated for credit, up to 6 credits. (3 lec hrs.)

Sp 251—Principles of Effective Public Speaking (3)
PreReq: Eng 100 or Eng 100E
Analysis, preparation and delivery of speeches. Emphasis on content, organization and style. (3 lec hrs.)

Sp 260—Media and Society (3)
PreReq: Eng 100 or Eng 100E
An introductory survey course that explores the history, architecture, impacts, and major theories of mass media. It fuses theory with practice by including a component on media message production that permits students a hands-on learning style with actual media production skills and vocabulary. (3 lec hrs.)

Substance Abuse

Subs 130—Introduction to Youth Practitioner (3)
Deleted (see SUDs 130)

Subs 131—Ethics in Public Services (1)
Deleted (see SUDs 131)

Subs 132—STDs and Confidentiality (1)
Deleted (see SUDs 132)

Subs 140—Individual Substance Abuse Counseling (3)
Deleted (see SUDs 140)

Subs 141—Introduction to Ho'oponopono (3)
Deleted (see SUDs 141)

Subs 245—Group Counseling (3)
Deleted (see SUDs 245)

Subs 248—Case Management (3)
Deleted (see SUDs 248)

Subs 262—Adolescent Counseling (3)
Deleted (see SUDs 262)

Subs 268—Survey of Substance Use Disorders (3)
Deleted (see SUDs 268)

Subs 270—Twelve Core Functions of Substance Abuse Counseling (3)
Deleted (see SUDs 270)

Subs 275—Families and Addiction (3)
Deleted (see SUDs 275)

Subs 280—Co-occurring Disorders (3)
Deleted (see SUDs 280)

Subs 294—Seminar and Fieldwork I (3)
Deleted (see SUDs 294)

Subs 295—Seminar and Fieldwork II (3)
Deleted (see SUDs 295)

Substance Use Disorder Counseling

SUDs 130—Introduction to Youth Practitioner (3)
Formerly Subs 130
Cross-listed as AJ 130 and HSer 130
PreReq: Eng 20 or ESL 20 or placement in Eng 22 or (placement in ESL 22G and placement in ESL 22W)
Recommended: AJ 210 or HSer 110
Introduces the core skills needed by youth practitioners. Focuses on basic communication skills, growth and development of adolescents, family and cultures and their roles in development, and youth with special needs. Develops teamwork and basic workforce skills. Also useful for in-service administration of justice, human services and substance use disorder counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ 130, or HSer 130, or SUDs 130 with a "C" grade or better are eligible to receive 45 hours of prevention studies education from the State of Hawai'i Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

SUDs 131—Ethics in Public Services (1)
Formerly Subs 131
Cross-listed as AJ 131 and HSer 131
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance use disorder counseling will be explored, analyzed, and discussed. (1 lec hr.)

SUDs 132—STDs and Confidentiality (1)
Formerly Subs 132
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Sexually transmitted diseases (STDs) and Hawaii State and U.S. Federal laws governing the confidentiality of patients and their records, including 42CFR, Part 2, will be explored, analyzed, and discussed. Emphasis is on treatment and confidentiality of individuals, who abuse or are addicted to alcohol and other drugs. (1 lec hr.)

SUDs 140—Individual Substance Use Disorder Counseling (3)
Formerly Subs 140
CoReq: SUDs 268 (or prior completion)
Focuses on theoretical approaches and interviewing skills used in counseling chemically dependent individuals. This course also examines ethical issues and self-care in substance use disorder counseling utilizing didactic and experiential learning. (3 lec hrs.)

SUDs 141—Introduction to Hoʻoponopono (3)
Formerly Subs 141
Cross-listed as HSer 141
An experiential course that focuses on counseling and resolving conflict among families, individuals and other groups using Hawaiian cultural methods of Hoʻoponopono (family) and Hoʻokuʻu Ka Hewa (individuals and other groups). Students will examine Hawaiian historical foundations, spiritual principles, values and beliefs, protocol and rituals; ancient and modern processes; and levels of involvement and responsibility among participants. (3 lec hrs.)

SUDs 245—Group Counseling (3)
Formerly Subs 245
Cross-listed as HSer 245
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Provides theoretical and experiential training in facilitating groups. Examines the process of facilitation and group membership. Exploring task facilitation, psycho-educational counseling, and psychotherapy groups. Addresses ethical issues and self-care of the group facilitator. (3 lec hrs.)

SUDs 248—Case Management (3)
Formerly Subs 248
Cross-listed as HSer 248
PreReq: "C" or better in HSer 101 or "C" or better in HSer 110 or "C" or better in SUDs 268; and "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Provides a systems-based orientation to the development of knowledge and skills needed to become a case manager in health and human services. Incorporates an ethical, culturally appropriate, strength-based and client-centered approach. Skill development includes intake, assessment, service planning, care coordination, discharge planning, referral, advocacy, and documentation. (3 lec hrs.)

SUDs 262—Adolescent Counseling (3)
Formerly Subs 262
PreReq: HSer 110 or SUDs 268; and Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Focus on interpersonal skills needed in counseling adolescents (ages 12-18 years). Topics include developing effective substance use disorder prevention and treatment approaches; screening and assessment; case management; individual, group, and family therapy; treatment in the juvenile justice system; and legal and ethical issues. (3 lec hrs.)

SUDs 268—Survey of Substance Use Disorders (3)
Formerly Subs 268
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Focuses on the continuum of substance use. Analyzes historical, societal, and cultural perceptions, and examines the impact of substance use and behavioral disorders on the individual, family, and the community. Reviews current trends, legal responses, and the effectiveness of various approaches utilized in the field. (3 lec hrs.)

SUDs 270—Twelve Core Functions of Substance Use Disorder Counseling (3)
Formerly Subs 270
PreReq: SUDs 268
Provides theoretical and experiential training in the prevention, intervention, treatment, and aftercare approaches applicable to a diverse substance use disorder population. Identifies ethical and legal issues encountered in the field. Covers aspects of the counseling process and specifically, the 12 Core Functions utilized by the substance use disorder counselor. (3 lec hrs.)

SUDs 275—Families and Addiction (3)
Formerly Subs 275
PreReq: SUDs 268
Identifies the effects of chemical use and abuse on the family from the systemic, disease, and addiction perspectives. Includes developmental stages and task of family recovery and current treatment approaches, including family psychoeducation group counseling. (3 lec hrs.)

SUDs 280—Co-occurring Disorders (3)
Formerly Subs 280
PreReq: SUDs 268
CoReq: SUDs 270 (or prior completion)
Encompasses the relationship between chemical dependency and mental illness. This course examines the identification and assessment of individuals diagnosed with co-occurring disorders, current treatment approaches, case management, and challenges that arise in the treatment of individuals with substance use disorder and mental illness. (3 lec hrs.)

SUDs 294—Seminar and Fieldwork I (3)
Formerly Subs 294
CoReq: SUDs 140 and SUDs 268 (or prior completion of either)
An exploratory internship for majors who wish to gain field experience in a substance use disorder agency setting. The focus is to introduce students to the practical experience of the Twelve Core Functions of a Substance Use Disorder Counselor by observation and practice when appropriate. (1 lec hr. per week, 200 on-site internship hrs. per semester)

SUDs 295—Seminar and Fieldwork II (3)
Formerly Subs 295
PreReq: SUDs 294
CoReq: SUDs 270 (or prior completion)
Provides advanced fieldwork experience in the same agency selected for Practicum I, or in another agency. Students will design and implement more advanced personal objectives than those for SUDs 294, while continuing practical experience and training in the Twelve Core Functions. Students will be required to attend classroom seminars to process and discuss field placement experiences. (1 lec hr. per week, 200 on-site internship hrs. per semester)

University

Univ 101—Freshman Year Experience (3)
Designed to assist first year students in knowing Hawai'i CC, its programs, services, and place in the tradition of higher education. Students will learn about their role, the skills they will need, expectations of others, career options, and the student's contributions to this multi-cultural setting. Admission is limited to classified freshman students. (3 lec hrs.)

Women, Gender, and Sexuality Studies

WGSS 151—Introduction to Women's Studies (3)
PreReq: Eng 21 or ESL 21 or placement in Eng 102; and Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E
Presents an interdisciplinary examination of the evolving role, status, and identity of women in a multicultural society. Emphasis will be given to patterns of social change and their effect on contemporary issues. (3 lec hrs.)

WGSS 175—History of Gender, Sex, and Sexuality in Global Perspectives to 1500 CE (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
A new look at the history of the world using a gender perspective. Explores how gender, sex, and sexuality become key elements in human society from prehistory to 1500 CE. Examines ancient world civilizations from multiple perspectives stressing issues and forces still influential today. (3 lec hrs.)

WGSS 176—History of Gender, Sex, and Sexuality in Global Perspectives 1500 CE to Present (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Explores how gender, sex, and sexuality become key elements in human society from 1500 CE to present. Examines world cultures from multiple perspectives, stressing issues and forces of continuing influence. (3 lec hrs.)

WGSS 256—Dynamics of Family Violence and Sexual Assault (3)
Cross-listed as AJ 256 and HSer 256
PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or "C" or better in Eng 22 or ("C" or better in ESL 22G and "C" or better in ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Promotes knowledge, skills, sensitivity, and self-care practices for engaging individuals and families affected by interpersonal violence. Examines historical, societal, and legal responses and resources. The content focuses on physical, emotional, and sexual victimization of vulnerable populations like children, elders and LGBTQ+. Addresses dating violence, human trafficking, and intimate partner violence. Examines current research on social, economic, cultural, family, and individual risk factors, perpetrator dynamics, effects of violence on victims and survivors, and effective intervention and prevention strategies. Learners have an opportunity to explore their own values and feelings in relation to difficult subject matter. (3 lec hrs.)

Zoology

Zool 101—Principles of Zoology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
The biology of animals: kinds of animals, their structure, evolutionary relationships, physiology, ecology and development. (3 lec hrs.)

Zool 101L—Principles of Zoology Lab (1)
CoReq: Zool 101 (or prior completion)
Laboratory to accompany Zool 101. Laboratory exercises on the biology of animals, their structure, evolutionary relationships, physiology, and ecology. (3 lab hrs.)

Zool 200—Marine Biology (3)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Recommended: Zool 101 and Zool 101L
An introduction to marine animals and plants; their ecological relationships, structures and systematics; physical and chemical characteristics of the marine ecosystems; survey of marine environments; and utilization, exploitation, pollution, and conservation of marine resources; with special emphasis on the Hawaiian marine environment. (3 lec hrs.)

Zool 200L—Marine Biology Laboratory (1)
PreReq: Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or placement in Eng 100 or placement in Eng 100E or placement in Eng 102
Companion laboratory to Zool 200 Marine Biology. The laboratory and field activities provide an overview of marine life in Hawai'i inclusive of taxonomy, body structure and function, geographical distribution, and ecological relationships. The physical and chemical features of Hawai'i's varied marine environments are also examined. (3 lab hrs.)

Faculty and Staff Honorees

Ashlee Kalauli
Regents' Medal for Excellence in Teaching

Carrie Butler
Innovation Award, Hawai'i Community College

Alma Cremer
Outstanding Service Award, Hawai'i Community College

Joy Aito, Kimberley Collins, Cathy Nishie
Chancellor's 'A'ali'i Award, Hawai'i Community College

Kanani Yamada
Outstanding Staff Member Award, Hawai'i Community College

Michael Skinner
President's Emerging Leader Award

Faculty and Staff

The University of Hawai'i is an Equal Opportunity Employer.

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Child Care Center Teacher, Children's Center
A.S. 2000, Hawai'i Community College

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Office Assistant, Admissions and Records Office
A.S. 2013, Certificate 2024, A.A. 2024, Hawai'i Community College

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Network Specialist, Academic Support Unit
B.B.A. 1986, University of Hawai'i at Mānoa
B.S. 1989, University of Hawai'i at Hilo

AKIYAMA, JASON H.W.
IT Specialist, Academic Support Unit
B.A. 2002, University of Hawai'i, West 'Oahu

ALAOAN, EMELDA S.
Account Clerk, Hawai'i Community College-Pālamanui
B.A. 1998, University of Hawai'i at Hilo

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Instructor, Speech
B.A. 2011, San Diego State University
M.A. 2013, National University

ASATO, MARIS
Office Assistant, Liberal Arts and Sciences Division
C.A. 1986, A.A. 1988, Hawai'i Community College
Campus Award for Outstanding Staff Member, 2003

ATENDIDO, PRECIOUS MAE A.
Instructor/Counselor, Hawai'i Community College-Pālamanui
B.A. 2009, University of Hawai'i at Hilo
MAEd/AET 2020, University of Phoenix

AU, KAREN L.
Educational Specialist, Hawai'i Community College-Pālamanui
B.A. 1998, University of Hawai'i at Hilo

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Child Care Site Director, Children's Center
A.S. 1998, Hawai'i Community College
M.Ed. 2021, University of Hawai'i at Mānoa

BALDAN-JENKINS, LISSANDRA C.
Assistant Professor, Biological Science
B.S.1999, Universidade Federal de São Carlos
M.S. 2002, Ph.D. 2005, Universidade de São Paulo

BARBER, GREG A.
Building Maintenance Worker, Planning, Operations and Maintenance
Campus Award for Outstanding Staff Member, 2012
UH President's Award for Excellence in Building and Grounds Maintenance, 2013

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B.A. 1998, M.S. 2008, San Francisco State University
Ed.D. 2020, University of Hawai'i at Mānoa
Chancellor's 'A'ali'i Award (CSO Constitutional Convention Taskforce), 2022
UH President's Emerging Leaders Program Cohort 2024

BLACK, CALVIN
Financial Aid Manager, Financial Aid Office
B.M. 2014, M.A. 2017, University of Nevada, Reno

BOHOL-PEREZ, SAESHA K.
Educational Specialist, Learning Center

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Instructor, Sociology
M.A. 2017, Certificate 2019, Ph.D. 2022, Syracuse University

BROWN, TERIANNE
Instructor, Business Technology
B.A. 2010, University of of Hawai'i at Hilo
M.S. 2017, Southern New Hampshire University

BURNETT, MONICA
Educational Specialist, Hawai'i Life Styles
A.S. 1992, University of Hawai'i at Hilo
Community Colleges Leadership Champion, Generation XI

BURNETT, ROSEMARY K.
Professor Emerita, English

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Assistant Professor, Information and Computer Science
B.S. 2005, M.B.A. 2006, D.B.A. 2011, Argosy University

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B.B.A. 1990, University of Washington

CHIN, DUSTIN B.
Educational Specialist, Agriculture
B.A. 2017, University of Hawai'i at Hilo

CHIN, VIVIAN F.
Assistant Professor, English
M.A. 1992, Ph.D. 2001, University of California, Berkeley

CHING, GORDON T.H.
Professor, Business Technology
B.S. 1963, Xavier University
M.B.A. 1966, University of Dayton
M.Ed. 1973, B.A. 1974, University of Hawai'i at Mānoa
M.A. 2015, University of Hawai'i at Hilo
Chancellor's Award for Outstanding Service to the College, 2018

CHONG, PATRICK K.
Safety and Security Manager
B.S.B.A. 2000, University of Nevada, Las Vegas
M.A. 2018, American Public University System

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University Security Officer, Security

COBB-ADAMS, PARONA
Building and Grounds Custodian, Planning, Operations and Maintenance

COLLINS, KIMBERLEY P.
Vice Chancellor for Academic Affairs
M.A. 1990, Syracuse University

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Community Colleges Leadership Champion, Generation X
UH President's Emerging Leaders Program Cohort 2014

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Chancellor's 'A'ali'i Award, 2018
Wo Learning Champion, Generation XIII

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M.S.N. 2017 Grand Canyon University

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Distinguished Chapter Advisor Team, Phi Theta Kappa, 2020

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B.A. 1996, The College of William & Mary
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M.Ed. 2002, George Mason University

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B.A. 2012, Willamette University
M.S. 2016, Portland State University
Ph.D. 2022, University of Oregon

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Wo Learning Champion, Generation XIV
Regents' Medal for Excellence in Teaching, 2021

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Wo Learning Champion, Generation V
President's Emerging Leaders Program, 2007
Chancellor's Award for Outstanding Service to the College, 2009
Faculty Scholar, Phi Theta Kappa, 2013
Regents' Medal for Excellence in Teaching, 2014
Faculty Scholar, Phi Theta Kappa, 2014
Community Colleges Leadership Champion, Generation XIV
Distinguished Chapter Advisor Team, Phi Theta Kappa, 2020
Regional Coordinator's Advisor Award, Phi Theta Kappa, 2020
Chancellor's 'A'ali'i Award (CSO Constitutional Convention Taskforce), 2022

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M.S.W. 2010, Smith College School for Social Work

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M.A. 1991, Certificate 1995, Ph.D. 1997, University of Michigan at Ann Arbor
UH President's Emerging Leaders Program, Cohort 2016
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Campus Award for Outstanding Staff Member, 2024

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BOR Excellence in Teaching Award, 1997

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President's Emerging Leaders Program, 2009
Chancellor's 'A'ali'i Award, 2013
University of Hawai'i Community Colleges Rising Star Award, 2015
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B.S.N. 2016, Brigham Young University Idaho
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Chancellor's Award for Outstanding Service to the College, 2008
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IIDA, JANE Y.
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M.A. 2015, Union Institute & University
Outstanding Lecturer Award, 2014
UH President's Emerging Leaders Program Cohort 2024

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M.A. 2001, Central Michigan University

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Certificate 2014, A.A.S. 2016, Hawai'i Community College
Outstanding Lecturer Award, 2007
Regents' Medal for Excellence in Teaching, 2022
Chancellor's 'A'ali'i Award (CSO Constitutional Convention Taskforce), 2022

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Community Colleges Leadership Champion, Generation IV
UH President's Emerging Leaders Program Cohort 2008

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UH President's Emerging Leaders Program Cohort 2018

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Campus Award for Outstanding Staff Member, 2023

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UH President's Emerging Leaders Program Cohort 2014
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B.S.B.A. 2024, Western Governors University

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Campus Award for Outstanding Staff Member, 2004
Excellence in Service to Students, National Society of Leadership and Success, 2020

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B.S. 1981, University of Hawai'i at Hilo
Regents' Medal for Excellence in Teaching, 2019

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B.S. 1991, University of Washington
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Frances Davis Award for Excellence in Undergraduate Teaching, 2021

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Wo Learning Champions - Community Building Award (Second Honorable Mention), 2007
Community College Leadership Champion, Generation VII
Wo Learning Champion, Generation VIII
Wo Global Champion, Generation I
Innovation Award, 2017

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B.A. 2012, University of Hawai'i at Mānoa
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Fulbright Scholarship, J. William Fulbright Foreign Scholarship Committee, 2012-2013

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M.A. 2012, D.P. 2017, University of Washington

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B.G.S. 1983, Chaminade University of Honolulu
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Frances Davis Award for Excellence in Undergraduate Teaching, 2023

STEVENS, JESSICA K.S.
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Certificate 2016, Hawai'i Community College
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SUMIKI, SHAWN S.
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Chancellor's Award for Outstanding Service to the College, 2019
Regents' Medal for Excellence in Teaching, 2023

TAGAB-CRUZ, NO'EL K.
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B.A. 2007, University of California Santa Cruz
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Chancellor's Award for Outstanding Service to the College, 2023

TANGARŌ, TAUPŌURI
Professor, Hawai'i Life Styles
B.A. 1992, University of Hawai'i at Hilo
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Ph.D. 2004, Union Institute and University, Cincinnati, Ohio
BOR Excellence in Teaching Award, 2009
Frances Davis Award for Excellence in Undergraduate Teaching, 2009

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TOKESHI, RANDIANN M.
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UINA, NADINE N.
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Innovation Award, 2015
Chancellor's 'A'ali'i Award, 2020

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Chancellor's 'A'ali'i Award, 2018

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A.A. 2013, Hawai'i Community College
Campus Award for Outstanding Staff Member, 2016

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B.A. 1998, University of Puget Sound
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Administration

University of Hawai‘i Board of Regents

Gabriel Lee, Chair
Laurel Loo, Vice Chair
Laurie Tochiki, Vice Chair

Neil Abercrombie	Wayne Higaki
Lauren Akitake	Mike Miyahira
Joshua Faumuina, Student Regent	Diane Paloma
William F. Haning, III	Earnest Wilson

Hawai‘i Community College Administration

Susan S. Kazama	Chancellor
Kimberley P. Collins	Vice Chancellor for Academic Affairs
Jodi A.K. Mine	Vice Chancellor for Administrative Services
Christine K. Quintana	Vice Chancellor for Student Affairs
vacant	Director, Office of Continuing Education and Training
R. Kalei Haleamau-Kam	Director, Hawai‘i Community College-Pālamanui
Jace C. Saplan	Dean of Liberal Arts and Sciences
Carrie B. Mospens	Dean of Career and Technical Education
vacant	Director, Kō Education Center

University of Hawai‘i System President and Administrative Team

Wendy Hensel	President, University of Hawai‘i
Nainoa Thompson	Advisor on Hawaiian Affairs
Debora Halbert	Vice President for Academic Strategy
Jan Gouveia	Vice President for Administration
Kalbert Young	Vice President for Budget and Finance/Chief Financial Officer
Della Teraoka	Interim Vice President for Community Colleges
Garret Yoshimi	Vice President for Information Technology/Chief Information Officer
Carrie K.S. Okinaga	Vice President for Legal Affairs/University General Counsel
Vassilis L. Syrmos	Vice President for Research and Innovation
Tim Dolan	Vice President of Advancement

Hawai‘i Community College Instructional Units

Liberal Arts & Sciences Division		
English	Sharon Dansereau	Department Chair
Humanities	Ku‘ulei Kanahele	Department Chair
Math and Natural Sciences	Ruria Namba	Co-Department Chair
	Orlo Steele	Co-Department Chair
Social Science and Public Services	Drew Kapp	Department Chair
Hospitality	Donala Kawa‘auhau	Division Chair
Health Sciences	Kimberly Shmina	Program Coordinator
Business Education & Technology	Carrie Butler	Division Chair
Applied Technical Education	Harold Fujii	Division Chair

Community Partnerships

Community connections, partnerships, and collaboration are central to the mission of the College. Hawai'i Community College is responsive to the needs of the community and works proactively with the community on workforce training and economic development. Advisory councils in each of our training areas advise faculty of training needs and new developments in the field. These councils are listed under "Curricula and Programs." In addition, the Chancellor of the College seeks advice from community and business leaders on ways the College can assist in economic development for the community. The College's federally-funded programs focusing on workforce development/training also have community-based advisory committees that guide the development of those projects.

Chancellor's Community Advisory Committee

D.N. Kaimana Barcarse, West Hawai'i Regional Director for Community Engagement and Resources, Kamehameha Schools
Gerald De Mello, Community Liaison and Capital Improvement, University of Hawai'i at Hilo
Margaret "Peggy" Farias, W.H. Shipman, Ltd.
Lee-Ann Heely, West Hawai'i Community Health Center
Kirstin Kahaloa, President, Hawaii Island Native Hawaiian Chamber of Commerce; and Portfolio Manager, Kamehameha Schools
Wendy Laros, Executive Director, Kona-Kohala Chamber of Commerce
Dwayne Mukai, Investment Professional, Mukai Investment Group, LLC
Audrey Takamine, Takamine Construction
Dwight Takamine
Toby Taniguchi, President and COO, KTA Superstores
Eric Tanouye, President, Green Point Nurseries
Ross Wilson, Owner, Current Events
Kuhao Zane, Creative Director and COO, Sig Zane Designs and SZKAIAO, LLC

Alumni of the Year Award

This award recognizes Hawai'i Community College alumni and former students for their academic achievements, contributions, and impact in their profession/vocation, or in their service to Hawai'i CC and/or the community.

The 2025 Alumni of the Year is ***Gilbert Aguinaldo***, Hawai'i Community College classes of 1992 and 2019.

A proud graduate of the EIMT program, Gilbert is now the owner of Big Island Electrical Services LLC, and Pacific Rim Construction LLC. His work as a licensed contractor spans island-wide, but it's his heart for community that truly stands out—supporting lava relief efforts, youth athletics, and more.

A Clean Energy Ally and solar installer, Gilbert continues to power up both homes and futures across Hawai'i Island.

Mahalo, Gilbert, for representing Hawai'i CC with pride, leadership, and aloha.

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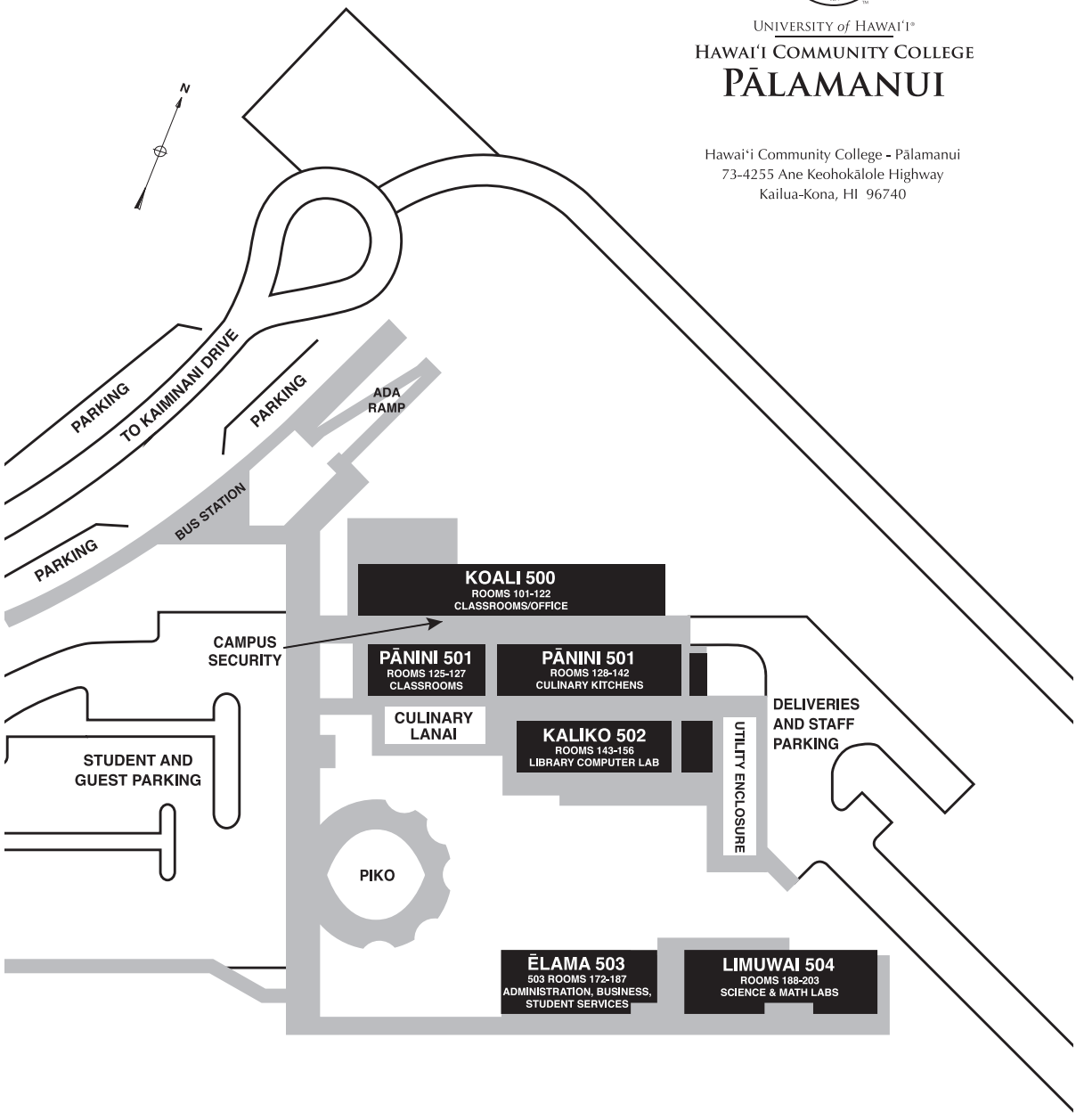

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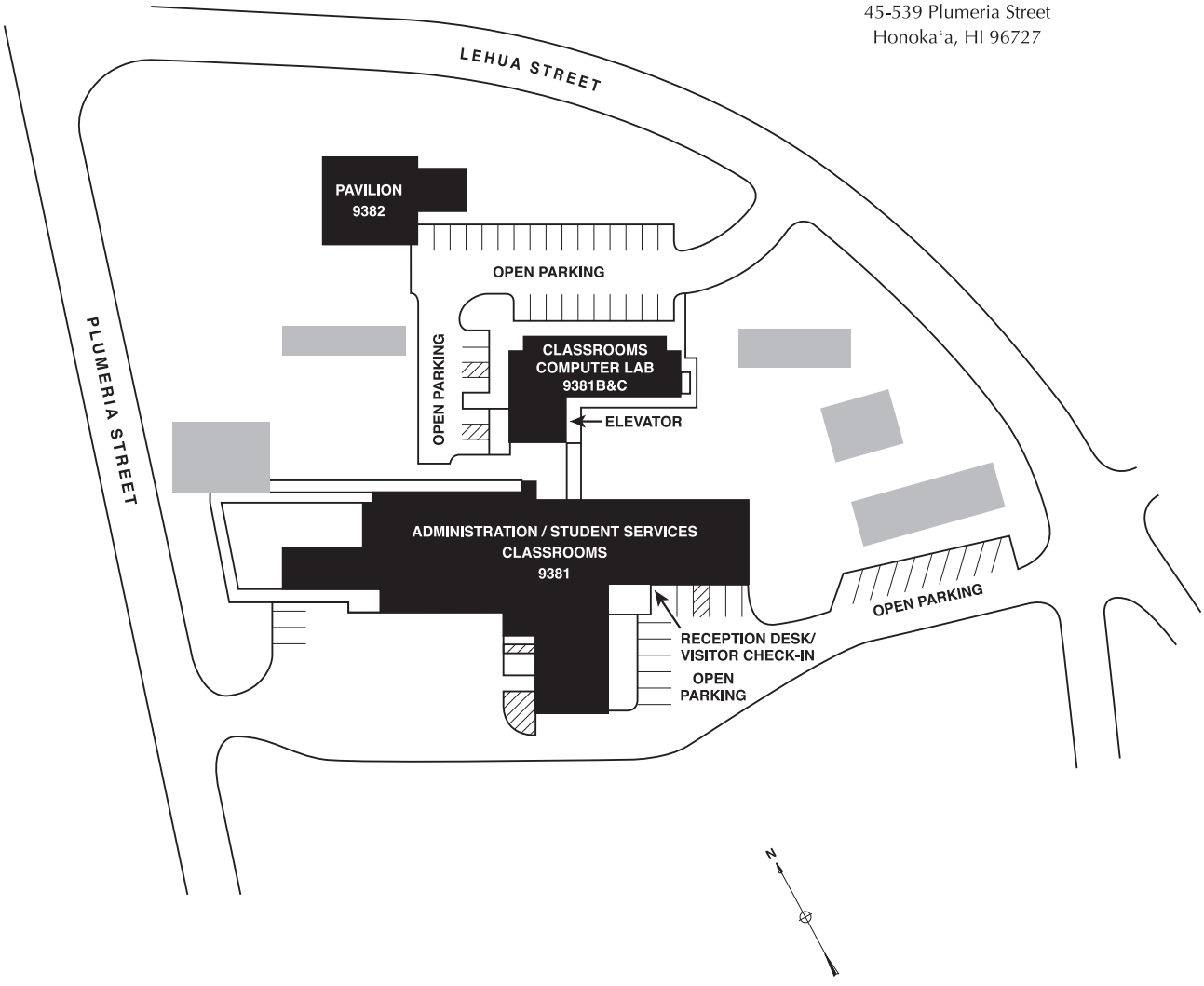

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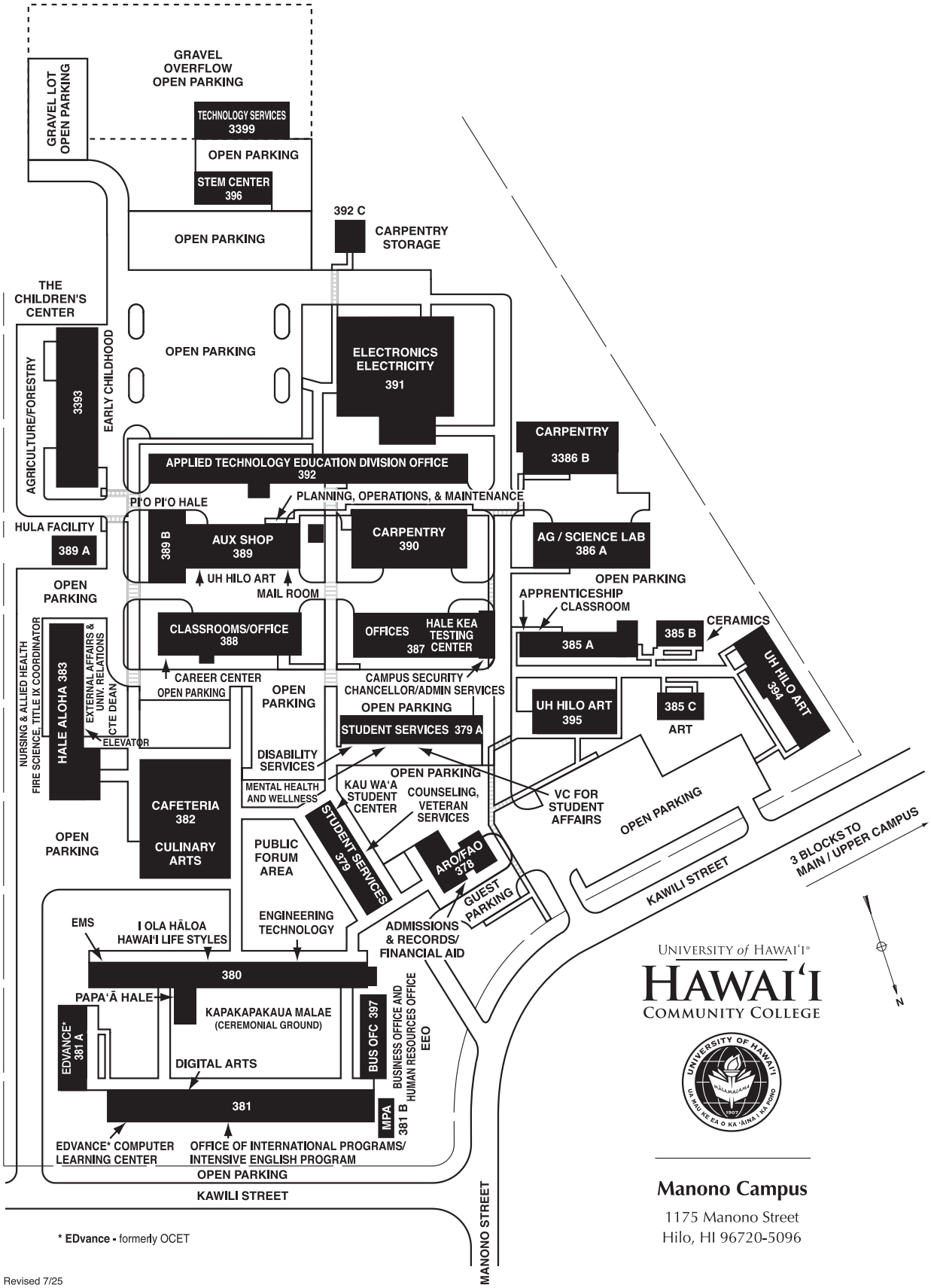
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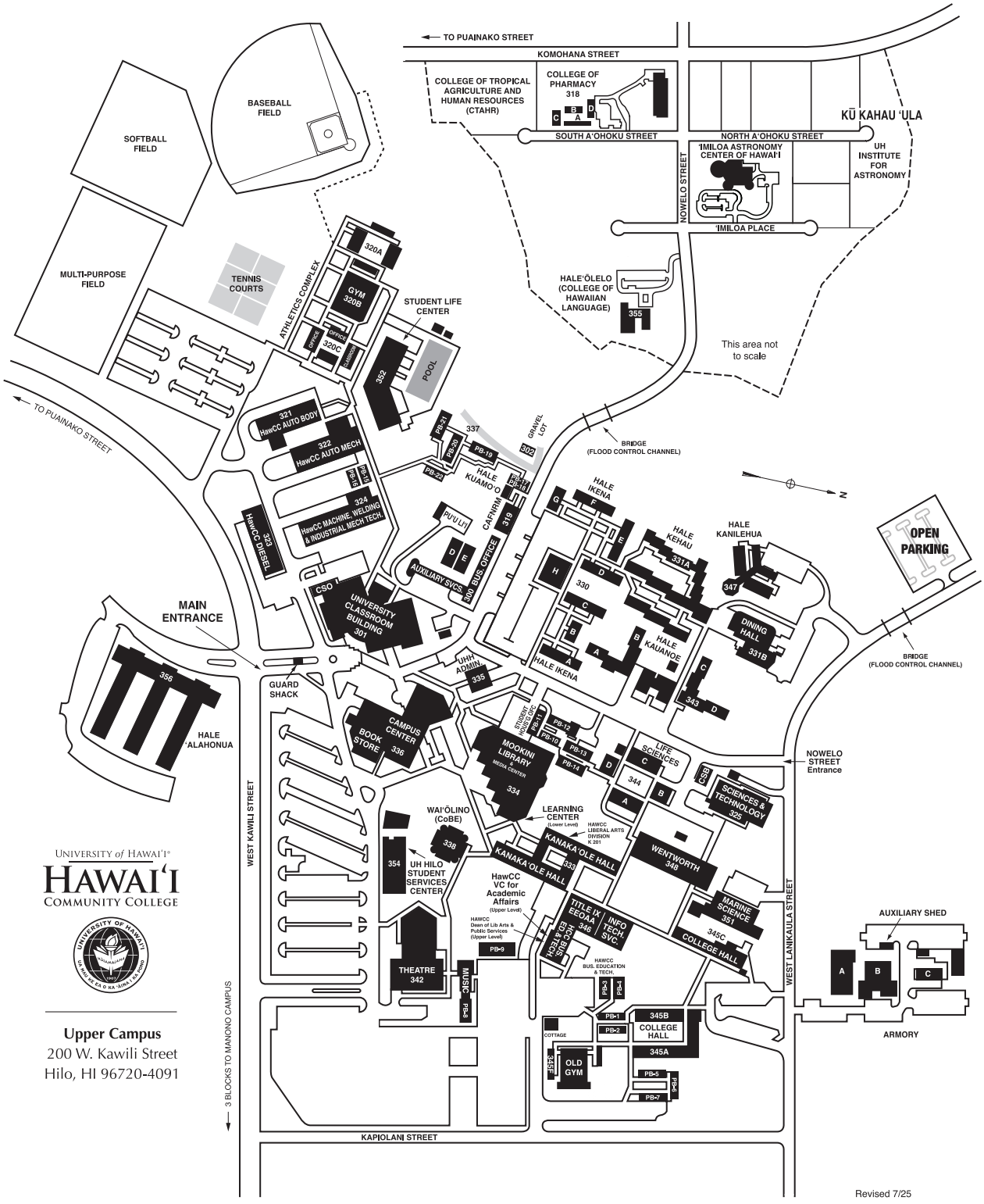

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