



## **SPRING 2012 HILO EARLY REGISTRATION BEGINS NOVEMBER 2011**

- ✓ **Advising: It is strongly recommended that students be advised by a faculty advisor before registering,** especially if you are planning to graduate within the next 2 semesters. All students with declared majors should print their academic history from their web account and take it to their advisor. Advisors can print an Advising Document to compare and determine if graduation requirements have been satisfied. If you have not yet declared a major, see a counselor for academic counseling. A list of advisors is provided on the back of this flyer. Liberal Arts majors should check with the General Education Office at K-201.
  
- ✓ **Proof of Tuberculosis (TB) Clearance and Measles, Mumps, Rubella (MMR) Immunity is REQUIRED prior to registration**
  
- ✓ **Early Registration Online**  
HawCC's registration begins Monday, November 7, 2011 for students who have completed 36 or more home institution credits. Please check your time ticket status via your MyUH account.  
  
**Time Ticket Information:** Students are assigned a registration "time ticket" based on the number of credits completed at their home campus (do not include in-progress credits). Students may register on or after their time ticket; however, you are encouraged to register early because classes have limited seating and fill on a first-come, first-served basis. The Registration Timetable can be found at the MyUH Portal or by accessing your MyUH account.  
  
Online registration dates at all campuses are subject to change. For up-to-date info, check [www.hawaii.edu/myuh](http://www.hawaii.edu/myuh)  
Instructions on how to register online through the MyUH Portal will be available at the site above or from our home page at [www.hawaii.hawaii.edu/admissions/registration.php](http://www.hawaii.hawaii.edu/admissions/registration.php) for detailed information about:
  - Accessing MyUH Portal
  - MyUH Tutorials
  - Reminder about Campus Locations
  - Viewing Grades at the End of the Semester
  - Registration Timetable (Time Ticket Info)  
**Accessing the Internet:** Students who do not have Internet access at home may use designated campus computers located on the Upper Campus at the Library, the Cafeteria, or at Lava Landing in the Campus Center. On the Manono Campus students may use computers at the Hale Kea Advancement and Testing Center in Building 387. Call the Information Center at **934-2500**, or the Counseling Center at **934-2720** [TTY].
  
- ✓ **Pay tuition and fees at the time of early registration** .....no later than 4:00pm on Friday, December 9, 2011.  
Early registration temporarily reserves classes. Unless you have paid in full, or submitted a payment plan application by this payment deadline, you may be dropped from your classes. Students disenrolled for nonpayment may re-register after December 9th but must be aware that classes they previously registered into may be closed. If a scholarship or other organization is to pay your tuition and/or fees, you must bring the documentation to the Financial Aid Office **prior** to early registration.
  
- ✓ **Registration Changes** ..... any time after you have registered  
After you register, you can make changes (Add/Drop) to your registration online at no charge through MyUH Portal. Fees are charged for any Add/Drops made in person at the Admissions Office. Changes to semester-length classes may be made through Friday, January 13, 2012. Deadlines for changes to partial-semester classes vary; contact the Business Office at (808) **934-2740** for more information.
  
- ✓ **Complete Withdrawals**  
Students can drop all their classes online prior to the first day of the semester. Once the semester starts, if you choose to drop your last class at your home institution, submit a Complete Withdrawal Form to your home institution. Contact the Admissions/Registration Office (**934-2710**) for more information.
  
- ✓ **IMPORTANT PAYMENT POLICY**  
If you register for classes but decide to not attend, you must officially withdraw by Friday, January 13, 2012. After this deadline, students with unpaid balances will be obligated to pay. Students should not rely on the "No Show" policy to be exempt from payment.
  
- ✓ **Payment Plan**  
An installment plan is available. For more information, visit [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) and click on the "MyUH Portal" link to log in to your account.



# ACADEMIC ADVISING FOR SPRING 2012



Instructional faculty will provide academic advising for students within their major/program. Students are responsible to make an appointment with their advisor to determine progress toward graduation.

## NURSING & ALLIED HEALTH

Please call the Division Office at 934-2650 to schedule an advising appointment. ADN/PRACN major, see:

<u>Advisor</u>	<u>Location</u>
Laura Boehm.....	PB6-110
Erick Cremer.....	396B Manono
Joyce Hamasaki.....	PB5-3
Janene Jeffery.....	PB5-3
Sharon Moran.....	PB6-106
Lea Nordloh.....	PB6-114
Elizabeth Ojala.....	PB5-103
Pate Pieron.....	PB6-105
Jane Sherwood.....	PB6-109
Diane VanHoose.....	PB6-113

## BUSINESS EDUCATION & TECHNOLOGY

Call an advisor in your major to schedule an appointment for advising. Or, call the Division Chair at 974-7427.

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Accounting:</b>		
Marla DeMarco.....	346-105.....	934-2548
Joel Peralto.....	346-112.....	934-2557
<b>Business Technology:</b>		
Gordon Ching.....	346-120.....	934-2546
Anne Chung.....	346-107.....	934-2547
Robert Yamane.....	346-111.....	934-2553
<b>Cisco Networking:</b>		
Jim Yoshida.....	PB3-101.....	974-7427
<b>Information Technology:</b>		
Annie Brown.....	346-103.....	934-2545
<b>Marketing:</b>		
Donala Kawa'auhau.....	346-106.....	934-2549
Andrey Chan.....	346-104.....	934-2556

## LIBERAL ARTS

Advising for Liberal Arts majors will be by appointment. See flyer titled "Liberal Arts Advisors" posted around campus.

## HAWAI'I LIFE STYLES

General advising is held in Building 380, Room 34..... 934-2600.

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Hawai'i Life Styles:</b>		
Kekuhi Keali'ikanaka'ole.....	380-34 Manono.....	934-2616
Monica Burnett.....	380-34 Manono.....	934-2604
Melanie Marciel.....	380-34 Manono.....	934-2607
<b>Hula:</b>		
Manaikalani Kalua.....	380-34 Manono.....	934-2606
Taupōuri Tangarō.....	388-108 Manono.....	934-2575
<b>Lawai'a:</b>		
Leialoha Ilae-Kaleimamahu....	380-34 Manono.....	934-2605
<b>Mahi'ai:</b>		
Kihei Nahale-a.....	PB1-5.....	934-2596

## PUBLIC SERVICE PROGRAMS

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Administration of Justice/Substance Abuse Counseling:</b>		
Donnalyne Kalei.....	388-107 Manono.....	934-2638
<b>Early Childhood Education:</b>		
Mary Goya.....	3393-116 Manono.....	934-2629
Mai Wong.....	3393-106 Manono.....	934-2637
<b>Human Services:</b>		
Sandra Claveria.....	388-109 Manono.....	934-2634

## DIGITAL MEDIA ARTS

Students will be advised by appointment.

<u>Advisor</u>	<u>Phone</u>
Richard Ehara.....	rehara@hawaii.edu..... 934-2598
Violet Murakami.....	violet@hawaii.edu..... 934-2598

## FOREST TEAM

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
Orlo Steele.....	3393-125 Manono.....	934-2623

## ENGLISH AS A SECOND LANGUAGE

Advising for students whose first language is not English.

<u>Advisor</u>	<u>Phone</u>
Annie Maeda.....	amaeda@hawaii.edu..... 934-2579
Donna Moore.....	moored@hawaii.edu..... 934-2535

## APPLIED TECHNICAL EDUCATION

Students will be advised in the respective shops by appointment. Call the number below or the ATE Division Office at 934-2670.

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Agriculture:</b>		
Chris Jacobsen.....	3393-126 Manono.....	934-2685
<b>Auto Mechanics:</b>		
Harold Fujii.....	322-108.....	934-2674
Kenneth Shimizu.....	322-107.....	934-2675
<b>Auto Body Repair and Painting:</b>		
Michael Saito.....	321-208.....	934-2676
Lloyd Sanborn.....	321-207.....	934-2677
<b>Carpentry:</b>		
Gene Harada.....	3386B Manono.....	934-2668
Joel Tanabe.....	390-5 Manono.....	934-2669
<b>Diesel Mechanics:</b>		
Mitchell Soares.....	323-7&8.....	934-2678
<b>Architectural, Engineering, &amp; CAD Technology:</b>		
Gayle Cho.....	380-31 Manono.....	934-2680
<b>Electrical Installation &amp; Maintenance:</b>		
Renee Dela Cruz.....	391-22 Manono.....	934-2666
Patrick Pajo.....	391-18 Manono.....	934-2667
<b>Electronics:</b>		
Lloyd Sanborn.....	392-9 Manono.....	934-2673
<b>Machine, Welding &amp; Industrial Mechanics Technologies:</b>		
Douglas Leite.....	324-14.....	934-2683
Darrell Miyashiro.....	324-12.....	934-2684

## HOSPITALITY

<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
<b>Culinary Arts - Call for appointment</b>		
Allan Okuda.....	382-122 Manono.....	934-2560
Sandy Barr Rivera.....	382-111 Manono.....	934-2562
Paul Heerlein.....	West HI.....	322-4853
Jim Lightner.....	West HI.....	322-4853
Betty Saiki.....	West HI.....	322-4853
<b>Hospitality &amp; Tourism - Call for appointment</b>		
Hilo and West HI students contact:		
Jim Lightner.....	West HI.....	322-4853

## COUNSELING

Counselors are also available by appointment and limited walk-in availability. Please call to make an appointment.

<b>Manono Campus</b> .....	379-5A Manono.....	934-2720
Barbara Arthurs	Karen Crowell	
Kenoalani Dela Cruz	Kaleopono Quintana	
<b>Upper Campus:</b>		
Robert Duley.....	346-110.....	934-2558

## International Students:

Christine Quintana.....	379-5 Manono.....	934-2720
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## Students with Disabilities & Chapter 31 Veterans:

Karen Kāne.....	388-104 Manono.....	934-2725 [TTY]
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# LIBERAL ARTS ADVISORS Spring 2012

<u>Advisor</u>	<u>Discipline</u>	<u>Office No.</u> <u>Effective</u> <u>Oct 1, 2011</u>	<u>Office</u>	<u>Email</u>
Bader, Marilyn (Co-Dept Chair Math)	Math	934-2573	K-226	bader@hawaii.edu
Brashear-Kaulfers, Roberta	Biology	934-2619	CH-101	brashear@hawaii.edu
Brezinsky, Laura (Sabb F2011) (Co-Dept Chair Sciences)	Biology	934-2618	346-131 (BE)	laura@hawaii.edu
Claveria, Sandra	Human Services	934-2634	388-109	sclaveri@hawaii.edu
D'Haenens-Luker, Denise	Math	934-2538	334-109 (TLC)	luker@hawaii.edu
Gartner, Robyn	Reading/Writing	934-2537	334-110 (TLC)	robyng@hawaii.edu
Giordanengo, Samuel	History	934-2589	CH-104	samuelg@hawaii.edu
Goya, Mary	Early Childhood Ed	934-2629	3393-116	mgoya@hawaii.edu
Hu, Meidor	Art	934-2590	385C-103	meidor@hawaii.edu
Ilae-Kaleimamahu, Leialoha	Hawn Life Styles	934-2605	380-34	leialoha@hawaii.edu
James, John-Gabriel	History	934-2592	PB1-7	johngabr@hawaii.edu
Kalei, Donnalyn	Admin of Justice	934-2638	388-107	johnsd@hawaii.edu
Kalua, Manaiakalani	HLS Hawn Life Styles	934-2606	380-34	manaiaka@hawaii.edu
Keali'ikanaka'oleohaililani, Kekuhi	Hawn Life Styles	934-2616	380-34	kekuhi@hawaii.edu
Larish, Michael	Writing	934-2578	PB 1-10	larish@hawaii.edu
Laurich, Bernhard	Chem/Phys. Sci.	934-2620	PB 1-9	laurich@hawaii.edu
Maeda, Annette	Reading/Writing/ESL	934-2579	346-132 (BE)	amaeda@hawaii.edu
Marlow, Charleen	Psychology	934-2593	PB1-2	chmarlow@hawaii.edu
Marlow, John	Speech Comm	934-2594	PB1-4	jmarlow@hawaii.edu
Minassian, Jack	Fire	934-2617	346-119	jackm@hawaii.edu
Moore, Donna	Reading/ESL	934-2535	334-112 (TLC)	moored@hawaii.edu
Murakami, Violet	Digital Media Arts	934-2595	385A-1	violet@hawaii.edu
Naguwa, Caroline	Reading/Writing	934-2586	K-241	cnaguwa@hawaii.edu
Nahale-a, Emerson Kihei	Hawn Life Styles	934-2596	PB1-5 / 380-34	nahalea@hawaii.edu
Nahm-Mijo, Trina (Dept Chair)	Psychology	934-2574	K-227	nahmmijo@hawaii.edu
Rodriguez, Noelie (personal leave F11)	Sociology	934-2635	K-205	noelie@hawaii.edu
Ryan, Jeanne	Reading	934-2587	PB1-1	jlryan@hawaii.edu
Savage, Jill	Math	934-2625	PB 1-6	jsavage@hawaii.edu
Scheffler, Pamela	Geography	934-2622	3393-124	pamelays@hawaii.edu
Schumaker, James	Math	934-2629	K-225	schumake@hawaii.edu
Steele, Orlo	Agroforestry	934-2623	3393-127	orlo@hawaii.edu
Stradtman-Carvalho, Jackie	Math	934-2627	CH-102	stradtma@hawaii.edu
Tangaro, Taupouri (Dept Chair)	Hawn Life Styles	934-2575	388-108	taupouri@hawaii.edu
Uchima, Francis-Dean	Biology	934-2628	CH-105	uchima@hawaii.edu
Wilcox-Boucher, Claudia	Social Sciences	934-2636	K-204	claudiab@hawaii.edu
Wong, Mai	Early Childhood Ed	934-2637	3393-106	maiw@hawaii.edu
Wong-Wilson, Noe Noe	Hawn Life Styles	934-2610	380-34	wongwils@hawaii.edu
Zitnik, Lou (Dept Chair)	Writing	934-2576	CH-103	zitnik@hawaii.edu