Detailed class information including days and times can be found on the Internet at www.hawaii.hawaii.edu

Please be advised that classes may be added or may open as registration progresses.
If classes are cancelled or changed you will be notified.

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For information about specific services or the location of offices or personnel, please check at the Information Center located in Building 378 on the Manono Campus, or call (808) 934-2800.

Policy Clause
Hawai'i Community College complies with federal and state rules and regulations regarding non-discrimination and affirmative action and educational opportunity for the disabled. Students wishing more information or to register a complaint on the basis of these rules, please contact Jason Cifra, Vice Chancellor for Student Affairs, Hawai'i Community College, 200 West Kāwili Street, Hilo, HI 96720-4091, (808) 934-2509. Hawai'i Community College students with disabilities needing assistance are encouraged to contact the Ha'awi Kōkua Program in Building 388 on the Manono Campus, (808) 934-2725 [TTY]. In West Hawai'i call (808) 969-8816 [TTY].
Application Information

You must have a completed UNIVERSITY OF HAWAI‘I SYSTEM ONLINE APPLICATION on file with the Admissions Office in order to register. If you were not enrolled in Fall 2015 you must submit an application by 4:00pm on December 1, 2015.

Note for students planning to attend the Pālamanui Campus in West Hawai‘i: Students with less than 55 credits must apply to and be accepted by HawCC. Students who have completed 55 credits or an Associate of Arts degree may apply for a baccalaureate degree program offered through another UH campus. Classes are hosted at the HawCC-Pālamanui Campus in Kailua-Kona.

COMPASS Placement Testing

Some courses require prerequisites and/or placement levels of reading, writing, and math to help students meet the demands of classroom learning. Having COMPASS scores facilitates online registration into classes with English or Math prerequisites. Placement test scores are valid (active) until they are archived by the UH System (after at least two years). Students with active scores who wish to retake the COMPASS test(s) will be assessed a fee to do so. Once scores are archived they can no longer be used for placement purposes. Students with archived scores who still need placement levels may retake the tests free of charge. See a counselor if you have taken college classes elsewhere or if you already have a college degree to determine if you have equivalencies or need to take the placement tests.

In Hilo, testing is by appointment only. Students must bring a photo ID on test day. For appointments or information on Hilo testing times and location, call the Hale Kea Advancement and Testing Center at 934-2540. Students with disabilities should call Mari Giel at 934-2725 [TTY] to arrange special testing accommodations.

If your test scores do not place you into at least the entry level reading, writing, and/or math courses at HawCC, you are advised to contact HawCC’s Office of Continuing Education and Training (OCET). For schedules and other information about HawCC and DOE non-credit preparation courses in reading, writing, and math, call 934-2700 or 934-2699, or visit OCET on the Manono Campus, Bldg 379A.

COMPASS placement tests at the Pālamanui Campus are on a first-come, first-served basis at the days/times listed below. Bring a photo ID and your UH number (from your acceptance letter). For more information, call the Library & Learning Center at 969-8830. To arrange special test accommodations, call the Office of Student Services at 969-8816 [TTY]. Arrive 30 minutes early to sign in.

Monday-Friday:
First testing begins at: 8:30am
Second testing begins at: 1:30pm

Transfer Credits

Transcript(s) must be sent directly to Hawai‘i Community College from the sending institution to be considered official. Transcripts will not be accepted from the student. Transcripts will be evaluated for transfer credits for Hawai‘i Community College students in the order in which they are received. Students will be notified via e-mail when a transfer credit evaluation has been completed.

Academic Advising and Academic Counseling

All New, Returning, and Transfer students are to meet with a faculty advisor or counselor prior to registering for advice on course selections and program requirements. During the regular registration period in Hilo, faculty and counselors will be available.

West HI students are encouraged to see an Academic Counselor after taking their COMPASS Placement tests. Call the Student Services Office in WH for more information, 969-8816.

Veteran’s Information

The U.S. Department of Veteran’s Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. (Please visit the U.S. Department of Veteran's Affairs website www.gibill.va.gov for more information.) The V.A. pays for classes appropriate to your declared major only. You must submit all necessary documents to the Admissions and Records Office and participate in a Veteran’s Orientation session before registering. Also meet with an advisor/counselor prior to registration.

The Veteran’s Affairs Certifying Official is responsible for certifying and monitoring Veterans’ enrollment, academic progress, and other academic information. For HawCC, contact Dorinna Manuel-Cortez at 934-2710 BEFORE the semester begins.

Chapter 31 Veterans should also contact Mari Giel at 934-2725 [TTY] or e-mail marigiel@hawaii.edu for disability accommodations.

Post 9/11 GI Bill (Chapter 33)

Chapter 33 payments for tuition and fees are paid directly to the University approximately six weeks after receiving certification from the campus V.A. Certifying Official. 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 V.A. If funds are returned to the V.A. because you did not officially withdraw from the University, you will be responsible for all tuition and fee charges incurred.

Military Spouse Career Advancement Accounts

MyCAA payments are paid directly to the University. You must bring or send a copy of your approved Financial Assistance Form to HawCC’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 in which you are registered. An approval form is required each semester you register.

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

Measles/Rubeola, Mumps, Rubella Information

All new and returning students born after 1956 must be immunized against measles (rubeola), mumps, and rubella prior to registration. Proof can be submitted in one of two ways: 1) documentation of vaccinations (two measles, one mumps, and one rubella are required) or 2) lab results showing immunity to the three diseases. If you need to be immunized, MMR immunizations are available at the UH Hilo Student Medical Services; call to inquire about cost and availability.
(932-7369). Or, check with your family doctor.

- **NOTE:** Vaccination records must be signed or stamped by the practitioner or clinic where the vaccinations were administered.

- **West HI students needing MMR immunizations may contact one of three offices about availability and cost of vaccination: West Hawai‘i Community Health Center (75-5751 Kuakini Hwy, Suite 104) at 326-5629, Kealakekua Office (81-6627 Mamalahoa Hwy, Suite 106) at 323-8005, or the Waikoloa Office (across the Village Market) at 769-5160. Or check with your family doctor.

### TB Clearance Information

State of Hawai‘i Department of Health regulations require students to submit proof of health clearance for TB to A&R/WHSS. Before you can register for classes, you are required to present a TB clearance issued in the U.S. in which the date of clearance is not earlier than January 11, 2016.

Anyone needing a TB test should not have received immunizations in the 6 weeks prior to the test, especially the MMR vaccine. Take a photo ID to one of the following TB testing sites, or inquire at your private doctor’s office. After getting a TB test, you must return for a reading within 72 hrs, see below. For this reason, tests are **not given** in weeks that have a holiday on either the test date or the reading date.

In Hilo TB tests are available for $3.00 (insurance accepted) at the UH Hilo Student Medical Services (932-7369), Campus Center, Rm 211. Testing is done twice weekly: Tests given on Wednesdays, 1:00pm-4:00pm are read on Friday, 1:00pm-4:00pm. Tests given on Fridays, 1:00pm-4:00pm are read on Monday, 1:00pm-4:00pm. No appointment necessary. Free TB testing is also available from the Department of Health at the Hilo State Building, 75 Aupuni St. Tests given on Mondays, 1:00pm-2:00 are read on Wednesday, 1:00pm-2:00. Call 974-6025 for more info.

- **Free TB tests are available at the Department of Health (322-1500) located below Kona Hospital. Tests are given on Mondays, 2:00pm-4:00pm and read on Wednesday, 2:00pm-4:00pm.**

### Disability Accommodations

Students with disabilities registered in HawCC classes must self-identify with the Hā‘awi Kōkua Program to receive disability accommodations. In Hilo contact Mari Giel 934-2725 [TTY].

- **In West Hawai‘i contact Student Services, 969-8823 [TTY].**

### Repeating a Course

Students can repeat HawCC courses once at HawCC without restrictions. For any subsequent repeats, students must register during late registration on a space-available basis with Instructor approval.

Credit is allowed only once for a repeated course except for certain courses, identified in the catalog, which are repeatable for additional credit. The GPA is computed using the first highest grade received. All entries remain a part of the student’s permanent academic record. Transfer credits cannot replace HawCC credits.

### Add a class

**During the first week of instruction**, you may enroll in semester-length classes online through your MyUH account. If special consent is needed for an override, ask the instructor to provide the override(s) through his/her MyUH account.

**After the first week of instruction**, you must register in-person with an Add/Drop form signed and dated by the instructor. If an override is needed, ask the instructor to provide the override(s) through his/her MyUH account.

### Drop a Class

The deadline to drop semester-length classes online **without a “W” grade** is Tuesday, February 1, 2016. (Deadlines for partial-semester classes are calculated differently. Check with HawCC’s Business office.) These classes will NOT appear on your academic record.

If you are receiving Financial Aid, check to see if dropping a class will require you to repay any portion of your award, and how it may affect future financial aid eligibility.

To completely withdraw from all HawCC classes, see below.

### Withdraw From a Class

The deadline to withdraw from semester-length classes online with a **“W” grade** is Monday, March 29, 2016. (Deadlines for partial-semester classes are calculated differently. Check with HawCC’s Business office.) A grade of “W” will appear on your academic record. If you fail to withdraw officially during this period, you risk receiving an “F” for such classes.

If you are receiving Financial Aid, check to see if withdrawing from a class will require you to repay any portion of your award, and how it may affect future financial aid eligibility.

### Completely Withdraw From All HawCC Classes

If you are receiving Financial Aid, check to see if completely withdrawing will affect your eligibility status. If you were officially enrolled on the first day of instruction, you need not submit a new application to Early Register for the next semester.

### The No Show Policy

You are responsible for attending both of the first two sessions of the class (or the first session for classes meeting once a week). If you do not attend class during this time, your instructor has the right to drop you to allow other students to register. There are financial aid implications if you are dropped from a class by an instructor. For tuition refunds, refer to the refund dates listed. If you have been dropped from a class by the instructor, you will be notified by the HawCC Admissions and Records Office.

The No Show Policy **does not guarantee** you will be dropped. Check with the instructor to confirm. Students who are enrolled in classes are obligated to pay any unpaid tuition balances, regardless of their attendance record.
**Tuition and Fees for Spring 2016 (subject to change)**

**Tuition:** per credit hour for all credits taken  
- Resident: $120.00  
- Non-resident: $328.00

**Hilo and Non-Hilo Classes**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Student Government Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Publications Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Add/Drop Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Online</td>
<td>free</td>
</tr>
<tr>
<td>In-person</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**How and When to Pay**

All tuition and fees are to be paid in accordance with published deadlines and payment procedures. Registration will temporarily reserve your classes. With payment of tuition and fees, classes are made official. Failure to pay by the published deadlines may result in cancellation of your registration. VISA, MasterCard, debit cards, or electronic checks (e Checks) are accepted for tuition payments made online. Only checks, money orders, and cash will be accepted in-person at the Business Office at Bldg. 397 in Hilo on the Manono Campus (934-2740) or in Kailua-Kona at the HawCC-Palamanui Campus (969-8812). Make checks or money orders payable to Hawai’i Community College, identified with your name and UH number.

- If you register but later decide to not complete coursework at HawCC, you are responsible to drop your classes. Your classes will not be dropped for you unless the instructor exercises the No Show Policy. Students who are enrolled after the withdrawal deadline are obligated to pay any unpaid tuition balances, regardless of their attendance record. Tuition and refund policies apply.

- Dishonored checks: An additional fee of $25.00 will be assessed for any check returned for any cause.

- Your receipt becomes an official verification of your registration and payment. If payments were made online, print your “Account Summary.”

**Payment Plan**

An installment plan is available to students who cannot pay in full by the published deadline. A $30 non-refundable plan fee is charged per student per semester to participate. For more info, log into your MyUH Portal account.

**Financial Aid Information**

For information, contact the Financial Aid Office, Building 379A Room 4 on Manono Campus, or call 934-2712. Students receiving scholarships should notify the Financial Aid Office (FAO) via their MyUH portal account.

To request financial aid for Distance Education classes, please submit a Request for Funding Consortium Classes form. Students taking DE classes from other University of Hawai‘i campuses must be enrolled in at least 6 credits at HawCC to be eligible for financial aid through HawCC. Per federal regulations, federal financial aid awards issued through HawCC can pay for HawCC tuition/fees only. Students enrolled in classes at another campus must pay that campus directly. Any award balance, after HawCC charges are paid will be for the student to use toward other educational expenses.

**Payments by a Third Party Sponsoring Agency**

If your tuition is being paid by a third party sponsoring agency, (e.g. Alu Like, Vocational Rehabilitation, Armed forces branch, etc.) a letter of financial guarantee, purchase order, or authorization letter from your sponsor must be submitted to the Business Office by the payment deadline. You are also responsible to pay the remaining tuition and/or fees by the appropriate payment deadline.

If the Business Office does not receive a letter or purchase order from your sponsor, you must pay for your own tuition and fees. If you paid for your tuition/fees and then the sponsor sends payment, the Business Office will process a refund. If the sponsor does not pay for the tuition and fees as authorized by their letter or purchase order, the obligation may become the responsibility of the student.

**Refunds for Withdrawals**

Any refund can be directly deposited into a checking or savings account by signing up for eRefund through the MyUH Portal.

**Fees:** No fees refunds unless a complete withdrawal is made by 4:00 pm on Friday, January 15, 2016.

**Tuition:** The guidelines below will be used to determine the dates for tuition refunds.

- Semester Length Classes  
  - last day for withdrawal: refund  
  - Friday, January 15, 2016  
  - Mon, Feb. 1, 2016 (4 pm if withdrawing from last class at home institution): 100%  
  - 50%  

- Partial-semester classes: check with HawCC’s Business Office

**NOTE:** 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 refund returned to Title IV program(s). Contact the Financial Aid Office for more information.
Bookstore Information

Students can buy or rent textbooks and other educational materials and equipment at the UH Hilo Bookstore. The store sells software and computer related items as well as convenience and personal items, gifts, and clothing. Personal and Traveler's checks, money orders, VISA, MasterCard, and Discover are accepted.

The Bookstore is located in their new location adjacent to the Campus Center Dining room on the first floor. Their phone number is (808) 932-7394.

Bookstore hours:

Regular hours Mon-Fri: 8:00am - 4:30pm
Sat. before classes start: 8:00am - 1:00pm
First two days of class: 8:00am - 6:00pm
Sat, Sun, and Holidays: closed

You can order textbooks online from the UH Hilo Bookstore. View textbook information for classes by visiting: www.bookstore.hawaii.edu/hilo

Textbooks for Distance Education Classes

Students taking Distance Education classes must contact the bookstore that services the college offering the class. Therefore, all students registering for Hawai‘i Community College classes will purchase books from the UH Hilo Bookstore, regardless of where the student lives.

Textbook information for DE classes is available by calling toll free 1-800-842-6657, or view textbook information online at www.bookstore.hawaii.edu/hilo

To order books, have ready the course reference number (CRN), Instructor name, and your UH number. Books will be shipped after payment is received. Credit cards are accepted (Visa, MasterCard, and Discover only) or you can mail a check/money order.

If payment is to be paid by scholarship, call 1-800-UHBOOKS for details.

Registering and Paying for Distance Education

Distance Education (DE) classes are available for students at various campuses of the University of Hawai‘i system. You must meet all the application and registration deadlines at the campus where you register for these classes. To select appropriate courses, please check with your home campus counselor/advisor for your degree requirements and course prerequisites.

Distance learning provides students with access to education through a network of various technologies. Instructor and student interact without having to be physically present in the same location. Distance learning provides students flexibility in achieving educational goals through audio, video, and computer technologies.

Working collaboratively, the University of Hawai‘i Community Colleges offer courses leading to an Associates degree through Cable TV, the Internet, interactive television (HITS), and VideoConferencing. You may choose to earn your degree through a combination of distance-delivered and on-campus courses. For more information about Distance Learning at the University of Hawai‘i Community Colleges, see www.hawaii.edu/dl

West Hawai‘i students can buy textbooks from the UH Hilo Bookstore. Items will be shipped. For ordering information, call the bookstore phone number or visit their website, both listed above.

Bookstore refund policy: A full refund on books if returned unmarked by the end of the second week of the start of the semester. A receipt is required. Used books are bought back at the end of the semester during Finals Week - visit the website above for details on book buyback.

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West Hawai‘i students can buy textbooks from the UH Hilo Bookstore. Items will be shipped. For ordering information, call the bookstore phone number or visit their website, both listed above.
Are Distance Education classes right for you?
To help you decide, click on the “Is Distance Learning For Me?” link at the bottom of www.hawaii.edu/dl/pswhatisdistancelearning. Read the information then choose the “Self Assessment Quiz” link at the end of the section.

HITS Classes
HawCC HITS classes are broadcast between Room 344 in the Mookini Library and Pālamanui Campus. The HITS system is interactive; you view and talk to the instructor and students at other sites on a large TV monitor, and they also view and talk to you.

HITS Classes Offered Spring 2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 121</td>
<td>Introduction to Language</td>
</tr>
<tr>
<td>Ling 121</td>
<td>Introduction to Language</td>
</tr>
</tbody>
</table>

Final exams for HITS classes will be given at the regularly scheduled class time during final exam week.

Video Conferencing Classes (Hawai‘i Island Only)
In the video conferencing classroom, one site is a live class while the other sites can interact with the live class through video and audio communications. Because the system is interactive, you can talk with the instructor and the students at the other locations.

Video conferencing classes may be broadcast between:
- Manono Campus (3393-104, 388-102, 396A-1, or Hale Kea)
- Upper Campus (PB3-103, 346-101)
- Pālamanui Campus (500-101, 500-106, 500-107, 500-113, or 501-125)
- and/or Waimea (the Kohala Center)

Video Conferencing Classes Offered Spring 2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 101</td>
<td>Intro to Administration of Justice</td>
</tr>
<tr>
<td>AJ 150</td>
<td>The Correctional Process</td>
</tr>
<tr>
<td>AJ 180</td>
<td>Introduction to Homeland Security</td>
</tr>
<tr>
<td>AJ 208</td>
<td>Criminology</td>
</tr>
<tr>
<td>AJ 210</td>
<td>Juvenile Justice</td>
</tr>
<tr>
<td>AJ 221</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>AJ 280</td>
<td>Current Issues in AJ</td>
</tr>
<tr>
<td>AJ 290B</td>
<td>AJ Practicum I</td>
</tr>
<tr>
<td>Geog 102</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>Geog 122</td>
<td>Geography of Hawai‘i</td>
</tr>
<tr>
<td>HosT 154</td>
<td>Food and Beverage Operations</td>
</tr>
<tr>
<td>HosT 193V</td>
<td>Cooperative Vocational Education</td>
</tr>
<tr>
<td>HosT 258</td>
<td>Hospitality Marketing</td>
</tr>
<tr>
<td>HosT 260</td>
<td>Hospitality Law</td>
</tr>
<tr>
<td>HosT 290</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>HosT 293V</td>
<td>Cooperative Education</td>
</tr>
<tr>
<td>HosT 295</td>
<td>Hospitality Capstone</td>
</tr>
<tr>
<td>HSer 141</td>
<td>Introduction to Ho‘oponopono</td>
</tr>
<tr>
<td>HSer 245</td>
<td>Group Counseling</td>
</tr>
<tr>
<td>Math 27</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>Math 110</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Math 115</td>
<td>Statistics</td>
</tr>
<tr>
<td>Math 135</td>
<td>Pre-Calculus: Elementary Functions</td>
</tr>
<tr>
<td>Math 140</td>
<td>Pre Calculus: Trig and Analytic Geometry</td>
</tr>
<tr>
<td>Math 206</td>
<td>Calculus II</td>
</tr>
<tr>
<td>Nurs 251</td>
<td>Mental Health and Psychiatric Nursing</td>
</tr>
<tr>
<td>Nurs 257</td>
<td>Advanced Adult Health Nursing</td>
</tr>
<tr>
<td>Nurs 260</td>
<td>Nursing Management</td>
</tr>
<tr>
<td>Phil 101W</td>
<td>WI-Intro to Philosophy: Morals and Society</td>
</tr>
<tr>
<td>Phil 102</td>
<td>Intro to Philosophy: Asian Traditions</td>
</tr>
<tr>
<td>Phil 110</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td>Phrm 203</td>
<td>General Pharmacology</td>
</tr>
<tr>
<td>Soc 208</td>
<td>Criminology</td>
</tr>
<tr>
<td>SSci 111</td>
<td>Humanity, Society, and Technology</td>
</tr>
<tr>
<td>Subs 141</td>
<td>Introduction to Ho‘oponopono</td>
</tr>
<tr>
<td>Subs 245</td>
<td>Group Counseling</td>
</tr>
<tr>
<td>Subs 270</td>
<td>12 Core Functions of Subs Abuse Counseling</td>
</tr>
<tr>
<td>Subs 295</td>
<td>Substance Abuse Practicum II</td>
</tr>
</tbody>
</table>

To check the status of any class, click on the “Check Class Availability” link at the top of our homepage at www.hawaii.hawaii.edu.

Please be advised that classes may be added, cancelled, or changed.
**HawCC Online/Internet Classes**

Online classes are offered statewide via the Internet. You can use any computer with reliable Internet access (high-speed recommended), including computers in the Learning Center nearest you. Online classes allow you to interact with the instructor and other students through the use of e-mail, discussion boards, or chat rooms. You must be familiar with using a computer and have basic Internet skills (browsing, sending e-mail, saving/sending files). Upon registration, contact the instructor for instructions and/or passwords to class website.

More information (such as class requirements, class website, instructor e-mail, and required textbooks) about these and other distance education classes available in Hawaii can be found at [www.hawaii.edu/dl](http://www.hawaii.edu/dl).

In the Current Students box at the bottom of the page, click the “Courses” link. Choose “Spring 2016” then press the “show me” button.

If your online class uses Laulima and you are experiencing problems accessing Laulima, call the University of Hawai‘i ITS Help Desk toll free at 1-800-558-2699, or contact the Laulima support staff online by choosing the “Request Assistance” link at [https://laulima.hawaii.edu](https://laulima.hawaii.edu).

### Online/Internet Classes Offered Spring 2016

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc 120</td>
<td>College Accounting I</td>
</tr>
<tr>
<td>Acc 134</td>
<td>Individual Income Tax Preparation</td>
</tr>
<tr>
<td>Acc 150</td>
<td>Using Computers in Accounting</td>
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<td>Acc 155</td>
<td>Spreadsheets in Accounting</td>
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<td>Acc 193B</td>
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<td>Acc 201</td>
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<td>Acc 202</td>
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<td>Acc 255</td>
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<td>AJ 101</td>
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<td>AJ 285</td>
<td>Narcotics &amp; Organized Crime</td>
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<td>Anth 200</td>
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<td>Art 101</td>
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<td>Art 112</td>
<td>Introduction to Digital Arts</td>
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<td>Art 115</td>
<td>Foundation Studio: 2-D Design</td>
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<td>Art 125</td>
<td>Introduction to Graphic Design</td>
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<td>Art 202</td>
<td>Digital Imaging</td>
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<td>Asan 120</td>
<td>Japanese Culture I</td>
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<td>BioC 241</td>
<td>Fundamentals of BioChemistry</td>
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<td>Busn 121</td>
<td>Introduction to Word Processing</td>
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<tr>
<td>Busn 150</td>
<td>Intro to Business Computing</td>
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<td>Busn 159</td>
<td>Creating/Managing a Virtual Office</td>
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<td>Busn 189</td>
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<td>Chem 100</td>
<td>Chemistry and Society</td>
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<td>Chem 100L</td>
<td>Chemistry and Society Lab</td>
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<td>Chem 151</td>
<td>Elementary Survey of Chemistry</td>
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<tr>
<td>Chem 151L</td>
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<td>Econ 130</td>
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<td>Composition I</td>
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<td>Ent 120</td>
<td>Starting a Small Business</td>
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<td>World Regional Geography</td>
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<td>Haw 102</td>
<td>Elementary Hawai‘i Language II</td>
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<td>Hist 151</td>
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<td>Hist 242</td>
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<td>Introduction to the Arts</td>
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<td>HwSt 100</td>
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<td>HwSt 101</td>
<td>Hawai‘i Culture I: ‘Aikapu</td>
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<td>HwSt 104</td>
<td>Hawai‘i Myth Culture</td>
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<td>HwSt 105</td>
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<tr>
<td>HwSt 107</td>
<td>Hawai‘i: Center of the Pacific</td>
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<td>Math 25</td>
<td>Elementary Algebra II</td>
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<td>Micr 130</td>
<td>Microbiology</td>
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<tr>
<td>Nurs 110</td>
<td>Introduction to Medical Terminology</td>
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<tr>
<td>Nurs 258</td>
<td>Issues and Trends II</td>
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<tr>
<td>PacS 108</td>
<td>Pacific Worlds: Intro to Pacific Islands Studies</td>
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<td>Phil 100</td>
<td>Into to Philosophy: Survey of Problems</td>
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<td>Phil 120</td>
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<tr>
<td>Phil 120W</td>
<td>WI - Science, Technology and Values</td>
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<td>Psy 170</td>
<td>Psychology of Adjustment</td>
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<td>Rel 152</td>
<td>Asian Religions</td>
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<td>Soc 218</td>
<td>Social Problems and Social Issues</td>
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<td>Subs 131</td>
<td>Ethics in Public Services</td>
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<td>Subs 132</td>
<td>STDs and Confidentiality</td>
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</tbody>
</table>
MyUH Portal  http://myuh.hawaii.edu

MyUH provides the UH community with secure, personalized access to UH services such as registration, financial aid, and student records information. A helpful feature of the portal is auto-messaging, where students will automatically receive messages about critical processes that affect them, such as announcements that a class they registered for has been cancelled or that a grade change has been made.

MyUH includes e-mail, a calendar, a link to Academic Service (also called Self-Service) functions, the STAR Advising Tool, and integration with personal announcements.

Access to the MyUH Portal requires a UH Username and password. Once online, you may get to the Self-Service functions by clicking on the “Academic Services” icon at the top right, or in the left column.

You, and only you, have access to your information. View your information by logging on from any computer that can connect to the Internet (below lists system recommendations).

For your security and privacy:

• DO NOT share your password with anyone.

• When you are finished viewing your information, click the EXIT button on the upper right of the screen. This properly closes the connection to your account.

Accessing MyUH Portal

PC users: Chrome (current version), Internet Explorer (7, 8, or 9), or FireFox (10 ESR or 17 ESR)

Mac users: Safari

Go directly to http://myuh.hawaii.edu or choose the “MyUH” link at the top of Hawai‘i Community College’s homepage at www.hawaii.hawaii.edu

Following the format shown on the screen, enter your UH Username and password. Click the Login button to proceed.

Your MyUH account will be disabled after 5 unsuccessful attempts. Should this happen, contact the University of Hawai‘i ITS Help Desk toll free at 1-800-558-2669.

Students without Internet access at home may use designated campus computers located at the Library, the Cafeteria, at Lava Landing in the Campus Center, at the Hale Kea Advancement and Testing Center on the Manono Campus, or in West Hawai‘i at the Library/Learning Center Bldg. 502, Room 148 on the Palamanui Campus.

MyUH Tutorials

Tutorials for faculty can be found via the link:

http://myuhinfo.hawaii.edu/page/faculty

Tutorials for students can be found via the link:

http://myuhinfo.hawaii.edu/page/registration

Reminder about Campus Locations

Students are advised to check campus location of classes during registration. HawCC may offer classes in Hilo, Ka‘u, Waimea, Honoka‘a, and West Hawai‘i in Kealakekua. The building/room information may help indicate location.

Viewing Grades at the End of the Semester

Grade Reports (report cards) are no longer mailed. Grades for each semester are posted to students’ MyUH accounts after ALL classes for the semester have finished; refer to the calendar at the front of this schedule. To view your final grades at the end of the semester, access your MyUH account, click on Student Records, then click on View my Final Grades. Students are responsible for monitoring their academic status.

Grades will also appear on the STAR Advising tool. STAR is available through your MyUH account.

Time Ticket Info

You may view information for Spring 2016 classes any time after November 1st, but you cannot register until your assigned time. Students are assigned a registration “time ticket” based on the number of credits completed at their home institution (do not include in-progress credits). Students may register after their time ticket; however, students are encouraged to register early because classes have limited seating and fill on a first-come, first-served basis.

<table>
<thead>
<tr>
<th>HawCC Credits Completed*</th>
<th>Register on or After</th>
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<tbody>
<tr>
<td>36+</td>
<td>Monday, November 2, 2015</td>
</tr>
<tr>
<td>24+</td>
<td>Tuesday, November 3, 2015</td>
</tr>
<tr>
<td>18+</td>
<td>Wednesday, November 4, 2015</td>
</tr>
<tr>
<td>6+</td>
<td>Thursday, November 5, 2015</td>
</tr>
<tr>
<td>0 - 5 and students in their first semester</td>
<td>Friday, November 6, 2015</td>
</tr>
</tbody>
</table>

* do not include in-progress credits

Reminder: If you early register, then your Tuition and Fees are due no later than 4:00pm on Friday, Dec. 11, 2015. Or, you must submit an application for the payment plan.

You may be dropped from your classes if payment or a payment plan application is not received by this deadline.

Online Registration will be unavailable after 4:00pm on Friday, Dec. 11, 2015 to process disenrollments for non-payment. Registration will reopen after the process is finished.

HawCC Online Orientation

To know how to make use of campus resources and know what is expected of them, incoming students must attend a HawCC
Orientation session. To learn more, go to Hawai‘i Community College’s homepage at www.hawaii.hawaii.edu and choose the “Future Students” link, then click on “Orientation.”

E-mail Account Information

Students need a UH username/password to register for classes, check financial aid status, review grades, and access student records. This same UH username/password provides access to your free hawaii.edu e-mail account where important HawCC information will be sent. You are responsible for frequently checking your e-mail account and managing your inbox so that mail can be delivered.

To obtain a username and password (or to reset a forgotten password) go to www.hawaii.hawaii.edu and click on the “MyUH” link at the top of the page. Choose “Get a UH username” from the left. You will be taken to a “Check Status” page to complete and submit. This page will accept one of two ID numbers:

- your 9-digit Social Security number
- your UH number (e.g. 12345678)

The UH number for new applicants is printed on your acceptance letter. By providing one of the above ID numbers and your Date of Birth, you should receive your UH Username and password in a few minutes. Log into www.hawaii.hawaii.edu and click on the “MyUH” link at the top of the page.

For assistance, call HawCC’s Information Center at 934-2500 or stop by in Bldg. 378 on the Manono Campus. Or call the ITS Help Desk toll free at 1-800-558-2669.

Student ID Card Information

As a HawCC student, you will need a student photo ID. You should carry your ID card at all times while on campus and present it when asked by security and/or staff. The cost is $10.00 (cash/check only) for the first ID. Additional fees will be charged for replacements or for changing campuses (e.g. transferring from UHH). No charge for validating existing ID cards. Picture-taking and validation are done at at Lava Landing (Campus Center). Call 932-7365 for hours.

After registering for classes, new, transfer, and returning students need to bring a current (valid) photo ID with birthdate (e.g. driver’s license, state issued ID, or passport). Continuing students can get their existing HawCC student ID cards revalidated for free after registering for classes; revalidation stickers are available at Lava Landing.

A special bar code on the ID is used for those on meal plans. Meal plans are purchased through the Sodexho Office (cafeteria).

Your current student photo ID card may be used to check out materials at the Mookini Library. Your ID card is also used as a library copy machine card. Inquire with a librarian if you have questions.

Meal points can also be loaded onto your ID card. Contact Sodexo at 932-7352 for more information about meal plans and flexible spending points.

Parking Information

In Hilo, the Manono (Lower) Campus does not require a permit. All parking is open except in designated and marked stalls.

However, to park on the Upper campus, a University Parking Permit is required from 6:00am - 4:00pm during the Fall and Spring semesters. Permits for different zones are sold by the semester and/or academic year on a first-come, first-served basis. To obtain a permit you must submit:

- a completed application
- a valid vehicle registration
- a current driver’s license
- an owner’s waiver (if you are not the registered owner)
- verification of enrollment (e.g. class schedule or fee slip)

Return these with payment to the Parking Office, Upper Campus, Auxiliary Services Bldg. 300, Room 101. The office is open Monday-Friday 8:00am-4:00pm (closed on holidays).

For short-term visits, $3/day passes are sold at the Kawili St., Nowelo St., and Lanikaula St. entrances, or at the parking office. Refunds are given if you leave within a half hour.

Vehicles entering campus with two or more people are eligible for a free car pool pass, available at gate locations listed above. A University permit or day pass is also required to park in a car pool stall.

Handicapped stalls require both a University permit and either a placard or special plates.

There are various reserved stalls around campus. These include, but are not limited to, loading stalls (15 minute limit), service stalls, alternative fuel (AF) stalls, and an electric vehicle (EV) charging station (in the STB/LS parking lot). Parking in these stalls is limited to those who qualify.

For more info about parking on campus, call 932-7001 or visit www.uhh.hawaii.edu/auxsvc/parking

Child Care Information

The Hawai‘i Community College Children’s Center in Hilo provides early education and care for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from HawCC and UHH. The staff has specialized training in Early Childhood Education.

The Children’s Center (Bldg. 3393 on the Manono Campus) offers a high quality developmental approach to early education, and also serves as a training site for Early Childhood Education students. The Center is accredited by the National Association for the Education of Young Children (NAEYC). There is a fee for service with student assistance available. Call 934-2630 for more information.

In West Hawai‘i, new, transfer, and returning students can obtain their student ID cards by completing a short application at the Library/Learning Center (969-8830). Continuing students can get their WH student ID cards revalidated for free by showing their current ID card after registering for classes.
Is your class full? Get on a Waitlist.

The University of Hawai'i has implemented electronic waitlisting for select classes. You must still meet the class registration requirements before adding your name to the list.

Being on a waitlist does NOT guarantee registration in a class. When a seat becomes available, a notification will be sent to the first person on the waitlist. Notices will be sent to your UH hawaii.edu e-mail address. If you choose to waitlist for a class, be sure to check your e-mail regularly because there is a time limit as to how long an open seat will be held for you.

NOTE: Tuition payments must be made by the published deadline. Students who do not pay tuition by the deadline will be removed from their waitlist(s).

The last day to add your name to a waitlist for Spring 2016 is Saturday, January 9, 2016. All waitlists will be purged before the semester begins.

For more information view http://myuhinfo.hawaii.edu/object/waitlistfaqs.html

Degree/Certificate Conferral and Ordering Diploma/Certificate

Upon successful completion of program requirements, degree(s)/certificate(s) will be automatically conferred, and credential(s) recorded on your academic record. Your name and credential awarded will appear in the Spring commencement program and will be included in public notices published by the college, unless you notify the ARO, in writing, that you would like your name excluded from the commencement program and public notices. You may also “opt-out” of automatic degree/certificate conferral by notifying the ARO, in writing that you wish to do so.

By early-October, an email from hawgrad@hawaii.edu will be sent to all students who have or are in-progress to complete degree/certificate requirements. If you believe you are close to completing your program requirements and do not recieve this email, please contact the ARO for assistance in determining your status.

To order a diploma/certificate, submit a Diploma/Certificate Order Form, along with payment, if applicable, to the ARO by Wednesday, May 4, 2016.

For further assistance, contact the ARO at (808) 934-2710 or at hawccar@hawaii.edu.

Family Educational Rights/Privacy Act (FERPA)

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at HawCC, are hereby notified of the following:

1. It is the policy of HawCC to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.

2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
   a. The right to inspect and review education records.
   b. The right to request to amend education records.
   c. The right to protection of disclosures by HawCC of personally identifiable information contained in education records without permission of the student involved.
   d. The right to file complaints concerning alleged failure by HawCC to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Vice Chancellor for Student Affairs, HawCC.

4. Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the College’s discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such 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)

A student has the right to request that the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must notify the ARO 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 a summer session.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed without the prior written consent of the son, daughter, or spouse. The College may make an exception to this particularly when the health and safety of the student or other students are involved.