

# 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 kālā'ike a me nā ke'ena kākō'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 maele like 'ole o kēia kula kaiāulu nei i kaiāulu kālā'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.

## Vision

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

## Institutional Learning Outcomes

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.

## Ke Ala Nu'ukia

No ka ho'opi'i 'ana i ka ho'ona'auao 'ia 'ana a kau i ka puuaneane, 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.

## 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.

## 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 'oiwi a me nā mo'omeheu 'oiwi 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.

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## 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.

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## 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.

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## 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](mailto:accjc@accjc.org)

Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://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:

<u>Program</u>	<u>Accrediting Organization</u>
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)

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## 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 Kealahakua. In Fall 2015, the University of Hawai'i Center, West Hawai'i moved to a new branch campus of Hawai'i Community College at Pālanui 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-Pālanui.

Hawai'i Community College-Pālanui 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-Pālanui 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 21<sup>st</sup> century learning.

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

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## 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.

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## 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 prac-

tice, 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.

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## 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>

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## 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.

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## 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 pursuing 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](http://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 CCAS 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](mailto: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.

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## 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](http://www.hawaii.hawaii.edu/construction-academy)

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## 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](http://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](http://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](http://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](http://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>

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## 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.

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## Hawai'i Community College-Pālanuanui

**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-Pālanuanui campus, where many classes and associate degree programs are available. Pālanuanui 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-Pālanuanui 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 Pālanuanui  
Ph: (808) 969-8822**

Hawai'i Community College-Pālanuanui 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](http://www.hawaii.edu/dl)

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## 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.

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## 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-Pālanuanui (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](http://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](mailto:halekea@hawaii.edu)**  
**[www.hawaii.hawaii.edu/halekea](http://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-Pālanui,**  
**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 Pālanui 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](http://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](http://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 services, 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)

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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](http://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 extra-curricular 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](http://www.hawaii.hawaii.edu/international-student)

For information about the Intensive English Program, visit [www.iephawaii.com](http://www.iephawaii.com)

## Student Organizations

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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](http://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](http://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](http://www.hawaii.hawaii.edu/careteam) or by sending an email to [care@hawaii.edu](mailto: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/srta](http://www.hawaii.edu/irao/srta)