Welcome to the ‘ohana at UH West O’ahu, where you will join others in the pursuit of a quality higher education experience in a nurturing and stimulating environment suitable for your learning needs.

Students are our top priority here at UH West O’ahu, and you will soon find our engaged faculty and staff ready to guide you through your time here to ensure that you grow as a student and individual.

We look forward to making your experience on our campus an invigorating one, and hope that you will soon discover the many opportunities that UH West O’ahu provides for you to develop into a lifelong learner, community leader, and global citizen.

Mahalo,

Doris Ching
Interim Chancellor, UH West O’ahu
# Academic Calendar
## 2016-2017

### Fall 2016

- **Aug. 22**: First day of classes  
- **Aug. 31**: Last day to add a class  
- **Aug. 31**: Last day to drop a class with 100% refund *(no W grade)*  
- **Sept. 5**: HOLIDAY: Labor Day  
- **Sept. 12**: Last day to drop a class with 50% refund *(no W grade)*  
- **Oct. 21**: Last day to withdraw from a class with no refund *(W grade)*  
- **Nov. 8**: General Election Day  
- **Nov. 11**: HOLIDAY: Veterans’ Day  
- **Nov. 24-25**: HOLIDAY: Thanksgiving Break  
- **Dec. 1**: Last day of classes  
- **Dec. 5-9**: Final examinations

### Spring 2017

- **Jan. 9**: First day of classes  
- **Jan. 16**: HOLIDAY: Martin Luther King Jr Day  
- **Jan. 18**: Last day to add a class  
- **Jan. 18**: Last day to drop a class with 100% refund *(no W grade)*  
- **Jan. 30**: Last day to drop a class with 50% refund *(no W grade)*  
- **Feb. 20**: HOLIDAY: Presidents’ Day  
- **Mar. 10**: Last day to withdraw from a class with no refund *(W grade)*  
- **Mar. 27-31**: SPRING BREAK  
- **Mar. 27**: HOLIDAY: Kuhio Day  
- **Apr. 14**: Good Friday  
- **Apr. 26**: Last day of classes  
- **May 1-5**: Final examinations

### Summer 2017

- **May 22 - June 30**: Summer Session I  
- **July 3 - Aug. 11**: Summer Session II

Withdrawal and refund dates are for semester-long classes.  
All dates are subject to change.
Prepare For Your First Day
uhwo.hawaii.edu/accepted

☑️ ACCEPTANCE TO UH WEST O‘AHU

1 ☐ CREATE Your MyUH Account
   Enables you to register for classes, pay tuition and access grades.

2 ☐ SUBMIT Your Intent to Enroll
   Secures your space for fall classes.

3 ☐ APPLY for Financial Aid & Scholarships
   Financial Aid and Scholarships can help you pay for your college education.

4 ☐ COMPLETE COMPASS Test(s)
   Needed for math and English course placement and prerequisite requirements.

5 ☐ TURN IN Health Clearances
   Tuberculosis and immunization records of Measles, Mumps, and Rubella are required before you can register for classes.

6 ☐ SIGN UP AND ATTEND Freshman Advising & Pre-Registration
   Learn more about program requirements, campus services and get registered for classes.

7 ☐ SEND Final Transcripts
   Send final transcripts of all high school and college courses completed or in progress.

8 ☐ ATTEND Orientation
   Meet other students, get your UH ID and learn about clubs, resources and campus activities.

9 ☐ PURCHASE Books & Supplies
   Books, school supplies and apparel will be available at our bookstore.

10 ☐ JOIN the UH West O‘ahu Facebook group!
     Connect with other UH West O‘ahu students on Facebook! facebook.com/groups/uhwestoahu
Freshman Advising and Registration Preparation

We encourage parents or any supportive family member to attend an ‘Ohana Orientation. The program is designed to help parents and family members become familiar with UH West O‘ahu and its resources, policies and procedures, and the adjustments new students face during their college experience. During orientation, parents and family members have the opportunity to meet with administrators, faculty as well as current students and other family members.

After high school graduation, your first college semester is a new chapter in your life. In order to ensure that you start off on the right foot, UH West O‘ahu requires attendance at one of the mandatory Freshman Advising sessions.

During Freshman Advising, you will receive academic advising and register for classes. The information covered during advising will help you with academic planning, degree requirements, registration, student life, and everything you need to know before the first day of class. Besides learning valuable information about UH West O‘ahu, you will leave better prepared for your first semester in college.

To register for classes at the advising session, you must complete the following:

- Submit the Intent to Enroll Form
- Submit Health Clearance documents
- Complete COMPASS Placement Test(s), if you do not have the minimum ACT/SAT Score (see Placement Testing).

Students who do not submit the above documents may still attend the Freshman Advising but will register for classes at a later date.

‘Ohana Orientation

We encourage parents or any supportive family member to attend an ‘Ohana Orientation. The program is designed to help parents and family members become familiar with UH West O‘ahu and its resources, policies and procedures, and the adjustments new students face during their college experience. During orientation, parents and family members have the opportunity to meet with administrators, faculty as well as current students and other family members.

Julian Torres
James Campbell High School

“College can be intimidating with important deadlines and a new atmosphere. However, the PUEO Leadership Program is run by amazing student leaders who have been in the same position as us new students. They help me so much, keep me posted, and are there to answer any questions I have. Their support makes me feel so confident in my college career; I recommend the program to all freshman students of the University of Hawai‘i - West O‘ahu.”

Send your questions or concerns to: AlumniRelations@hawaii.edu / 808.488.8240

www.hawaii.edu
Freshman Orientation
uhwo.hawaii.edu/accepted

When you register for Freshman Advising you will automatically be registered for the two-day mandatory Freshman Orientation (Punua Days) where you’ll learn strategies to become a more successful student and build your own success team!

We’ll cover degree requirements, academic planning and resources to support your education. You will get the chance to identify the basic skills needed to succeed in college. As you learn more about student life, you will have the opportunity to meet with faculty and staff as well as other students just like yourself.

Orientation is a great way for you to learn how you can make the most of your UH West O’ahu experience.

PUEO Leadership Program

The PUEO (Peer Undergraduate Engagement and Orientation) Leadership program is dedicated to helping new freshmen adjust to the social, personal and academic aspects of college life.

PUEO Leaders are Student Ambassadors that are experienced, positive, and helpful students who were once freshmen, just like you! They know “the ropes” and can help you get the most out of your college experience. You’ll be connected to a small group of freshmen and have your own PUEO Leader who will support and encourage you throughout your first year.

“When I decided to go to Orientation, I was a little nervous at the start, but as I started talking to other students I became more comfortable. I ended up making a lot of new friends who are still my good friends today.”

Thalia Lawrence
Pearl City High School
Placement Testing
uhwo.hawaii.edu/admissions/accepted-students/placement-testing

At UH West O‘ahu, we use the test scores from your ACT, SAT or AP exams to determine placement in Math and English courses. Your ACT, SAT or AP scores are valid for two years. If you do not have the minimum score required or if your scores have expired, the COMPASS placement test is used to determine your placement in Math and English. You cannot pass or fail the placement exam. Your scores are important and will determine which classes you are eligible to register for. More importantly, the placement exam will help us determine which classes you will be most successful in.

**SAT, ACT & AP Placement Scores***

<table>
<thead>
<tr>
<th>SAT Score</th>
<th>Placement</th>
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</thead>
<tbody>
<tr>
<td>510+ Writing</td>
<td>ENG 100</td>
</tr>
<tr>
<td>700+ Math</td>
<td>MATH 100, 103, 111, 115</td>
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</table>

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>18+ English</td>
<td>ENG 100</td>
</tr>
<tr>
<td>22+ Math</td>
<td>MATH 100, 111, 103, 115</td>
</tr>
<tr>
<td>27+ Math</td>
<td>MATH 135</td>
</tr>
<tr>
<td>29+ Math</td>
<td>MATH 140</td>
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</table>

<table>
<thead>
<tr>
<th>AP</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4+ English Language &amp; Comp Exam Score</td>
<td>ENG 100</td>
</tr>
<tr>
<td>3+ English Literature &amp; Comp Exam Score</td>
<td>ENG 100</td>
</tr>
</tbody>
</table>

*If you haven’t done so already send your SAT, ACT and/or AP scores to the Office of Admissions.

If you have not taken the SAT, ACT and/or AP, or do not have an applicable score, please complete the COMPASS test.

**The COMPASS is**

- An automated assessment program that allows you to see your scores immediately.
- Not timed, however, allow approximately two hours if you plan to take the math and writing tests together.
- Free for your first attempt at each test. A retest cost is $25.

**Testing Dates**

COMPASS testing is offered Monday thru Friday, times may vary. Contact the Testing Center to sign up for a session TODAY!

**Study Guides**

Set aside time to go through the guide and complete the sample exam; practice will improve your performance. For more information visit [act.org/compass/sample](http://act.org/compass/sample)

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Placement Testing
web: uhwo.hawaii.edu/admissions/accepted-students/complete-compass-test
ph: 808.689.2752
em: uhwotest@hawaii.edu
Additional Information

Student Identification Card
Once all financial obligations are paid (e.g., tuition and fees), you can obtain your student ID at the Office of Enrollment Services. This card entitles you to University privileges and benefits including access to the computer lab, library, software discounts at the bookstore, and discounted tickets to regular season UH athletic games. Student ID’s must be validated every semester. Students will receive their ID’s when they attend orientation.

Email Account
When you activate your MyUH, you will also be given a hawaii.edu email account. This account will be the official way that we will communicate with you about all items that relate to your account. Be sure to check your account regularly for updates and important notifications.

Laulima
laulima.hawaii.edu
The learning and collaboration server for the University of Hawai‘i community. This is an online resource for many classes.

IT Services
hawaii.edu/its/help-desk
Students can contact the University of Hawai‘i ITS Help Desk via email or telephone to request help with their school-related technical issues.

Parking
Parking at UH West O‘ahu is free and is available on a first come first serve basis. Students/Visitors can utilize Lot A. We also have an overflow area which may soon be under construction. No permit is required to park at either of these areas.

Bus Pass
thebus.org
Students planning to use the City and County of Honolulu bus system, may purchase a special bus pass (U-Pass) at a reduced rate. The passes are valid for one semester and can be purchased at the Office of Enrollment Services. A valid student ID is required.

Employment Opportunities
hawaii.edu/sece
On-campus employment is available to students enrolled in a minimum of six credits and 2.0 GPA per semester. To view job opportunities for student employment, visit the UH Student Employment and Cooperative Education at sece.its.hawaii.edu. Off-campus employment opportunities are posted on the bulletin board outside of the Campus Center building.

Disability Services
uhwo.hawaii.edu/campus-life/campus-services/counseling-services
Students with documented disabilities may be eligible for academic accommodations or auxiliary services. If you have a disability or impairment that requires special attention, please contact Dr. Steven Taketa in the Counseling Office prior to the start of the semester.
Online Resources

Now that you are no longer in high school, you will experience an overwhelming sense of freedom and, at the same time, a great deal of responsibility. As a college student you will be held accountable for all of your academic affairs including deadlines, campus policies, registration procedures and of course, your coursework!

Aside from relying on the support staff available on campus, you will also depend heavily on both MyUH and STAR for Students. For your convenience, these customized online systems provide 24-hour access to registration, graduation requirements, personal email account, and much, much more. Rest assured, both portals are secured by a username and password, allowing only you, the student, to access your personal records.

Don’t forget, create your MyUH account before attending Freshman Advising!

**MyUH**
myuh.hawaii.edu

- Register for classes and pay your tuition
- View your financial aid award
- Receive announcements about campus news and events
- Access Laulima for online courses
- Access your hawaii.edu UH email account

**STAR for Students**
star.hawaii.edu

- View your student transcript, customize your graduation pathway and check your degree status
- Receive notes from your academic advisor
- View degree progress and courses still needed to complete your program
Searching for Classes

Selecting the right classes, creating a schedule, and registering online can be a bit daunting for any student. At UH West O'ahu, there are many resources available that will explain the little details, such as acronyms and registration terminology. During orientation, we will make sure you understand how to navigate through this information. Aside from your trusted academic advisors and staff, you will also have the UH West O'ahu General Catalog and schedule of classes at the click of a mouse. Below are descriptions of these tools.

Online Schedule of Classes
uhwo.hawaii.edu/schedule

<table>
<thead>
<tr>
<th>Gen. Ed/Focus</th>
<th>CRN</th>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Credits</th>
<th>Instructor</th>
<th>Seats Available</th>
<th>Enroll</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>FW</td>
<td>65086</td>
<td>ENG 100</td>
<td>1</td>
<td>Composition I</td>
<td>3</td>
<td>A Nishimura</td>
<td>20</td>
<td>0</td>
<td>MW</td>
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<tr>
<td>FW</td>
<td>65244</td>
<td>ENG 100</td>
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<td>3</td>
<td>T Tolentino</td>
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<td>2</td>
<td>MW</td>
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<tr>
<td>FW</td>
<td>65380</td>
<td>ENG 100</td>
<td>0</td>
<td>Composition I</td>
<td>3</td>
<td>D Odhiambo</td>
<td>15</td>
<td>5</td>
<td>TBA</td>
<td>TBA</td>
<td>WWW</td>
</tr>
</tbody>
</table>

Comment: This is an internet class.

Gen Ed/Focus – identifies which requirement is being satisfied
Instructor – faculty member teaching the class (their contact information can be found at hawaii.edu/dir or by clicking on the CRN for more information
Currently Enrolled – number of students registered in the class

Building and classroom location
ITV Courses (Interactive Television) are usually limited to neighbor island students
WWW courses are taught online

Seats Available – number of spaces still available in the class

Credits – the number of credits assigned to a course will determine how many hours the class meets in a week and how much the course will cost

UHWO Catalog
uhwo.hawaii.edu/catalog

CHEM 100 Chemistry and Man (3)
Pre: Placement into ENG 100 or concurrent enrollment in ENG 22.
Coreq: CHEM 100L.
This course and its laboratory will introduce basic principles of chemistry and their impact on modern society and environment. It is designed for non-science majors and therefore presented from a simplified chemical viewpoint. Emphasis will be on everyday phenomena and local Hawaiian issues. (DP)

Prerequisite (Pre) – requirement that must be completed prior to registering for this course
Co-requisite (Coreq) – this course must be registered together with another course

 uhwo.hawaii.edu | 808.689.2900
Financial Aid
uhwo.hawaii.edu/financial

Finding the money to pay for college is often one of the greatest challenges for students and their families. Whether it’s a grant, scholarship, loan or student employment, our staff can guide you through the process of securing any financial aid that you qualify for.

The process begins with completing the Free Application for Federal Student Aid (FAFSA). The FAFSA determines your eligibility for federal aid, and may also qualify you for State and institutional aid as well. Certain funds are limited, so apply early. If you miss the deadline, you can still apply to explore what’s available.

**FAFSA Priority Deadline: March 1**
fafsa.gov

**UH West O’ahu’s federal school code 014315**

**Scholarships & Grants**

You do not need to apply for grants administered through UH West O’ahu. Your eligibility will automatically be determined upon completion of the FAFSA and awarded based on the availability of funds.

Most scholarships require students to complete a separate application. For a listing of scholarships and their application forms visit: uhwo.hawaii.edu/scholarships.

Monies received from external sources (e.g., third party payments and external scholarships such as Hawai‘i Community Foundation or Kamehameha Schools) must be reported to the Financial Aid Office.

**Explore Scholarships**

UH West O’ahu:
uhwo.hawaii.edu/scholarships

UH System:
hawaii.edu/finaid/scholarships

UH Foundation:
scholarships.uhfoundation.org/scholarships/search.aspx

Hawai‘i Community Foundation:
hawaiicommunityfoundation.org/scholarships

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"With two children in college and especially in this difficult economy, financial aid has given my parents peace of mind. With less financial strain on our family, I am able to focus my energy on my studies and pursue a degree in Psychology."

Wendy Todd
Saint Francis School
Aid Awards
myuh.hawaii.edu

Your award offer will be posted on your MyUH account and will reflect the types of aid for which you are eligible.

If you are awarded financial aid prior to the tuition payment deadline, your registration will be held until you have completed the financial aid process and funds are disbursed to your account.

Monies will be applied directly to your UH West O'ahu student account and applied to your tuition and fees for this campus. Funds are usually disbursed no sooner than 10 days prior to the first day of school.

Any excess monies will be refunded to you in the form of a check or directly to your checking or savings account, if eRefund is requested. You can sign up for eRefund through your MyUH account.

Registration at another UH campus

Classes taken at another UH campus may be calculated into your UH West O'ahu financial aid package. To be eligible, you must be registered for at least six credits at UH West O'ahu and courses taken elsewhere must be reviewed by an academic advisor to ensure that they are applicable and transferable toward your degree.

Students requesting approval will need to submit a completed Concurrent Enrollment Form. Once approved, you are responsible for any non-UH West O'ahu charges and payment must be made directly by you for classes taken elsewhere. Your financial aid is only applied to your UH West O'ahu tuition and fees.

Financial Aid
web: uhwo.hawaii.edu/financialaid
federal aid: fafsa.gov
ph: 808.689.2900
em: uhwo.finaid@hawaii.edu

<table>
<thead>
<tr>
<th>Fund</th>
<th>Total</th>
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<th>Accept Partial Amount</th>
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</thead>
<tbody>
<tr>
<td>Federal Direct Sub Loan</td>
<td>$3,500</td>
<td>Undecided</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Unsub Loan</td>
<td>$2,000</td>
<td>Undecided</td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$5,775</td>
<td>Undecided</td>
<td>Accept</td>
</tr>
</tbody>
</table>

If you only want to accept a partial amount, enter the amount.
Library

uhwo.hawaii.edu/library

The UH West O’ahu Library serves as the center of campus by bringing together academic, intellectual and cultural elements of the people of Hawai‘i in an environment that is both diversified and engaging, while supporting the academic and research needs of students, faculty, staff and the community.

The Library houses over 30,000 volumes, including 2,500 Hawaiian-Pacific print titles, and 1,500 media resources. Students can also access print and media resources held in the other nine UH campus libraries. Through the library’s website, you can access numerous research databases, thousands of ebooks, scholarly peer-reviewed electronic journals and full-text articles. Librarians are also available to assist in-person, by telephone and through online chat.

The library also provides learning spaces that encourage collaboration through group work, as well as individual study. Comfortable seating strategically placed throughout the first and second floors encourages a more open and relaxed environment where students can use their laptop or mobile device, connect to the wireless network and enjoy a spectacular view of the campus.

Academic Advising

uhwo.hawaii.edu/advising

UH West O’ahu believes that students function best in an intimate learning environment in which they are active contributors to their own educational planning. Such planning includes identifying individual educational goals and objectives, as well as future career and educational plans.

To ensure that you meet these goals in a timely and efficient manner, you will be a part of an educational team that provides strong support and guidance with transition, registration, program requirements, and career planning. Each semester, both faculty and academic advisors will serve as resources in ensuring your academic success.

All Freshmen are assigned an Academic Advisor upon receipt of a student’s intent to enroll. Although assigned, students can seek assistance from any academic advisor. Regular meetings with your advisors are strongly recommended. Students can set up formal appointments and express advising during regular business hours. After hours appointments (Night Owl Advising) are also available.
Visit the No’eau Center for Writing, Math and Academic Success to get the most from your education. Trained peer tutors are available to help you improve your writing, guide you through math concepts, and support your learning in a variety of other subjects as well. Tutoring services are free and available in person, by phone, and online. Whether you are struggling to pass your classes or striving for an A, the No’eau Center can help!

**Writing**

Although they will not proofread or correct your papers, tutors provide feedback and comments that can help you revise and strengthen your writing and writing process. Tutors can work with you at any stage of the process—whether you just want another pair of eyes to look over your draft before you submit it to your professor, have a draft but need help organizing it, or have just received an assignment and don’t know where to start. The tutor’s goal is to help you to write effectively and confidently.

**Math**

Tutors provide assistance with any math course offered at UH West O’ahu and guide you through the problem solving process and clarify math concepts at a comfortable pace.

**Workshops**

The No’eau Center also offers workshops to enhance academic success. Throughout the semester students are invited to attend free workshops on various topics including:

- Writing papers in APA style
- Time management
- Test-taking skills
- Avoiding plagiarism
- Résumé writing

The programs offered at the No’eau Center focus on life-long learning and the belief that all students are able to develop critical thinking and quantitative reasoning skills as they transition into the workforce.

"‘Pupukahi i holomua’ is a proverb, which translates to ‘unite in harmony to move forward.’ The No’eau Center brings this ancient Hawaiian proverb to present day, by cooperating with students to achieve academic success. I found the No’eau Center to be very helpful to me on many occasions. The room’s warm atmosphere and the welcoming personality of the tutors makes you feel right at home. Their guidance motivated me to be a better student, allowing me to take pride in my work.”

**Samuel Wahilani III**

Ke Kula Kaiapuni ‘O Ānuenue

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**No’eau Center**

web: uhwo.hawaii.edu/noeau-center
ph: 808.689.2750
em: uhwowc@hawaii.edu
The Associated Students of UH West O’ahu (ASUHWO) is the official university student government organization. ASUHWO strives to provide activities that address the needs and interests of students, and to promote student participation in the university and community. Activities and projects include assisting the administration with policies, implementing spirit weeks, organizing campus-wide events, and coordinating West Fest. ASUHWO also provides financial support to student clubs.

The Hoot

The Hoot is the student-run smart paper. They write and edit articles, take pictures, design and manage their online publications, as well as handle the business side of newspaper production. They cover a range of topics from campus events to what’s going on in the community.
Intramural Sports
Intramural Sports offers a wide variety of opportunities to stay fit and have fun at the same time. UH West O'ahu also participates in club sport leagues.

- Flag Football
- Kickball
- Dodgeball
- Soccer
- Basketball
- Volleyball
- Softball
- Ladderball
- Table Tennis