



## WELCOME TO UHWO!

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**MAILING ADDRESS:** Please make sure your current mailing is correct on MyUH Portal. Important information like tuition refunds, financial aid residual checks, transfer evaluations, West Press, etc. is mailed to this address.

**CHECK YOUR EMAIL!** Email is an official means of communication within the University. Email may be used for notification of legal action, financial notice, and academic or disciplinary action such as academic warning, probation, or suspension

We will send messages to your UH email account periodically. Information will include deadline dates (e.g, registration information, refund periods, last day to drop, etc.).

**You are responsible  
for the information sent to you.**

**Be sure to access  
your UH email account regularly!**

You can forward your "hawaii.edu" email account to any email account that you access regularly. Instructions to do this can be found at [www.uhwo.hawaii.edu/forms](http://www.uhwo.hawaii.edu/forms) under Forwarding Email.

### REGISTRATION CONTINUES FOR FALL 2006

An updated schedule of courses with available seats may be viewed at [www.uhwo.hawaii.edu/schedule](http://www.uhwo.hawaii.edu/schedule).

Students in the Distance Education program should see [www.uhwo.hawaii.edu/distanced/dlschedule](http://www.uhwo.hawaii.edu/distanced/dlschedule).

**AUG 9: PAYMENT DEADLINE:** If you registered for any courses on or before August 9, your payment is due on August 9. You may pay online through the MyUH Portal, or in person at the UHWO Business Office window by 4 pm.

Students on the neighbor islands may pay at their local UH campus. Students on Molokai and in West Hawaii may be at their local University/Education Center.

**AUG 10-11:** Online registration not available.

**AUG 12-13:** Students who attended New Student Orientation may begin registration.

**AUG 14-16: REGULAR REGISTRATION BEGINS:** All new and returning students begin registration and continuing students may make changes to their schedules. Payment is due the day you register. If available, seats in classes restricted to distance students will be available to all students from 9 am on August 14.

**AUG 16: REGISTRATION BEGINS FOR NON-DEGREE SEEKING STUDENTS:** Non-degree seeking students begin registration. Payment is due the day you register. Students who believe they are eligible for unclassified status (at least 45 lower division transferable credits) or classified status (at least 54 lower division transferable credits) may contact the Student Services Office at 454-4700 or toll-free from the neighbor islands at 1-866-299-8656 to request that their records be re-evaluated.

**AUG 16:** Online registration closes at 4:30 pm. Will re-open for general registration transactions on Aug 17 at 11 am.

**AUG 17: COURSE CANCELLATIONS** will be made. Online registration not available until 11 am.

**AUG 21: LATE REGISTRATION BEGINS:** \$30 late fee is charged, if you do not have any current enrollment.

## **NEW STUDENT ORIENTATION:**

The New Student Orientation will be held on August 8 and 9 at the campus for new and returning students. Please refer to the information that was included in your acceptance packet for exact times. The evening orientation sessions will be preceded with activities hosted by clubs and our very own alumni association, an opportunity to take a campus tour as well as meeting some of the faculty members. **As mentioned in the Welcome Newsletter that was mailed with your acceptance letter, eligible students will be allowed early access to register for classes.** To make your reservation for orientation, please call 454-4700.

**STUDENTS ON PROBATION:** Students on academic probation cannot register online. O`ahu students should see Janice Takaki or Terri Ota at the Student Services Office to register. Neighbor island students should contact Robyn Oshiro at robyno@hawaii.edu or by calling toll-free at 1-866-299-8656.

**TB AND MMR CLEARANCE:** Students who have not yet submitted the TB clearance and proof of immunity from MMR must do so immediately. Those who do not clear the health requirements will not be eligible to register.

**STUDENTS WITH FINANCIAL OBLIGATIONS:** You must clear all financial obligations to register. These obligations may include library fees, returned checks, etc. Also, transcript requests, diplomas, etc., will not be processed/released until all obligations are cleared.

**FALL 2006 TUITION:** The tuition and fee for the 2006-2007 academic year is as follows:

Resident:           \$114.00 per credit;  
                      \$1,368.00 for 12 or more credits

Nonresident       \$366.00 per credit  
                      \$4,392.00 for 12 or more credits

Student Activity Fee \$5.00  
(not assessed to Distance Education students)

**TUITION ASSISTANCE AND EXEMPTIONS:** Recipients of any tuition assistance programs (Army, DVR, Ka`ala Farms, ROTC, etc.) must submit their tuition assistance documents to the Business Office by Monday, August 7 in order to enter these into the system.

**FACULTY/STAFF TUITION WAIVERS:** Faculty and staff of the University of Hawai`i who are employed half-time or more are eligible for the faculty/staff tuition waiver. Forms may be downloaded at <http://www.hawaii.edu/ohr/docs/forms/>.

Spouses or domestic partners of University of Hawai`i faculty members in BU07 and staff in BU08 who are employed half-time or more may be eligible for a tuition waiver up to 6 credits per semester. Registration using the faculty/staff waiver begins on August 21; any payment of tuition prior to that will not be refunded.

**WITHDRAWAL AND REFUND DEADLINES:** Since you have access to making changes to your schedule, you are also responsible for meeting the appropriate withdrawal and refund deadlines. Please be sure to make changes to your schedule before the deadline.

If you are receiving Federal Financial Aid and have any questions about dropping or withdrawing from the University or changing the number of credits you will carry for the semester, please contact Jennifer Bradley at [jbradley@hawaii.edu](mailto:jbradley@hawaii.edu). Deadlines are also posted online for each class at [www.uhwo.hawaii.edu/schedule](http://www.uhwo.hawaii.edu/schedule). Click on the course CRN to see the deadlines for that class.

**UHWO Student Activity Fee Refund:** 100% of the activity fee will be refunded **ONLY** if the student completely withdraws from **all** UH system institutions on or before September 3. For those who register for courses that do not begin until the second or third accelerated terms – no refund of fee **UNLESS** a Complete Withdrawal from **all** UH system institutions is processed within the first 12 days of the start of the 16-week semester.

**Student Refund:** Students who are due a refund and have no outstanding balances at any UH campus will be mailed a refund if paid by check; if paid by credit card, your account will be credited. **Be sure to check that your mailing address on the MyUH Portal is correct.** However, students who are due a refund but have outstanding charges at **any** campus will have their refund automatically applied to their student account. If students prefer to have their refund on their UH account mailed to them instead of having it applied to any outstanding charges on their UH account, please email [cashiers@uhwo.hawaii.edu](mailto:cashiers@uhwo.hawaii.edu) or complete the Refund form available at the Student Services Office or online at [www.uhwo.hawaii.edu/forms](http://www.uhwo.hawaii.edu/forms) and return it to the UHWO Business Office drop box or mail it to: UHWO Business Office, 96-129 Ala Ike, Pearl City, HI 96782. If a request is emailed, students are asked to include their name, UH Number (can be found on your student ID), and a contact phone number.

## ACADEMIC ADVISING

**ACADEMIC ADVISING:** During the registration period August 14-16, faculty advisors will be available to meet with students.

Student Services Specialists Susan Nishida, Janice Takaki, Jennifer Bradley, Robyn Oshiro and Terri Ota will also be available during those dates on a walk-in basis.

Students on the neighbor islands may contact their assigned faculty advisor, Susan Nishida at [susan.nishida@uhwo.hawaii.edu](mailto:susan.nishida@uhwo.hawaii.edu); or Robyn Oshiro at [robyno@hawaii.edu](mailto:robyno@hawaii.edu) or by calling toll-free at 1-866-299-8656.

**REQUIRED EMAIL ACCOUNT:** Students and faculty MUST have a "hawaii.edu" email account. If you already have a UH Username, you have a "hawaii.edu" account.

Be sure to check this account regularly. Instructors may contact you through this address, and reminders about deadlines and other notices will be sent to you. Without an account, students will not be able to register, make changes to their schedule or check their grades.

To obtain an email account, go to [www.hawaii.edu/account](http://www.hawaii.edu/account) and click on the link "GET AN ACCOUNT". If you need assistance, you may contact the Student Services office.

## WHAT IS STAR?

You may have visited your MyUH Portal account and noticed the Star Degree Check and wondered what it was.

STAR is a website dedicated to guiding you through and helping you keep track of your academic journey at any University of Hawaii system school.

Login to the MyUH portal, then under Getting Started, click on the STAR Degree Check link. You will get an Agreement statement; read, then click on "I agree". You will then need to login using your UH Username and password. Once in, you can view courses taken, current courses, financial aid awards, holds on your account, requirements for your program, and a "What If" function, to see what you would need to complete a different program at UHWO.

STAR is a work in progress, so if you don't understand something, or if you have any concerns, please contact the Student Services Office and someone will be able to assist you.

Once in the program, there is a set of tabs going across the top of the screen.



**How It Works:** A brief explanation of what STAR is and how it helps you in your academic journey.

**Academic Journey:** Will show you your Graduation Requirements totals and how you meet your General Education requirements.

**Academic Journey Continued (Mjr and Minr):** Will show you how you meet your program requirements.

**Academic History:** You can view your Academic History for the campus that you are at, and how your transfer courses have been evaluated for the current program that you are in.

**Advising Info:** Will show your current program (you can also get an advising sheet for your program at the Student Services Office), if there were any academic actions on your record, if you have any holds on your record, and your financial aid status

**What If Journey:** You can view how your current courses will work in a particular UHWO program. For example, if you are currently majoring in the Social Sciences with concentration in Psychology and would like to see how the courses you've taken will work in a Humanities with concentration in History degree.

## **WRITING ASSESSMENT EXAMINATION (WAE)**

**SCHEDULE:** The Writing Assessment Exam will be offered on the following dates/times:

- August 7 at 6-8 pm
- August 8 at 3:30-5:30 pm
- August 9 at 9:30-11:30 am; or 2:30-4:30 pm

These are your last opportunities to take the WAE in order to register for the Fall semester. Scores for the exams will be available before the end of late registration.

All exams will be administered in the Computer Lab, Room D105. Since the Computer Lab can accommodate only 18 students, you must register for the exams in advance. To reserve a seat for the exam, or for more information, stop by room A103, call the Writing Center at 454-4794, or contact them through e-mail at [writing@uhwo.hawaii.edu](mailto:writing@uhwo.hawaii.edu). Please leave your name and phone number, and be sure to indicate the date and time of the exam you wish to take. A dictionary and thesaurus is allowed; 2 hour time limit; exam is on a computer (spell-check and grammar-check is allowed).

Check the Writing and Learning Center website at [www.uhwo.hawaii.edu/writingcenter](http://www.uhwo.hawaii.edu/writingcenter) or the West Press for additional dates/times during the Fall semester for the WAE.

Students on the neighbor islands should contact their local University Center for dates/times of the exams.

**STATISTICS PRE-TEST:** Statistics is a required course for all students studying the Social Sciences (SSCI 310 Applied Statistics), Business Administration/Accounting (BUSA 320 Statistics for Decision Making), and Public/Justice Administration (BUSA 320 or SSCI 310).

The prerequisite for enrollment in statistics is completion of intermediate algebra (Math 27), Math 103 College Algebra, Math 115 Statistics or higher, with a grade of "C" or better. Students who lack this prerequisite may demonstrate their ability to enroll in statistics by taking a computerized test which is administered in the UHWO Library. There is no time limit for the exam. Calculators are not allowed.

To schedule an appointment to take the test, O`ahu students should contact the UHWO Library at 455-0497. Neighbor island students should contact their local University/Education Center to schedule an appointment to take the test. Students in the Hilo area may contact the Halekea Testing Center at Hawaii CC.

Students who are unsure if they have the appropriate prerequisite for BUSA 320/SSCI 310 may contact the Student Services Office at 454-4700 or for neighbor island students, toll-free at 1-866-299-8656.

A Study Guide for the Computer Placement Test is available online at [www.uhwo.hawaii.edu/forms](http://www.uhwo.hawaii.edu/forms) to assist you in preparing for the test.

## **CLOSE TO GRADUATING? YOU MUST SUBMIT A GRADUATION APPLICATION!**

**GRADUATING FALL 2006?** Be sure to check with a Student Services Advisor before September 1 (the last day to register), to make sure that you will meet all graduation requirements. You must submit a graduation application to graduate. Graduation applications are available at the Student Services Office or, for neighbor island students, from your local University/Education Center. Deadline for submitting a graduation application for Fall 2006 is Friday, September 22, 2006.

**GRADUATING SPRING OR SUMMER 2007?** We highly recommend that you meet with a Student Services Advisor to get a graduation check. Pre-registration for Spring 2007 is usually in November.

## **IMPORTANT DATES TO NOTE**

### **2006 FALL SEMESTER**

(Aug 21–Dec 15, 16 week courses)

- |         |  |
|---------|--|
| Sept 1  | Last day for a 100% refund; no "W" on record |
| Sept 10 | Last day for a 50% refund; no "W" on record  |
| Oct 20  | Last day to withdraw; "W" on record          |

### **2006 ACCELERATED COURSES**

**1<sup>st</sup> Accelerated Term:** August 25-September 29

- |        |   |
|--------|---|
| Aug 24 | Last day for a 100% refund                  |
| Aug 26 | Last day for a 50% refund; no "W" on record |
| Sept 9 | Last day to withdraw; "W" on record         |

**2<sup>nd</sup> Accelerated Term:** September 30-November 3

- |         |   |
|---------|---|
| Sept 29 | Last day for a 100% refund                  |
| Oct 6   | Last day for a 50% refund; no "W" on record |
| Oct 20  | Last day to withdraw; "W" on record         |

## **FINANCIAL AID AND STUDENT EMPLOYMENT**

**FINANCIAL AID:** Financial Aid notifications have been mailed to students who have met our priority deadline. If you have not received a notification and you met the April 2 deadline you may want to check MyUH Portal to see if your file is complete. If it is, you may want to contact the Student Services Office so we may check to see if there is a problem.

**FINANCIAL AID DISBURSEMENTS:** If you already registered for classes and were awarded a Federal Pell Grant, Federal SEOG Grant, or TW\_N your financial aid will be applied to your student account on August 12 (the earliest we can disburse your aid). If you will be registering during the week of August 16 through the first week of school your financial aid will be applied to your student account after you register (this process is run on Monday, Wednesday and Friday during this time). If your financial aid is greater than tuition due the balance will be processed and a check will be mailed to your mailing address. Our target date is to get the residual checks to you during the first week of school.

**MAILING ADDRESS:** Please make sure your current mailing is correct on MyUH Portal. Important information like tuition refunds, financial aid residual checks, transfer evaluations, West Press, etc. is mailed to this address.

**FINANCIAL AID AND CHANGES IN REGISTRATION:** If you are receiving financial assistance for Fall 2006, remember that adjustments to your financial aid will be made if you change your enrollment through September 10; your aid will automatically increase or decrease based on your enrollment. Your Satisfactory Academic Progress will be based on the number of credits you are enrolled for on September 10. If you have ANY questions please see or contact Jennifer Bradley.

**VETERANS' BENEFITS:** You are required to meet with Jennifer Bradley to have your Fall 2006 courses certified for enrollment. Students on the neighbor islands should contact Jennifer by calling toll-free at 1-866-299-8656 or by email at [jbradley@hawaii.edu](mailto:jbradley@hawaii.edu). If you haven't met with Jennifer, your enrollment will not be certified.

## **STUDENT EMPLOYMENT OPPORTUNITIES:**

UH-West O`ahu has implemented the UH SECE Student Employment System. This system will enable students to search and apply for student employment opportunities at UH West O`ahu, along with all the other UH system schools. To be eligible to utilize the system all you need is your UH Username and password. To be eligible to receive a student referral you must be enrolled at least half-time (6 or more credits) in the UH system and have a G.P.A. of at least 2.0.

Go to <http://sece.its.hawaii.edu>. The blue "student" tab is your key to searching for jobs at UH West O`ahu and any other campus who converted to the system.

How to use the program:

1. Go to <http://sece.its.hawaii.edu> and login to the blue "Student" tab using your UH Username and password (the same user name and password you use to register for classes).
2. Create your student profile. If you haven't done so yet, it will automatically bring up your student

profile. Otherwise, review your student profile by selecting "Edit My Profile" under Other Options. Please review the information and make any corrections. Please note: Any corrections you make on this system do not correct the information through the MyUH Portal.

3. Start searching for jobs. You may search for jobs by campus, island, job category, pay rate, job program, or job number (if you know the job number). Once you hit the search button you will be presented a list of jobs for your review. Click the job you want to review.
4. If you are interested in applying for the job click the "Referral" button and print that page. Follow the instructions for applying for the job or contact the person for more information. Take the printed referral form with you to the interview. **YOU WILL NOT BE HIRED WITHOUT THE JOB REFERRAL.**

## OPPORTUNITIES AND RESOURCES FOR UHWO STUDENTS

**UHWO LIBRARY ONLINE RESOURCES OF THE MONTH – AUGUST 2006** *The UHWO library staff is always happy to provide instruction on the use of Library resources.*

<http://uhwolibrary.com> then 'click'  
1. Library Research Web Page

"Find it Fast" with the UH West O'ahu Library is located at the top of the UH West O'ahu Library Research Page. You can use the **Find it Fast** resources to get quick facts!

**Encyclopædia Britannica (academic edition)** - Since 1768, **Britannica** editors have gathered and organized information on thousands of topics for easy retrieval. More than 200 years later, **Encyclopædia Britannica** is still the standard by which other reference works are judged. On the left side of the Encyclopædia's home page you will find a list of RESEARCH TOOLS, including **World Atlas, Timelines, Year in Review, World Data, Notable Quotations**, and **Gateway to the Classics** -an introduction to significant works of literature, philosophy, history and science, browsable by author, title, and subject.

The **Merriam-Webster Collegiate Dictionary** can be accessed from the Encyclopædia Britannica page, by choosing the button under the search box that reads: **Merriam-Webster Dictionary & Thesaurus**. You can even listen to the pronunciation of words at **Merriam-Webster Online**.

The **Oxford English Dictionary (OED)** is the accepted authority on the evolution of the English language over the last millennium. It is an unsurpassed guide to the meaning, history, and pronunciation of over half a million words, both present and past. It traces the usage of words through 2.5 million quotations from a wide range of international English language sources, from classic literature and specialist periodicals to film scripts and cookery books.

With more than a million entries, **The Oxford Reference Online Premium (ORO) Collection** brings together more than 100 language and subject dictionaries and reference works into a single cross-searchable resource. On the **ORO** home page, 'click' **Subjects & books** for a complete list of the great resources inside this easy-to-use database.

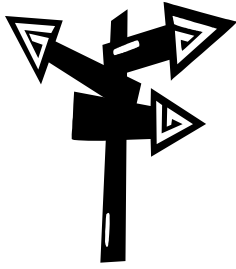
**The International Encyclopedia of the Social & Behavioral Sciences** is the first attempt in a generation to map the social and behavioral sciences on a grand scale. It is the largest reference work ever published for the social and behavioral sciences. The link leads to an expandable subject list of what you can find in this comprehensive resource.

### **SSCI 491/HUM 491 – COMMUNITY-BASED EDUCATION & SERVICE LEARNING** (var 1-3 cr)

Our communities face many challenges, and volunteers can make important contributions. For example, Waipahu Complex Area Schools have the second largest English as a Second Language (ESL) population in Hawai'i; many adults are not only caring for their children, but also for their parents. Students can make a difference and learn while serving their communities.

Students who enroll in this course will volunteer their services in the community. At one site, Waipahu Elementary School, they will support ESL efforts by mentoring recent immigrant children (especially those from Micronesia, the Philippines, and Samoa) in English, math, and/or by working with the parents. At another volunteer site, they will work on behalf of elders in the community via Project Dana. Students will also participate in occasional workshops that will help them better understand these immigrant cultures and provide them with knowledge of useful teaching methods, trends in elder care, etc.

Note: This course may also be used as a Senior Practicum site, with the approval of your faculty advisor. Please contact your faculty advisor and Dr. Chinen (454-4720 or [chinen@hawaii.edu](mailto:chinen@hawaii.edu)) who will be coordinating the course this fall, as soon as possible if you would like to use this as your practicum site."



# UHWO Career Services Update

A-105, 454-4787

[careerhelp@uhwo.hawaii.edu](mailto:careerhelp@uhwo.hawaii.edu)

<http://www.uhwo.hawaii.edu/career/>

and toll-free at 1-866-299-8656.

**Welcome new and returning students!** I hope your summer went well and you're ready for a new semester. We encourage you to make time in your busy schedule to take advantage of some of the activities we offer and services we provide. Our Career Services Class SD 496 is gaining popularity and we are planning to repeat the Graduate Program Panels in October. Much of our information will be available to you online for your easy access beginning Fall Semester. Career Specialist Pam Haight can talk with you via phone, email or face-to-face about career planning, job search or applying to graduate school.

## Office Schedule

Career Services office will be open 9:00 am – 5:00 pm Monday-Friday except during scheduled class or workshops. Staff is also available to meet with you outside of these hours. Please call to arrange a convenient time.

## Career Services Website

Please check our website at <http://www.uhwo.hawaii.edu/career/> for updated information on workshops, classes and upcoming events. Also catch our updates at your hawaii.edu email account in the weekly West Press Express.

## Career Services Class – SD 496

Want to prepare for a job, practicum or graduate school? Register for this accelerated month-long no-credit, no-cost class at <http://myuhportal.hawaii.edu>. The class meets twice a week and is designed to help you explore potentially rewarding career options and improve search skills for the workforce and/or graduate school. Expect to:

- identify your skills, strengths, values, and goals and use different search methods to learn about potential careers, occupations, and graduate programs,
- learn which occupations and careers match with your major,
- update or write your resume, cover letter and interview script and
- create a portfolio to use with your job search or application to graduate school.

## 5 sections:

<b>9/4-9/28</b>	CRN 65149	MW	0930-1045	<b>10/2-10/26</b>	CRN 65156	MW	1230-0145
	CRN 65152	TR	0500-0615		CRN 65157	TR	1100-1215
	CRN 65153	Sat	0930-1200				

As one student from a Spring 2006 class said *“I have already begun setting goals, changing direction for graduate school, and mapping out my life with positive influence.”*

Please contact us with your questions or concerns about your career direction at the numbers or addresses above. Have a great semester ahead!!

## OTHER UHWO NEWS

### GET YOUR STUDENT ID!

If you are a new student, once you have paid your financial obligations for the semester, you may come to the Student Services Office to take your photo; your new ID card will be available for pick up two days later.

Continuing students may come to the Student Services Office to get a semester validation sticker once they have paid their tuition for the semester.



**U-PASS AVAILABLE TO UHWO STUDENTS:** Do you ride the bus? As a student at UHWO you are now eligible to purchase a U-Pass—a reduced rate bus pass tailored to the needs of Hawaii's University students. Cost is \$100 (cash only) and is valid from August 1 – December 31, 2006. Bring your validated student ID to the Dean of Student Services office, room A-106. Passes are available for purchase until September 30, 2006.

### **HMSA STUDENT HEALTH PLANS**

Information about the UH Student Health Insurance plan for 2006-07 is available online at [www.hmsa.com/portal/student](http://www.hmsa.com/portal/student). You can enroll and pay online for a \$10 administrative fee; or you can mail in your application without the admin fee.

Brochures are also available at the Student Services Office. Application deadline for the Fall semester is September 8, 2006.

### **DIRECTORY INFORMATION RELEASE**

Existing regulations permit the University to release without prior consent certain personal data about a student that is considered to be "directory information."

Such information includes a student's:

- 1) address and phone number
- 2) major field of study
- 3) fact of participation in school activities
- 4) dates of attendance
- 5) most recent educational institution attended
- 6) degrees and awards received
- 7) educational level

Students have the right to request that the information listed above **not** be designated "directory information" and therefore, not subject to disclosure.

If you wish to keep your information confidential, you can pick up and complete a Directory Information Release form at the Student Services Office. Be aware that if you wish to keep your information confidential, and if a third party requests to verify your enrollment or degree, we will not be able to release that information.

**Professor Ross Prizzia's** manuscript titled ""The Role of Training in Disaster Management: The Case of Hawaii" has been accepted for inclusion as a chapter in the peer-reviewed Disaster Management Handbook to be published by Taylor and Francis Publishers this Fall.

## CAMPUS CENTER/LAB/OFFICE HOURS FOR FALL 2006

Office	Location	Hours	Contact Info
Business Office	B103	8:00 am - 4:00 pm	Ph: 454-4742
Career Services	A-105	M-F, 9:00 am - 5:00 pm	Ph: 454-4787 Email: careerhelp@uhwo.hawaii.edu
Center for Labor Education & Research	Bldg. 400, Rm 405	M-F, 8:00 am - 4:30 pm	Ph: 454-4774
Chancellor's Office	B104	M-F, 8:00 am – 4:30 pm	Ph: 454-4750
LCC Bookstore	LCC Campus Center	M-F, 8:00 am - 3:30 pm Extended hours from 8:00 am – 6:30 pm for the following dates only: 8/14-16 and 8/21-24 Saturday, 8/19 from 8:00 am -12:00 pm	Ph: 455-0205
LCC Cafeteria	LCC Campus Center	M-F, 7:30 am – 3:00 pm	Ph: 455-0630
LCC Health Center	LCC AD Bldg., Rm 122	M-TH 8:00 am -3:30 pm W, 8:00 am - 2:30 pm Closed daily from 12:00 pm - 1:00 pm	Ph: 455-0216
Computer Lab	D105	Check website for current hours: <a href="http://www.uhwolab.com">www.uhwolab.com</a> Closed weekends & holidays	Ph: 454-4719 Email: uhwolab@hawaii.edu
UHWO Library	LCC Library, 2 <sup>nd</sup> Floor	Check the Library web page for current hours and more information about library services at <a href="http://uhwolibrary.com">http://uhwolibrary.com</a> .	Ph: 454-0497 Email: uhwolib@hawaii.edu
LCC Security	LCC LA Bldg. Room 238	Open 24 hours a day	Ph: 455-0611; 455-0295
Student Government & Alumni Association	A103	Varies: Hours TBA	Ph: 454-4737
Student Services	A108	M-F, 8:00 am - 6:15 pm Hours may change during non-instructional days. Notices will be posted. Closed weekends & holidays.	Ph: 454-4700 or toll free at 1-866-299-8656.
Writing Center	A108	Check website for current hours: <a href="http://www.uhwo.hawaii.edu/writingcenter">www.uhwo.hawaii.edu/writingcenter</a>	Ph: 454-4794 Email: writing@email.uhwo.hawaii.edu
University Center-Maui	Maui CC Laulima 216		Contact: Karen Muraoka Ph: 874-3527
Molokai Ed Center	375 Kamehameha V Hwy		Contact: Donna Paoa Ph: 553-4490 ext 22
Lanai Ed Center	329 7 <sup>th</sup> St		Contact: Pam Alconcel Ph: 565-7266
University Center-Kauai	Kauai CC LRC 114		Contact: Alison Shigematsu Ph: 245-8330
University Center-West Hawaii	81-964 Halekii St		Contact: Milton Leslie Ph: 322-4850

## **IMPORTANT DATES TO REMEMBER**

Monday, August 7	Deadline to submit Tuition Assistance documents to Business Office Writing Assessment Exam, 6-8 pm (call 454-4794 for reservations)
Tuesday, August 8	Writing Assessment Exam, 3:30-5:30 pm New Student Orientation, 6-8 pm (call 454-4700 for reservations)
Wednesday, August 9	Payment deadline for registration on or before August 9  Writing Assessment Exam, 9:30-11:30 am or 2:30-4:30 pm (call 454-4794 for reservations) New Student Orientation, 12-2 pm; or 6-8 pm (call 454-4700 for reservations)
Thur-Fri, August 10-11	Online registration not available
Sat-Sun, August 12-13	Students who attended the New Student Orientation may begin registration
Mon-Wed, August 14-16	Regular registration Seats in classes restricted to distance students will be made available, 9 am
Wednesday, August 16	Non-degree students begin registration Registration closes at 4:30 pm
Thursday, August 17	Course cancellations made; online registration not available until 11 am
Friday, August 18	HOLIDAY: Statehood Day (observed)
Monday, August 21	First day of instruction Late registration begins; \$30 late fee assessed if no previous registration
Friday, August 25	First day of instruction for 1 <sup>st</sup> cycle of weekend classes
Friday, September 1	Last day to add or register for classes Last day to 100% refund for semester long classes
Monday, September 4	HOLIDAY: Labor Day
Sunday, September 10	Last day to drop without a "W" Last day for 50% refund for semester long classes
Friday, September 22	Last day to file application for Fall graduation
Saturday, Sept 30	First day of instruction for 2 <sup>nd</sup> cycle of weekend classes
Friday, October 20	Last day to withdraw from semester long classes
Monday, October 30	Last day for instructors to submit "I" make up grades for Spr/Sum 2006
Friday, November 10	HOLIDAY: Veterans' Day
Thursday, November 23	HOLIDAY: Thanksgiving
Saturday, December 9	Last day of instruction
Mon-Fri, December 11-15	Final Examinations (Exam schedule posted at <a href="http://www.uhwo.hawaii.edu">www.uhwo.hawaii.edu</a> )
Friday, December 15	Fall Commencement
Monday, December 25	HOLIDAY: Christmas