University of Hawaiʻi-West Oʻahu

Campus Guide

A quick reference to essential services & programs on campus
Welcome students of the University of Hawai‘i–West O‘ahu! It is an honor and privilege to be your Chancellor! This is a kuleana/responsibility to which I am fully committed! I look forward to working with and for you as we embrace the values of learning, discovery, and innovation to prepare you in your journey toward becoming skilled community members and leaders.

This campus respects diverse perspectives, lifestyles, and culture, and values its students as important members of the campus community. I ask that you pūpūkahi i holomua (unite to move forward) as we work together in a productive, positive manner with respect for one another.

Let’s together build a kahua/foundation that strengthens our educational ‘auwai/pathway for the communities and families in Leeward and Central O‘ahu, and beyond.

“E ‘Eleu mai Kākou!”
“Step-up Together! Let’s Go!”

Mahalo nūnui! E mālama pono!

Maenette K.P. Benham
Chancellor, UH West O‘ahu
FEATURED PROGRAMS & SERVICES

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ENROLLMENT SERVICES

Enrollment Services provides a one stop shop for students seeking services in the areas of Admissions, Financial Aid, and Registration. If you are interested in getting assistance in any of these areas, the Enrollment Services office is the one that can help.

Services Include:

- Registration Assistance
- Residency Status
- UH Student ID Card
- Education Verification (for insurance, scholarships, employment etc.)
- Transcript Requests
- Change of Major or Concentration
- Transfer Credit Evaluations
- Veteran Student Services
- Diplomas
- Financial Aid & Scholarships
- Bus Pass (U-Pass)

Location: Student Services, Campus Center (C141)
Phone: (808) 689-2900
Toll-Free: (866) 299-8656
Fax: (808) 689-2901
Email: Admissions – uhwo.admissions@hawaii.edu
      Financial Aid – uhwo.finaid@hawaii.edu
      Registrar – uhwo.records@hawaii.edu
ACADEMIC ADVISING

UH West O‘ahu College Success and Faculty Advisors provide support in educational planning, identifying individual educational objectives, as well as clarifying future career and educational plans.

COLLEGE SUCCESS ADVISORS

College Success Advisors assist students with academic planning, understanding program and university graduation requirements, and registration policies and procedures. Advising assistance also provides help with the day-to-day issues that may arise during your academic journey.

It is strongly recommended that you make an appointment to meet with your advisors on a regular basis to stay on track with your degree. College Success Advisors assist students with questions pertaining to:

- Graduation Requirements
- Course Registration
- Change of Major or Concentration
- Academic Probation
- Leave of Absence
- Withdrawing from the University

All new freshmen will be assigned a College Success Advisor for their first year in college.

Location: College Success Advising, Campus Center (C236)
Phone: (808) 689-2689
Fax: (808) 689-2691
Email: uhwo.advising@hawaii.edu
Website: westoahu.hawaii.edu/advising
FACULTY ADVISORS

Students are assigned to a Faculty Advisor based on their intended program of study. The name and contact information of the assigned Faculty Advisor can be viewed in the STAR Degree Check under the academic standing tab through MyUH.

Faculty Advisors are an excellent source of information on:

- Academic programs
- Course content, selection, and sequencing
- Suggested courses for program electives
- Program and course prerequisites
- Graduate programs
- Career and professional development

NO’EAU CENTER

The No’eau Center promotes academic success through testing services, tutoring, workshops, learning skills and other support services to help students succeed at UH West O’ahu. The mission of the No’eau Center is to promote life-long learning by helping students at all levels of ability to gain the skills necessary to learn effectively, confidently, and independently. Sign up to be a part of our monthly newsletter! Learn about ways to make college fun, get information on how to excel in your classes, as well see what’s happening with us at tinyurl.com/noeaunewsletter.

Location: Library, B203
Phone: (808) 689-2750
Testing Services: uhwotest@hawaii.edu
Tutoring Services: uhwowc@hawaii.edu
Website: westoahu.hawaii.edu/noeaucenter
CAREER DEVELOPMENT

Explore your strengths, limitations, interests, values, personality and skills while applying this understanding to your educational and career plans. Services include assessments, inventories, skills workshops, resume and cover letter assistance, as well as practice interviews. Also learn about opportunities for internships, Federal Work Study, and on- and off-campus campus employment.

Contact: Loea Akiona, Career Services Coordinator
Location: Campus Center, C236
Phone: (808) 689-2660
Email: uhwo.careers@hawaii.edu
Website: westoahu.hawaii.edu/career

COUNSELING SERVICES

UH West O‘ahu offers free and confidential mental health services for all enrolled students. Services are provided by a qualified mental health professional and include individual and group therapy, couples counseling, and psychological assessment. General inquiries about health and wellness are encouraged.

Accommodations are possible for students who need to schedule appointments outside of normal business hours.

Contact: Dr. Steven Taketa, Counseling Psychologist
Location: Library, B221
Phone: (808) 689-2675
Email: taketas@hawaii.edu
Website: westoahu.hawaii.edu/current-students/health-and-wellness

DISABILITY SERVICES

Students with documented disabilities may be eligible for accommodations. If you have a disability and would like to discuss accommodations, please contact Tom Hirsbrunner, ADA/504 Coordinator, at the Center for Student Access, prior to the start of the semester.

Phone: (808) 689-2935
Email: hirsbrun@hawaii.edu
Website: westoahu.hawaii.edu/studentaccess
INTRAMURAL SPORTS

A variety of quality recreational programs and organized competition is provided for students, faculty, and staff at the UH West O’ahu. These activities promote sportsmanship, working as a team, leadership while maintaining safety in a fun atmosphere, and for a wide variety of skill levels. Students have the opportunity to participate in team sports such as flag football, soccer, basketball, volleyball or softball or individual sports like video gaming and golf. The new fitness center offers the opportunity to practice free weights, treadmill, bikes and free motion exercises.

Partnerships:

- Hawai‘i Tokai International College
- City and County of Honolulu
- Leesports - LCC (provides intramural events during the year)

Contact: Ryan Perreira, Intramural Coordinator
Location: Campus Center (Fitness Center) C135
Phone: (808) 689-2688
Email: imwest@hawaii.edu
Website: westoahu.hawaii.edu/im

PUEO EXPRESS Call: (808) 689-2689 or (808) 226-9444

Pueo Express Shuttle runs continuously between UH West O’ahu, the Kapolei Transit Center, Waipahu Transit Center and Leeward Community College, picking up and dropping off riders approximately every 15 minutes at the UH West O’ahu turn-around near the flag poles.
STUDENT LIFE

The Office of Student Life is the university's center for student leadership and involvement opportunities. Become an active member in any of the clubs and organizations. Participating in programs and activities outside the classroom is an integral part of your overall college learning experience. The Office of Student Life is committed to providing a full range of co-curricular programs, services and activities that enhance your academic or personal interests.

Students may get involved in Chartered Student Organizations (CSOs) and Registered Independent Student Organizations (RISOs). There are 4 chartered student organizations that are supported by student fees:

- Associated Students of the University of Hawai‘i-West O‘ahu Student Government: To foster student input, voice, and advocacy of student needs, interests, and concerns through purposeful participation in institutional governance and decision.
- Campus Center Board: To support student-governed programs, services and activities that serve as the “living room” for campus community members, offering them conveniences and amenities while creating a focal point or gathering place.
- Student Activity Fee Board: To foster a vibrant student life by promoting enriching educational experiences for students.
- Student Media Board: To support and govern student publications including opportunities to write, edit, design, manage, do art, etc.; in order to inform, educate, and/or entertain the campus community.

There are 40 RISOs (and still growing) that vary in interests from academic/professional, recreational/leisure, service, political, religious/spiritual, and ethnic/cultural. Each organization provide opportunities for students to develop their leadership skills, connect with other students, and participate in on-campus and community activities and programs.

Students may also start their own organizations with other peers based on similar interests. Contact the Student Life Director for more information on how to get started.
Final Exams  
December 9-13

Prepare for Spring 2020 Registration  
End of October

Last day to Withdraw from a class  
November 4

Wrap up Final Projects & Assignments  
November

TOP OF IT  
NOVEMBER

FINISH STRONG  
DECEMBER
Through the Office of Student Life, Signature Student Events are student-led, student-driven programs that brings the campus community together.

These events include:

**Fall Semester**
- E Ola Kākou
- Fall Fest

**Spring Semester**
- E Ola Pono
- West Fest

Activate your involvement today!
Be involved, Be connected, Be engaged!

Contact: Rouel Velasco, Student Life Coordinator
Location: Office of Student Life, Office C215
Phone: (808) 689-2942
Email: slwo@hawaii.edu
Website: westoahu.hawaii.edu/studentclubs

@uhwostudentlife
CASHIERS OFFICE

University of Hawai‘i-West O‘ahu Cashier’s Office:

- Provides student account information
- Collects tuition and fee(s) and miscellaneous campus charges (e.g., U-Pass, transcript, diploma, No‘eau test proctor, etc.)
- Processes 3rd party sponsor tuition assistance and employee tuition waivers
- Disburses student tuition refunds
- Distributes checks (paychecks, stipends, etc.)

Contact Information:
Location: Campus Center, C141 (next to the Enrollment Services Office)
Phone: (808) 689-2890
Fax: (808) 689-2891
Email: uhwocash@uhwo.edu

Hours: Monday - Thursday 8:00 am - 4:00 pm
Friday 8:00 am - 3:00 pm

Closed weekends and state holidays
HEALTH CENTER

The UH West O‘ahu Health Center provides clinic services for students of UH West O‘ahu. Services include minor urgent care, first-aid, family planning, counseling, referrals, and non-emergency supplies (e.g. band-aids, feminine products, antibiotic ointment, health information, etc.).

No appointments are needed, walk-ins are welcomed. All service and counseling are held in a confidential and professional manner.

Hours: Monday - Thursday 8:00 am - 4:00 pm
(Times and hours may change without notice)
Location: Campus Center, C229
Phone (808) 689-2679
Fax: (808) 689-2691

CAMPUS SECURITY

The Campus Security Department is committed to providing a safe and secure campus environment for everyone UH West O‘ahu. Security officers patrol the campus 24 hours a day, 7 days a week, 365 days a year.

Officers are trained in emergency First Aid, Cardio Pulmonary Resuscitation (CPR) and in the use of an Automated External Defibrillator (AED). Security Officers also provide safety escorts for anyone on campus to any University parking lot or facility. Emergency Call Boxes are stationed throughout campus. The locations of these boxes can also be found on the campus map.

When to Call Campus Security:

- Not feeling well, injured yourself or witness someone get injured
- See people arguing, witness a crime, see suspicious activity or feel uncomfortable about something occurring on campus
- If you need a safety escort to a University parking lot or facility

Location: Maintenance/Mechanical Building, F202
Phone: (808) 689-2911
Website: westoahu.hawaii.edu/campussecurity

Sign up for UH Alert Emergency Notifications at hawaii.edu/alert.

Students Rights and Responsibilities

As a student at UH West O‘ahu, you are a part of the campus community and it is important that you know your rights and responsibilities. More information is available at: westoahu.hawaii.edu/compliance/title-ix
JAMES & ABIGAIL CAMPBELL LIBRARY

The James & Abigail Campbell Library serves as the center of the UH West O’ahu campus, both literally and figuratively. The library fosters a welcoming and stimulating learning environment that supports the personal, academic, and professional needs of our students, faculty, staff, and community. Through our various services and collections, the library recognizes and encourages the diverse learning styles, perspectives, and interests that are intrinsic to higher education.

Library Services

- Over 30,000 print books and 200,000 electronic books to support your needs
- Over 90 research databases that can be used to find scholarly information
- Variety of spaces that support individual or group study
- 3 group study rooms, for use by groups of 2-6 current UHWO students
- Desktop computers and laptops that students can borrow while in the Library
- Low-cost BW or Color printing options
- Research assistance – patrons can meet with us in-person, call, email, or “chat” us online
- Community events, including exhibits, concerts, readings, and more

Location: Building B  
Phone: (808) 689-2700  
Email: uhwolib@hawaii.edu  
Website: westoahu.hawaii.edu/library  
Follow us on social media: 📚👀uhwolibrary

Fall & Spring Hours:
Monday - Thursday 7:30 am - 9:00 pm
Friday 7:30 am - 5:00 pm
Saturday 10:00 am - 5:00 pm

Summer Hours:
Monday - Friday 8:00 am - 5:00 pm
BOOKSTORE

The UH West O’ahu bookstore is the campus one-stop resource that carries textbooks, educational supplies, general merchandise, snacks and UH West O’ahu gear. You can use the online shopping tool to compare prices and order books online. Students can choose from new or used books or even opt for the book rental program which can provide textbooks at a significantly reduced rate. There is also a textbook buyback that takes place during the finals week of the fall and spring semesters where you can sell your books back for cash. Follow us on social media for updates and specials that we offer!

Follow on social media for updates and special offers:

TheWestShopUHWO    uhwo_bookstore

Location: Campus Center, Second Floor
Phone: (808) 689-2550
Email: uhwobkst@hawaii.edu
Website: www.bookstore.hawaii.edu/westoahu
Store Hours: Monday - Friday 8:00 am - 3:30 pm

UNIVERSITY OF HAWAI’I FEDERAL CREDIT UNION

The UH Federal Credit Union provides a full-service, not-for-profit financial institution offering Credit Cards, Mortgages, Personal Loans, Home Equity, and more! In addition to the branch on campus there are 50 other branch locations, plus you can use any First Hawaiian Bank, American Savings Bank and Kalabash ATMs surcharge-free! Membership is exclusive to the UH system, making us your University’s credit union. Become a member by joining ONLINE at uhfcu.com or visit our campus branch at UH West O’ahu today!

Services include:
- Savings & Checking Accounts
- Online Banking and Mobile Banking
- Loans & Lines of Credit
- Retirement Planning and Savings
- Other products and benefits include: Free Debit Cards, Direct Deposit, Wire Transfers, Travelers Checks, Telephone Banking etc.

Location: Campus Center, C138
Phone: (808) 983-5500
Hours: Monday - Friday 8:00 am - 4:00pm
Website: uhfcu.com
NĀULU CENTER FOR CULTURE, ENGAGEMENT & WELL-BEING

The Nāulu Center renovation was funded by a US Department of Education Title III ANNH grant. Its purpose is to help cultivate meaningful relationships across campus and the community, sustain a safe, inclusive and nourishing space to gather, socialize and participate in recreational activities, provide space, resources and opportunities for all on their paths to excellence, nurture the overall well-being of our community, and perpetuate cultural values, traditions and practices to strengthen sense of belonging and place. The center is made up of several important spaces that students, faculty, staff and community members are able to use and enjoy.

- Hoʻokipa Room (multipurpose area)
- Conference Room
- PIKO Project Offices
- Hoʻonanea Room (lounge area)
- Culinary Arts Lab
- Prep-Kitchen
- Pueo Fitness Center

The Nāulu Center is currently managed and facilitated by the PIKO Project, Title III ANNH. For questions, space availability and reservations, contact Kimberly Reed at naulu@hawaii.edu.

PUEO FITNESS CENTER

The Pueo Fitness Center located in Room C-135 on the University of Hawaiʻi-West Oahu campus (UHWO) offers an array of body-toning machines and free weights to meet your health, fitness and strength needs. We have detailed workout programs for beginner, intermediate and advanced skills if needed. We provide a supportive, professional and relaxed environment to workout in. The center is free and open to all UHWO students, faculty and staff with valid ID.

Equipment:
- 2 Treadmills
- Elliptical Machine
- 2 Stationary Bikes
- 3 FreeMotion Machines
- Free Weights, Bench and Squat Rack
- Dumbbells
- Kettle Weights
- Outdoor Equipment (Jump Ropes, Bands, Yoga Mats, Pushup Bars, Plyometric Boxes, Ladders)

Space is limited; you must have a scheduled appointment 24 hours in advance. You will get notified via email to remind you of your appointment. To book an appointment, go to: mysuccess.hawaii.edu

Fall & Spring Hours:
Monday - Thursday 7:00 am - 7:00 pm
Friday 7:00 am - 5:00 pm

Summer Hours:
Monday - Friday 7:00 am - 4:00 pm

Contact
Location: Campus Center, C135
Phone: (808) 689-2673
Email: imwest@hawaii.edu
ACADEMIC CALENDAR

FALL 2019

Aug 26   First day of classes
Sept 2   HOLIDAY: Labor Day
Sept 3   Last day to add a class
Sept 3   Last day to drop a class with 100% refund (no W grade)
Sept 17  Last day to drop a class with 50% refund (no W grade)
Nov 4    Last day to withdraw from a class with no refund (W grade)
Nov 11   HOLIDAY: Veterans’ Day
Nov 28-29 HOLIDAY: Thanksgiving Break
Dec 6    Last day of classes
Dec 9-13 Final examinations

SPRING 2020

Jan 13   First day of classes
Jan 20   HOLIDAY: Martin Luther King Jr Day
Jan 21   Last day to add a class
Jan 21   Last day to drop a class with 100% refund (no W grade)
Feb 5    Last day to drop a class with 50% refund (no W grade)
Feb 17   HOLIDAY: Presidents’ Day
Mar 16-20 SPRING BREAK
Mar 26   HOLIDAY: Prince Jonah Kūhiō Kalaniana‘ole Day
Mar 27   Last day to withdraw from a class with no refund (W grade)
Apr 10   HOLIDAY: Good Friday
May 1    Last day of classes
May 4-8  Final examinations

SUMMER 2020

May 25   HOLIDAY: Memorial Day
May 26-July 2 Summer Session I
June 11  HOLIDAY: King Kamehameha Day
Jul 3    HOLIDAY: Independence Day
Jul 6-Aug 14 Summer Session II

Withdrawal and refund dates are for semester-long classes. All dates are subject to change.