

University of Hawai'i–West O'ahu First-Year Guide

A guide for first-year students attending UH West O'ahu







westoahu.hawaii.edu





e nā haumāna o UH West O'ahu!

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, or responsibility, to which I am fully committed.



As you will soon discover when you join our 'ohana, UH West O'ahu prepares 21st century leaders – career creators – through integrated, transdisciplinary programs where learners and teachers discover, innovate, and engage diverse communities to create a vibrant and just world.

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, or foundation, that strengthens our educational pathway for the communities and families in Honouliuli, for this generation, the next one, and the one after that.

E 'Eleu mai Kākou! Step-up Together! Let's Go!

Welina mai e nā haumāna o ke Kulanui o Hawai'i – O'ahu Komohana! Nui ko'u mahalo i ka noho po'o kulanui; he kuleana ia e 'auamo ai a ho'okō pono.

E 'ike koke 'oe ke komo pū mai i ka 'ohana kulanui nei, ho'omākaukau 'o UHWO i nā alaka'i o ke kenekulia 21– nā kanaka haku 'oihana – ma ō nā polokalamu huiku'i a wili kumuhana e a'o, hakuhia, a kono i nā haumāna a me nā kumu o nā kaiāulu like 'ole e komo a e kūkulu ai i ola pono a ahuahu.

Ma ke kahua kulanui nei, mahalo 'ia nā kūana'ike, nohona, a mo'omeheu 'oko'a. Mana'o 'ia 'o ka haumana, he lālā waiwai o ke kaiāulu kulanui, a no laila, he noi kēia e pūpūkahi kākou a holomua i loa'a ka hua waiwai o ka hana me ke aloha pū ma waena o kākou kanaka kekahi i kekahi.

E kūkulu kākou i kahua no ka kākou alanui ho'ona'auao no nā kaiāulu a 'ohana ma Honouliuli nei, no ko lākou hanauna, a ko lākou hanauna aku.

E 'eleu mai kākou!

Mahalo nūnui! E mālama pono!

harnette IP Berham

Maenette K.P. Benham Chancellor, UH West O'ahu

Academic Calendar

westoahu.hawaii.edu/calendar

The following is a list of important academic events and deadlines for UH West O'ahu. Refer to the online UH West O'ahu Academic Calendar at westoahu.hawaii.edu/calendar for specific semester dates.

WHAT TO EXPECT IN THE FALL

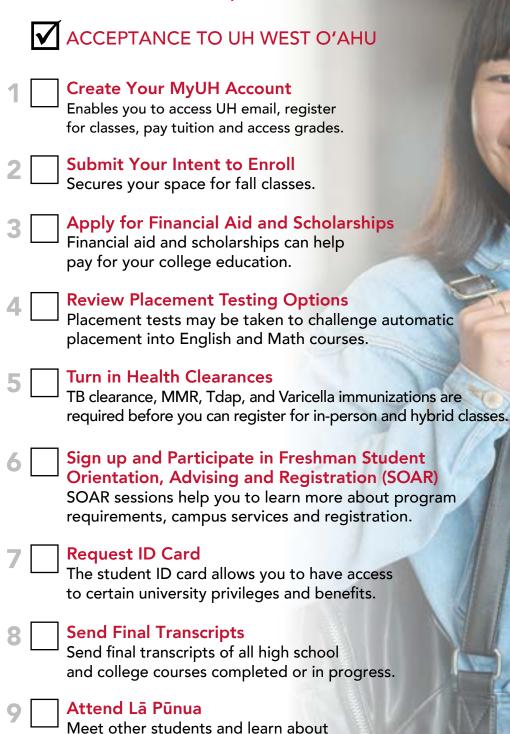
March	STAR GPS Preview and Class Availability opens				
April	Registration for continuing students and transfer students				
August	 Registration for all other stude UH System payment deadline Waitlists purged 	 First day of instruction Last day to waitlist for classes 			
September	 Late registration Add or change grading option 	 Drop with full/partial refund Submit a graduation application 			
November	 Withdraw with no refund and a "W" grade Submit a Leave of Absence (LOA) 				
December	 Last day of instruction Final Examination Period 	 Mid-Year Commencement Ceremony Grades available on STAR 			

WHAT TO EXPECT IN THE SPRING

October	STAR GPS Preview and Class Availability opens				
November	Registration for continuing classified and transfer students				
January	 Registration for all other student UH System payment deadline Last day to waitlist for classes Waitlists purged 	 s First day of instruction Late registration Add or change grading option Drop with full/partial refund 			
February	Submit a graduation application				
March	 Spring Break Withdraw with no refund and a "W" grade Submit a Leave of Absence (LOA) 				
Мау	 Last day of instruction Final Examination Period 	 Annual Commencement Ceremony Grades available on STAR 			

Prepare For Your First Day

westoahu.hawaii.edu/accepted



clubs, resources and campus activities.

Purchase Books and Supplies

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Books, school supplies and apparel are available at our bookstore.





Samantha Datoc Kapolei High School

"UH West O'ahu has an environment that can turn potential into progress. It's a place that isn't just about earning a degree; it's about discovering who you are, what you can become, and how you can impact the world around you. The campus and its community has given me more than what I expected and this only reaffirms that UH West O'ahu is the right place for me."

First-Year SOAR

Student Orientation, Advising, and Registration

westoahu.hawaii.edu/accepted

Whether you're the first in your family to attend college, attending college after working or serving, or if you've had experiences with early college, determining what's part of the collegial experience of UH West O'ahu may be unclear and overwhelming. In order to ensure that you start off on the right foot, we provide several experiences to ease the transition to becoming a successful college student.

The SOAR (Student Orientation, Advising and Registration) experience involves three parts: navigating through Online 'Ike (Knowledge) modules which review registration, academic requirements, and First-Year Success tips; attending a Po'okela (Excellence) orientation in June and July, where you build your success team and meet your PUEO Mentors; and a Lā Pūnua (Fledgling) campus experience in August.

To register for Freshman Orientation, you must:

- Submit the Intent to Enroll Form
- Submit Health Clearance documents
- Complete the placement tests, if you do not have the minimum ACT/SAT score (see Placement Testing information on page 8)
- Complete Online 'Ike Modules

'Ohana Orientation

We encourage parents or any supportive family members to attend an 'Ohana Orientation. The program is designed to help parents and family members become familiar with UH West O'ahu's 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, current students and other family members. 'Ohana Orientations are offered at various days, times, and formats (in-person, virtual) to accommodate differing schedules.

To learn more about Orientation and New Student Programs visit **westoahu.hawaii.edu/nsp**.



PUEO Leadership Program

The PUEO (Peer Undergraduate Engagement and Orientation) Leadership program is UH West O'ahu's way of helping new first-year students 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 first-year students, 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 first-year students and have your own PUEO leader who will support and encourage you throughout your first year.

"Being a part of PUEO Leadership has allowed me to get more involved on campus, improve my leadership skills, and work with some amazing people. I highly encourage joining this program or getting involved in one or more of our student clubs and organizations."

> Hunter Mishina Kapolei High School



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Placement Testing

westoahu.hawaii.edu/noeaucenter/testing Phone: (808) 689-2752 Email: uhwotest@hawaii.edu

Placement Testing

westoahu.hawaii.edu/noeaucenter/testing

At UH West O'ahu, we use your ACT, SAT, AP or Smarter Balanced exam scores to determine appropriate placement in Math and English courses. Your scores are valid for two years. If you would like course placement into Math 103, 111, 115 or higher, or if your scores have expired, the Accuplacer test is used to challenge your automatic placement in Math. If you would like course placement into the 3 credit English 100 course, the Accuplacer WritePlacer Test or the Authentic Assessment may be used to challenge your automatic placement into the 5 credit English 100T. Your scores are important and will determine which classes you are eligible to register for this semester. Most importantly, your placement exam will help us determine which classes you will be most successful in completing.

Standardized Test Scores for Math and English

English	ACT	Accuplacer WritePlacer	UHWO Authentic Assessment	AP English	SAT		
English 100T	Placement into English 100T is based on meeting the admissions requirements as a degree-seeking student to UH West O'ahu						
English 100	18 or higher	5 or higher	3-4	AP Language 4 or higher AP Literature 3 or higher	475 or higher		
Math	ACT	Accuplacer	Smarter Balanced		SAT		
Math 100	Placement into Math 100 is based on meeting the admissions requirements as a degree-seeking student to UH West O'ahu						
Math 103 M/L	Placement into Math 103 M/L is based on meeting the admissions requirements as a degree-seeking student to UH West O'ahu						
Math 115 M/L	Placement into Math 115 M/L is based on meeting the admissions requirements as a degree-seeking student to UH West O'ahu						
Math 103	22 or higher	4 or (3) with 12th-grade year-long Calculus pathway er QAS 276 - 290 combined with Alg. 3, Trig/Analytic Geometry, Pre-Calculus, AP/IB Calculus (B) or higher		530 or higher			
Math 111 or Math 115	22 or higher	QAS 250 - 290	N/A		530 or higher		
Math 135	27 or higher	AAF 250 - 264	or (3) with 12th-grade year-long Calculus pathway combined with Alg. 3, Trig/Analytic Geometry, Pre-Calculus, AP/IB Calculus (B) or higher		550 or higher		
Math 140	29 or higher	AAF 265 - 284	N/A		640 or higher		
Math 241	31 or higher	AAF 285 - 300	N/A		700 or higher		

QAS: Quantitative Reasoning, Algebra and Statistics, AAF: Advanced Algebra and Functions

The Accuplacer is

- An automated assessment program that allows you to see your scores immediately.
- ▶ Not timed, however, allow approximately 1 hour.
- First time free. Re-test costs \$25 with no waiting period.

The Authentic Assessment is

- Used to challenge automatic placement into English 100T.
- Administered by English faculty.
- Timed and will take up to 4 weeks to determine course eligibility.
- ▶ English placement will be in English 100T or English 100.

Testing Dates

- Accuplacer is offered Monday thru Saturday by appointment during Testing Center operating hours.
- Authentic Assessment submissions are accepted throughout the academic year.
- Contact the Testing Center to set up your test appointment.

Accuplacer Study App

accuplacer.org

- Accuplacer study app is a free computer-based program.
- Download the Accuplacer study app to your phone, iPad or computer.
- Visit accuplacer.org and download the app today!

Ways to prepare: Accuplacer App Ed Ready uh.edready.org

- Sign up using your UH email
- Enter Access Key: uhwo2018

Additional Information

Student Identification Card

Once all financial obligations are arranged you can obtain your student ID card at the Office of Enrollment Services. This card entitles you to University privileges and benefits including access to the computer lab, the library and software discounts at the bookstore. Student IDs must be validated every semester.

Email Account

hawaii.edu/google

When you activate your MyUH account, you will also be given a hawaii.edu email account. This account will be the official way that University offices communicate with you. Be sure to check your account regularly for updates and important notifications.

Lamakū

lamaku.hawaii.edu

The learning and collaboration server for the University of Hawai'i community. This is an online resource for many classes.

IT Services westoahu.hawaii.edu/it

Students in need of IT assistance with Google@UH applications (including email), Wi-Fi, MyUH, and other UH West O'ahu course-related technologies can contact the UH West O'ahu IT Help Desk via email at uhwohelp@hawaii.edu or by phone at (808) 689-2411. Students can also get in-person IT help on the first floor of the UHWO Library (next to the Reference Desk). Additional information and help articles can be found on the UH West O'ahu IT website: westoahu.hawaii.edu/it.

Parking

Parking at UH West O'ahu is free and is available on a first-come, first-served basis. Students and visitors may park in any designated parking stall. Parking permits are not required.

Pueo Express Phone: (808) 367-3031 or (808) 367-3029

westoahu.hawaii.edu/pueo-shuttle

The UH West O'ahu Pueo Express transports students between the UH West O'ahu campus and community locations such as Leeward Community College, the Waipahu Transit Center, the Kapolei Transit Center and other places around west O'ahu. Look for the Pueo Express stop near the UH West O'ahu campus front entrance (close to the turnaround). Visit westoahu.hawaii.edu/pueo-shuttle for a schedule of pick up times.

HOLO Card holocard.net

Students planning to use the City and County of Honolulu bus and rail system may purchase a special HOLO Card at a reduced rate. The passes are valid for one semester and can be purchased at the Office of Enrollment Services A valid UH student ID is required.

Employment Opportunities

sece.its.hawaii.edu

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 westoahu.hawaii.edu/career.

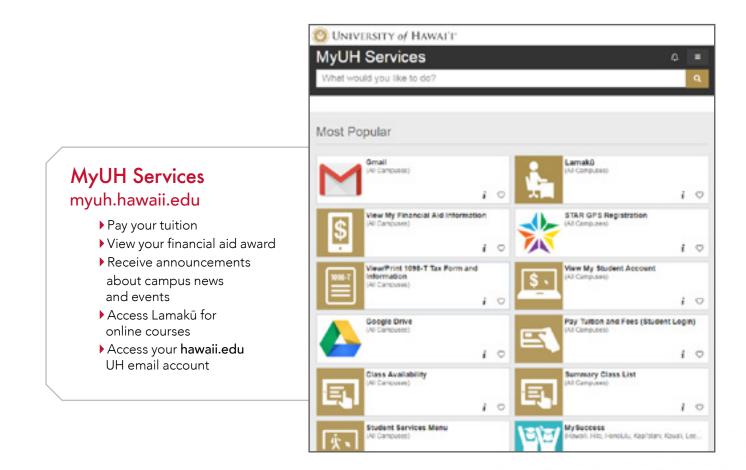
Center for Student Access Phone: (808) 689-2935

westoahu.hawaii.edu/studentaccess

Students with documented disabilities may be eligible for academic accommodations or auxiliary services.

MyUH Services

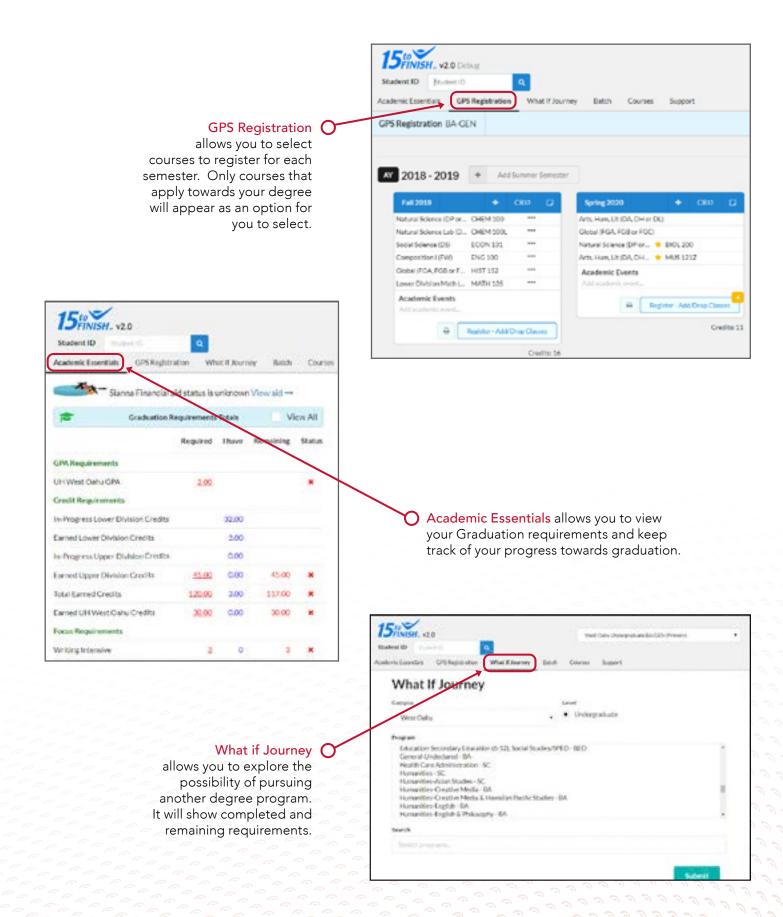
As a University of Hawai'i student, you will utilize both MyUH Services and STAR for Students on a regular basis. These customized online systems provide access to registration, graduation requirements, your personal email account, and much, much more. Both portals are secured by a username and password, allowing only you to access your personal records. Don't forget, create your MyUH account before attending an Advising or Orientation session!



STAR GPS Registration

STAR GPS Registration is an easy-to-navigate registration system that provides you with courses that apply towards graduation.

- Register for classes
- View your unofficial transcript
- View notes regarding your academic record
- Customize your graduation pathway
- View degree progress and courses needed to complete your program



FAFSA Priority Deadline March 1

"Receiving UHWO financial aid has been a blessing for my family. Without having to worry about college costs, I am able to relieve some of my parents' stress so they can focus on their retirement and I can further my education in cybersecurity."

Joshua Bourns Pearl City High School



Financial Aid

westoahu.hawaii.edu/financial-aid

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 for which you may be eligible.

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. Certain funds are limited, so you are encouraged to apply early. If you miss the priority 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 and Grants

Your eligibility for grants administrated through UH West O'ahu will automatically be determined upon completion of the FAFSA and awarded based on the availability of funds.

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

Funds 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 Oʻahu: westoahu.hawaii.edu/scholarships

UH System: hawaii.edu/finaid

UH Foundation: uhfoundation.org

Hawai'i Community Foundation: hawaiicommunityfoundation.org/scholarships

Financial Aid

westoahu.hawaii.edu/financial-aid Federal Aid: fafsa.gov Phone: (808) 689-2900 Email: uhwo.finaid@hawaii.edu

Financial Aid Awards myuh.hawaii.edu

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

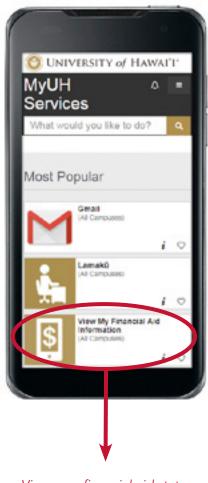
Funds will be applied directly to your UH West O'ahu student account and applied to your tuition and fees for all UH campuses. Funds are usually disbursed no sooner than 10 days prior to the first day of school.

Any excess funds 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

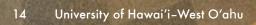
Courses taken at another UH campus may be calculated into your UH West O'ahu financial aid package. To be eligible, you must be registered for at least six credits at UH West O'ahu and courses taken elsewhere must be reviewed by an Academic Advisor to ensure that they are applicable and transferable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

Students requesting approval will need to submit a completed Concurrent Enrollment Form. With a completed Title IV Authorization for non-institutional charges, non-UH West O`ahu charges may be paid for with your federal aid. If Title IV authorization is not completed, you will be responsible for non-UH West O'ahu charges and payment of these charges must be made directly by you.



View your financial aid status and accept your award offers through your MyUH account





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Advising westoahu.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 College Success advisors will serve as resources in ensuring your academic and personal success.

All first-year students are assigned an advisor upon receipt of a student's Intent to Enroll form. Regular meetings with your advisors are strongly recommended. As a first year student, you will be required to meet with your advisor during your first and second semesters to learn more about registration and academic and career planning. Students can set up appointments in person, via phone or through Zoom.

Advising

westoahu.hawaii.edu/advising Phone: (808) 689-2689 Email: uhwoadv@hawaii.edu

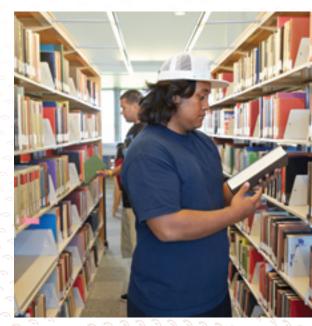
James and Abigail Campbell Library

westoahu.hawaii.edu/library

The James and Abigail Campbell 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 e-books, 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 encourage 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.



Library

westoahu.hawaii.edu/library Phone: (808) 689-2700 Email: uhwolib@hawaii.edu

No'eau Center

for Academic Success

westoahu.hawaii.edu/noeaucenter

At the No'eau Center, UH West O'ahu's learning center, trained peer-tutors and staff can provide feedback on writing, guide you through math and statistics concepts, and support your learning in a variety of other subjects. Tutoring services are free and available in-person and online through video chat, conference call, or written feedback. Whether you are struggling to pass your classes or striving for an A, the No'eau Center can help!

Writing

Tutors help you become a more confident learner by providing feedback to help you revise and strengthen your writing and writing process. They work with you at any stage of the process— whether you 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 write effectively and confidently.

Math, Statistics, Accounting, and Other Subjects

Working with a peer-tutor will help you identify and utilize new learning tools and strategies to help meet your academic and personal goals. Peer-tutors will guide you through the problem-solving process, understanding concepts, practicing problems, developing studying strategies, and assisting in exam preparation at a comfortable pace.

Workshops

The No'eau Center offers workshops to enhance academic success. Throughout the semester, students are invited to use the No'eau Center's popular online workshop videos and tools on various topics including:

- Avoiding plagiarism
- APA style
- ▶ Getting the most out of G-Suite

The programs offered at the No'eau Center focus on life-long learning to support all students in developing the skills necessary for effective, confident, and independent learning.



Student Life Clubs and Organizations westoahu.hawaii.edu/studentlife

Accounting Club Aloha 'Āina Service Club Cru Ho'okapili HOSA, Future Health Professionals Hui 'Ai Pōhaku International Student Club Nā Pale o Kualaka'i Psi Chi Pueo Gaming

Office of Student Life westoahu.hawaii.edu/studentlife

Phone: (808) 689-2942 Email: slwo@hawaii.edu

Tea Ceremony Club West Oahu Broadcasting Association West Oahu Psychology Club (WOPC) **You can start your own!**

ASUHWO - Your Student Government

asuhwo.com

asuhwo@hawaii.edu | Facebook and Instagram: @asuhwo

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. ASUHWO represents student voice on a number of university-wide committees and advocates for student concerns with university departments and administration. ASUHWO also provides financial support to student clubs.

Campus Center

ccbwo@hawaii.edu | Instagram: @ccbwo

The Campus Center Board (CCB) is a governing board that has policy governance responsibility for Student Life-related spaces and facilities. Their mission is to support student-governed, studentserviced, and student-operated facilities, programs, services and activities that serve as the "living room" or "community center" for campus community members, offering conveniences and amenities while creating a gathering place where cultural, educational, social, recreational leisure, and personal wellness needs may be met.

Student Activities

safbwo@hawaii.edu | Facebook: @studentactivitiesUHWO Instagram: @safbwo

The Student Activity Fee Board is the official university student activities organization that fosters a vibrant student life and promotes enriching educational experiences for students. They plan and implement fun-filled events from movie nights, concerts, spirit weeks, de-stressor events and many more. They also like to distribute free giveaways at their events!

Student Media and The Hoot

issuu.com/uhwothehoot

smbwo@hawaii.edu | Instagram: @pueotree | thehoot@hawaii.edu | Instagram: @thehootnews

The Student Media Board serves as the governing board for all student print publication and multimedia programs supported. They encourage the support and involvement of students in student media programs and postings on the University bulletin boards. They also design and distribute student planners. The publication arm of the Student Media Board is The Hoot, an independent student-led news source dedicated to expressing the voices of the student body. They strive to serve student interests and promote campus awareness through timely and socially responsible news. This includes writing articles, taking pictures, designing and managing their online publications, as well as handling the business side of newspaper production. They cover a range of topics from student issues, campus events to what's going on in the community.

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Nāulu Center Culture, Engagement, and Well-being westoahu.hawaii.edu/naulu-center

Visit the Nāulu Center, a nourishing space to gather, socialize, and participate in academic, cultural, wellness, and recreational activities. Home of many campus Native Hawaiian student services, the Nāulu Center programs perpetuate cultural values, traditions, and practices to strengthen a 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.

- Conference Room
- Culinary Arts Lab
- ▶ Hale Kuahuokalā
- Hoʻokipa Room (multipurpose area)
- Ho'onanea Room (lounge area)
- ▶ Keiki Center
- Outdoor Learning Space
- Prep-Kitchen
- Pueo Fitness Center

The Nāulu Center is currently managed and facilitated by Student Affairs.



Nāulu Center

westoahu.hawaii.edu/naulu-center Phone: (808) 689-2683 Email: naulu@hawaii.edu

Campus Recreation

westoahu.hawaii.edu/im

Campus Recreation consists of intramural sports, fitness and wellness.

- 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. Intramural sports range from traditional sports such as soccer, flag football, basketball, and slow-pitch softball to non-traditional sports such as dodge ball, ladder ball, and dizzy decathlon. Previous experience is not required, and an individual does not have to be highly skilled to participate.
- ▶ The fitness program features the **Nāulu Fitness Center** with start-of-the-art fitness machines and equipment. Reserve or book an appointment via Star Balance to use the fitness center. More information below.
- ▶ The wellness program includes weekly yoga (in-person and online) and cooking demonstrations of simple, yet nutritious and diverse foods of Hawai'i.

Meet a new friend while staying active and healthy!

Nāulu Fitness Center

The Nāulu Fitness Center sits off the side of the Nāulu Center, packing state-of-the-art exercise machines and free weights into its 500 square feet. It features Freemotion Fitness machines designed for cardio and strength and includes state-of-the-art pulley machines, treadmills, free weights, and two bikes. The fitness center also serves as the home for UH West O'ahu's Intramurals Sports, Fitness and Wellness program, offering a supportive, professional and relaxed environment in which to work out. The center is free and open to all UH West O'ahu students, faculty and staff with a valid UH West O'ahu 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)



Nāulu Fitness Center

westoahu.hawaii.edu/im

Email: imwest@hawaii.edu

Phone: (808) 689-2673

RTS

UHWOS

Here for you. Just Call Us! (808) 689-2900

Admissions and Enrollment Services westoahu.hawaii.edu/admissions uhwo.admissions@hawaii.edu

The information provided in this publication is subject to change. For updates, please visit our website at: westoahu.hawaii.edu.



University of Hawai'i-West O'ahu is an equal opportunity, affirmative action institution.