

MIX Student Handbook



**University of Hawai'i at Mānoa
Mānoa International Exchange (MIX)
Spring 2012**



E komo mai!

Welcome to the University of Hawai‘i at Mānoa!

The staff of the Office of International and Exchange Programs is pleased and happy to welcome you as an International Exchange Student to the University of Hawai‘i at Mānoa. While on exchange, not only will you increase your knowledge and skills in your field of study, you will participate in the unique multicultural environment which the UH Mānoa campus and the State of Hawai‘i offer.

You will also represent your university and your home country to the Mānoa community. We want to take this opportunity to learn from you at the same time that you are learning from us. We welcome you and hope that your time at the University and in Hawai‘i will be a wonderful experience.

The purpose of this Exchange Student Handbook is to help you with your transition to the University, to Honolulu, and to Hawai‘i. We invite you to read it carefully. It will provide you with some general information and will answer some basic questions you may have. We hope this handbook will assist you in making a comfortable transition to campus life and help you derive the fullest benefits from your experience.

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Assistant Vice Chancellor for International Programs
Dean, School of Pacific and Asian Studies

An Equal Opportunity/Affirmative Action Institution

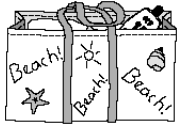
Table of Contents

	Page Number
What to Do When You Arrive	4
Your First Few Days in Honolulu...	5
Being a Student or Scholar at UHM	6
Libraries	7
Campus and Community Groups/Activities	8
Campus Services	9
Safety	11
Communication and Publications	12
Banking and Money Matters	13
Meals and Shopping	16
Getting Around O'ahu	18
Driving in Hawai'i	18
Health and Health Care in Hawai'i	20
Immigration and Legal Matters	23
Taxes	23
The People of Hawai'i	24
Information for First-Time Visitors to Hawai'i	25
Hawaiian Language	25
Patterns of Cultural Adjustment	26
Culture Shock	27
American Cultural Patterns	28

What to do when you arrive

- ***Check in with the International Exchange Coordinator***
Come see us! We would like to meet you in person and know that you arrived safely. We can help sort out some of the confusion you may be experiencing when you first arrive. The International Exchange Coordinator's office is located in the Queen Lili'uokalani Center for Student Services (QLC) 206. The telephone number is (808) 956-4728. Please bring your Emergency Notification Form with you. A map of the university campus is accessible at <http://manoa.hawaii.edu/campusmap/>.
- ***Check in with International Student Services (ISS)***
All international students (in F-1 or J-1 nonimmigrant status) must sign up for a mandatory "Visa Clearance Session" (<http://www.hawaii.edu/issmanoa/pages/home/new-students/orientation.php>) and report to the International Student Services office with your passport, I-94, DS-2019 and/or I-20. You should also have proof of adequate health insurance coverage. The ISS office is located in the Queen Lili'uokalani Center for Student Services (QLC) 206, and is open Monday-Friday from 8:30am to 3:30pm.
- ***Check in with University Health Services***
All international students (in F-1 or J-1 nonimmigrant status) must report to University Health Services for a TB skin test. University Health Services is located at 1710 East-West Road.
- ***ELI Placement Test***
Unless your TOEFL score was above 100/250/600, or you are otherwise exempt from the ELI Placement test, please register for the test at the ELI office in Moore Hall 570 or online at: <http://www.hawaii.edu/eli/>
- ***Get your student identification card***
Once you begin to register for classes, you may apply for your Student Identification Card at the Campus Center Ticket and Information Window. Valid photo identification is required to apply for an ID card, so be sure to bring your passport. Once you have paid all fees due, you must have your ID card validated. Without a validated ID card, you cannot borrow library books or receive your U-PASS (semester bus pass) sticker.
- ***Set up your bank account***
The closest bank for students is the American Savings Bank, located on campus at Mānoa Gardens in Hemenway Hall. The staff there is prepared to work with students and scholars to set up accounts. (More information about banks on page 13.)

Your First Few Days in Honolulu...



There are several things you can do if you arrive in Honolulu before classes begin.

- ***Check out the libraries and computer labs on campus***
Hamilton Library has most of the library materials on campus. Take some time to see what's available. Also check out the Student Success Center at Sinclair Library and the Wong Audiovisual Center (Sinclair Library). Computer Labs are located in both Sinclair and Hamilton Libraries, as well as in the Campus Center.
- ***Take a campus tour***
When you check in at ISS, ask about a campus tour.
- ***Ride the Rainbow Shuttle***
The University provides a free shuttle service to the dormitories and Faculty Housing. Go along for the ride and see some locations you might not otherwise get a chance to see so easily. For a shuttle schedule, visit their website:
<http://www.hawaii.edu/parking/campusshuttle.html>
Note: Shuttles only operate during Fall & Spring semesters.
- ***Tour the neighborhood***
Take a walk – check out the Mānoa Marketplace in Mānoa Valley and Puck's Alley at University Avenue and King Street. Most of the shops and restaurants you will need are located here.
- ***See Waikīkī, the Aquarium, and the Zoo***
Take the Waikīkī -bound #4 bus on University Avenue and get off anywhere on Kūhiō Avenue. Walk to the beach, through the shops of Waikīkī and the International Market Place or go to the Waikīkī Aquarium, where you will find some great examples of the ocean and reef life native to the Hawaiian Islands. Also, visit the Honolulu Zoo where you will see many different animals and reptiles.
- ***Experience the Aloha Stadium Swap Meet***
If you have free time on a Wednesday, Saturday or Sunday, and want to find “cheap” things to get you through your stay in Honolulu, take a City Express A bus from Sinclair Circle (or a #4 bus to Waikīkī or #6 bus to Ala Moana Shopping Center—both require a transfer to a #20 Airport bus) and ask the driver to let you out at the Aloha Stadium Swap Meet. For a \$1 entrance fee, you can walk among the vendors and see what's available for the lowest prices in town. Have fun! For more information visit this website:
<http://www.alohastadiumswapmeet.net>
- ***Visit the KCC Farmers' Market***
There is always a lot of good food—really good food—at the Farmers' Market at KCC (Kapi'olani Community College) every Saturday morning from 7:30-11:00am. You will find more information online at <http://www.hfbf.org/FarmersMarketKCC.html>. The #3 bus will take you to KCC.

Being a Student or Scholar at UHM



The development of the human person to the fullest extent possible is central to the very existence of the university. This is the educational philosophy of the University of Hawai'i at Mānoa. Through an intellectually stimulating environment, the advancement of knowledge, learning, and skill development, students are prepared for a meaningful place in society.

Academic Calendar

The Academic Calendar begins in mid-August and ends in mid-May. It is divided into two semesters of 16 weeks each. There are specific dates associated with registration, including adding and dropping classes, and paying tuition. There are also several holidays and a short break each semester. The major break is between fall and spring semesters, and it usually begins the week before Christmas and extends through the second weekend in January. The current academic calendar for Spring 2012 is at

http://manoa.hawaii.edu/records/calendar/spring_2012.html.

Registration

Registration at UHM is via MyUH Portal. It is computerized and accessible online at <https://myuh.hawaii.edu/cp/home/displaylogin>. Exchange students should check with their department faculty advisor about course registration. Most of the information you will need to register for classes is included at <http://manoa.hawaii.edu/records/register/>.

Courses

The Schedule of Classes can be accessed on-line at <http://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN>. (Exchange students do not normally take "Extension" classes; if you wish to take Extension classes you must pay the course fees yourself.) The schedule is revised each semester and is generally available at the end of November and the end of April. Undergraduate exchange students are required to take a MINIMUM OF 12 CREDITS each semester, while graduate exchange students are required to take a MINIMUM OF 8 CREDITS.

Grading and Grading Options

Grades for most courses at UH Mānoa are letter grades with a "+" and "-" system (A+/A-, B+/B-, C+/C-, D+/D-, F). The "+" and "-" show on the transcript, but the grade point average (GPA) is determined on a numerical basis. The GPA is figured by dividing the total number of grade points earned by the total number of credits taken. Grade points for each credit hour received in a course are computed as follows:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

An example GPA calculation is listed below:

Letter Grade	Numerical Value	Number of Credits	Total Points
A	4.0	3	12.0
B-	2.7	3	8.1
C+	2.3	3	6.9
Total		9	27.0

Grade Point Average: 27 Total Points divided by 9 Credits = 3.0 GPA

Semester grades as well as the total GPA are recorded at the Registrar's Office and appear on the transcript that will be sent to your university several weeks after the semester is finished.

Writing Papers for Classes

Most courses that you will attend will require at least one paper as part of the course requirements. If you do not have your own laptop computer, you will need to locate the campus computer labs available for student use. The main computer labs for general student use are at Hamilton and Sinclair Libraries.

Additional computer labs are available in particular colleges or departments. You can obtain information about student use of these, including hours of operation, by checking with the secretary of your department.

As a student at UH Mānoa you have access to the Writing Center at the Student Success Center at Sinclair Library (<http://www.english.hawaii.edu/writingcenter/>). The people who work there can help you with writing papers. They can give you comments about how to improve your paper before you submit it to the instructor. This resource is highly recommended, particularly for classes in which essays or research papers are a major part of the final grade. Be sure to use the "grammar check" and the "spell check" functions on the computer to correct your paper before you submit it to the instructor. Appointments are scheduled through the Writing Center website listed above.

Libraries

The University of Hawai'i at Mānoa has two main libraries, Sinclair and Hamilton. Sinclair Library is located on the west side of the campus (next to Hemenway Hall and across University Avenue from the College of Education) and houses the Student Success Center (<http://guides.library.manoa.hawaii.edu/gohere>). Hamilton Library is located next to Paradise Palms and near Moore Hall on the McCarthy Mall.

Sinclair and Hamilton Libraries offer books, periodicals, microfilms, electronic resources, and films. Well-known are the specialized collections, which include the Asian and Pacific Collection (housed in Hamilton Library), the University Archives, Rare Books, and Government Documents. Both libraries also have copying and printing machines. Sinclair Library is mainly for multimedia and undergraduate services while Hamilton serves as the research library. Audio-visual services are located in Sinclair, which maintains an extensive DVD, video and 16mm film collection. Sinclair Library is also host to the I-Lounge and a weekly International Coffee Hour. You can view more information about the libraries here,

<http://library.manoa.hawaii.edu/>.

Electronic Resources

Library users can access several databases including ERIC, LexisNexis, Web of Science and other online databases free of charge. Access requires a UHM username and password. For availability and assistance, inquire at any of the library reference desks.

UH Libraries Catalog

The UH Libraries catalog is called *Hawai'i Voyager*. It is a catalog of all the libraries in the University of Hawai'i system, and can be found online at: <http://library.manoa.hawaii.edu>

Library Guides

Printed guides to library resources and services are available at the information desk. These guides tell you how to read call numbers, what computer databases to access, and where to find bathrooms

Inter-library Loans

Material not available through the UH library system may be retrieved from other libraries throughout the US. Graduate students, staff, and faculty may inquire at any reference desk regarding forms and fees.

Campus and Community Groups/Activities

When people come to a new environment, they generally try to establish communication with and meet people who share their interests. Common interests are often expressed in the form of associations, religious groups, or clubs. There are many organizations you may wish to join while in you are Hawai'i. You can view UH Mānoa events here at

<http://www.hawaii.edu/calendar/manoa/> and
<http://www.manoa.hawaii.edu/studentlife/>.

The University of Hawai'i at Mānoa offers a range of activities that you may choose to become involved with or join. Activities include specialized programs in the arts, various forums, discussions and lectures, and film societies. There are approximately 225 organizations registered with the University at any given time. There are many services, leisure activities, and entertainment opportunities offered to university students, and often to members of the community as well, through the Campus Center and Hemenway Leisure Center.

Check the following websites for additional information:

- List of Clubs and Organizations
<http://www.manoa.hawaii.edu/studentlife/studentorg/rio.html>
- Hemenway Leisure Center
<http://www.hawaii.edu/campuscenter/services/lc.html>

Athletics

The athletics program is a big part of the university and the state. With no major professional sports teams on the island, UH sports is a big part of the culture in Hawai'i. There are men's and women's teams. Men's teams include football, basketball, and volleyball. Women's teams include volleyball, basketball, and soccer. Football is the most popular UH sport with home attendance reaching 50,000 at times. Students have the great opportunity to attend any home UH sporting event for free. Take advantage of this and support your school and the teams! For more information, visit <http://www.hawaiiathletics.com/>

Community Ethnic Organizations

To get information on activities of different ethnic groups in Hawai'i, you may call the Consulates and other foreign government representatives listed online or in the Yellow Pages of the telephone directory. The local newspapers also list many activities sponsored by the different organizations and ethnic groups.

Perhaps one of the most exciting aspects of living in Hawai'i is the abundance of leisure activities. This section will introduce you to a multitude of ways in which you can broaden your cultural and recreational interests. The options listed below show what sorts of activities are available on the UHM campus, the East-West Center, and in the Honolulu community. Many of these events are free or are at reduced cost to UHM students or members of the EWC community.

Other Activities

There is also everything from informal conversational English classes for spouses, yoga, Christian Fellowship gatherings, aerobics, and hula are offered during the semester through Hemenway Leisure Center on the UH Mānoa campus. Check the bulletin boards and the display areas around Hemenway Hall. Campus center also offers events, usually on Friday nights such as movie nights as well as recreational events. You can see the events for the semester at <http://www.hawaii.edu/campuscenter/>

For more information, bulletin boards are located in residence halls and throughout campus, at the Campus Center, and in Burns Hall at the East-West Center. The events posted there represent a great sampling of what is available both on the University campus and at the EWC.

- **Games Room**

Located next to the Pizza Hut on the first floor of Campus Center, the Games Room offers billiards, video games, and other activities to the university community. Everyone is welcome. Student ID is needed to use video game controllers and games. Hours are Monday-Friday, 9:00am-5:00pm

- **Athletic Facilities**

Students are eligible to use the UHM athletic facilities, which include a swimming pool, tennis courts, gymnasiums, and weight rooms.

Campus Services

University Health Service Mānoa (UHSM) <http://www.hawaii.edu/shs>

The University Health Services Center, located near Kennedy Theatre (1710 East-West Road), offers a wide range of medical services and health promotion programs to UH Mānoa students and scholars.

To be eligible, students and scholars must receive medical clearance by submitting a completed confidential health form, and documentation of immunity to measles/mumps/rubella (MMR) and receiving a TB skin test. Faculty, staff and student dependents are not eligible.

General Medical Clinic

Physicians and nurses provide basic medical care and first aid for illness and injury on a walk-in basis. Laboratory tests, immunizations, and medications are provided at moderate costs. Sports medicine services are available by appointment. UHSM assists in obtaining

services in the community for which students and scholars are responsible for any resulting charges. The reception desk can be reached at: 956-8965.

The clinic provides the following services:

- General Medical Care
- Physical Exams
- Allergy Shots
- Immunizations
- Travel Medicine

If you need medical care, visit the clinic during their walk-in hours:

M,T,Th,F: 8:30am - noon and 12:30pm – 4:00pm
Wed: 8:30am – noon and 1:30pm – 4:00pm\

Women's Health Clinic

Services related to women's health and family planning are offered on an appointment basis. These include education, counseling, pregnancy tests, examinations, contraceptives, tests and treatment for sexually transmitted diseases. Fees are based on ability to pay. Call 956-6221 for more information or to make an appointment.

Counseling and Health Promotional Services

Psychiatrists and social workers are available by appointment. Consultations, immunizations and educational materials are provided for those traveling to foreign countries. Other special services include nutrition counseling and cholesterol and blood pressure screening. Peer educators provide group education on general health, sexuality and sexually transmitted diseases, contraception and other health topics.

Mānoa Career Center (QLC 212) <http://cdse.hawaii.edu/>

The Mānoa Career Center offers students resources regarding college planning, career options, employment, and other related areas. There are also workshops that the center provides such as resume and interview preparation workshops.

Women's Center (QLC 211) <http://www.hawaii.edu/womenscenter>

The Women's Center is a safe space for students to meet and to gather. Founded in March 1991 through the cooperative efforts of the Hawai'i state legislature's women's caucus, and women students, staff, and faculty at UHM, the Women's Center works to assist in the personal and academic development of students. Each semester, the Center sponsors a variety of personal and academic development workshops, invites local and nationally recognized guest speakers and performers to UHM, and supports and hosts meetings for student organizations.

LGBTI (Lesbian, Gay, Bisexual, Transgender and Intersex) Student Services Office (QLC 211) <http://manoa.hawaii.edu/lgbt/index.html>

By UH policy, all members of the university community are protected from discrimination on the basis of sexual orientation. As a gay or bisexual student or scholar, being in the United States may offer you the safety of coming to terms openly with your own sexuality. Knowing your rights and being aware of available resources can be a vital part of your educational experience. Resources of interest to gay men, lesbians, and bisexuals are available at UHM libraries, the Wong Audiovisual Center at Sinclair Library, and the UHM Women's Center/LGBTI Student Services Office.

Counseling and Student Development Center (QLC 312)

<http://www2.hawaii.edu/~csdc>

College can be a stressful time for many. Some students find themselves feeling depressed or unable to cope with people and situations. Lack of confidence, low self-esteem, and loneliness are also common. If you experience any of these feelings, you might want to talk to one of the center's counselors. Most counseling is done on an individual basis in a private office. There are also group counseling sessions for those who would like to discuss their experiences with fellow students who may be feeling the same way. All services are free to full-time students.

Learning Assistance Center (Student Success Center at Sinclair Library) <http://manoa.hawaii.edu/learning>

The Learning Assistance Center helps students achieve academic goals. Services such as workshops, study groups and tutoring help students develop good study habits and to better learn course material.

Mānoa Advising Center (QLC 101) <http://manoa.hawaii.edu/mac/>

The Mānoa Advising Center (MAC) is a walk-in advising/resource center for first year (incoming freshmen, first semester transfer, exchange/visiting) students. The MAC is staffed by peer advisors (fellow students who are specially trained) as well as by academic advisors who are available during set hours. If you go to the MAC for assistance, be sure to let them know you are an exchange student and not a degree-seeking student.

University of Hawai'i Advising Website: <http://www.advising.hawaii.edu>

Service Learning Program Center (QLC 209)

<http://www.hawaii.edu/servicelearning>

The Service Learning Program is designed to offer UHM students and community agencies the opportunity to participate in a partnership of volunteer service. It links students who are interested in donating their valuable time and experience to volunteer agencies within the community. Students receive information they need to select the right volunteer experience and agencies have access through our program to enthusiastic, energetic, and skilled student volunteers.

KŌKUA (QLC 013) <http://www.hawaii.edu/kokua>

KŌKUA provides academic services free of charge for students with disabilities. Services are individually tailored to meet students' needs. Services include faculty liaison, priority registration, sign language interpretation, testing accommodations, and inter-campus transportation. Tutoring on a short-term basis is provided for any UHM student for a fee.

Safety

In case of an emergency, dial 911 to talk to a local dispatcher if you need assistance from the police, emergency medical services(EMS), or the fire department.

Campus Security

The university has security officers that patrol the campus 24 hours a day. If you ever feel threatened or want an escort to your dorms or anywhere on campus, please don't hesitate to call them at 956-7233. There are also 68 emergency call boxes that you can access around campus to speak to security. Officers are also trained to perform first-aid, CPR(Cardiopulmonary Resuscitation), and in AED(Automated External Defibrillators).

If you need direct assistance, you can reach them at 956-6911. For more information, visit <http://www.hawaii.edu/security/>.

Crime

While the crime rate in Honolulu and Hawai'i tends to be relatively low, the wise traveler still needs to practice personal safety behaviors. These include avoiding certain areas at night or when alone, traveling in groups whenever possible and safeguarding valuables.

In the dormitories or any other shared living location, there is the potential for personal theft. Think about and put into practice behaviors that keep your personal belongings safe, with special attention to credit cards, your passport and other forms of identification. If you have questions about how to do this, come and talk to the International Exchange Coordinator.

Communications and Publications

United States Postal Service

The closest full-service post office to the university is located in Mō'ili'ili at 2700 South King Street, Suite B. The hours are Monday–Friday 9:30am–4:30pm. To locate additional post office locations, log on to the USPS website: <http://www.usps.com>.

Fax Services

UHM students and visiting scholars can send and receive faxes at the Campus Center for a minimal fee. This service is located at the Campus Center Ticket, Information & ID Office in Room 212.

Telephones

Campus Phones

All UHM office telephone numbers begin with 956-, and dormitory telephone numbers begin with 957-. To call a telephone number within the UHM system from a campus phone, dial only the "6" (or "7" for dorm numbers) and the last four digits of the number. If you want to call a telephone number outside of the university telephone system from a university phone, first dial "9" and then dial the seven-digit number.

Long Distance Telephone Options

The easiest way to make long distance telephone calls is to purchase a calling card (available at convenience stores, grocery stores, drug stores, etc). Long distance calls may also be charged to your credit card.

Cellular phones and calling plans are available at the Campus Center, shopping centers, and retail outlets (AT&T, Verizon Wireless, Sprint, T-Mobile, Mobi, etc.)

Campus Newspapers and Publications

- ***Ka Leo O Hawai'i***

The University of Hawai'i student newspaper is published Monday-Thursday during the regular semester, and once a week during the summer. Distribution boxes are located throughout the campus.

<http://www.kaleo.org>

- ***University of Hawai'i Press***

The University of Hawai'i publishes books and journals on a wide range of topics, many of which are internationally known and pertain to Hawai'i, Asia, and the Pacific Basin. Many of the publications can be found in the UH Bookstore along with catalogs of other items. For

information call the University Press at 956-8255 or visit the website:
<http://www.uhpress.hawaii.edu>

Public Libraries

The State of Hawai'i Department of Education maintains 24 different public libraries on the island of O'ahu. Hours vary for each library, so call before you go or check the main website:
<http://www.librarieshawaii.org> The following public libraries are closest to UHM:

- **Mānoa Library** (988-0459), 2716 Woodlawn Drive, near Mānoa Marketplace
- **McCully-Mō'ili'ili Library** (973-1099), 2211 S. King Street, across from Long's Drugs
- **Kaimukī Library** (733-8422), 1041 Koko Head Avenue
- **Waikiki-Kapahulu Library** (733-8488) 400 Kapahulu Avenue
- **Hawai'i State Library (Main Library)** (586-3617), 478 S. King Street, located next to 'Iolani Palace and Honolulu Hale and on the same block as the State Capitol Building

Banking and Money Matters

It may be useful to open a checking or savings account at a local bank in order to establish credit in Honolulu and to provide an easy method of paying for purchases. Several banks and their locations are listed below. You will likely make most purchases by credit card or debit card. A debit card looks like a credit card but the amount of purchase is deducted directly from the funds in your bank account. Don't mistake a debit card for a credit card, and keep track of the amount of money you have spent in order to manage your funds for needed items.

On Campus

- **American Savings Bank**, Hemenway Hall, 2445 Campus Road, Honolulu, HI 96822
- **ATMs** (Automated Teller Machines) at the Campus Center and Paradise Palms
- **University of Hawai'i Federal Credit Union** - upper campus beyond the Biomedical Sciences Tower

Puck's Alley / Mō'ili'ili

- **Bank of Hawai'i**, 1010 University Avenue, 973-4460
- **Bank of Hawai'i**, 2470 S. King Street, 973-2660 (Star Market)
- **First Hawaiian Bank**, 2411 S. King Street, 525-7841
- **First Hawaiian Bank**, 1580 Kapi'olani Blvd., 943-4437
- **Central Pacific Bank**, 2615 S. King Street, 973-7654 (University Square Bldg)

Mānoa Marketplace

- **Bank of Hawai'i**, 2752 Woodlawn Drive, 988-6224
- **Bank of the Orient**, 2851 E. Mānoa Road, 973-4500
- **American Savings Bank**, 2855 E. Mānoa Road, 988-7042
- **First Hawaiian Bank**, 2764 Woodlawn Drive, 973-6481

Banking Services

To Set up Savings and Checking Accounts

There are wide varieties of bank services and costs. Each bank has different regulations regarding checking and savings accounts. Some accounts earn interest and some do not. (A Social Security card is required for interest-earning accounts so this type of account may not be an option for you.) Some banks assess monthly checking service charges and some do not. Some banks charge a fee each time you perform a transaction using an ATM (Automated Teller Machine), while others do not.

To open a bank account, be sure you have a valid form of identification, such as a passport, US driver's license, or a Hawai'i State ID card. A UH Mānoa picture ID will normally not be sufficient. When you first deposit money into a checking or savings account, remember that most checks from foreign countries or the mainland US need up to 10 days to clear.

Checks

Traveler's checks, cashier's checks, and personal money orders from US mainland banks are considered the same as cash and are usable upon presentation. If you have any difficulty with a bank accepting any of these as cash, politely request assistance directly from the manager of the bank.

With proper ID (passport, driver's license or Hawai'i State ID) you can easily cash checks at the bank where you have your checking account. Most other banks will not cash a check for someone who does not have an account at that bank.

Bank Statements

You will receive a bank statement at a certain time each month. Many banks also offer online banking services for you to check your account activity.

American Bills and Coins

American bank notes, or bills, are all the same size and with some variation in color. Bills come in \$1, \$5, \$10, \$20, \$50, and \$100 denominations (\$2 bills are rare). Sometimes a business will refuse to accept \$50 or \$100 bills because they are too large, or because they are concerned about counterfeit or illegal bills. You are safest in getting \$20 bills from the bank for cash. American coins are 1¢ (penny), 5¢ (nickel), 10¢ (dime), 25¢ (quarter), 50¢ (half dollar) and \$1.





Traveler's Checks

Several American companies sell traveler's checks through banks or other financial institutions. Traveler's checks are helpful if you do not have a checking account, or you don't wish to carry cash. There is usually at least a 1% service charge based on the amount purchased. Some banks provide traveler's checks to their customers free of charge. If your traveler's checks are stolen or lost, report this loss and the serial numbers of the lost checks to the company that issued the traveler's checks as soon as possible.

Money Transfers or Sending Money Abroad

A major concern for international students is how to transfer money into their US bank account from their bank at home. You should consult your bank at home to see what they advise and if they charge for receiving international money transfers. Listed below are several ways you can transfer money to the US. Remember, cash should never be sent through the mail.

The following methods of transfer are much safer:

- **International Money Transfer**
This can be done once you have a bank account in the US. It is best suited to lower value, less urgent payments. The money usually arrives five (5) to seven (7) working days after it has been sent.
- **Personal Check**
You will need to open a checking account at your bank to be able to write personal checks.
- **International Money Order**
An 'international money order' can be purchased from 7-Eleven stores, from Western Union locations, or from check cashing businesses located throughout Honolulu. There is a fee charged, and the amount depends on the amount of the check, as well as the particular business selling the money order. An international money order is like a check drawn in US dollars for amounts up to \$1,000. It is a cheaper alternative to bank drafts for small value payments in dollars and can be provided on demand and at very short notice at most national banks. It may be safely sent through the mail.

Meals and Shopping

On-Campus Dining Options

For further information, visit <http://www.manoa.hawaii.edu/food> and <http://www.uhmdining.com> for on-campus restaurant menus.

Please note that all dining location hours are subject to change.

Campus Center	Subway*	Monday – Friday	7:00am – 7:00pm
	Corner Market Café (serves Starbucks coffee)	Monday – Thursday Friday	7:00am – 5:00pm 7:00am – 4:00pm
	Jamba Juice	Monday – Thursday Friday	7:00am – 5:00pm 7:00am – 4:00pm
	Campus Center Dining: Aja Sushi & Bento, Simply To Go, Hot 'N' Healthy, Grill155, Fresh Salads	Monday – Friday	7:00am – 4:00pm
	Taco Bell Express	Monday – Friday	10:30am – 4:00pm
	Pizza Hut	Monday – Friday	10:30am – 2:30pm
Mānoa Garden Hemenway Hall, 1 st Floor	Ba Le	Monday – Wednesday Thursday & Friday	10:30am – 8:00pm 10:30am – 9:00pm
Paradise Palms Café (between Hamilton Library and Moore Hall)	Warrior Grill*, Lani Akea Café*, Chow Mein Express*, Quiznos*, Lava Bean	Monday – Thursday Friday Saturday (Express Window)	7:00am – 8:00pm 7:00am – 5:00pm 10:30am – 2:30pm
Food Kiosk Operations	India Café* (near Webster Hall and QLC)	Monday – Friday	10:30am – 2:30pm
	Papa Luck's* (near Miller Hall and the Art Bldg)		7:30am – 2:30pm
	The Bean Counter* (Shidler College of Business)		7:30am – 8:00pm (Fridays 7:30-5:00)
	Simply Ono* (near Krauss Hall)		10:00am – 2:00pm
	Golden River Catering* (Holmes Hall)		9:00am – 2:30pm
	BC Burrito* (Saunders Hall)		7:30am – 2:30pm
Sustainability Courtyard (near Kuykendall Hall and Sakamaki Hall)	Govinda's (vegetarian)* Da Spot (vegetarian)*		10:00am – 2:00pm 8:00am – 3:00pm
Lower Campus	L&L Hawaiian Barbeque* (Athletics Complex, 2 nd Floor)		7:00am – 5:00pm
Hale Noelani Store	Quick Zone	Daily	2:00pm – 12:00am
Hale Aloha Café	http://www.uhmdining.com/locations/hacafe.html		
Gateway Café	http://www.uhmdining.com/locations/gateway.html		

*does not accept meal card or Flash Cash Card



Campus Food Services

During the fall and spring semesters, several meal plans are available. You may purchase meal plans at the University Dining Services located above the Bookstore in the Campus Center, Room 220A. For more information, contact the Food Service Office at 956-3663 (956-FOOD) or visit <http://www.uhmdining.com>.

The Flash Cash Card

The Flash Cash Card is a debit meal card that allows you to eat on campus at all University Dining locations cash free. Additionally, you receive a 5% or 10% additional value to be used as free “bonus bucks.” You may open an account for a minimum fee of \$25.00 and receive a 5% bonus (for a value of \$26.50). Or make a minimum deposit of \$75 and receive a 10% bonus (for a value of \$82.50). Flash cash is accepted at Hale Aloha Café, Gateway Café, Corner Market Café, Jamba Juice, Campus Center Dining, and Mānoa Garden. To purchase a Flash Cash card or for more information, stop by the Campus Center Ticket and Information Window.

Major O‘ahu Grocery Chains

- Don Quixote (near Ala Moana Shopping Center)
- Foodland Super Markets (various locations)
- Safeway Stores (various locations)
- Times Super Markets (various locations)

Open Markets

- O‘ahu Market (Chinatown) – collection of shops and stalls, bargains on produce, meats, fish, especially ingredients for Asian recipes. 6:00 a.m. – 3:00 p.m. Monday – Saturday, 6:00 a.m. – 12:00 noon, Sunday. 145 North King Street; 841-6924.
- Mānoa Campus Farmers Market – Fresh fruits, vegetables, and flowers. Fridays at the Campus Center, outside the Bookstore.
- People’s Open Markets – City-sponsored markets featuring fresh produce at prices 35% below average retail. Call 522-7088 for information about the location nearest you. The following are the locations closest to the university:
 - Mondays: Mānoa Valley District Park, Makiki District Park, Mother Waldron Park
 - Wednesdays: McCully District Park and Kapi‘olani Park

Tipping

Tipping in restaurants is expected according to the level of satisfaction you perceive about the service you received. It is generally calculated at 15% of the total cost. It is not expected at self-service establishments or fast food outlets such as McDonald’s. Remember, it is your choice to leave a tip, even though it is expected that you will.

Shopping Centers

There are many shopping centers around the island where you can find clothing, electronics, movies, and restaurants. Ala Moana is the largest shopping center in Hawai‘i with almost 300 stores and almost 70 eateries. Some of the stores and restaurants at Ala Moana include Macy’s, Apple, and California Pizza Kitchen. Ala Moana is a popular destination for tourists and locals alike. Ward Centers is another popular destination. There are over 120 stores and many places to eat. Ward Centers also has a movie theater complex which is one of the bigger theaters in Hawai‘i. Other shopping centers and malls include Kāhala Mall, Pearlridge Center, and Waikēle Outlets.

Pharmacies

Long's Drugs (CVS): various locations

Walgreen's: 1488 Kapiolani Boulevard (corner of Ke'eaumoku Street across from Ala Moana Center); Open 24 hours.

Mina Pharmacy: various locations

Many supermarkets and "big box" stores (Times Supermarket, Wal-Mart, etc.) also have pharmacies.

Getting Around O'ahu



There are a number of ways to get around on O'ahu. Because parking is always limited and traffic is heavy, many people prefer to seek alternatives to using a car.

The Bus

O'ahu's bus system offers island-wide service to almost any destination. However, people carrying large suitcases or baggage are not allowed on. The fare is \$2.50 for adults and the exact amount has to be given. UH Manoa students pay a transportation fee of \$20 as part of their student fees and are automatically given a semester-long U-Pass (bus pass) that they can use unlimited times. Just show your bus pass (affixed to your student ID card) to the driver when you enter the bus.

Information on bus routes can be obtained from TheBus website: <http://thebus.org> Additionally, TheBus information hotline (**848-5555**) is available between the hours of 5:30am-10:00pm for trip planning and route information.

Catching the Bus

- You will be able to determine the bus you want by the large numbers and destination on the front top of the bus. Some buses have the same number followed by slightly different routes. For example, #6 University and #6 Woodlawn follow two different routes even though they are both #6, so be sure you know which one you want to take.
- Enter the bus via the front door; exit via the back door. Show the bus driver your valid bus pass (U-Pass) or deposit the correct EXACT change of \$2.50 (both coins and bills are fine) into the metal and glass container at the front of the bus.
- When you are almost ready to get off the bus at your stop, pull the cord along the windows. (When you get on the bus you can ask the driver to let you know when it's your stop. Or you can ask one of the other passengers – people are friendly here in Hawai'i!)
- When exiting the bus, push gently on the doors and they will open.

Driving in Hawai'i



Hawai'i Driver's License

An International Driver's License plus your international permit for driving from your country will allow you to drive in Hawai'i for one year after arrival. This may be a better choice for you to make if you are going to be in Hawai'i for less than one year.

If you are interested in obtaining a Hawai'i driver's license, you may refer to the Department of Motor Vehicles website at: <http://www1.honolulu.gov/csd/vehicle/dlicense.htm>.

Automobile Insurance

If you own any motor vehicle, it is mandatory by Hawai'i State law to carry a "no-fault" insurance policy. Failure to do so can result in a citation and a \$100-\$1,000 fine, up to 30 days in prison, a suspended license or registration, or even the impoundment of your vehicle. In order to obtain motor vehicle registration, you must present proof of your insurance. Contact any insurance agency for information on price, etc. Insurance policies differ widely in rates and benefits, so it is wise to obtain information from several companies before you buy a policy.

Students and scholars from abroad should be prepared for the possibility that their competence to drive in the United States may be questioned. Most insurance companies will require a valid US driver's license or an International license. Some companies will require an abstract of driving records, even in cases of newly arrived drivers. Further information on insurance is available from the Insurance Division of the State Department of Commerce and Consumer Affairs at 586-2790.

Parking

There is parking on campus for students who drive which is located in the parking structure on lower campus. The daily cost for parking is \$4 and is \$5 after 4:00pm. The parking structure fills up quickly so it would be best to park in the structure before 8:30am because only people with parking permits will be allowed to park after a certain amount of parking spots are filled. Other alternatives for parking are the Hawaiian Studies parking structure which is \$4 and \$5 after 4:00pm as well. This parking structure can fill up quickly too. There is also on-campus parking in green stalls which is \$2 per half-hour. Street parking is available around the university, but is limited. There are also churches and establishments around campus that may provide semester parking at a cost. If you have questions, call the UH Parking Services Office at 956-8899 or visit their website at: <http://www.hawaii.edu/parking>

Bicycles and Mopeds

Bicycles and mopeds, both new and used, are sold in bike shops throughout the city. Campus bulletin boards are good sources of information if you're looking for a bike to purchase. Additionally, bikes for sale are listed in the classified section of the newspapers as well as at <http://honolulu.craigslist.org/>. If you want to park a moped or motorcycle on campus, you must purchase a parking permit from the UH Parking and Transportation Services.

A word of caution: The theft of bicycles, mopeds, and motorcycles runs very high. There are bicycle racks provided near the dorms and throughout campus. It is essential that all two-wheeled vehicles be locked securely to something sturdy, even for a short period of time. Be aware that securing only the frame of a bicycle allows for wheels and other parts to be stolen.

Bicycles and mopeds must be registered with the City and County of Honolulu. The cost is \$15 (or \$5 when transferring ownership). If you do not register with the City and County, and you ride your bicycle or moped on city streets, you could be ticketed and fined by the Police Department.

You can find information online at: <http://www.co.honolulu.hi.us/dts/bikereg.htm>.

To register your bicycle, it's probably best to go to the Main Station at 1112 Kapahulu Avenue between 7:45am-4:00pm. The entrance is a left-hand turn from Kapahulu Avenue right under the H-1 freeway. You turn into what looks like a parking lot surrounded by a chain-link fence. At the other end of this lot is a tiny little house and that's where you register your bicycle. (Check the website above for other bicycle registration locations.)

Traffic Regulations

The following traffic regulations pertain to bicycles and mopeds:

- Obey all traffic signs, signals, and traffic regulations.
- Bicycles should travel on the extreme right side of the road, except when preparing for a left turn.
- Bicycle lanes must be used where provided (applies only to bicycles).
- Appropriate lights and reflectors are required for night riding.
- Bicycles may not be ridden on sidewalks within a business district or where prohibited by official signs.
- Whenever a bicycle is ridden on a walkway in any other area, the rider must yield the right-of-way to any pedestrian and must give a signal before passing which the pedestrian should be able to hear, though this does not always happen.
- Mopeds are prohibited on all sidewalks.
- Moped speeds should not exceed 35 miles per hour even if posted higher.
- A driver's or moped license is required for operation of a moped.

Health and Health Care in Hawai'i

Health care in the United States is something everyone must know about and be responsible for. On the whole, Hawai'i residents are blessed with good health, and boast an average life expectancy that is higher than on the continental US. This is largely due to programs in sanitation, communicable disease control, maternal and child health, and the general level of medical care. The information in this section of the handbook is intended to answer the most common student health-related questions. If your questions are not completely answered here, contact University Health Services Mānoa at 956-8965.

Health Insurance

International students are required to carry health insurance. Health care in the US is extremely expensive and most health care is provided by private organizations. UHM adopted a policy many years ago requiring nonimmigrant students to demonstrate they have adequate health insurance as a condition of enrollment each semester. This policy protects international students from high costs for both normal and preventive care, as well as catastrophic health events.

UHM offers a health insurance plan for which all students are eligible. At this time the sponsored plan provider is Hawaii Medical Services Association, Blue Cross Blue Shield of Hawai'i (HMSA). HMSA offers students a choice of two plans: Basic and Comprehensive. If you wish to purchase another insurance plan and not be enrolled in HMSA, you must submit the F-1 Health Provider Certification Form to ISS by the deadline.

For more information and details, including HMSA costs and a copy of the compliance form, visit the ISS website at <http://www.hawaii.edu/issmanoa>. Click on the link to "Health Insurance" on the left side of the page.

Patient Responsibilities

It is important for you to know that in the United States you are a consumer of health care. As a consumer, you will be expected to take more responsibility for your health care than might be the case in your own country. You will be expected to ask questions about medical procedures, medications, or prescriptions – including any side effects (such as nausea, headaches, rashes or other symptoms). You will also be expected to ask additional information

about recommendations for treatment costs, options, or physical exercise. For any recommended surgical procedures, you should get the opinion of another physician (a "second opinion") to confirm the need for the procedure. This is your responsibility and since it is assumed that you will do this, a physician may not suggest it.

Tuberculosis

Tuberculosis is a serious, long-term contagious disease that spreads from person to person through the air. It is a major public health concern here because of the number of immigrants coming from areas of the world where the incidence of tuberculosis is high. Hawai'i has one of the highest rates of active tuberculosis in the US. To help control and treat this disease, a preventive program has been designed to detect the early stages of tuberculosis. The requirements of this program are:

- Students enrolling at the University of Hawai'i must submit tuberculosis clearance evidence within 10 days of arrival on campus
- All students residing in university housing facilities must submit satisfactory evidence of freedom from active tuberculosis
- Students will be cleared from having tuberculosis by University Health Services Mānoa, in compliance with University of Hawai'i regulations

Acceptable evidence of freedom from active tuberculosis may be provided as follows:

- Chest x-ray taken within the past three months
- Results of a tuberculin skin test performed within the past three months. If the skin test is positive, a follow-up chest x-ray is required.

Should the tuberculosis branch of the State Health Department identify an active case of tuberculosis, a public health nurse will investigate and identify those individuals within the participant's living unit, food co-op, or elsewhere. They will be asked to submit skin tests or chest x-rays. Should this happen to you, for your own welfare as well as the welfare of others, please cooperate with the public health nurse in whatever testing or evaluation is deemed necessary to determine the extent of the problem.

Immunizations

All new students must provide documentation of immunization against mumps, measles, and rubella (MMR) before enrolling. Students who have not been immunized against these diseases should immediately contact University Health Services Mānoa. You may not enroll in classes without clearance from UHSM.

Sunburn and Skin Cancer

Hawai'i's strong sunshine and long sunny days are very attractive to tourists and residents alike. However, the strong sunshine brings the unhealthy effects of extended exposure to damaging ultraviolet rays. You are recommended to use sunscreen when you are at the beach or outdoors for extended periods of time, particularly between the hours of 10am and 3pm. These are the most intense hours of sunshine and ultraviolet radiation. Harmful effects from the sun can be avoided with the proper use of sunscreen products. A "SPF 30" or greater is highly recommended. Check with UHSM for more information.

Smoking

In the State of Hawai'i, smoking is prohibited in all enclosed or partially enclosed facilities owned by the state or that are open to the public, and within 20 feet of all doorways. This includes all university buildings, stadiums, restaurants and bars.

Common Health Problems in the United States

- Allergies or hay fever
- Mononucleosis
- Strep or severe sore throat
- Stomach flu
- Colds and fever
- Pink eye or conjunctivitis - if you or your dependent/child have pink eye, do not go to class, and do not send your child to school. This is a highly contagious condition that should not be spread through irresponsible actions.

Honolulu Hospitals

There are a number of hospitals near the university that have emergency services and regular clinics. Your insurance plan will be connected with one of these.

- **Kaiser Moanalua Clinic**
3288 Moanalua Road; Phone: 432-0000
- **Kaiser Honolulu Clinic**
1010 Pensacola Street; Phone: 432-2000
- **Kapi'olani Medical Center for Women and Children**
1319 Punahou Street, Phone: 983-6000
- **Kuakini Medical Center**
347 N. Kuakini Street, Phone: 547-9000
- **Queen's Medical Center**
1301 Punchbowl Street, Phone: 538-9011
- **Rehabilitation Hospital of the Pacific**
226 N. Kuakini Street, Phone: 531-3511
- **Hawai'i Medical Center**
2230 Liliha Street, Phone: 547-6011
- **Straub Clinic and Hospital**
888 S. King St., Phone: 522-4000

Dental Care

Like medical doctors, dentists are private and expensive. Therefore, many people purchase dental insurance in addition to medical insurance.

The Dental Hygiene Clinic on campus in Hemenway Hall offers basic dental services performed by students in the department of dental hygiene under the general supervision of licensed dentists and dental hygienists. Basic services include oral examination and charting, scaling and polishing of teeth, and patient education. Other options include dental radiographs, application of topical fluoride, pulp testing and plaque control instruction. Patients are required to complete a medical/dental history form and undergo clinical screening before an appointment is made.

Optical Care

You can get general optical care (such as replacement or repair of glasses) at most opticians, which are located in shopping centers or local shopping areas. For optical emergencies or surgery, consult UHSM for recommendations of ophthalmologists or other optical care professionals.

Immigration and Legal Matters

Report Your Address

It is essential that you promptly inform the International Student Services (ISS) of any changes in your local or permanent address (this is accomplished by updating your local address at MyUH) as all persons in F-1 or J-1 nonimmigrant status must maintain an accurate street address in the SEVIS database. You must also inform ISS of any changes (address, citizenship, visa status, number of credits for which you are registered, etc.) so the new information can be entered into university records.

Passport

You must have a valid passport during your stay in the United States. Consult with the International Exchange Coordinator and contact your country's Consulate or Embassy if you need to renew or replace your passport. There are approximately 30 Consulates General in Honolulu who may be able to assist you with passport renewals, concerns with visas, or matters other than your documents issued by the university. Consulates not represented in Hawai'i often have California offices that can be reached by phone or fax. If you need to contact either Honolulu or California consulate offices, please go online for more information or contact the International Exchange Coordinator.

Hawai'i State ID Card

You may not need a Hawaii State ID Card, but you may decide it will be useful to have one. The cost is \$15. (If you are not a US citizen, you will not need a Social Security Card unless you will be working on campus.) You will find information on how to apply for the Hawaii State ID Card at http://hawaii.gov/ag/hcjdc/main/hawaii_id_cards/. When you apply you must present your passport, I-94 card and DS-2019 or I-20. You can apply in person at the Kekuanao'a Building at 465 South King Street (at the corner of Punchbowl Street). The office is in Room 102.

There is also an online application form below which speeds up the process, but after you apply you will still have to go in person to pick up your card at the main office on King Street. If you apply online, there is an additional \$3 "convenience fee" that you will pay in addition to the \$15 cost of the ID card. https://stateid.hawaii.gov/stateid/start.xhtml?flowExecutionKey=c4888A99F-BD55-8F9F-421B-B31BCEFAD5CE_k3CE838E7-314A-9499-B674-9F8F800EFE51

Legal Matters

If you find yourself in a situation where you think you need legal advice, please contact the International Exchange Coordinator for assistance. It is important that you feel comfortable to come and discuss any situation.

Often, there are resources available to you of which you may not be aware. Everything discussed is kept strictly confidential so you do not need to be concerned about the privacy of any discussion.

Taxes

Sales and Hotel Taxes

Sales tax varies from state to state. In Hawai'i it is officially known as an "excise tax," but for most people it functions the same way as a sales tax. There is a 4.712% surcharge on most purchases, except gasoline (it's actually included in the price per gallon). This includes food in grocery stores, in restaurants and on campus. There are also other taxes charged on particular items. For example, if you stay in a hotel or hostel, there will be a hotel room tax included in

your bill. The benefits accrued from these taxes for you as a short-term visitor can best be seen in the orderliness of the city, the cleanliness of the beaches and streets, and police and fire protection.

Income Taxes

In general, taxes are levied on nearly all income, with the exclusion of “foreign source” income. If you work in a paid position while you are a student, you will have federal income tax withheld from your paycheck. The tax withheld is an estimate only. You are required to file a Federal Income Tax statement with the US Internal Revenue Service by April 15. You must also file a State of Hawai‘i tax return. If your withheld tax was less than what you owe, you will have to send the federal government additional money. If, however, the tax withheld was more than you owe, you will receive a refund in the form of a government check. State tax will also be withheld.

Keep a file of all bank receipts and transactions. Also keep a file of all medical and dental bills you pay, the cost of your health insurance, and receipts for all donations to charity that you make. Keep a good record of all scholarships you receive. You may need some or all of these records to calculate your taxes. Good record keeping can often lower your taxes. Under federal tax law, only the amounts of a scholarship used for tuition, fees, and books are tax-exempt.

You can pick up federal and state tax forms in the Government Documents section of Hamilton Library or from ISS. For more information, visit the link to “SOCIAL SECURITY AND TAXES” link at the ISS website at:

<http://www.hawaii.edu/issmanoa/pages/home/social-security-and-taxes.php>

The People of Hawai‘i

Originally peopled by seafaring Polynesians, Hawai‘i’s history has been an interesting and controversial one in which the islands were an independent kingdom, a republic, a US territory, and finally the 50th US state.

Life and culture in Hawai‘i differ from life on the US mainland in many ways. The people of Hawai‘i come from many different ethnic backgrounds, and many people here have mixed ethnic identities. The main groups you will find here are Japanese, Chinese, Caucasian, Korean, Filipino, Portuguese and Hawaiian. Many other ethnic groups are represented, including: Vietnamese, Laotian, Cambodian, Thai, Okinawan, Samoan, Tahitian, Palauan/Micronesian, Tongan, Native American, African American and Hispanic.

One of the delights in living here is the variety of cultural festivals which take place throughout the year and which are attended by people of all backgrounds. These festivals take place in different locations around Honolulu, especially at Kapi‘olani Park, Magic Island, Ala Moana Park, Lyon Arboretum, Chinatown, and other places.

The mixture of ethnic groups and value systems in Hawai‘i can be confusing at times to newcomers who wish to “fit in” and are trying to find a culture with which to identify. It is necessary to be sensitive to the differences in cultural values exhibited by the people of Hawai‘i, and if there is some type of behavior that puzzles you, the best policy is to ask. Hawai‘i is considered by many to be a model of how people from different ethnic backgrounds can live and work together in harmony.

Information for First-time Visitors to Hawai‘i

(Taken from the NAFSA Association of International Educators Region XII Conference Proceedings, November 11-13, 1998; Honolulu, HI; pg. 39)

The capital of Hawai‘i is Honolulu, meaning “safe harbor.” It is situated on the island of O‘ahu, “the gathering place.” The state has eight main islands, the largest called Hawai‘i, or the Big Island, and the smallest being Kaho‘olawe. The smallest inhabited island, Ni‘ihau, is privately owned and is a protected community of Native Hawaiians. The other main islands are Kaua‘i, O‘ahu, Moloka‘i, Lāna‘i and Maui.

Contemporary Hawaiians are in the midst of a cultural re-awakening, and are actively studying their history and possible direction for the future. Both English and Hawaiian are official languages of Hawai‘i today, although for much of the last century, the Hawaiian language was suppressed.

We encourage you to learn about the host culture during your stay in Hawai‘i.

25 Hawaiian Values:

Aloha (Loving, gentle, generous nature)

Ha‘aha‘a (Humility)

Lokomaika‘i (Generosity)

Ho‘okipa (Hospitality)

Ho‘omana (Spirituality)

Wiwo (Obedience)

Laulima (Cooperativeness)

Ma‘ema‘e (Cleanliness)

‘Olu‘olu (Graciousness, pleasantness, manners)

Pa‘ahana (Industry, diligence)

Ho‘omanawanui (Patience)

Le‘ale‘a (Playfulness)

Ho‘okuku (Competitiveness)

Ho‘ohiki (Keeping promises)

Huikala (Forgiveness)

Na‘auoa (Intelligence)

Kuha‘o (Self-reliance)

Kela (Excellence)

Koa (Courage)

Kōkua (Helpfulness)

Lōkahi (Harmony, balance, unity)

Hanohano (Dignity)

Alaka‘i (Leadership)

Ku I Ka Nu‘u (Achievement)

Kūpono (Honesty)

Hawaiian Language

(Partly taken from <http://www.alternative-hawaii.com/hacul/language.htm>)

Hawaiian is a Polynesian language spoken throughout the inhabited Hawaiian Islands. In the nineteenth century it became a written language and was the language of the Hawaiian government and people. With the subjugation of Hawai‘i under the rule of the United States in 1898, Hawaiian was supplanted and English became the official language.

Hawaiian was a dying language. Fortunately, today it is experiencing a rebirth through courses of study and the Hawaiian people's general interest in their roots. In 1978, Hawaiian was re-established as an official language of the State of Hawai‘i and, in 1990, the federal government of the United States adopted a policy to recognize the right of Hawai‘i to preserve, use, and support its indigenous language.

Since 1970, ‘Ōlelo Hawai‘i, the Hawaiian language, has undergone a tremendous revival, including the rise of language immersion schools. The cultural revitalization that Hawaiians are now experiencing and transmitting to their children is a reclamation of their own past.

The Hawaiian language was an oral tradition. The Hawaiian alphabet (pī‘āpā), was written by 19th century missionaries. Today’s Hawaiian alphabet contains 13 letters. There are five vowels—a, e, i, o, u—and eight consonants—h, k, l, m, n, p, w, ‘ (‘okina).

Pronounce vowels as follows:

- a - *a* in above; e – *e* in bet; i - *ee* in see; o – *o* in sole; u - *oo* in moon.
- The kahakō (macron) over a vowel lengthens the sound. Pronounce stressed a as *a* in far and stressed e as *ay* in pay. e.g., Mānoa is pronounced *Mah-noa*.
- The ‘okina (glottal stop) between vowels sounds like the space between the *oh*'s in the English *oh-oh!*
- The consonant *w* is usually pronounced like the English *v* after *i* and *e*; is usually pronounced like the English *w* after *u* and *o*; is like the English *w* or *v* initially or after *a*.

Patterns of Cultural Adjustment

By coming to the University of Hawai‘i at Mānoa, your life has changed in a variety of ways. You may be experiencing changes in the areas of:

- **Location**
You are probably in a new time zone, perhaps a different climate, and you may be noticing different levels of pollution. Food and water may taste or smell strange to you.
- **Living arrangements**
If you are in the dorms, you are in a communal situation with shared living areas, which may be unfamiliar to you. You are probably separated from both immediate and extended family members with whom you may have lived in the past.
- **Status**
If you are a graduate student, you may have gained or lost status by re-entering a university at this point in your life. For many people who have been employed for a while, the loss of professional status can be difficult. If, on the other hand, you have gained status by coming to the University of Hawai‘i, you may enjoy that added prestige.
- **Support Systems**
Unless you are lucky enough to have family and friends here already, you will need to make new friends and find new ways to develop positive emotional support. This may come through physical exercise, religious practices, outside interests, and new relationships. The time of transition in developing these areas can be lonely and depressing for some.

Although some of these changes are often discussed as part of culture shock, culture is only part of the overall process of adjusting to and coping with a very different lifestyle. Whether you move across national boundaries or make career and professional changes, you will experience some ups and downs in making a successful integration into the new environment. This is also true when you re-enter a previous environment. Thus, when you go back to a former job or return back home, you will need to make adjustments all over again. Sometimes, the adjustments that can be the most difficult are the ones you least expect. This process of coping and adjusting continues throughout your sojourn into new environments. It is never complete. You simply become more competent at dealing with the environment and understanding how it works.

Culture Shock

“Culture shock” is the term used to describe the anxiety that is commonly experienced by virtually everyone who attempts to go about his or her daily affairs in the absence of familiar patterns of communication and social interaction. This most frequently happens when a person visits another culture for an extended period of time.

Symptoms of Culture Shock

International visitors experience culture shock to varying degrees. Some people experience many symptoms, while others hardly notice it at all. If you have never experienced culture shock before, you may not recognize some of the common symptoms:

- *You may feel isolated and frustrated.* You may become nervous and excessively tired. You may sleep a lot even after you should have recovered from jet lag.
- *You may be very homesick.* It is normal to miss your home country, your family and friends, but if you spend a great deal of time focusing on the things back home you may be having serious difficulty adjusting to your new environment.
- *You may feel hostile toward the US and blame things here as the cause of your discomfort.* Minor irritations may make you inordinately angry at daily occurrences. Shopping, driving, and casual encounters are the most common targets of this kind of hostility.
- *You may become very dependent on others from your country here at the university or in Honolulu.* Of course, these friendships are important and extremely supportive. However, if you make friends exclusively with people from your country, you will deny yourself of meeting and interacting with people from the United States mainland, Hawai'i, and other countries.
- *You may also have deep doubts about the wisdom of your being here in the United States.* There may be academic anxieties, and you may ask questions, such as: “Will I do well in an educational setting different from the one I am used to?” “Will I be able to live up to the expectations of my family and friends?”
- *You may be reluctant to speak English or to associate with native speakers of English.* It is normal to have periods of shyness in new situations, especially if you are not comfortable with the language. As you settle into your new environment, you should take advantage of the opportunities to meet others and become more conversant in English.

How to Cope with Culture Shock

It's very important to know and to remember that culture shock is a common occurrence for persons moving to another culture. It does not last forever, and there are things you can do to help yourself get through it. When you come to the realization that you are a visitor spending a short portion of your life in the US, that you are not an American and do not have to act like one, you will be coming to the end of your culture shock.

Some of the most common remedies are discussed below.

- *Acknowledge your frustrations.* Take some time out and explore your feelings. If you are homesick or lonely, call or write letters to those you miss. Don't try to pretend nothing is wrong.
- *Make some physical changes.* Perhaps a change in your diet or exercise program will help you feel more at home. Try to reestablish some of your old comfort patterns that can be applied to your new life here.
- *Talk to someone.* Other newcomers are probably going through similar adjustments. They may have some good strategies that will work for you. Senior colleagues and acquaintances can also help you since they have been in the same situation in the past.

- *Be patient.* It takes time to understand a new environment. Don't expect to be totally competent at everything right away. If you find that you get angry with yourself and others, take a step back and think about the situation for a minute.
- *Maintain your perspective.* Remember that you are not alone in your feelings and experiences. Thousands of others have been in the same situation and you can rely on at least some of them for support.
- *Evaluate your expectations.* Your reactions to the United States may be products both of the way things are and the way you expected them to be. If you feel confused or disappointed about something, ask yourself: "What did I expect?" "Why?" "Was my expectation reasonable?" If you determine that your expectations were not completely reasonable, you can do much to reduce the amount of dissatisfaction and unhappiness that you feel.
- *Keep an open mind.* People you encounter may do or say things that people in your country would not do or say. Try to understand that people are acting according to their own sets of values, and that these values are born of a culture different from yours. Avoid evaluating others' behaviors by those of your country.
- *Do not withdraw.* Withdrawing to immerse yourself in your studies is not a good solution. You must continue to face people and situations during your sojourn in Hawai'i.
- *Seek help.* If you continue to have personal adjustment problems, talk to one of the staff in the International Student Services office, the International Exchange Coordinator, or to someone at the Counseling and Student Development Center in the QLC.
- *Make the most of your time here.* Most importantly, remember that your time here can be very enriching and rewarding if you take full advantage of the opportunities you have. In spite of challenges that will come your way, it is almost certain that in retrospect you will look back on this time as a period of major change and learning. Make the most of it! International visitors adjust to their new situation with various degrees of ease or difficulty.

American Cultural Patterns

American Culture

The United States is a multicultural society composed of people from every nation on earth. Typical American values include self-reliance, independence, individualism, and the perception that a person can have control over nature. In general, Americans think they can influence and create their own future, and for the most part, believe that with determination and initiative one can achieve whatever he or she sets out to do, thus fulfilling that individual's human potential. Americans philosophically believe that all persons are created equal, though they sometimes fail to live that ideal to the fullest. They strive, through laws, to promote equal opportunity for all and to confront their own prejudices and racism.

Pace of Life and Time Orientation

Visitors from many outside countries are amazed and often somewhat distressed at the rapid pace of American life and the accompanying emphasis on punctuality and efficiency. Americans place considerable value on punctuality, and most people make a great effort to arrive on time. They tend to organize their activities by means of schedules. As a result, they may seem hurried, always running from one thing to the next, unable to relax and enjoy themselves. Since Americans are so time conscious, the pace of life may at first seem very rushed. Not all Americans are punctual, but almost everyone is very conscious of time.

While time-consciousness and punctuality are also considered important here in Hawai'i, you will find a more relaxed attitude depending on the particular situation. For example, you should be on time for your classes, a job interview, or a dental appointment. But meeting friends or going to parties are more relaxed situations and people tend to be more casual about being on time. If you have questions or concerns about when to be punctual and when to be more relaxed, check with friends to see what to do.

Egalitarianism

Although there are many differences in social, economic, and educational levels in the United States, there is a theme of equality that runs through social relationships.

In general, Americans do not accept a fixed position in society and believe they can achieve and succeed in whatever they decide to do. As a result, they tend not to recognize social differences in dealing with other people. One indication of this is that many Americans refuse to defer to those with affluence and power or who are of a greater age or higher social status. Visitors from other cultures who hold high positions in their countries sometimes feel that Americans do not treat them with proper respect. On the other hand, Americans find it very confusing when visiting other countries to be treated with higher or lower status because of the way people in that culture perceive them.

There is generally an attempt to equalize the relationship between two people and to avoid calling attention to rank and authority as a way of exercising power over someone.

Individualism and freedom

Americans generally believe that the ideal person is an autonomous, self-reliant individual. Most Americans see themselves as separate individuals more than representatives of a nation, family, community, or other group. They dislike being dependent on other people or having others be dependent on them. Some people from other countries view this attitude as 'selfishness' while others view it as a healthy freedom from the constraints of ties to family, clan or social class.

Some visitors are deeply impressed by the individual freedom, particularly in the political arena, that an American enjoys. Others are appalled, however, by what they sometimes call "too much freedom" in terms of excessive individualism (lax gun control laws, etc).

Informality and Morality

Because many visitors come from societies that stress neat, formal, and (by American standards) conservative clothing styles, they are sometimes shocked by what they view as Americans' casual, informal, and perhaps sloppy way of dressing. In Hawai'i, you will see a very informal style of dress among college students and some faculty. This casualness of dress coupled with Americans' sense of individualism and freedom can be equated with immorality by some internationals from more structured and conservative cultures.

You will see behaviors among students and other Americans that are considered inappropriate, even immoral, in some other cultures. These behaviors include men and women holding hands and kissing in public, sharing living space/apartments or dorm rooms, or wearing clothing perceived as provocative. These behaviors are connected to the values of individualism, freedom of choice, and being open about one's emotions. Not all Americans have the same standards of behavior.

Coming from cultures where the teacher is near the top of the social hierarchy, many visitors and international students are stunned by the slouching, "disrespectful" demeanor of American students and the easy, often flippant interchange between the teacher and students in the United States. This is connected with the freedom of expression that exists in American schools and the egalitarian nature of the society.

A Final Word...

(From http://www.internationalstudent.com/study_usa/way-of-life/american-culture.shtml)

As you may know, one of the hallmarks of U.S. culture is independence. Here is some advice about living in America written by non-U.S. students just like you!

In order to make friends, you must take the initiative to meet people. Because of the American value of independence, Americans will not always be looking out for you, or making sure that you are getting acquainted with other people. They assume you are taking care of yourself unless you tell them differently. If you don't ask for help, Americans will assume you don't need anything. So remember—ask for help when you need it!

Another point of advice: In some cultures, it's polite to refuse two or three times if someone offers something to you. But in the US, it is polite to answer "Yes, please" if you would like what is being offered. Many interesting situations have come up when a non-US student who was hungry or thirsty refused the offer of food or drink, thinking this was polite behavior. But when no second or third offer was made, there was no chance to say yes.

Contrary to the stereotype of independence and individuality, most Americans are conformists and gain their identity by belonging to groups. You may notice that many students join groups in order to both get acquainted with others and in order to satisfy a need to belong. You may be surprised at how many students look alike on your campus, with similar hairstyles and clothing.

Americans are sometimes difficult to figure out, so keep an open mind and get to know them as individuals.

Finally, enjoy your time here. You will find that Hawai'i has a lot to offer and is a special place filled with vibrant culture.

A hui hou! (See you later!)