HAWAI‘INUÎĀKEA
SCHOOL OF HAWAIIAN KNOWLEDGE
Lā Hemo Kula
Friday: 18 DECEMBER 2015
4:45 pm: Ka Launa Mai (Pūpū, Mele)
5:30 pm: Hō‘ike Puka ‘Ana Mai
Hālau O Haumea
(Arrive by 3:00 pm to kōkua with set-up)

Email RSVP & No. of Guests by
Wednesday: 1 OCTOBER 2015
kukakuka@hawaii.edu

UNIVERSITY OF HAWAI‘I AT MĀNOA
University Wide Commencement
Saturday: 19 DECEMBER 2015
9:00 am – 12 Noon
Stan Sheriff Arena
(Arrive by 8:00 am)

Commencement registration Information:
www.manoa.hawaii.edu/commencement

Order your green cap, gown & white tassel:

Graduation Meeting & Filing the Graduation Application
Hulō! Congratulations! As you near the completion of your studies, you will schedule a Graduation Meeting early in your final semester, to inform your Academic Advisor about your progress, and to bring your work together to a close. If all is in order (i.e., degree and major requirements are fulfilled) your Advisor will have you complete all forms to apply for graduation and guide you through the process to reserve a place for your commencement and order your graduation regalia (accessible on-line). Though your participation in the UH Commencement and Lā Hemo Kula is voluntary, it is encouraged!

Academic Calendar & Graduation Application Deadline (Friday: 11 SEPTEMBER 2015)
Students planning to graduate should familiarize themselves with the dates relating to application for graduation and other pertinent deadlines (see the Academic Calendar in the current catalog or on-line). It is necessary to apply for graduation by the specified deadline (Friday: 11 SEPTEMBER 2015) in order to graduate in a particular term, whether or not the student plans to attend the commencement and/or Lā Hemo Kula ceremonies. Applications received after the graduation application deadline will not be accepted.


UH Graduation Fees
UH Mānoa assesses all graduates an application fee to your MyUH account when applying for graduation. The fee includes the degree verification and awarding of the official UH Mānoa diploma in
English (required) and/or the diploma in Hawaiian (optional). For more information, please access: http://www.uhm.hawaii.edu/records/graduation.html

**English & Hawaiian Language Diplomas**

UH Mānoa will provide each graduate with a diploma signifying your degree completion in English (required). However, as a Hawai‘inuiākea graduate, should you wish to also order a Hawaiian Language diploma, **you must declare this option at this time. You cannot order a Hawaiian Language diploma after you graduate.** Besides the charge assessed for your English diploma, there is an additional fee charged for the Hawaiian Language diploma. All charges will be billed to your MyUH account.

If you are a double or concurrent major with one degree type (e.g., BA HAW & BA HWST or BA HAW & BA English), your English diploma (required) will list both BA degrees on a single diploma. Similarly, if you order a Hawaiian language diploma (optional), your ‘Ōlelo Hawai‘i degree will list both BA degrees on a single diploma.

If you are a concurrent major with a BA in one major (e.g., BA HAW or BA HWST), and a BS in another major (e.g., BS Biology), there will be additional charges assessed for ordering two different types of degree diplomas (BA & BS) in English and Hawaiian. Please contact the office of Admissions & Records for more information.

You must wait 10 weeks after graduation for your diploma (English and Hawaiian) to be picked-up in person. Instead, it is recommended that your diploma be mailed to you after your final degree verification is confirmed. Indicate your complete mailing address when you apply for graduation.

**UH Commencement Regalia (Green Gown & Cap, White Tassel)**

Baccalaureate (BA) graduates who decide to participate in the UH Mānoa Commencement ceremonies must purchase and wear the prescribed regalia for commencement. Currently the price for the regalia is set by the UH Bookstore for the set of green cap and gown & white tassel. Order your green cap and gown & white tassel online by accessing: http://www.bookstore.hawaii.edu/manoa/SiteText.aspx?id=14895

**HSHK Student Marshals**

Two student marshals from Hawai‘inuiākea are selected to represent our graduates and faculty at the UH Mānoa commencement. Student marshals must attend all required meetings. Please consult with your Advisor if you are interested in serving in this honorable position that celebrates your leadership, service and scholarship as our proud graduate. Student Marshals are gifted with a commemorative Hawai‘inuiākea lei for their contributions.

**UH Commencement Tickets & Printed Program**

No tickets are necessary to attend the UH Commencement at the Stan Sheriff Center. Seating is on a first come first served basis for all guests. Graduates should arrive by 8:00 AM on the Saturday of graduation wearing commencement regalia. Printed commencement programs are placed on each graduate’s seat. After commencement, meet your friends and family under your first alphabet of your surname on the adjacent fields, to receive congratulations and your leis and aloha.

**Lā Hemo Kula Ceremonies & Guest Reservations**

On the eve before the UH Mānoa commencement, your ‘ohana, friends and guests will be invited to attend the Hawai‘inuiākea graduation ceremonies known as Lā Hemo Kula. Because of limited seating
at the event, please be sure to email your Advisor with the number of guests by **1 October 2015**. *If you do not respond by the due date, we will assume that you have no guests and/or are not attending the event.*

**Haʻiʻōlelo**
All graduates should be prepared to share a short, personal haʻiʻōlelo at the Lā Hemo Kula ceremonies. The Kawaihuelani graduate is asked to ʻōlelo Hawaiʻi. Depending on the total number of candidates, the alternative plan is to have one graduate from Kawaihuelani and another from Kamakakūokalani as the presenter for their classmates with a haʻiʻōlelo during the Lā Hemo Kula ceremonies, given on behalf of their fellow graduates. If you are interested in delivering the haʻiʻōlelo on behalf of your classmates, please inform your Advisor at the graduation meeting.

**On-line Moʻolelo**
All graduates are asked to complete a short biography about your time at Hawaiʻinuiākea, which will be used to design our printed program for our guests. The information will be entered on-line and you will be emailed the link. Please enter your biography information by **1 November 2015** in order to be part of the printed commemorative program.

Access:
https://docs.google.com/a/hawaii.edu/forms/d/1xzYtEgRffkgvF1t3n_KKmWqj51KT5tZzAejSge8crX4/viewform

**Hawaiian Protocol**
It is a UH Mānoa tradition that all Hawaiʻinuiākea graduates (and other Native Hawaiian graduates and faculty) are honored with the opportunity to open the UH Mānoa commencement ceremonies with a chant and protocol at each commencement event, in fellowship with the Hawaiʻinuiākea faculty and staff. Your participation is voluntary, but you are encouraged to participate as our newest HSHK graduate.

Similarly, the chant and protocol are offered as part of separate celebratory ceremonies hosted by Hawaiʻinuiākea as a gift of Aloha to family and guests who gather the evening before the UH Mānoa commencement for our Lā Hemo Kula celebration.

**Kīhei & Lei**
An announcement via email will be sent to all graduates participating in the Lā Hemo Kula (and if they choose to do so, UHM Commencement) regarding the oli, protocol and Hawaiʻinuiākea kīhei and lei worn as Hawaiian regalia at these ceremonies. Participants will be making their own lei. Please watch your emails for announcements.

**Kumu Keawe & Kumu Lilikalā**
Watch your emails also from either/both Kumu Keawe Lopes or/and Kumu Lilikalā Kameʻelehiwa for announcements regarding rehearsals, traditional Hawaiian regalia, lei and oli for the Hawaiian protocol. Email our kumu with your ideas to compose your own mele or oli, or learn a group mele or oli at: rlopes@hawaii.edu or lilikalal@hawaii.edu

**Final Grades Posted**
Your final grades earned during your graduation semester will not be posted and evaluated towards your degree and major until **10 weeks after graduation**. Please check your STAR at that time to verify
your final grades (including those transferred from community colleges) have been applied to your
degree completion and verify your graduation from the university. It is the student’s responsibility to
have all qualifying non-UHM course work (e.g., community college) transferred to UHM each semester.

**UHM Transcripts**

You must wait 10 weeks after graduation for your diploma (English and Hawaiian) to be picked-up in
person. Instead, it is recommended that your diploma be mailed to you after your final degree verification is confirmed. Indicate your complete mailing address when you apply for graduation. When you receive your diploma, this will signify that you may order official transcripts of your degree from the
UHM Records Office on line at:

If you need your official UHM transcript documented with your degree before the end of the 10-week waiting period, please work with your Academic Advisor to make a special request from the UHM Records Office.

**HSHK Graduate Exit Survey**

Soon after your graduation, we ask that all of our graduates access the on-line Hawai‘inuiākea Grade Exit Survey. Your thoughtful responses will help us all improve our programs and services for our current students. The survey, which takes only a few minutes to complete, is accessible on-line and is anonymous. You will be emailed the link to access the survey.

**Advisor Contact Information**

It is the student’s responsibility to schedule a graduation meeting with your Academic Advisor before the graduation application deadline, **Friday: 11 SEPTEMBER 2015. Applications received after the graduation application deadline will not be accepted.**

**Dr. Kamuela KaʻAhanui**  
Academic Advisor  
(BA HAW Students)  
Kawaihuelani Center for Hawaiian Language  
Spalding Hall 253 A  
Office: 808.956.7637  
Fax: 808.956.4599  
Email: kukakuka@hawaii.edu

**Ululani Oliva**  
Graduate Programs Assistant  
(MA Students, HAW & HWST)  
Hawai‘inuiākea School for Hawaiian Knowledge  
Kamakakūokalani 211  
Office: 808.956.0638  
Email: carlyo@hawaii.edu

**Lehua Nishimura**  
Academic Advisor  
(BA HWST Students)  
Kamakakūokalani Center for Hawaiian Studies  
211 E  
Office: 808.956.0642  
Email: lehua.nishimura@hawaii.edu