



2014 STUDENT HANDBOOK



COLLEGE OPPORTUNITIES PROGRAM

UNIVERSITY OF HAWAI'I AT MĀNOA



Summer Program Dates

July 6, Sunday	Residence hall check-in & briefing
July 7, Monday	Orientation activities all day
July 8, Tuesday	Classes begin full schedule
August 6, Wednesday	Residence Hall Lotto & Sign-up \$25 Housing Application Fee Due
August 11, Monday, 8 am	COP 2014 registration
August 12, Tuesday, 4 pm	Advance Housing Deposit Due (\$400)
August 13, Wednesday	Last day of classes and exams
August 14, Thursday	Last day of summer program Point Evaluation & Advising Note: All students must complete this evaluation to become eligible for fall enrollment.
	Awards Presentation Campus Center Ballroom, 6:30 p.m.
August 15, Friday	Residence Hall check out by noon Interim housing to be arranged in advance with a set charge per night to the student.

Fall 2014 Semester

August 19, Tuesday	Freshmen Residence halls open Meal program begins with lunch
August 25, Monday	Classes begin - Fall 2014 semester
August 26, Tuesday	Residence Hall Check In Deadline
August 28, Thursday	COP 2014 General Meeting
September 1, Monday	Holiday: Labor Day
September 2, Tuesday	Last day to drop classes & switch sections
September 3, Wednesday	Tuition Payment Deadline Housing & Meal Plan Payment Deadline Last day to sign up for 3 month payment plan Last day to add classes
October 24, Friday	Last day for in-person restricted withdrawal
November 4, Tuesday	Holiday: Election Day
November 11, Tuesday	Holiday: Veterans' Day
November 27, Thursday	Holiday: Thanksgiving Day
November 28, Friday	Holiday: Instructional Holiday
December 11, Thursday	Last day of instruction
December 15 -19	Final exam week

College Opportunities Program Student Handbook Summer 2014

This *Handbook* contains the most current information available at the time of publication, and is subject to change without notice. The provisions of this *Handbook* do not constitute a contract between any student and the College Opportunities Program, the University of Hawai'i at Mānoa or the University of Hawai'i System.

This publication is available in alternate format upon request for persons with print disabilities.

Front cover logo design and following description by David "Keos" Keola, COP '83. *"The flame (torch) of enlightenment and the book of knowledge comes from the university's logo. This symbolizes education, the obtaining of knowledge, and the endless possibilities and opportunities that one can achieve with knowledge. The Kalo plant as a whole symbolizes life. For Hawaiians, this plant is the staple of life and has become a symbol for the family or 'Ohana. The round part of the root – 'the core' symbolizes the program. The smaller roots represent the diversity of students in the program. In summary, the logo represents the bringing together of individuals, from all walks of life, to a program (family) that offers them an avenue to find opportunities to better their lives through education."*

Welcome from the COP Staff

Congratulations on your selection to the 2014 COP Summer Program here at the University of Hawai'i at Mānoa! An exciting summer awaits you and we look forward to sharing with you our campus, team of dedicated instructors, and the summer program. More importantly, we are excited about getting to know each and every one of you.

As you begin this brief segment of a very important journey, remember that you are here to take advantage of a chance to participate in, and eventually reap the benefits and rewards of a university education. It is our firm belief that each individual has the potential to succeed and we know that motivated students like yourselves - when presented with new learning opportunities and support services - can succeed in their first year at Mānoa and eventually earn a baccalaureate degree. Therefore, it is up to you to seize this chance and make it your opportunity to shine!!!

This summer you will be introduced to college life from both an academic and social perspective. Your performance, attitude and behavior in the classroom and residence hall will determine your success. As we see it, college success depends upon:

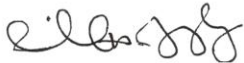
- 1. applying what you are learning and practicing it,*
- 2. your willingness to study and put off social events,*
- 3. your realization that every day (seven days a week) is a resource for your use, and*
- 4. your willingness to change the way you do things to get your work done with quality.*

We expect that each of you will succeed and qualify for admission to the University of Hawai'i at Mānoa this coming Fall 2014. Toward that end, we hope that you are ready and eager to commit your 100% over the next six weeks.

Your first step toward success in the summer program is to read this handbook, which has been prepared especially for your use and benefit. It contains valuable information that you should know and become familiar with. If you are unclear about any part of it, feel free to ask a COP staff person for clarification. Keep this handbook with you as you will be referring to it and making entries in it throughout the summer. It will become your road map to success in COP.

Welcome again and we wish you all the best this summer! We hope that these next six weeks will be the most productive, successful, memorable and enjoyable experience you will encounter.

Aloha,



Mike Maglaya



Gina Maesaka



Tasha Jugas



Kira Lee



Tammy Kobashigawa

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COP History & Purpose

The College Opportunities Program (COP) began in 1970 at the University of Hawai'i at Mānoa (UHM) as part of a national Model Cities Project funded by the federal government. The project's goals were to reach out into the Model Neighborhood areas of Kalihi-Pālana and Wai'anae-Nānākuli. In 1973 the Hawai'i State Legislature authorized general funds for COP to recruit, screen, select, and prepare 75 Hawai'i residents statewide for a "Summer and First Year Residential College Experience" on the University of Hawai'i at Mānoa campus. This marked the beginning of a state-supported program in higher education for the nontraditional/disadvantaged student. COP expanded in 1990 selecting 125 Hawai'i residents who were denied regular UHM admission, disadvantaged, ethnically underrepresented on campus, nontraditional or in need of a structured residential college-entry experience.

COP is based on the belief that given a chance, individuals who are motivated and provided with new learning opportunities and support services can succeed in their first year at the University and eventually earn a baccalaureate degree.

Most of our 61 selectees this year are female, Hawaiian or Filipino and recent public high school graduates. COP 2014 will mark the 42nd year of state funding for equality programs on the Mānoa campus. COP's six-week summer residential experience is the key entry component and the first half of our two-part program at UH Mānoa.

Principles of Community

The College Opportunities Program has adopted the following statement which guides our actions within the UH Mānoa Community:

UHM is a multicultural community of people from diverse racial, ethnic, economic, religious and political beliefs, physical abilities and sexual orientations. Our program, classes, workshops, activities and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

We want to make our expectation clear regarding the behavior of each member of our community. As adults, we are responsible for our behavior and are held accountable for our behavior.

No one has the right to denigrate another human being on the basis of race, sex, religion, sexual orientation or other differences. We will not tolerate verbal or written abuse, threats, intimidation or violence against person or property. In this context, we do not accept alcohol or substance abuse as an excuse or reason for such abuse or violence. Ignorance or "it was just a joke" is also unacceptable behavior. Abusive or violent behavior will be subject to the University's disciplinary process under the Student Conduct Code.

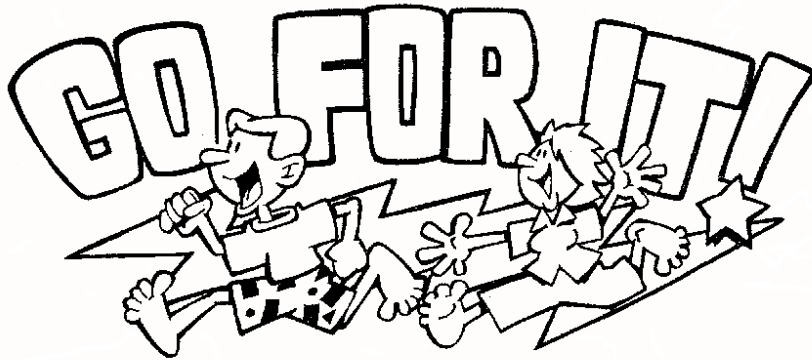
We collectively are in the UHM community by choice, and as members of this community, we need to be committed to these principles which are an integral part of the University's focus and mission.¹

¹Adapted by permission from the Division of Student Affairs at the University of Southern California.

Summer Program Goals

1. **COP will prepare selected students for a successful year at UH Mānoa by:**
 - A. Conducting a six-week residential/instructional Summer Program for selected students on a statewide basis.
 - B. Conducting structured UH Mānoa orientation sessions throughout the summer for all participating students.
 - C. Providing staff attention and support services during the summer and first academic year, including but not limited to the following: academic advising, personal and/or financial aid counseling.
2. **COP will assist selected students with their academic orientation by:**

Offering courses in College Writing, Life Skills, College Success, and History 152.
3. **COP will provide residential experiences in a university community for selected students by:**
 - A. Providing residence hall room and board for each selected student for the Summer Program.
 - B. Providing scheduled residence hall program and activities to enhance out-of-classroom experience during the six-week Summer Program.
4. **COP will enable selected students to develop a sense of community by:**
 - A. Providing structured group activities in the classroom and residence hall.
 - B. Introducing students to campus resource offices and services.



Student Goals

- 1. Students will fully participate in the COP summer program by:**
 - A. Completing all stated requirements in their orientation sessions;
 - B. Participating in support services offered by the staff when deemed necessary by students or staff;
 - C. Participating in daily COP activities as scheduled.
 - D. Participating in and completing the COP evaluation requirements at the end of the Summer Program, as stated in the Student Handbook; and
 - E. Participating in the Motivational Point System via weekly point cards, as explained in the Student Handbook.
- 2. Students will develop the necessary academic skills in order to fully participate as freshmen at the university by:**
 - A. Attending **ALL** of the scheduled class meetings;
 - B. Completing **ALL** tasks in College Writing, Life Skills, and College Success;
 - C. Achieving a "C" or better grade in History 152
- 3. Students will have residence hall experiences in a university community by:**
 - A. Living in the residence hall during the six-week Summer Program and having:
 1. experienced living in a co-educational setting on the UHM campus;
 2. begun to develop positive behaviors needed in a cooperative residence hall environment (i.e., consideration for others, observation of quiet hours).
 - B. Following stated residence hall rules and attending floor meetings and having:
 1. met and interacted with a specific residence hall staff;
 2. developed an understanding of residence hall services and functions.
 - C. Being exposed to and interacting with fellow residents and learning to interact positively with those from different cultural and educational backgrounds.
 - D. Gaining further knowledge of the University and its residential community through participation in scheduled residence hall activities during the Summer Program.
- 4. Students seeking educational funds will fully participate in the UH Mānoa financial aid program by:**
 - A. Completing a Free Application for Federal Student Aid (FAFSA) and requesting College Scholarship Service (CSS) to send the results to UH Mānoa Financial Aid Services.
 - B. Returning a Student Aid Report (SAR) to COP; and
 - C. Providing documentation as requested by the UH Mānoa's Financial Aid Services to complete student's financial aid package.
 - D. Informing parents or guardians of their financial aid status with UHM Financial Aid Services and arranging for other sources of funds if not eligible for UHM financial aid.
- 5. Students will be active participants in the University Community by:**

Completing six weeks in the instructional component and the residential-campus life experience.

COP Substance-Free Residence Hall Policy

It is COP's belief that every person selected into the program is capable of successfully passing the summer component and entering the University of Hawai'i in the fall semester as a freshman. The summer program experience includes not just academic outcomes but those that promote being a part of the University community. Residential hall living is a major component of this experience whereby pre-freshmen on a conditional student status learn to live with other residents and make decisions about independent living.

In order to provide an environment conducive to academic pursuits, students who are living in the residence halls are expected to comply with "Student Housing Services' Rules and Regulations" as described in the *Residence Hall Handbook*.

COP has included the following addition to the rules and regulations governing residence hall living:

ZERO TOLERANCE POLICY

With regard to alcohol and illegal substances, COP's Summer Program policy is one of **zero tolerance**. Involvement with alcohol or illegal substances is seen as a detriment to the successful completion of the summer program.

COP policy forbids the possession, consumption or storage of alcoholic beverages or illegal substances in the residence hall by all students and their guests regardless of age.

This policy applies to all students found in any residence hall room where alcohol or illegal substances are in possession, being consumed or stored. **Each student is responsible for knowing, informing their guests, and complying with this rule.**

A violation of this policy will result in a conference between the student, who allegedly violates this policy, Student Housing Judicial Affairs officer, and COP staff prior to any disciplinary action. Should the student choose not to attend this meeting, disciplinary action will be decided without the student's input. Students found to be in violation of this policy may be dismissed on the first offense.

COP Motivational Point System

The COP Motivational Point System is designed to help each student to learn and practice academic and interpersonal skills necessary to be successful at UH Mānoa. Emphasis will be on two specific behaviors:

1. **On-time attendance** (“getting there”) and
2. **Completion of tasks in class or activities** (“getting things done”).

To successfully complete the Summer Program, a student needs to earn a minimum of 1,000 points.

A student who earns 1,000 points:

1. passes the summer program and
2. qualifies as a COP freshman during the fall semester.

A student who *does not* earn 1,000 points:

1. *does not* pass the Summer Program;
2. *does not* qualify as a COP freshman at UHM; and
3. *will not* enter UHM in the fall semester.

Note: This includes any regularly admitted student in COP.

Evaluation

An evaluation of each student’s accumulated points will be conducted at the end of the summer program. Each student will be individually apprised of his or her total points and eligibility to enter UHM in the fall. All students must complete this evaluation to be eligible for fall enrollment.



Summer Attendance Policy

Each student is responsible for their own attendance, participation, and completion of assignments. **NO EXCUSED ABSENCE** will be considered! Appointments or personal obligations need to be arranged after COP classes or on weekends. The Director may establish special contracts with any student who experiences hospitalization, serious illness or personal emergencies.

How To Earn Points

Points may be earned in the following four areas:

1. Orientation Week Check List 75 points

Points will be given for completing residence hall check-in and first week activities. Signatures are required on your first week Point Card.

2. Residential Living 100 points

One-hundred (100) points may be earned by demonstrating positive behaviors, such as attending group activities, floor meetings, showing consideration for others in the residence hall, observing quiet and study hours, following residence hall visitation rules, keeping your shared bathroom clean and cooperating with residence hall staff. **All COP students are required to physically be in the hall from Sunday night through Thursday night.** You are expected to read, understand and follow the stated rules and regulations as written in the *Student Housing Services, Residence Hall Handbook*. **Your COP residential peer mentor will be assigning your Residential Living points each week.**

3. History 152 final letter grade converts to COP points 400 points

History 152 is a three-credit, letter-graded University course which will carry over as official UH Mānoa credit. A course syllabus will clearly state how you will be graded and the points to be earned for that grade. You will also have a History Lab and a percentage of points from the lab will count toward your final grade.

Your final letter grade in History 152 will earn you the following COP Points:

History 152 Final Grade	Number of COP Points
A+, A	400
A-	370
B+	330
B	300
B-	270
C+	230

History 152 Final Grade	Number of COP Points
C	200
C-	170
D+	130
D	100
D-	70
F	0

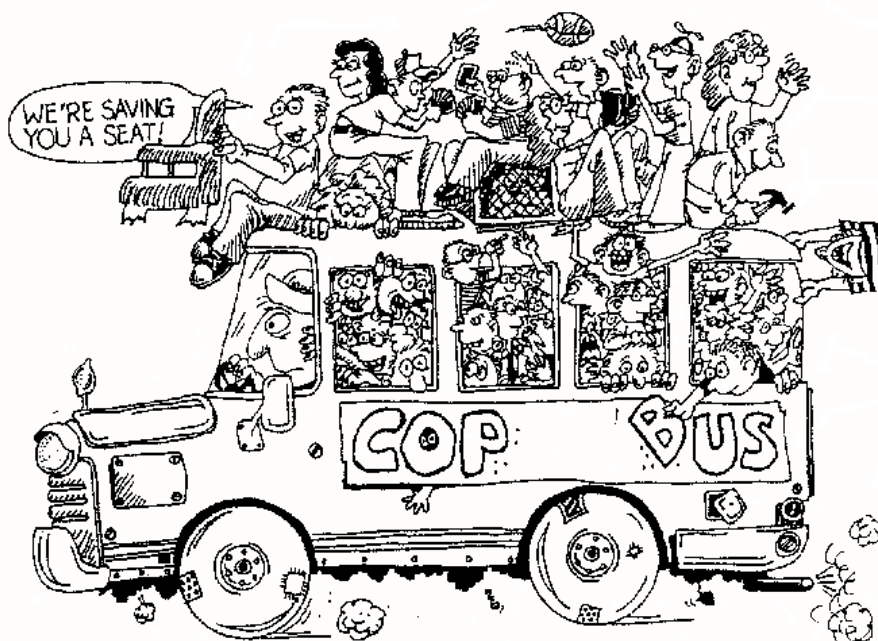
4. COP Classes 850 points

College Writing	400 points
College Success Lecture and Lab	350 points
Life Skills	100 points

All students will be provided with a course syllabus (outline) which will state exactly how points may be earned in College Writing, College Success, and Life Skills. In each COP class points will be given for your on-time attendance, participation, and completing assignments on time. Signatures are required on your weekly point card!

Summary of All Points

1. Orientation Week	75
2. Cooperative Residential Living	100
3. Your Final Letter Grade in History Converted to COP Points	400
4. College Writing	400
5. College Success Lecture and Lab	350
College Success Lecture: 230	
College Success Lab: 120	
6. Life Skills	100
<hr/>	
TOTAL POINTS	1,425



COP Point Card Information & Collection Schedule

Point Card Information

- ★ Record your weekly points on the *My COP Point Totals* section in your Student Handbook.
- ★ You are responsible for your own *COP Point Card*! You need to get your own signatures and personally turn in your point card as scheduled.
- ★ Cooperative Residential Living Points are assigned by your COP Residential Peer Mentor on your assigned floor. Your peer mentor will be checking your attendance at the residential hall activities and conducting physical inspections of your shared bathroom in awarding these points.
- ★ Only point cards issued by the COP office will be accepted! No Substitutes! If you lose it, come to the COP Office as soon as possible to obtain another card.
- ★ Your point totals will be posted weekly at the COP office.
- ★ Turn in your point card and pick up a new point card for the following week each Friday at the COP office. See schedule below.
- ★ If you do not turn in your *Weekly Point Card* as scheduled, you will have a one week grace period (except for Week 6 point card).

Point Card Collection Schedule						
Group No.	Week 1 Friday July 11	Week 2 Friday July 18	Week 3 Friday July 25	Week 4 Friday August 1	Week 5 Friday August 8	Week 6 Tuesday August 12
A	2:40	3:10	3:00	2:50	2:40	All groups Drop off your point card at the Residential Hall Activity
B	2:50	2:40	3:10	3:00	2:50	
C	3:00	2:50	2:40	3:10	3:00	
D	3:10	3:00	2:50	2:40	3:10	

Summer Program Evaluation Sessions

Each student is required to attend an individual evaluation session at the end of the COP Summer Program. At your individual evaluation session you will be informed of the following:

1. If you passed the summer program and qualify for fall enrollment;
2. Your Summer Program total points;
3. Point totals for each course;
4. History final exam score; and
5. History course grade.

Evaluation Session Thursday, August 14, 2014	
GROUP	TIME
Group A	9:00 AM
Group B	10:00 AM
Group C	11:00 AM
Group D	12:00 PM

Residence Hall Lotto & Sign-Up

What: Selecting Your Fall Residence Hall & Roommate

When: Wednesday, August 6, 2014

Where: College Success Lecture

CHECKLIST OF THINGS TO DO BEFORE AUGUST 6th!

1. _____ Think about whom you would want as a roommate during the fall semester. If you could choose your roommate, think about what characteristics or traits you would want in a roommate? Talk to the person you would want as a roommate to see if they feel the same way.
2. _____ Determine which residence hall would meet your needs and rank order your choices. Make sure that you and your roommate agree on your choices.
The number of bed spaces in each residence hall to choose from will be provided prior to the lotto. Choices will be from the freshmen tower – Hale Aloha 'Ilima, Mokihana, Lehua and Lokelani.
3. _____ Discuss your housing & meal plan options with your parents or guardian.
4. _____ Complete the 2014-2015 Residence Hall Application/Contract & pay the \$25 application fee.
 - **Go online to:** manoa.hawaii.edu/housing
 - **Click on Prospective Residents**
 - **Click on AY 2014-2015 Application for Freshmen**
 - **You will need to provide your UH ID number**
 - **Complete the online housing application.**
 - You may use VISA, MasterCard, or JCB card to pay the \$25 application fee. If paying by cash, go to the Student Housing Service office at Frear Hall. Identify yourself to the Cashier as a 2014 COP student. Do not leave without your receipt.

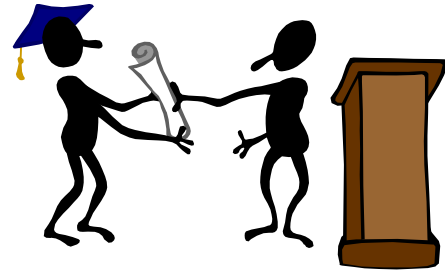
Be prepared to pay for the advanced housing deposit of \$400 by Tuesday, August 12, 2014, 4:00 p.m.

If you do not pay the \$400, you will lose your housing space.

5. _____ Bring the following with you to the Residence Hall Lotto:
 - Your \$25 residence hall application receipt.
 - A clear indication of your choice of residence hall and roommate!
 - If you would like to room with a friend who is not part of COP, then you will need to choose the same residential hall that your friend has been assigned. We will need your friend's name and UH ID number so we may request the roommate/residential hall assignment. We will submit your request, but do not guarantee your roommate request.

Awards Presentation

Date: Thursday, August 14, 2014
Place: Campus Center Ballroom
Time: 6:00 - 8:00 p.m.



Schedule



- | | |
|-----------|--|
| 6:00 p.m. | Doors open, Student greeters, Music |
| 6:30 p.m. | Opening & Welcome by student emcee |
| 6:45 p.m. | Presentation of Program Completion Awards by COP staff |
| 7:15 p.m. | Awards Presentation by summer instructors |
| 7:30 p.m. | Student Performance |
| 8:00 p.m. | Closing |

Student List & Groups

	Last Name	First Name	History Lab College Success Lab	College Writing
1	Abdon	Jayde Hunter	C	5
2	Akau	Tyler	D	5
3	Balmoja	Kelsey	D	6
4	Burroughs	Joshua	A	1
5	Castellano	Keali'i	B	2
6	Cayaban	Leah	B	2
7	Cho	Dylan	C	5
8	Dela Cruz	Jessie	C	4
9	Delos Reyes	Jhoana Mae	D	4
10	DeMello	Khyra	A	2
11	Diama	Noa	B	1
12	Domingo	Darion	B	2
13	Fujihara	Lihau	C	4
14	Gabriel	Angela	A	3
15	Galdones	Bryce	C	6
16	Guzik	Aja	B	3
17	Hue Sing	Rusty	D	5
18	Hui	Maximus	C	6
19	Ifenuk	Kishalei	D	6
20	Ines	Kelly Ann	A	1
21	Kahana-Reid	Hua'ikawa'aikalani	A	1
22	Kanehiwa	Christine	C	6
23	Keane	Rachael	B	2
24	Keanini-White	Konaaimaheakauanoeanuhe	B	2
25	Kiko	Jonalyn	C	6
26	La'a	Renise	D	4
27	Lapitan	Brandon	C	6
28	Lasconia	Raquel	C	6
29	Lau	Anne	B	3
30	Lincoln IV	James	C	5
31	Llaneza	Gillen	A	3

Student List & Groups

	Last Name	First Name	History Lab College Success Lab	College Writing
32	Loeak	Faith	C	4
33	Long	Chloe	B	3
34	Loualhati	Lauren	A	1
35	Maeda	Ka'ena	C	5
36	Mariano	Nielsen	D	5
37	Maroney	Natasha	A	2
38	Matias	Kealanalai	D	4
39	McKenzie	Mereseleisa	C	4
40	Miyahara	Owen	D	4
41	Monico	Branson	B	3
42	Nabalta	Kennedy	D	4
43	Nagao	Austinn	D	6
44	Nakano	Dyllan	A	3
45	Neo	Kenneth	A	1
46	Ngo	Dung	A	2
47	Nguyen	Phuong	C	4
48	Oshiro	Rand	A	3
49	Pate	Ka'iana	B	2
50	Peiler	Troy	B	1
51	Ribillia-Ramones	Briana	A	1
52	Sison	Cody	A	2
53	Souza	Weston	A	3
54	Sun	Donny	D	5
55	Vaea	Tania	A	1
56	Vaea	Elizabeth	B	3
57	Werkmeister	Noela	B	1
58	Yamaguchi	Sierra	B	1
59	Yamauchi	Sena	D	6
60	Yawata	Nicole	D	5
61	Yoho	Maluhia	D	5

Schedule of Classes

GROUP	COURSE TITLE	DAY	TIME	BLDG/RM	INSTRUCTOR
ALL	College Success Lecture	W	9:00 - 11:30	ARCH 205	COP Staff
ALL	College Success Lecture	F	1:00 - 2:30	GRG 227	COP Staff
A	College Success Lab	T	1:00 - 2:30	KUY 308	Gina Maesaka
B	College Success Lab	T	1:00 - 2:30	KUY 309	Tasha Jugas
C	College Success Lab	T	2:50 - 4:20	KUY 308	Gina Maesaka
D	College Success Lab	T	2:50 - 4:20	KUY 309	Tasha Jugas

1	College Writing	MTR	2:50 - 4:20	KAMA 101B	Michael Puleloa
2	College Writing	MTR	2:50 - 4:20	KAMA 201	Kimo Armitage
3	College Writing	MTR	2:50 - 4:20	KAMA 202	Tiare Picard
4	College Writing	MTR	1:00 - 2:30	KAMA 101B	Michael Puleloa
5	College Writing	MTR	1:00 - 2:30	KAMA 201	Kimo Armitage
6	College Writing	MTR	1:00 - 2:30	KAMA 202	Tiare Picard

ALL	History 152 Lecture	MTRF	9:00 - 11:30	ARCH 205 GRG 227 on 7/18	Kelli Nakamura
A	History 152 Lab	R	1:00 - 2:30	KUY 308	Alex Holowicki
B	History 152 Lab	R	1:00 - 2:30	KUY 309	Matt Cavert
C	History 152 Lab	R	2:50 – 4:20	KUY 308	Alex Holowicki
D	History 152 Lab	R	2:50 - 4:20	KUY 309	Matt Cavert

ALL	Life Skills	W	1:00 - 4:15	ARCH 205	COP Staff
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Note: R = Thursday's

Where Are My Classes?

Download the Rainbow Shuttle Tracker App on your iPhone or Android.
Visit www.UHMSshuttle.com to view real-time location and arrival times.

Architecture Building

History Lecture
College Success Lecture (W)
Life Skills (W)



Kamakakūokalani Center for Hawaiian Studies

College Writing



George Hall

College Success Lecture (F)



Kuykendall Hall

College Success Lab
History Lab



Queen Lili'uokalani Center for Student Services

COP Office Room 308



Financial Aid Services #112
Cashiers – 1st floor
Student Employment #312

Campus Center

Info Window → UHM Student ID
Bookstore * CC Dining * Starbuck
Jamba Juice * Subway * ATM's



Other Important Buildings

Hemenway Hall

American Savings Bank
Ba-le
Barbershop



University Health Services

General medical services
Located on East-West Road
next to Kennedy theater



Hamilton Library

CLIC Computer Lab



Sinclair Library

CLIC Computer Lab
Student Success Center



Week 1 Special Schedule

ORIENTATION DAY Monday, July 7, 2014

7:00 - 8:30 am BREAKFAST

**BRING YOUR STUDENT HANDBOOK, COP BINDER,
POINT CARD, PEN & PAPER!
WEAR YOUR NAME TAG!**

9:00 am ORIENTATION BEGINS
George Hall 227
Welcome
Tips for a Successful Summer
Introduction to Instructors & Classes
Group Activity
COP Student Handbook Quiz

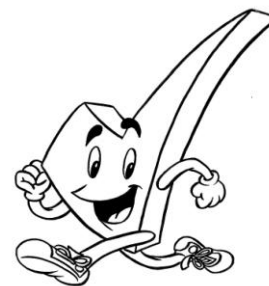
11:30 am LUNCH

1:30 pm REGROUP FOR AFTERNOON SESSION
Guest Speakers
Words of Advice from COP Alumni
Group Projects
Q & A
Campus Tour → Wear comfortable clothes & walking shoes!
QLC 308: Pick up textbooks & iClicker
QLC 412: Schedule appointment with your counselor.

4:00 pm END OF YOUR FIRST FULL DAY!

4:30 - 6:30 pm DINNER

Orientation Week Checklist



POINTS

ACTIVITY

5 points

Residence Hall Check In & Briefing

5 points

On-time attendance & participation at Monday morning and afternoon orientation session.

Using your UHM map, find George Hall. Make sure that you know where the building is located so you are on-time to the first day orientation.

5 points

Summer Roommate Agreement & The Naked Roommate Contract

Post the completed and signed *Summer Roommate Agreement* and the *Naked Roommate Contract* on the inside of your residential hall door.

5 points

Suitemates Bathroom Agreement

Post the completed and signed *Suitemates Bathroom Agreement* in the shared bathroom.

The Summer Roommate Agreement/Naked Roommate Contract and your Suitemates Bathroom Agreement must be completed and posted by Thursday, July 10, 2014. Your assigned COP Residential Peer Mentor (RPM's) will sign your point card and award you these points.

Your assigned COP Residential Peer Mentor:

Floors 3 & 4	Joey Gaspar	Room 415
Floors 5 & 6	Lesley Badua	Room 515
Floors 7 & 8	Anna Oliveros	Room 715

Resident Advisor	Ken Kanemitsu	Room 901 / Tower A
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20 points

COP Student Handbook Quiz

Read your COP Student Handbook pages 1-20.

Pay special attention to page 4 on COP Substance-Free Residence Hall Policy; pages 5-8 on the motivational point system, point card collection, and summer program evaluation session.

Orientation Week Checklist



<u>POINTS</u>	<u>ACTIVITY</u>
5 points	Laptop Set Up Your wi-fi bypass setup must be completed by the first College Success Lecture on Wednesday, July 9 th . See page 27 – <i>Wireless Authentication Passthrough</i> for instructions.
10 points	Email your assigned counselor using your UH email account by Thursday, July 10, 2014. <ol style="list-style-type: none">1. Log into your MyUH Portal: http://myuhportal.hawaii.edu or UH web based email site: https://gmail.hawaii.edu2. Enter your assigned counselor's email address Gina: gina.maesaka@hawaii.edu Group A & C Tasha: tasha.jugas@hawaii.edu Group B & C3. Subject: <u>Your full name</u>4. Message: <u>Write a short paragraph on how you are doing this first week.</u>
10 points	Counselor Meeting Make an appointment & meet with your COP counselor. Make an appointment with your assigned counselor at the end of your campus tour on Monday. <u>Your meeting must be completed during the first two weeks of the summer program to receive your points.</u> Your counselor is your College Success Lab instructor.
10 points	Director Meeting Make an appointment & meet with the COP Director. Make an appointment with Mike at the end of your campus tour on Monday. <u>Your meeting must be completed during the first two weeks of the summer program to receive your points.</u>

Week 5 & 6 Special Schedule

THURSDAY	AUGUST 7	
9:00 a.m.	All Groups	History 152
1:00 p.m.	Group A & B Group 4, 5, 6	Last History Lab - Evaluations Last College Writing Class – Evaluations
2:50 p.m.	Group C & D Group 1, 2, 3	Last History Lab – Evaluations Last College Writing Class - Evaluations

MONDAY	AUGUST 11	
8:00 a.m.	All Groups	Fall 2014 Registration
9:00 - 11:30 am	All Groups	History Final Exam Return textbooks to COP Office.
1:00 - 2:30 pm	Group A & B	Scheduled meetings with Counselor
2:50 - 4:20 pm	Group C & D	Scheduled meetings with Counselor

TUESDAY	AUGUST 12	
9:00 - 11:30 am	All Groups	History Lecture Last Class - Evaluations Scheduled meeting with Counselor
1:00 - 2:30 pm	Group A & B Group C & D	College Success Lab <u>last class</u> - Evaluations Free Period
2:50 - 4:20 pm	Group A & B Group C & D	Free Period College Success Lab <u>last class</u> – Evaluations
	All Groups	Last Residential Hall Activity Turn in your last point card

WEDNESDAY	AUGUST 13	
9:00 – 4:15 pm	All Groups	College Success Lecture & Life Skills Class

THURSDAY	AUGUST 14	LAST DAY OF SUMMER PROGRAM
9:00 am – 1:00 pm	Evaluation Sessions	See page 8 for your group's scheduled time.
6:30 pm	Awards Presentation	

FRIDAY	AUGUST 15	RESIDENTIAL HALL CHECK OUT
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Complete Student Housing Services check out procedures by 12 noon.
Remember to sign up for a check out time with your residence hall

MY SUMMER SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 - 8:30	Breakfast				
9:00 - 11:30	History Lecture ARCH 205	History Lecture ARCH 205	College Success Lecture ARCH 205	History Lecture ARCH 205	History Lecture ARCH 205
11:30	Lunch				
1:00 - 2:30			Life Skills ARCH 205		College Success Lecture GRG 227
2:50 - 4:20					
4:30 - 6:30	Dinner				

My COP Point Totals

	POINT CARD 1	POINT CARD 2	POINT CARD 3	POINT CARD 4	POINT CARD 5	POINT CARD 6	Subtotal
	July 6 - 11	July 14 - 18	July 21 - 25	July 28 – August 1	August 4–8	August 11–14	
Orientation Week							
College Success Lecture							
College Success Lab							
Life Skills							
College Writing							
Residential Living							
Weekly Total							A
History Grade → COP Points							B
TOTAL POINTS							A+B

2014 - 2015 Estimated Cost of Attendance

	Fall 2014	Spring 2015	Academic Year
Tuition & Fees <ul style="list-style-type: none"> ♦ Tuition is based on enrollment in 12 credits or more per semester (full-time status) and Hawai'i residency. ♦ Credit cards and echecks can be used to make payment. You may also enroll in the UH Installment Payment Plan. 	\$ 4,920 390 \$ 5,310	\$ 4,920 390 \$ 5,310	\$9,840 780 \$ 10,620
Housing <ul style="list-style-type: none"> ♦ Housing rates do not include a \$100 security deposit that will be refunded, less damages upon completion of contract period. ♦ Rates are based on double occupancy in on-campus residence hall ♦ You may enroll in the UH Installment Payment Plan. 	\$2,835	\$2,836	\$ 5,671
Meal Plan <ul style="list-style-type: none"> ♦ Figures are based on Choice 14: 14 meals served in a week + 175 retail points. ♦ Payment plans can be made through enrollment in the UH Installment Payment Plan. 	\$ 2,057	\$ 2,057*	\$ 4,114
Books & Supplies <ul style="list-style-type: none"> ♦ Varies each semester depending on course load and type. 	\$ 635	\$ 635	\$ 1,270
Personal Expenses <ul style="list-style-type: none"> ♦ Medical insurance, if not covered. ♦ Includes related class expenses, emergency fund, entertainment, etc. 	\$ 829	\$ 829	\$ 1,658
Total	\$11,666	\$11,667	\$23,333

FALL AND SPRING SEMESTERS: Although the program requires all students to live on campus, COP does not pay for any fall or spring semester expenses. Without financial aid, COP students and their parents are responsible for all educational and related costs.

*Spring meal plan cost not available at time of printing.

Campus Meal Plans

Participation in one of the meal programs is mandatory for all students living in residence halls. Meals are provided by *University Dining Services managed by Sodexo*.

2014 – 2015 Meal Plans*

		Fall	Spring
Prime	19 Meal Swipes Per Week + \$100 retail points	\$ 2,374	\$ 2,411
Choice	14 Meal Swipes Per Week + \$175 retail points	2,057	2,089
Select	10 Meal Swipes Per Week + \$225 retail points	1,794	1,815
Basic	7 Meal Swipes Per Week + \$250 retail points	1,524	1,546

The meal plans follow the all-you-care-to-eat service of our resident dining location, Hale Aloha Café, plus have the flexibility to use at many locations on campus with a retail value. The meal plans have a specified number of meals each week which reset every Saturday night at midnight. Unused meals will expire when the plan resets. Meal plan points expire at the end of the academic year.

When using meal swipes at our retail dining locations, like Campus Center Dining (food court) or Ba-Le, each meal swipe has a value of \$5.50 (effective Fall 2014). Refunds and credits cannot be given for purchases under \$5.50. However, students can use a combination of meal swipes and cash to pay for their purchases. For example, if a student buys lunch at the Campus Center and the cost is \$6.50, they may use one meal swipe and \$1 in cash. Multiple meals can be used to purchase a meal at our retail dining locations. One meal can be used each meal period at Hale Aloha Cafe and Gateway Cafe for either eat in or take out. Also, you may only use a meal swipe for yourself, if you want to purchase a meal for a friend you will be able to use points or Dining Dollars at door price.

Example: A person who purchases plan B can use up to 14 meals at any meal period throughout the week at our resident dining locations. They can also choose to use their meals at one of our retail locations. Meals used at our retail dining locations will have a value of \$5.50. Anything above \$5.50 can be paid for with the points that come with a meal plan or with cash. On Saturday after dinner, any meals not used will expire. Sunday will begin with a new set of meals.

Campus Center Dining Venues

Campus Center Dining	Taco Bell Express	Pizza Hut Express
Jamba Juice	Starbucks Coffee	Bale Restaurant

You may check your meal plan balance using your Mānoa One Card eAccount (UH Mānoa ID Card). Register your Mānoa One Card at the following website:
<http://www.manoa.hawaii.edu/onecard/eaccounts.html>

Meal Plan Payment

Meal plan will be charged to the student's UH account. **Payment deadline is September 3, 2014.** Payments can also be made through the UH Installment Payment Plan. (See page 24 for detailed information)

Meal Plan Changes

Residents will be defaulted to Select 10 meal plan when assigned. There will be an opportunity to switch to another plan in the first two weeks of the semester.

*2014-2015 meal plan costs are not final and are subject to change with prior notice.

Housing Information & Payment

During the summer program all students will be involved in a residence hall assignment process called the Residence Hall Lotto. A *UHM Residence Hall Application/Contract* and \$25 application fee must be submitted (online application) to Student Housing Services prior to the Residence Hall Lotto. You will be informed about available residence hall space and have a choice regarding your roommate.

Freshmen Residence Hall Choices: **Hale Aloha - 'Ilima**
 Hale Aloha - Lehua
 Hale Aloha - Mokihana
 Hale Aloha - Lokelani

Hale Aloha is the largest residential complex. Each of Hale Aloha's towers accommodates 266 residents each. All towers are coed. Each fully carpeted floor accommodates 26-28 residents in double rooms. All residence halls are smoke-free living environments.

RENTAL RATE

Fall 2014	Spring 2015	Academic Year
\$2,835	\$2,836	\$5,671
Rates are based on double occupancy, academic year contract. Housing rates do not include a \$100 security deposit that will be refunded, less damages upon completion of contract period.		

Housing Payment: **Advanced Housing Deposit**

Be prepared to make an advanced deposit of \$400 by Tuesday, August 12, 2014 (4:00 p.m.) to secure academic year housing assignment.
(\$300 advanced deposit + \$100 security deposit = \$400)

Housing Payment Deadline: September 3, 2014.

Detailed payment information will be made available upon assignment. Financial aid recipients will have their housing payment deducted from their MyUH account. You may also sign up for the UH Installment Payment Plan.

General information is listed below:

Checks must be made payable to the University of Hawai'i. MasterCard, VISA, Diners and JCB credit cards are accepted. Payments by credit card may be made in person (the card must have your name and signature on it); by fax (using housing-issued form which will be included with your statement), or by accessing the student's university account on MyUH. Payments can be delivered or mailed to:

Student Housing Services

2569 Dole Street, Frear Hall
Honolulu, HI 96822-2381
Tel: (808) 956-8177
FAX: (808) 956-5995
Web: www.manoa.hawaii.edu/housing

Student Housing Cashier Hours

Monday through Friday
7:45 am – 4:30 pm, closed on holidays

UH Installment Payment Plan

COST

- \$30 non-refundable fee per student per semester to participate in the payment plan.

PLANS AVAILABLE - FALL 2014				
Plan Name	Enrollment Dates	Required Down Payment	No. of Payments	Monthly Payment Due
3 Month Plan	July 1 – September 3, 2014; 4:00 pm HST	33.33%	2	September 26 October 24
2 Month Plan	September 4 – September 26; 4:00 pm HST	50%	1	October 24

UNIVERSITY POLICIES

- Students must be registered for the current semester to sign up for the payment plan.
- Only students with a minimum unpaid balance of \$300.00 will be allowed to enroll in the payment plan.
- Once a student has enrolled in the payment plan, student is expected to pay all financial charges incurred and the student will not be dis-enrolled from classes.
- eCheck or eSavings payments to the University of Hawaii and returned from the maker's bank for any reason (e.g. insufficient funds, closed bank account, incorrect bank information) will result in a \$25.00 returned payment charge. DO NOT issue a STOP PAYMENT. A stop payment is a returned payment, it is not acknowledged as an official drop from courses or withdrawal from the University. **Students should drop all classes before August 25, 2014 to avoid incurring financial charges.**
- Students who fail to make full payment for any reason (e.g. insufficient funds, closed credit card, closed bank account) by the end of all scheduled payments will: 1) be dis-enrolled from the payment plan; 2) have a financial hold placed on their student account, and 3) be notified that full payment must be received within 15 days or sanctions will be imposed. If full payment is not received, the student's account may be referred to a collection agency and other sanctions as defined in University of Hawaii Administrative Rules, Chapter 20-10. <http://www.hawaii.edu/offices/bor/adminrules/chapter10.pdf> will be imposed.
- All financial aid and scholarships received by the University shall be applied in full to a student's account balance at the time of receipt and the student's remaining payments in the plan will be reduced.
- This payment plan is not available to students whose account has been referred to the collection agency for unpaid balances from prior semesters.

Computer Labs



Computer labs on campus are available to students who have a valid UHM photo ID card. Printing at Hamilton CLIC, Sinclair CLIC, and PC Labs requires a library copy/print card (\$1). Printing is 11 cents per page. Printing at the COP Office is free!

	LOCATION	PHONE	HOURS	COMPUTERS
Campus Center Computer Lab & Lounge	Campus Center 3 rd Floor Room 316	956-8343	9:00 am – 5:00 pm (M-F) Printing is 7 cents per page. Free is using own paper (15 pages per day maximum) Color printing 85 cents per page Cash only	8 PC 4 Mac
COP Office	QLCSS 308	956-6186	8:00 am - 4:30 pm (M-F) Printing is free!	8 Dell PC
Hamilton CLIC Computer Lab	Hamilton Library 1st Floor	956-0742	8:30 am - 5:30 pm (M-F) Closed (Sat) 12:30 pm - 5:30 pm (Sun) Printing is 11 cents per page & requires library card	76 Dell PC
Kōkua A Puni	QLCSS 104 & KAMA 211	945-1143 973-0989	9:00 am – 4:00 pm (M-F) Free printing & A Place to Study	PC & MAC
Office of Multicultural Student Services	QLCSS 309	956-7348	8:00 am - 4:00 pm (M-F) Bring your own paper	4 PC 2 Mac
Sinclair CLIC Wong Computer Lab	Sinclair Library 1 st Floor	956-8072	8:30 am - 5:30 pm (M-F) Closed (Sat) 12:30 pm - 5:30 pm (Sun) Printing is 11 cents per page & requires Library's Copy/Print Card	38 PC 2 iMAC Scanning Available

UH Mānoa Wireless Network

Wireless Authentication Passthrough

For the convenience of mobile device users who want to utilize the UH Wireless Network, as well as frequent wireless users, you can now setup a passthrough for the wireless network. Doing this will allow the device to bypass the normal wireless login process and immediately access the wireless network.

To setup a passthrough, go to <http://www.hawaii.edu/wireless/pt>. To complete the passthrough setup process, you will need:

- Your UH Username & password
- The MAC Address of your device
To locate your device's MAC address go to <http://www.hawaii.edu/askus/1035>
- A description of your device

Wireless Map

To find out which buildings have wireless coverage on the UH Mānoa campus, please visit the campus map at <http://www.hawaii.edu/wireless/map>. For information connecting to UHM wireless network go to the following website: <http://www.hawaii.edu/wireless>

You may contact the **ITS HELP DESK** for assistance in setting up your wireless connection.

Phone: (808) 956-8883

Toll Free (neighbor isles): (800) 558-2669

System Status: (808) 956-6168

Email: help@hawaii.edu

Phone & Email Support: Mon - Fri 8:00 am - 4:30 pm

Walk-In Support: Mon – Fri 8:00 am – 4:30 pm Information Technology Center

ResNet – Student Housing Services

ResNet stands for Residential Network. ResNet provides wired Internet access for UHM Student Housing residents. Additionally it provides wireless internet access for Frear Hall and common areas in other halls.

ResNet provides each resident with one high-speed network (ethernet) connection. ResNet support offers services to residents with problems connecting to the Internet. This includes spyware/adware removal, virus removal, and Installation of McAfee Antivirus software provided by UH ITS (Information Technology Services).

ResNet Support at 808-956-6800

Hale Aloha Mokuhan's entrance

Monday to Friday 9:00 am to 5:00 pm.

Website: www.manoa.hawaii.edu/housing

Student Housing Services administers the **UHMSH** wireless networks in the following student housing areas: Frear Hall; Hale Aloha Roof (all four towers) & Gateway Cafeteria

The University of Hawaii ITS (Information Technology Services) administers the **UHM** wireless networks in these student housing areas: Gateway House; Hale Aloha Cafeteria; Hale Laulima Courtyard/Lounge; Hale Noelani Lounge; & Hale Wainani Lounge

Sinclair & Hamilton Libraries

You may use the campus libraries throughout the summer program by presenting your UHM ID card. View the UHM library website at <http://library.manoa.hawaii.edu> for more library information, databases and assistance. Also, check out Hawai'i Voyager, an online system that offers web-based access to UH libraries statewide, patron account information, links to full-text electronic publications and more.



Sinclair Library

Tel: 956-8308 ext. 53
Web: www.sinclair.hawaii.edu

Hours: 8:00 am - 6:00 pm (M-F); Closed Saturday
12:00 pm - 6:00 pm (Sun)

Facilities:

- Wireless network
- Open 24 hours/ 5 days a week
- Individual work areas
- Music collections & listening
- Classrooms & Consultation areas
- Food & Beverage permitted
- Lanai lounge areas
- Video & digital media collection & viewing
- Computer labs & public use computers
- Pervasive natural light & air environment
- Group Study Rooms
- Course Reserves

Student Success Center

Website: <http://gohere.manoa.hawaii.edu> Phone: 956-8308
Email: gohere@hawaii.edu

The Student Success Center provides students with the information and skills to be academically successful in their courses. It is a place for students to work with faculty, librarians, mentors, and tutors to meet individually defined learning needs. It will also assist students in finding the help they need to succeed in their academic work.

What's Available:

- Subject Tutors
- Study Groups
- Study Skills Consultation
- Research Paper Writing Consults
- Computer Use Advice
- Podcasts for Learning
- University Services Referral
- Finding and Evaluating Information Sources Sessions
- Course Coaching
- Writing Assistance
- Test Taking Help

Wong Audiovisual Center (located in Sinclair Library)

The Audiovisual Center is located on the 3rd floor and contains collections of videotapes and DVDs (including feature films), phonodiscs, compact discs, and audio cassettes to rent for free with your UH Mānoa student ID. The Audiovisual center closes 15 minutes prior to library closing time.

Hamilton Library

Tel: 956-7204
Web: <http://library.manoa.hawaii.edu>

Hours: 8:00 am - 6:00 pm (M-F); Closed Sat
12:00 pm - 6:00 pm (Sun)

Campus Center

You can purchase your school supplies, textbooks, eat lunch, buy a bus pass, get a haircut, use a cash machine, and even play pool or video games at Campus Center and Hemenway Hall.

Service	Location	Hours	Telephone
UH Hairstyling & Barber Shop	Hemenway Hall first level	8:00 am - 5:00 pm, M-F	949-0295
University Bookstore www.bookstore.hawaii.edu	Campus Center First & second level	8:00 am - 4:30 pm, M-F 9:00 am - 12:30 am, Sat	956-8252
Information Office Ticket Office FAX Service	Campus Center 212	8:30 am - 4:30 pm, M-F	956-7235 FAX: 956-3917
Student Lounge	Campus Center 316	8:00 am - 4:30 pm, M-F	956-8343

PLACES TO EAT ON-CAMPUS

Hale Aloha Cafe

Mon - Fri	Breakfast	7:00 am - 8:30 am
Mon - Fri	Lunch	11:30 am - 1:00 pm
Mon - Fri	Dinner	4:30 pm - 6:30 pm
Sat/Sun	Brunch	10:00 am - 1:00 pm
Sat/Sun	Dinner	4:30 pm - 6:30 pm

Campus Center

Campus Center Food Court	Mon - Fri	10:00 am - 2:00 pm
Jamba Juice	Mon - Fri	8:00 am - 3:00 pm
Simply to Go	Mon - Fri	7:00 am - 10:00 am
Subway	Mon - Fri	8:00 am - 4:00 pm
Starbucks	Mon - Fri	7:00 am - 4:00 pm

Ba-le Located in Hemenway Hall
11:00 am – 5:45 pm

The Bean Counter in Shidler College of Business 1st Floor
8:00 am – 1:30 pm (M-F)

Paradise Palms Café

Mon – Fri 10:00 am – 2:00 pm
L & L Hawaiian Bargecue
Domino's Pizza Express
Honolulu Gourmet
India Café
Panda Express
The Curb (7:00 am – 3:00 pm)



Athletics Complex (2nd Floor)

Mon – Fri 10:00 am – 2:00 pm
L & L Hawaiian Barbecue

Simply Ono (Krauss Hall Turnaround)

Mon – Fri 10:00 am – 2:00 pm

Cooking Fresh For You (East-West Road by Kennedy Theatre)

Mon – Fri 10:00 am – 2:00 pm

Da Spot (Sustainability Courtyard)

Mon – Fri 10:00 am – 2:00 pm

Laverne's Lunch Wagon (Holmes Hall)

Mon – Fri 10:00 am – 2:00 pm

Le Crepe Café (Richardson School of Law)

Mon – Fri 8:00 am – 2:00 pm

For menus go to:
<http://manoa.hawaii.edu/food>

Recreational Facilities

As a student at UH Mānoa, you have the opportunity to use the facilities to swim, shoot baskets, lift weights, and play tennis. You will be required to show your UHM ID to use the facilities. You may also check out sports equipment at the Intramural Sports Office. These include tennis rackets, basketballs, volleyballs, badminton rackets, and much more!

WARRIOR RECREATION CENTER (WRC)

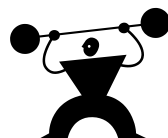
Hours of Operation:

Monday – Friday

Weekends & Holidays

5:30 am – 10:30 pm

10:00 am – 5:30 pm



Basketball: Monday – Friday

12:00 pm – 4:00 pm

Tuesday & Thursday 6:00 pm – 10:30 pm

Saturday & Sunday 10:00 am – 5:30 pm



Volleyball: Monday – Friday

12:00 pm – 4:00 pm

Tuesday & Thursday 6:00 pm – 10:30 pm

Saturday & Sunday 10:00 am – 5:30 pm



Entry Requirements:

- Present front desk with your UH Student UD.
- No skateboards, scooters, bikes, rollerblades, strollers, cleats, pets, food allowed in WRC.

Appropriate attire must be worn at all times:

- Workout towel at least 12" by 12"
- Buttons, zippers, belts, buckles and rivets of any kind are prohibited.
- Attire must be clean and in good condition.
- Shoes must completely enclose the entire foot (non-marking shoes only)
- Tank tops, T-shirts, long sleeve shirts and jackets are allowed provided that they adequately cover body and meet dress code requirements. (muscle tank tops, midriff are prohibited)
- Spandex, shorts and pants are allowed provided that they adequately cover body and meet dress code requirements.
- Nonglass, sealable containers are permitted

Recreational Facilities



Recreation Swim - KAHANAMOKU POOL (956-6889)
Monday - Sunday 12:00 noon - 2:00 pm

TENNIS COURTS (lower campus)
Monday & Thursday 6:00 pm – 10:00 pm

Badminton (lower campus)
Monday & Wednesday 6:00 pm – 10:00 pm

Ping Pong (lower campus)
Tuesday 6:00 pm – 10:00 pm

For more information on recreational facilities operating hours contact:

Intramural Sports Office (956-7694)
PE/Athletic Complex, Room 200
<http://manoa.hawaii.edu/studentrec/index.html>

Student Services



ADMISSIONS & RECORDS **QLCSS 001**

Tel: 956-8975

Hours: 8:00 am - 4:00 pm (M-F)

Web: www.uhm.hawaii.edu

Evaluates admission applications, determines residency status, and evaluates prior course work for transfer credit. Registers students on the Web, maintains student academic records and processes transcript requests.

CASHIERS **QLCSS 105**

Tel: 956-8226

Hours: 8:30 am - 3:30 pm (M-F)

Accepts payment for tuition, application, and transcript. Disburses financial aid checks to students receiving federal and state financial aid.

CIVIL RIGHTS COUNSELOR **QLCSS 210**

Tel: 956-4431

Advises students and employees on the UH's complaint policies and procedures, state and federal nondiscrimination laws; sets up alternative dispute resolutions and assist in solving disputes through informal procedures.

STUDENT LIFE & DEVELOPMENT **Campus Center 208**

Tel: 956-8178

Offers opportunities to make new friends, try new activities, test new ideas, and acquire new skills. SLD coordinates a variety of student-administered programs, activities, and services that make out-of-class time a positive educational experience. SLD also provides leadership training through a variety of credit and noncredit classes.

COUNSELING & STUDENT DEVELOPMENT CENTER

Tel: 956-7927 **QLCSS 312**

The Center offers personal, career, and educational counseling, and psychotherapy through individual, group, and workshop formats.

FINANCIAL AID SERVICES **QLCSS 112**

Tel: 956-7251

Hours: 8:30 am - 3:30 pm (M-F)

Web: www.hawaii.edu/fas

Administers federal, state, and private scholarships, grants, tuition waivers, loans and employment funds.

GENDER EQUITY COUNSELOR **QLCSS 210**

Tel: 956-9977

Serves students, faculty, and staff members as a source for information, counseling, and advocacy on matters relating to sexual harassment and discrimination.

JUDICIAL AFFAIRS OFFICER **QLCSS 207**

Tel: 956-3290

Provides information to the University community about the Student Conduct Code, Academic Grievance Procedures, Student Housing Regulations, and other related procedures and the ensuring of rights and responsibilities associated with each policy; investigating and adjudicating allegations of policy violations; tracking grievance cases to ensure compliance with appropriate institutional, state, and federal requirements; providing student rights and responsibilities; and providing rights and responsibilities training for the University community.

KUA'ANA NATIVE HAWAIIAN STUDENT DEVELOPMENT SERVICES **QLCSS 406**

Tel: 956-2644

Kua'ana focuses on encouraging and facilitating the entry of Hawaiian students into UH Mānoa and supports them in fulfilling their academic expectations. Kua'ana services include an annual financial aid fair with workshops, and a comprehensive community service program designed especially for Hawaiian students to interact with programs, projects and issues in the Hawaiian community.

KŌKUA A PUNI **QLCSS 104 & KAMA 211**

Kōkua a Puni is a Native Hawaiian student services program that serves Native Hawaiian students at the University of Hawai'i at Mānoa to make their college experience successful. Kōkua a Puni provides a range of services to Native Hawaiian students of all majors, including free tutoring, community service opportunities, counseling, and a wide variety of free workshops covering topics related to technology, career development, and enrichment. Kōkua a Puni also offers a paid internship program and a summer enrichment program for community college transfer students. Kōkua a Puni has two locations—one in the Hawaiian Studies building in KAMA Room 211 and the other in the student services building, in QLCSS Room 104. These resource centers provide students with free computer use on Mac and PC, free printing, and a great place to study.

Student Services

KŌKUA PROGRAM

QLCSS 013

Tel: 956-7511(VT) or 956-7612 (VT)

Hours: 7:45 am - 4:30 pm (M-F)

KOKUA provides academic access services to students with documented physical and/or mental disabilities. Services include, academic advising, campus intervention, disability access counseling, early registration, faculty liaison, note-taking, sign language interpreting, technology access, testing accommodations, transcription. Accessible on-campus transportation and tutoring may be available. Students with disabilities who may require such services are strongly encouraged to contact KOKUA as far in advance as possible to ensure better campus access.

LESBIAN, GAY, BISEXUAL & TRANSGENDERED INTERSEX STUDENT SERVICES

QLCSS 211

Tel: 956-9250

Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) Student Services strives to maintain a safe and inclusive campus environment for all students of the University of Hawai'i at Mānoa regardless of their gender identity or sexual orientation. To that end, LGBTI Student Services facilitates student learning and development through a range of educational, information and advocacy programs.

MANOA CAREER CENTER

QLCSS 212

Tel: 956-8136 Web: www.hawaii.edu/career

Tel: 956-7007 Web: sece.hawaii.edu

Offers services to help students in their career decision-making and job search process. Provides individual career conferences, workshops on job-seeking skills, on-campus employer interviews, credential file program, job vacancies, resume reviews, practice interviews, career fairs and a career library.

Provides an extensive listing of part-time and summer employment opportunities both on and off-campus, which is available to continuing and summer students. The office administers an experiential educational program combining classroom instruction with paid, supervised employment related to a students' academic and vocational goals.

OFFICE OF MULTICULTURAL STUDENT SERVICES

Tel: 956-7348

QLCSS 309

Web: omss.ssc.hawaii.edu

Provides employment, training, and educational support to UH Mānoa students who wish to tutor and advise public school students; address the problem of underrepresentation of minorities in high education by recruiting Filipinos and other ethnic groups to apply for admission to UH; and coordinate special projects for underserved population and communities.

SERVICE LEARNING PROGRAM

QLCSS 209

Tel: 956-4641

Offers UH Mānoa students and community agencies the opportunity to participate in partnership of volunteer services. The Service Learning Program functions as a clearinghouse. It links UH Mānoa students interested in donating their valuable time and experience with volunteer agencies within the community.

STUDENT EQUITY, EXCELLENCE & DIVERSITY-SEED

Tel: 956-4642

QLCSS 413

Web: www.hawaii.edu/diversity

SEED coordinates various projects and committees at UH Mānoa and other campuses to support students with disabilities; Native Hawaiians and ethnic groups underrepresented in higher education; women; lesbian, gay, bisexual, transgendered, and intersex students; and academically talented students as well as under-prepared and disadvantaged students.

TESTING OFFICE

QLCSS 307

Tel: 956-3454

The Office distributes information and applications and administers most national and professional examinations. Various aptitude, achievement, interest, values, and personality tests are available as aids to personal and vocational counseling.

VICE CHANCELLOR FOR STUDENTS

QLCSS 409

Tel: 956-3290

The Office of the Vice Chancellor for Students coordinates educational services and program within the Office of Student Affairs and acts as a resource on the development of UH policies related to student affairs. The Office of the Vice Chancellor for Students also advises and assists students regarding discrimination, academic disputes and grievances, conduct code issues, and other related items.

WOMEN'S CENTER

QLCSS 211

Tel: 956-8059

The Women's Center is open weekdays and functions as a safe gathering place. It offers study lounges and meeting space, response and referral services, and academic and personal development workshops, education lectures and programs, a reading resource library, UH and community network opportunities, and a comprehensive UH/community information center.

Student Services

UNIVERSITY HEALTH SERVICES

1710 East West Road

Honolulu, HI 96822

Tel: (808) 956-8965 Reception Desk

Tel: (808) 956-5221 Specialty Clinics

Fax: (808) 956-0853

Web: www.hawaii.edu/shs

Hours: 8:00 am- 4:30 pm (M-F)

University Health Services (UHSM) offers medical services and health education/promotion program for students, faculty and staff Monday - Friday, 8 a.m. to 4:30 p.m. Overnight and weekend services are not provided. For clinic hours, appointments, or information, please call UHSM.

Medical Clearance

Fax: 956-3583

Before enrolling at the UH, all new students must do the following:

1. Complete and return the Confidential Health Form;
2. Provide evidence of tuberculin (PPD) skin test, and/or chest x-ray performed within one year of University enrollment, indicating the individual is free from active tuberculosis infection; and
3. Provide a complete immunization record, which includes proof of disease history or protection by two immunizations against measles.

University Health Services provides skin test and vaccinations if needed.

Clinical Services:

General Medical Services

Physicians and nurses provide primary medical care for illness and injury. Services also include immunizations; travel counseling; allergy shots and physical examinations. A clinical laboratory provides testing, and the pharmacy stocks prescription and over-the-counter medications. UHSM assist the student in obtaining specialized medical services in the community.

Specialty Clinics

Specialty clinics include sports medicine, dermatology, and psychiatric services. The following services are also offered:

- Nutritional counseling is provided for medical conditions and weight, sports, and fitness concerns.
- The Women's Health Clinic offers examinations, pap tests, contraception and emergency contraception, test and treatment for sexually transmitted disease, pregnancy tests, and education and counseling.
- Free, anonymous HIV testing is available by appointment.

Fees

Services, supplies, and medications are provided at reasonable cost to clients with and without insurance. UHSM will submit claims for visits and procedures to the endorsed student insurance plans and other non-HMO companies.

HEALTH EDUCATION/PROMOTION

QLCSS 313D

Student Medical Insurance

Tel: 956-5862

All students are strongly urged to purchase medical insurance. UH endorses student health insurance plans with enrollment periods at the beginning of each semester. The endorsed plans cover visits at UHSM. Contact UHSM or visit the UHSM website for information on these plans.

Health Resource Center/Peer Education

Tel: 956-3574

The Resource center provides a wide range of health education materials for personal use and class presentations and papers. Resource center personnel are available to assist students, faculty, and staff.

Peer Education/Service Learning Program

(LOKAHI program)

Based at the Health Resource Center, LOKAHI is a peer education/service learning program through which staff and trained student educators provide presentations for classes and other campus groups. Topics include sexual decision-making; contraception and STD prevention; body image and weight; tobacco, alcohol, and other drug education; and wellness.

Alcohol/Other Drug Education Program (ADEP)

Tel: 956-3453

ADEP provides education, counseling, and referral in regard to alcohol and other drugs. This includes work with students who have violated alcohol and/or drug use guidelines, as well as quit-smoking counseling.

Off-Campus Resources

Places to Eat

Kaimukī Area:

Boston's North End Pizza Bakery	734-1945
Jr's BBQ (plate lunch)	735-4127
Pizza Hut Restaurant	734-1911
Sekiya's	732-1656
Sushi Man	734-0944
St. Louis Drive In	734-3673
W & M Bar-B-Que Burger	734-3350
Zippy's	733-3722

Kahala Mall

Aloha Salads	735-8335
California Pizza Kitchen	737-9446
Chili's Grill	738-5773
Jamba Juice	734-7988
Kuru Kuru Sushi	739-5878
Longs	732-0784
Panda Express	739-5098
Pearl's Korean BBQ	735-2988
Pizza Hut / Taco Bell	735-9788
Starbucks Coffee	737-0283
Subway	733-0111
The Cookie Corner	733-1230
Whole Food Market	738-0820

Kaimukī Shopping Center

Cookie Corner	733-1225
Longs	735-5526
Ono Korean BBQ	734-8232
Ono Sushi	737-3334
Times Super Market	733-5050

Kapahulu Area:

Coldstone	738-5020
Jack In The Box	735-2696
Kapahulu Poi Bowl	737-8014
Leonard's Bakery	737-5591
Ono Hawaiian Food	737-2275
Rainbow's Drive-In	737-0177
Safeway	733-2600
Subway	732-8844
Taco Bell	737-7337
Waiola Bakery & Shave Ice	735-8886

Mānoa Marketplace/Area:

Andy's Sandwich & Smoothies	988-6161
Bakery Mānoa	988-5522
Bangkok Chef	988-0212
Coffee Bean & Tea Leaf	988-6134
Fendu Boulangerie	
Island Burger	
Island Manapua Factory	988-5441
Longs	988-2161
Mānoa Barbeque	988-4979
Mānoa Sushi	988-5577
McDonald's	988-2219
O'Bok Korean Restaurant	
Paesano	988-5923
Pho Viet. Restaurant	
Nishi Ramen	
Peppa's Korean BBQ	988-1088
Safeway (24 hrs)	988-2058
Serino's Pizza Manoa	
Subway	988-1666
Tokuname Restaurant	
Wholesale Unlimited	

Market City Shopping Center - Kapahulu

Anytime Café	735-3888
Café Kaila	732-3300
Canton Dim Sum	
Duck Lee Chinese Foods	735-5378
Foodland (24 hrs)	734-6303
Formaggio	
Gina's Barbeque	735-7964
G. Sushi	732-9661
L&L Hawaiian Barbeque	737-8899
Pho Kitchen	735-8488
Sumo Ramen	737-1868
Thai Issan Cuisine	735-4152
Torito's Mexican Food	735-7991

Mō'ili'ili/University Area:

7-Eleven	947-2747
Blimpie Sub & Sandwich	946-7827
Bubbies Homemade Ice Cream	949-8984
Burger King	947-8700
Kozo Sushi	951-5696
Longs (2470 S. King St.)	949-4781
Pizza Hut (carry out)	943-2000
Waiola Store (Shave Ice)	949-2269
Zippy's (McCully)	973-0877

Puck's Alley (corner of S. King & University)

Curry House	947-2206
Nijiya Market	979-8977

Off-Campus Resources

Banks in Area

BANK	LOCATIONS	PHONE	HOURS		
			M-TH	FRI	SAT
American Savings Bank	UH Mānoa (Hemenway Hall) Mānoa Marketplace Kaimuki Shopping Center Market City Foodland	973-6211	8:00-4	8:00-5	--
		988-7042	9:00-6	9:00-6	9-1
		734-2266	9:00-6	9:00-6	9-1
		733-6655	10-7	10-7	9-1
Bank of Hawaii	2470 S. King St. (Moiiliili) Mānoa Marketplace	976-4460	10 - 7	10 - 7	10 - 3
		988-6224	8:30-4	8:30-6	9-1
Central Pacific Bank	Kapahulu University Branch (Moiiliili) Kaimuki (3465 Waialae Ave)	733-3210	8:30-4	8:30-6	9 -12:30
		973-7654	8:30-4	8:30-6	--
		733-8188	8:30-4	8:30-6	
First Hawaiian Bank	2411 S. King St. (University) Mānoa Marketplace	525-7841	8:30-4	8:30-6	9-1
		973-6481	8:30-4	8:30-6	9-1
UH Credit Union	UHM Campus Center Manoa Campus Branch (across Thrift Shop) Main Branch – McCully	983-5500	8:00 -4	8:00-4	--
			8:30-1	8:30-4	
			8:30-5:00	8:30-6	9-1

Automated Teller Machine (ATM) Locations

Campus Center Ground Floor: Bank of Hawai'i,
First Hawaiian Bank
Aloha Pacific FCU

Hemenway Hall: American Savings Bank

Paradise Palms: Bank of Hawai'i

Getting Around Town

Taxi Companies: Charley's Taxis & Tours 531-1333

The Taxi Cab 422-2222

The Bus <http://www.thebus.org> 848-5555

Bus passes and route information are available from the Campus Center Info Window. Route information is also available outside the QLCSS building. One-way adult fares are \$2.50 (exact change). One free transfer with each paid cash fare.

The following routes service UH Mānoa:

<u>Route No.</u>	<u>Route Name</u>	<u>Route Destinations</u>
A	CityExpress	Waipahu - Downtown - UH
4	Nu'uano - Punahou	Downtown - UH - Waikiki
6	Pauoa - Woodlawn	Ward Warehouse - Ala Moana Center - UH
18	University - Ala Moana	UH - Ala Moana Center
80A	Hawai'i Kai - UH	Hawaii Kai via Park & Ride - UH
83	Wahiawa Town Express	Wahiawa - UH
84 & 84A	Mililani Express (S & N)	Wahiawa Armory - UH; Mililani Town - UH
85 & 85A	Windward Express-University	Kailua-Downtown/UHM; Kane'ohe-Downtown/UHM
90	Pearl City Express	Pearl City – UH
94	Kapolei	Kapolei – Downtown – UH

Campus Policies

Academic Rights and Freedoms of Students

The UH Mānoa, like all state universities, embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable. Students, whether from the U.S. or from foreign countries, as members of the academic community are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

For its part, the UH Mānoa guarantees all students the freedom of silence. No student is required to engage in research on any topic or to make statements of any kind, unless it is the student's wish to do so.

Student Conduct

It is a privilege to be a member of the UH Mānoa community. This privilege provides the student with the opportunity to learn and to participate in the many programs that are offered on campus. Along with that privilege, the individual is expected to be responsible in relationships with others and to respect the special interests of the institution. These special interests are fully set forth in the UH's Student Conduct Code.

Information, advice, or a copy of the code may be obtained from the Office of Judicial Affairs, Queen Lili'uokalani Center for Student Services 207 or explore www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/.

Academic Integrity

The integrity of a university depends upon academic honesty, which consists of independent learning and research. Academic dishonesty includes cheating and plagiarism. The following are examples of violations of the Student Conduct Code that may result in suspension or expulsion from the UH Mānoa.

Cheating

Cheating includes, but is not limited to, giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering an answer after an examination has been submitted, falsifying any official UH Mānoa record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism

Plagiarism includes, but is not limited to, submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes obtaining and using experimental data from other students without the express consent of the instructor, utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms, and fabricating data to fit the expected results.

Disciplinary Action

The faculty member must notify the student of the alleged academic misconduct and discuss the incident in question. The faculty member may take academic action against the student as the faculty member deems appropriate. These actions may be appealed through the *Academic Grievance Procedure*, available in the Office of Judicial Affairs. In instances in which the faculty member believes that additional action (i.e., disciplinary sanctions and a UH Mānoa record) should be established, the case should be forwarded to the Office of Judicial Affairs.²

²University of Hawai'i at Mānoa Catalog 2013-2014.

Campus Policies

Academic Grievance

A student who believes that a faculty member has failed to meet specific responsibilities outlined in “Responsibilities of Faculty and Students and Academic Grievance Procedures for Students, UH Mānoa” may register a grievance. Students and faculty are encouraged to resolve their differences through consultation and mediation. Where these efforts are ineffective, the policy sets forth the process that is available to the student grievant. The decisions of the Academic Grievance Committee are final within the UH Mānoa. Information, advice, or a copy of the relevant policies and procedures may be obtained from the Office of Judicial Affairs, Queen Lili‘uokalani Center for Student Services Center 207 or explore www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/.

Nondiscrimination Policy

UH Mānoa is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, status as a covered veteran, and domestic or sexual violence victim status. This policy covers admission and access to, and participation, treatment and employment in the UH Mānoa’s programs, activities, and services. With regard to employment, the UH Mānoa is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under UH Mānoa policy.

UH Mānoa strives to promote full realization of equal opportunity through a positive, continuing affirmation action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the UH Mānoa is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans. For information on equal opportunity policies or complaint procedures for the UH Mānoa campus, contact:

Students: Lori Ideta, Assistant Vice Chancellor for Students and Dean of Students & Title IV & ADA Coordinator, QLCSS 409, phone (808) 956-3290 (Voice/Text)

Students with Disabilities: Ann Ito, Director, KOKUA Program, QLCSS 013, phone (808) 956-7511 (Voice/Text) or (808) 956-7612 (Voice/Text). Email: kokua@hawaii.edu

Employees (and Affirmative Action Plan): Mie Watanabe, Director of EEO/AA, Title IX and ADA Coordinator, Administrative Services Building 1, Room 102, phone (808) 956-7077. Email: eeo@hawaii.edu

Sexual Harassment/Gender Equity: Jennifer Rose, Gender Equity Counselor, QLCSS 210, phone (808) 956-9977. Email: rosejenn@hawaii.edu

Civil Rights Counselor: Jill Nunokawa, Civil Rights Counselor, QLCSS 210, phone (808) 956-4431. Email: jln@hawaii.edu

UH Mānoa recognizes its obligation to provide equal access to program, services, and activities to students with disabilities. Contact the KOKUA (disabled student services) program for accessibility information and services.³

³University of Hawai‘i at Mānoa Catalog 2014-2015.

Campus Policies

Student Records

Pursuant to Section 99.6 of the rules and regulations implementing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai'i are hereby notified of the following:

1. It is the policy of the UH Mānoa to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations implementing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act: (a) the right to inspect and review education records, (b) the right to request to amend education records, (c) the right of protection from disclosure by UH Mānoa of personally identifiable information contained in education records without permission of the student involved, (d) the right to waive certain rights under the Act, and (e) the right to file complaints concerning alleged failure by the UH Mānoa to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, "Procedures Relating to Protection of the Educational Rights and Privacy of Students." Copies of APA7.022 may be obtained from the Office of the Vice Chancellor for Students.
4. Directory Information. Students are advised that certain personally identifiable information is considered by the UH Mānoa to be directory information and, in response to public inquiry, may be disclosed in conformance with state law, at the UH Mānoa's discretion, without prior consent of the student unless the student requests that the University not disclose such information. This includes (a) name of student, (b) current address and zip code, (c) telephone number, (d) email address (e) major field of study, (f) education level (e.g., freshman, sophomore, etc.), (g) dates of attendance, (h) enrollment status (full-time or part-time), (i) participation in officially recognized activities and sports, (j) weight and height of members of athletic teams, (k) most recent educational institution attended, and (l) degrees and awards received. A student has the right to request that any or all of the above items not be designated directory information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction, nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the campus registrar which of the above items are not to be disclosed without the prior consent of that student.
5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student.⁴

UHM Commission on Diversity

The University of Hawai'i at Mānoa Commission on Diversity was established in 1992 as part of the University's ongoing efforts to foster a community that embraces and values the various social and cultural differences among us. The various dimensions of diversity that the Commission is addressing include age, class, culture, disability, ethnicity, gender, national origin, race, religion, and sexual orientation. The Commission has focused its efforts on three areas of diversity: curriculum change, recruitment and retention of students, faculty and staff, and the campus climate. Certificates of commendation were presented to both the Commission on the Status of Women and Commission on Diversity by the Twentieth Legislature of the State of Hawai'i.

The stated purpose of the Commission is:

To facilitate the creation of a university community that understands and celebrates social diversity and eliminates bigotry.

The Commission will encourage the university community to reflect, support and incorporate diversity among its students, faculty and staff, and within its curriculum, research, services, and campus life.

⁴University of Hawai'i at Mānoa Catalog 2014-2015.

COP Office & Staff

College Opportunities Program 956-6186
2600 Campus Road, QLCSS 308, Honolulu, HI 96822 Fax: 956-6837
E-mail: copuhm@hawaii.edu
Web: www.hawaii.edu/cop

COP Staff

Director	Mike Maglaya
Counselor	Gina Maesaka
Retention Coordinator	Tasha Jugas
Graduate Assistant	Kira Lee
Office Assistant	Tammy Kobashigawa

Email

maglaya@hawaii.edu
gina.maesaka@hawaii.edu
tasha.jugas@hawaii.edu
kiralee@hawaii.edu

Classroom Aide	Hazel Asperin	Sadey James
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Student Assistant	Line Potauaine Harriz Navarro	Joey Gaspar Cora Rapp
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Residential Peer Mentors	Joey Gaspar	Room 415	Floors 3 & 4
	Lesley Badua	Room 515	Floors 5 & 6
	Anna Oliveros	Room 715	Floors 7 & 8

Residential Peer Mentor in Training	Roy Yamada		
Resident Advisor	Ken Kanemitsu	Room 901 / Tower A	

Summer Instructional Staff

History Lecturer	Kelli Nakamura
History Teaching Assistants	Alex Holowicki Matt Cavert
Writing Coordinator	Michael Puleloa
Writing Instructors	Kimo Armitage Tiare Picard

Resource Offices at UHM

For emergencies please call:

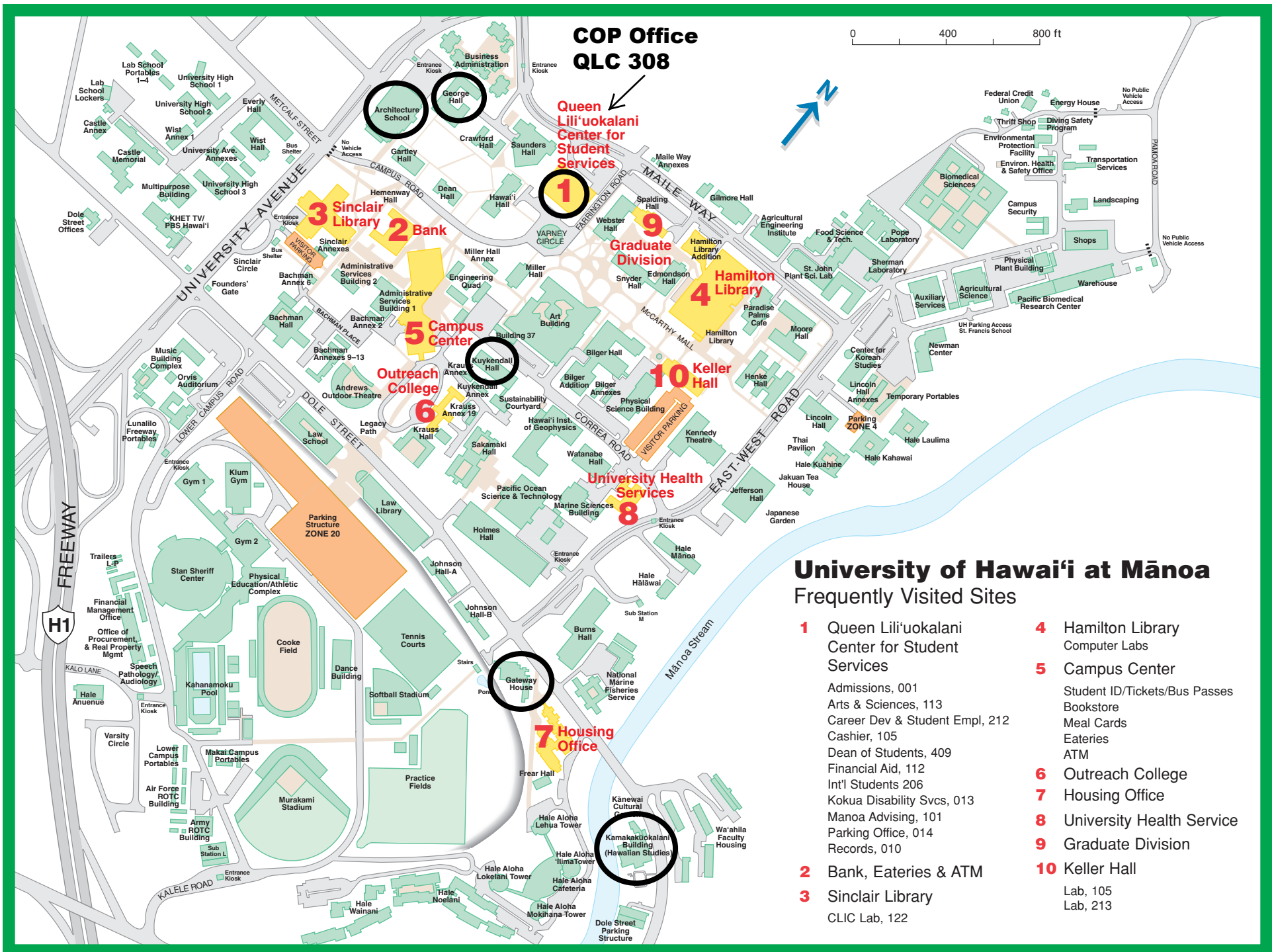
Campus Security Office 956-8211
1980 East-West Road, Honolulu, HI 96822 For Emergencies: 956-6911
CAMPUS ESCORT SERVICE 956-8211

Student Housing Services 956-8177
2569 Dole Street, Frear Hall, Honolulu, HI 96822 Fax: 956-5995
Hours: 7:45 a.m. - 4:30 p.m. (M-F)
Email: uhmsh@hawaii.edu
Web: www.housing.hawaii.edu

Hale Aloha – Mokihana Community Desk	956-6281
2583 Dole Street, Honolulu, HI 96822	Staff on call cell 620-1021
	Internet Connection/Repair 956-6800

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University of Hawai'i at Mānoa Frequently Visited Sites

- | | |
|--|---|
| 1 Queen Lili'uokalani Center for Student Services | 4 Hamilton Library
Computer Labs |
| Admissions, 001
Arts & Sciences, 113
Career Dev & Student Empl, 212
Cashier, 105
Dean of Students, 409
Financial Aid, 112
Int'l Students 206
Kokua Disability Svcs, 013
Manoa Advising, 101
Parking Office, 014
Records, 010 | 5 Campus Center
Student ID/Tickets/Bus Passes
Bookstore
Meal Cards
Eateries
ATM |
| 2 Bank, Eateries & ATM | 6 Outreach College |
| 3 Sinclair Library
CLIC Lab, 122 | 7 Housing Office |
| | 8 University Health Service |
| | 9 Graduate Division |
| | 10 Keller Hall
Lab, 105
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