



Student Life

Services and programs are provided on the campus to help students make the transition to the University, to secure basic financial assistance and housing, to obtain the personal assistance needed to achieve academic goals, and to plan for productive careers.

Co-curricular programs offer students opportunities for leadership development and cultural, social, and recreational experiences. These programs provide excellent opportunities to gain leadership skills, to serve the community, and to obtain insights into community organization and development. Students are urged to participate in campus programs as involvement enhances the learning experience and leads to a more enjoyable and successful student life on campus.

Dean of Student Services

Queen Lili'uokalani Center for Student Services 409
 2600 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-3290 (V/T)
 Fax: (808) 956-9682

The Office of the Dean of Student Services coordinates educational services and programs within the Office of Student Affairs and acts as a resource on the development of University policies related to student affairs. The Office of the Dean Student Services also advises and assists students regarding discrimination, academic disputes and grievances, conduct code issues, and other related matters.

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Housing

Student Housing Services
Johnson A Basement
2555 Dole Street
Honolulu, HI 96822-2381

On-Campus:

Tel: (808) 956-8177
Fax: (808) 956-5995
E-mail: uhmsh@hawaii.edu
Web: www.housing.hawaii.edu

The University has approximately 3,100 bed spaces available on campus. The facilities range from traditional residence halls (coed and all female in double room occupancy or suite arrangements) to apartments (one-bedroom and two-bedroom). A limited number of disabled access and single occupancy units are available. Married students and their immediate families are incorporated into the general resident population.

Residential life offers a wide variety of programs to the residents. Groups and individuals are encouraged to participate in organized programs with opportunities for social, emotional, physical, intellectual, spiritual, and occupational involvement. Service learning and community service projects are also offered as part of the residential life program.

Residents living in the traditional residence halls are required to select and purchase a dining plan from the variety of dining plans offered. A dining plan is optional for apartment residents. Residents on dining plans dine at Hale Aloha Cafeteria. Contact Sodexo Services for more detailed dining plan information.

First priority is given to full time traditional freshmen that apply by the deadline. Subsequent priority is given to full time non-freshmen with a home address beyond a reasonable commute distance from campus and who apply by the deadline. All others are then placed on a first-come, first served basis. Acceptance to the University does not automatically include on-campus housing. Students should apply for on-campus housing by filling out a separate housing application. Please contact Student Housing Services for an application and specific application deadlines.

Off-Campus Housing Referral Program:

Phone: (808) 956-7356
Fax: (808) 956-5995
E-mail: och@hawaii.edu
Website: <http://www.housing.hawaii.edu/och>

This program is also maintained by Student Housing Services. The Off-Campus website provides online referrals to off-campus listings for all University students, faculty and staff. An UH ID is needed to enter the online program. You may call the Off-Campus program for a temporary guest account and password.

Parking and Traffic

Parking Operations
2600 Campus Road, Room 014
Honolulu, HI 96822
Tel: (808) 956-8899
Fax: (808) 956-9811

Parking Operations business hours are Monday through Friday, 7:45 a.m. to 4:30 p.m. The office is closed on Saturdays, Sundays, and holidays. Visitors and students may pay a daily fee to park, on a space-available basis, in designated visitor and student parking areas. All other parking areas on campus require a valid permit.

Motorcycles and mopeds must have a paid permit to park in designated parking areas located on the designated peripheral part of campus. Visitors may pay the daily fee to park in designated visitor motorcycle and moped parking areas. Bicycles are allowed to park only at bike racks.

Because the number of student parking permits is limited, students should check in advance with Parking Operations on the procedure for obtaining the permits. Car-pool, day, evening, motorcycle, moped, and medical permits are offered on an availability basis to qualified students and faculty and staff members. Specific documents are required to obtain each type of permit.

Student parking is also available in the Institute for Astronomy parking area (permit parking) and the Center for Hawaiian Studies gravel parking area (\$3 daily parking). A shuttle bus provides service from these parking areas to the main campus.

Because parking on or near campus is limited, students are encouraged to seek alternative means of transportation to campus. The Mānoa campus is also served by the city bus system (local route numbers 4, 6, and 18, plus express routes). For information, call (808) 848-5555. Monthly bus passes are available at the Campus Center Information Desk, Campus Center 212. A free shuttle service is provided as a convenient means of transportation within the campus.

Parking regulations on campus are enforced 24 hours daily throughout the year. Vehicles in violation are subject to citation and/or towing.

Security

Campus Security
1980 East-West Road
Honolulu, HI 96822
Tel: (808) 956-8211
For emergencies: (808) 956-6911 (V/T)
Fax: (808) 956-8495 (V/T)
E-mail: ddawson@hawaii.edu
Web: www.hawaii.edu/security

Campus Security provides protection and security for the campus community and the physical plant at the Mānoa campus 24 hours a day throughout the year.

The Campus Security patrol is responsible for enforcing federal, state, and county laws and University rules and

regulations. Its duties include detecting fires, detaining trespassers, preventing theft and vandalism, and investigating reports of suspicious persons and incidents. Upon a reasonable request officers will provide an escort service from dusk to dawn for students and staff members. Sixty-eight red emergency call boxes, with blue lights for easy nighttime identification, are located throughout the campus to provide instant communication with the Campus Security office.

The University of Hawai'i at Mānoa Campus Security complies with the 1999 Clery Act. For information concerning Campus Security policies, crime statistics, and information regarding sex offenders please check www.hawaii.edu/security.

Bookstore

2465 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8252
Fax: (808) 956-4323
Web: www.bookstore.hawaii.edu

The University of Hawai'i Bookstore is an institutionally owned bookstore, offering a wide selection of academic books and general merchandise. Located in the Campus Center building, it is open Monday through Friday, 8:15 a.m. to 4:45 p.m., and Saturday, 8:15 a.m. to 11:45 a.m. Extended hours available the first week of instruction.

The textbook department provides the academic community with books that are requested by the faculty for course instruction. To meet the needs of the student body, the textbook department conducts book buybacks six times a year.

The tradebook department stocks a variety of books and magazines for general reading. Some of the subject categories include books for reference, Asia Pacific region, study aids, computers, and best-sellers. The department will obtain any book currently in print through its special order service. Special promotions and discounts are offered throughout the year.

The computer department carries hardware, peripherals, and a wide selection of software from major vendors for sale to eligible students and faculty and staff members at educational discount pricing. A valid University ID or a current UH registration form must be shown for purchase. The department stocks hardware from Apple, Toshiba, IBM, and Hewlett-Packard as well as from other companies offering educational pricing. The bookstore is an Apple Authorized Service Provider offering a full range of services to the community, including warranty and post-warranty repairs on all Apple products. Bookstore technicians also perform memory upgrades and offer extended warranty contracts.

The general merchandise department sells general school and office supplies, art, gifts, greeting cards, and emblematic clothing. Additional services include catalog mail ordering and film processing.

The Medical Bookstore is located in the Biomedical Science Building. This department provides for the timely purchase of text materials, reference materials, and medical supplies for the unique problem-based learning curriculum of medical school students. Special order service is also available for members of the medical community.

The bookstore's web site contains course materials (including University of Hawai'i at Hilo and the Community Colleges), general merchandise, UH insignia clothing and souvenir items, and Hawaiiana books. Make your online purchases at www.bookstore.hawaii.edu.

Libraries

Hamilton Library

2550 McCarthy Mall
Honolulu, HI 96822
Tel: (808) 956-7203

Sinclair Library

2425 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8308

Wong Audiovisual Center

(located in Sinclair Library)
Tel: (808) 956-8308

Computerized Learning and Information Center

(located in Sinclair Library)
Tel: (808) 956-8702

The University of Hawai'i at Mānoa Library (housed in Hamilton and Sinclair Libraries) provides the largest collection of information and research materials in the state. More than 3 million volumes, including more than 27,000 currently received serial and periodical titles, make this the 64th largest library in the United States. Its online catalog provides access to other local and national indexes, specialized databases, internet resources, and library catalogs throughout the nation.

Hamilton Library contains the main book, periodical, and microform collections. Separate components include Asia Collections; Special Collections (Hawaiian, Pacific, Rare Books, and Charlot Collections); Government Documents, Maps, and Microforms; Central Information Services/Business; Humanities and Social Sciences, and Science and Technology (including medicine). Librarians provide reference services, computerized information retrieval, research-paper consultation, and instruction in library use. The Interlibrary Loan service helps faculty and students obtain research material from off-campus sources. Graduate students may reserve lockers and private study carrels in Hamilton on a space-available basis.

Sinclair Library houses the Reserve Book Room, the Wong Audiovisual Center, the Computerized Learning and Information Center, and the Music Collection. Older bound periodicals are also housed in Sinclair.

The Wong Audiovisual Center in Sinclair Library offers a variety of media, services, and facilities that include a large collection of video and sound recordings, materials that may be purchased or reserved for classroom showings, a viewing room equipped with a large screen and seating for 40, and a reserve system for center and faculty software.

Health Services

University Health Services Mānoa
 1710 East-West Road
 Honolulu, HI 96822
 Tel: (808) 956-8965 Reception Desk
 (808) 956-6221 Specialty Clinics
 (808) 956-3574 Health Resource Center
 (808) 956-3453 Center for Substance Abuse
 (808) 956-8892 Physical Therapy
 Fax: (808) 956-3583
 Web: www.hawaii.edu/shs/

University Health Services Mānoa (UHSM) offers medical services and health education/promotion programs for students, faculty, and staff, Monday through 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

Before enrolling at the University all new students must do the following:

1. Complete and return the Confidential Health Form;
2. Provide evidence of a tuberculin 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 completed immunization record, which includes proof of disease history or protection by two immunizations against measles.

Health Insurance

All students are strongly urged to purchase medical insurance. Nonimmigrant international students are required to have insurance coverage. The University sponsors student health insurance plans with enrollment periods at the beginning of each semester. Contact UHSM or visit the UHSM website for information on these plans.

Clinical Services

General Medical Clinic

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 assists the student in obtaining specialized medical services in the community.

Specialty Clinics

Specialty clinics include sports medicine, orthopedics, dermatology, and psychiatric services.

- Nutritional counseling is provided for medical conditions and weight, sports, and fitness concerns.

- The Physical Therapy Clinic, located next to Duke Kahanamoku Pool, is jointly sponsored by UHSM and the Department of Kinesiology and Leisure Science.
- The Women's Health Clinic offers examinations, pap tests, contraceptives, tests 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 low 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

Health Resource Center

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 Program

Based at the Health Resource Center, LOKAHI is a peer education 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 education, and wellness.

Center for Substance Abuse (CSA)

CSA is located in the Queen Lili'ualani Center for Student Services Center, Room 313D. This program provides information and preventive education focusing on the use and/or abuse of alcohol and other drugs. Through collaboration with administrators, student service personnel, instructional faculty, student groups and peer educators, and the surrounding community, the program promotes healthy choices and constructive decision-making. CSA works with Student Housing Service in educating, counseling, sanctioning, and providing rehabilitative support for students who have violated alcohol and/or drug use guidelines in the resident student community.

Student Employment and Training Opportunities

UHSM provides training and experience for students interested in health professions. Paid employment opportunities are listed at the Student Employment and Cooperative Education Office. Volunteers serve in peer education programs and on the Student Health Advisory Council (SHAC). Students also receive training to fulfill academic requirements in medicine, nursing, social work, psychology, and public health. Staff members assist students doing research papers and special health projects.

Food Service

University Dining Services Office
 Campus Center 220A
 2465 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-3663
 (808) 956-8721
 Fax: (808) 956-9671

Complete food service facilities, including a marketplace, Taco Bell, Pizza Hut, party and banquet facilities, and catering services are available in Campus Center. Paradise Palms Cafe near Hamilton Library serves à la carte breakfasts, lunches, dinners and evening snacks. Mānoa Garden in Hemenway Hall specializes in stir-fry, as well as sandwiches, salads, and other refreshments.

Packaged foods are available 24 hours a day through vending machines and satellite operations, located in the Business Administration Building, Hemenway Hall, Physical Science Building, Saunders Hall, Spalding Hall, Moore Hall, Kuykendall Hall, and the Athletics Complex.

Students living in on-campus residence halls contract for meals from one of the required dining plans. The Hale Aloha resident dining hall provides meals to students on a dining plan. For more information and current charges, call the University Dining Services Office.

Dining Plans

Sodexo offers a variety of dining plans for commuter students, faculty, and staff. Plans include options from 7 to 14 meals per week, which may be used at Hale Aloha dining hall. Block dining plans are available in 90, 120, 150, or 190 meals per semester. Both dining plans include retail points that may be used at other locations.

Additionally, the Flash Cash debit card, a debit meal card, may be purchased by anyone in the University community at the University Dining Services Office. Flash Cash is good at all food service locations (except vending machines) and gives added value through a bonus account of up to 10 percent. Bonus credits are accepted at all Sodexo facilities except Corner Market, Hale Noelani Convenience Store, Taco Bell, and Pizza Hut locations on campus. Flash Cash cannot be used to purchase alcohol and tobacco products.

Employment

Student Employment and Cooperative Education
 Queen Lili'uokalani Center for Student Services 113
 2600 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-7007
 (808) 956-9318 (V/T)
 Fax: 956-8058
 Web: sece.hawaii.edu/
 E-mail: sece@hawaii.edu

The Student Employment and Cooperative Education office (SECE) embraces the philosophy “LEARN While You Earn” and implements this by doing the following:

1. Fostering personal growth and career exploration in UHM students by integrating practical work experience with academic studies.
2. Contributing to research in student development primarily in the area of employment.
3. Serving the community by preparing students to be adaptable and productive in the work force, as well as responsible citizens in an ever-changing society.
4. Contributing to the internationalization of UHM by developing international work experiences; and
5. Striving for continuous improvement in all its programs and activities.

Additional information, including available positions, is available on the Web site.

University Employment

More than 4,000 students are hired by the University annually in a wide variety of jobs, from basic clerical to advanced research. Many students enjoy the availability, flexibility, and convenience of University employment.

Federal Work Study

The federal government subsidizes wages of students who qualify for Federal Work-Study, a form of assistance awarded to students with financial need. Both career related and community service jobs are available, including tutoring positions in the America Reads and Counts challenge. Awards are made by Financial Aid Services, and placement is administered by the Student Employment and Cooperative Education office.

Non-University Employment

Part-time opportunities, including summer and seasonal employment are available in a wide variety of positions, both on and off-campus.

Cooperative Education Program

The Cooperative Education (Co-op) Program combines classroom instruction with paid, supervised work experience relevant to a student's academic and career goals. Participation in Co-op is open to all Mānoa campus students enrolled at least half-time in a degree-granting program. A minimum cumulative and major GPA of 2.0 and completion of at least 25 undergraduate credits are required.

Internships

These are primarily short-term, paid work experiences. Most are local, but internships on the continental United States may also be available.

Career Services

Queen Lili'uokalani Center for Student Services 212
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8136
Web: www.hawaii.edu/career

Career Services (CS) offers Mānoa students and alumni assistance in exploring and making effective career and educational choices. With this in mind, CS provides a variety of services and programs that are offered year-round. They are:

Career Services Library

Researching an employer's organization is essential in a career search. The CS library provides employer recruiting literature, employer directories, annual reports, and other publications on job market conditions and trends, employer expectations, and salaries. Also available are employment vacancy listings from local, national, and international businesses and organizations. The CS library also includes a computer laboratory where users may work on their resumes and other related documents or connect to the Internet for information on employers and jobs.

Job-Search Skills

Workshops and videotapes introduce students to resume design, letters of application and other correspondence, and interview techniques. Workshop schedules are posted at the CS office, where registrants may register to participate. Students and alumni may submit their resumes for critiques by the CS staff.

Employment Opportunities

Students and alumni may also interview with local, Continental U.S., and overseas employers who visit the campus. Information on employer recruitment activities may be obtained at the CS library or at CS's Web site. Interview schedules are also posted on campus bulletin boards and are published in *Ka Leo O Hawai'i* Web site.

Other Services

Special career programs, including career fairs, panels with employer representatives and outreach presentations to student organizations and classes are available throughout the year.

Personal conferences with a career counselor may be arranged to review goals, plans, qualifications, career alternatives, the job market, employer information, education requirements, and other career concerns.

Credential files (letters of recommendation) may be established to assist in graduate school applications or academic employment. Credentials will be mailed directly to an organization or institution upon request.

Practice interview sessions may be arranged to prepare for an actual interview. Participants may choose to have the interview sessions videotaped. After the session, counselors provide interviewees with feedback on their interview performance.

Child Care

Children's Center Administrative Office
Queen Lili'uokalani Center for Student Services 408
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-7963
(808) 956-9009
Fax: (808) 956-4157
E-mail: uhmcc@hawaii.edu

Child care is available at the Children's Center on the Mānoa campus for two- to five-year-old children of students, faculty, and staff. The facility offers full- and part-week care to approximately 90 children each semester. It is open 48 weeks of the year, from 8 a.m. to 5 p.m.

The developmental approach to early childhood education offers each child individual attention in an atmosphere that is conducive to building a strong self-concept, interactive skills, and an experiential base. Group sizes and adult-child ratios are favorable, and teachers are trained and experienced in early childhood education. The program includes a wide range of opportunities for parental involvement. Applications should be made well in advance of the semester needed.

Counseling Services

Civil Rights Counselor

Queen Lili'uokalani Center for Student Services 210
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-4431
Fax: (808) 956-4541
E-mail: jlh@hawaii.edu

The civil rights counselor advises students and employees on the University's complaint policies and procedures. The civil rights counselor also advises and counsels students and employees on their rights under state and federal nondiscrimination laws.

The civil rights counselor sets up alternative dispute resolutions and assists in solving disputes through informal procedures.

The civil rights counselor conducts training workshops system-wide covering policies, procedures, and laws pertaining to civil rights, affirmative action, and other discrimination issues.

Counseling and Student Development

Counseling and Student Development Center
Queen Lili'uokalani Center for Student Services 312
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-7927
Fax: (808) 956-9682

The challenges of choosing the right career, achieving or maintaining one's independence, relating successfully to others,

and leading a happy and successful life converge during a student's college years. College life adds the concerns of exams, term papers, quizzes, and class reports. Even students who are prepared to do their best in college may experience problems. The Counseling and Student Development Center (CSDC) provides the following services to assist students.

Career Counseling

Students should choose their majors before they progress very far in their academic programs. Most students expect their academic studies to lead to specific careers upon graduation. Career counseling explores strengths and limitations, interests and values, personality and skills, and applies this understanding to developing academic and occupational plans. (See also Career Services.)

Personal Counseling

Some people occasionally, even regularly, feel worried, unhappy, and depressed. Lack of confidence, fear, low self-esteem, inability to get along with others, loneliness, not being able to cope with people and situations, and similar problems can be discussed with one of CSDC's professional counselors. All matters discussed in counseling are confidential and will not affect academic standing.

Psychiatric Consultation

People who find themselves seriously depressed, unable to control their behavior, or doing things they don't understand may want and need psychiatric consultations. A talk with a counselor is recommended to determine whether psychiatric consultation is required.

Educational Counseling

Difficulties in courses and in meeting academic requirements may be alleviated by educational counseling and learning assistance services. The Learning Assistance Center (LAC) offers programs, commercial materials, and diagnostic services to help develop more effective study habits and learning skills. These services are provided on an individual basis through personal program development or on a group basis through workshops. Areas of possible development include time management, listening/note-taking, reading, research paper writing, and general and standardized exam preparation. LAC is in Queen Lili'uokalani Center for Student Services 306.

Testing

Testing is frequently used as part of counseling to help students understand themselves better and plan their careers. Counselors will discuss which tests to take and interpret them after they are scored. In addition, the Testing Office now administers the computer-based GRE, GMAT, TOEFL, and PRAXIS exams weekly. An appointment to schedule an exam can be made over the phone with a major credit card, by calling (808) 956-3454, or with a check at the Testing Office, Queen Lili'uokalani Center for Student Services, Room 307. Information about registration for paper-based admissions or certification exams, including SAT, ACT, LSAT, MCAT, and PRAXIS also is available at this office.

Outreach

Workshops and seminars are offered throughout the year. Stress management, assertiveness training, improving self-esteem, career planning, and overcoming loneliness are just a few of the topics covered.

Consultation

CSDC provides consultation services for individual students, faculty, and groups that may need help in solving organizational problems, overcoming interpersonal difficulties, and planning staff development programs.

Gender Equity Counselor

Queen Lili'uokalani Center for Student Services 210
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-9977
E-mail: bmccrear@hawaii.edu
Web: www.hawaii.edu/Gender_Equity/index.html

The Gender Equity Counselor serves students, faculty, and staff members as a source for information, counseling, and advocacy on matters relating to sexual harassment and discrimination. The Gender Equity Counselor can help clarify issues relating to discrimination, develop long-term coping strategies, file informal complaints and arrange informal resolutions. In addition, the Gender Equity Counselor can assist in filing formal complaints with the Equal Employment Opportunity/Affirmative Action (EEO/AA) Office or the Dean of Students Office and provide additional resources and referrals when they are needed. The Gender Equity Counselor will answer questions, listen to complaints, offer advice on filing procedures, see that appropriate action is taken, and help protect grievants from retaliation.

The Gender Equity Counselor also offers training to the campus population on interpersonal, inter-gender, and cross-cultural communication; student, faculty, and staff rights and responsibilities and other issues relating to sexual harassment in academia; and interpretation of state and federal guidelines and procedures. In addition, the Gender Equity Counselor offers general sexual harassment awareness workshops.

Students and faculty and staff members may contact the Gender Equity Counselor in person, by mail, or through e-mail.

Support Services

Bridge to Hope

Queen Lili'uokalani Center for Student Services 211
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8059
Fax: (808) 956-9314
E-mail: bth@hawaii.edu

Bridge to Hope (BTH) is a support program for students participating in the "First to Work" (FTW) program. This

program assists with on-campus student employment and other services to help welfare (TANF) recipient students succeed in their educational goals.

BTH is available on every UH campus. The system-wide coordinator is located on the Mānoa Campus in the Women's Center.

College Opportunities Program

Queen Lili'uokalani Center for Student Services 308
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-6186
Fax: (808) 956-6837
E-mail: copuhm@hawaii.edu
Web: www.hawaii.edu/cop

The College Opportunities Program (COP) assists state residents who are able and qualified for college but whose low SAT scores, limited college preparation, and/or economic difficulties might inhibit their attending UH Mānoa. Priority is given to individuals whose ethnic backgrounds are underrepresented on the campus, as well as those who are not accepted for regular admission. Selected students participate in a two-part program. Part I is a summer residential-instructional experience on campus that develops academic and social skills necessary to be successful freshmen and sets a performance standard to gain entry to the Mānoa campus. Part II is entry to the University as full-time freshmen with priority for dormitory space provided to all selected students who have met the summer performance standard. COP provides coordinated student services and supportive activities to all program students during their first two semesters at the University. Applications are available in October with selections made early the following year.

International Student Services

Queen Lili'uokalani Center for Student Services 206
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8613
Fax: (808) 956-5076
E-mail: issmanoa@hawaii.edu
Web: www.hawaii.edu/issmanoa/

International Student Services (ISS) provides assistance to more than 1,600 international students who come from more than 70 countries to study at the University of Hawai'i at Mānoa. ISS assists individuals with the maintenance of their nonimmigrant visa status and provides guidance and advising to students so they can utilize the educational opportunities at the University and in the community.

KOKUA Program (Disability Access Services)

Queen Lili'uokalani Center for Student Services 013
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-7511 (V/T)
(808) 956-7612 (V/T)
Fax: (808) 956-8093
E-mail: kokua@hawaii.edu

The KOKUA Program provides academic access services to students with documented physical and/or mental disabilities, e.g., health disabilities, hearing impairments, learning disabilities, mobility restrictions, psychological disabilities, visual impairments, etc. Services include academic advising, campus intervention, disability access counseling, early registration, faculty liaison, note-taking, sign language interpreting, technology access, testing accommodations, transcription, etc. 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.

New students should contact KOKUA for program orientation at least two months prior to the start of their entering semester. Although KOKUA strives to ensure campus access for students with disabilities, it is necessary to note that the nearly century old campus (located on hilly terrain) does pose architectural barriers that are being addressed by on-going projects.

Creating equal access for students with disabilities is a responsibility shared in partnership by the students, KOKUA, and the rest of the campus community.

Kua'ana Student Services

Queen Lili'uokalani Center for Student Services 207
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-2644

Kua'ana Student Services (KSS) reflects the belief that higher education is a major factor in ensuring a better future for Hawaiians as individuals and as a people. KSS focuses on encouraging and facilitating the entry of Hawaiian students into UH Mānoa and supports them in fulfilling their academic expectations through the development of new programs and the use of existing resources. KSS services include tutorial services for students of Hawaiian language, counseling specific to students of Hawaiian ancestry to assist them in dealing with issues of internalized oppression, financial aid workshops, a mentorship program for new graduate students, and community service activities designed for students to network with each other and to stay informed and/or involved in issues concerning the Hawaiian community.

Lesbian, Gay, Bisexual, Transgender Student Services Office

Queen Lili'uokalani Center for Student Services 211C
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-9250
Fax: (808) 956-9314
E-mail: LGBTQ@hawaii.edu
Web: www2.hawaii.edu/~lgbtq/

The Lesbian, Gay, Bisexual, Transgender (LGBT) Student Office exists to serve as a campus resource center for students. Our purpose is to help students feel safe and comfortable on the UH campus. The LGBT office offers a resource library of books, magazines, videotapes, and audiotapes; a comfortable area in which to study; contacts and referrals to various community and campus organizations; and special events (such as speakers) related to LGBT issues.

Office of Multicultural Student Services

Queen Lili'uokalani Center for Student Services 309
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-7348
Fax: (808) 956-4622
Web: omss.ssc.hawaii.edu

The Office of Multicultural Student Services seeks to (a) provide employment, training, and educational support to UH Mānoa students who wish to tutor and advise public school students; (b) address the problem of underrepresentation of minorities in higher education by recruiting Filipinos and other ethnic groups to apply for admission to the University; and (c) coordinate special projects for underserved populations and communities.

School and College Services

Queen Lili'uokalani Center for Student Services 214
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-7137
Fax: (808) 956-8095

School and College Services (SCS) works with high schools and community colleges to encourage students to pursue higher education by providing information and services that facilitate their enrollment at the University of Hawai'i at Mānoa. In addition, SCS offers campus visits for prospective students and coordinates the Student Ambassador program.

Individuals and groups wishing to learn more about UH Mānoa programs and resources may contact the SCS office. Neighbor Island and continental U.S. calls are accepted toll free at (877) 447-3233.

Senior Citizen Visitor Program

Queen Lili'uokalani Center for Student Services 413
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-4642
Fax: (808) 956-9240
E-mail: lputnam@hawaii.edu

The Senior Citizen Visitor Program (SCVP), administered by Student Equity, Excellence, and Diversity (SEED), is available to residents of Hawai'i who are age 60 years and older. The program allows senior citizens to participate in UHM classes offered during the fall and spring semesters, provided they have the consent of the instructor. Participation in SCVP entitles the visitor to use libraries and other University facilities. Visitors are exempt from tuition; course credit is not awarded, and permanent records are not maintained. Senior citizens wishing to receive credit for courses must apply for admission to the University through SEED no later than one month before the term begins and must pay all tuition and fees.

Office of Student Equity, Excellence, and Diversity

Queen Lili'uokalani Center for Student Services 413
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-4642
Fax: (808) 956-9240
E-mail: seed@hawaii.edu
Web: www.hawaii.edu/diversity

The Office of Student Equity, Excellence, and Diversity (SEED) coordinates various projects and committees at 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. Among the programs administered by SEED are College Opportunities Program, KOKUA Program, Kua'ana Student Services, Office of Multicultural Student Services, Regents and Presidential Scholars Program, Senior Citizen Visitor Program, and Women's Center.

Women's Center

Queen Lili'uokalani Center for Student Services 211
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8059
Fax: (808) 956-9314

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, academic and personal develop-

ment workshops, educational lectures and programs, a reading resource library, University and community network opportunities, and a comprehensive University/community information center.

The programs administered by the Women's Center are: the Bridge to Hope Program; the Lesbian, Gay, Bisexual, and Transgendered Student Services Office; and the Sexual Assault Prevention Team (SAPT) peer education group.

Veterans Affairs

Queen Lili'uokalani Center for Student Services 001
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-4849
Fax: (808) 956-4148

The Veterans Affairs Service (VAS), located in the Admissions and Records Office, assists military veterans and their dependents who are eligible for federal education benefits. It is the responsibility of the University VAS to certify that the student is enrolled in courses according to an academic plan that results in degree completion. Once certified, the student will receive benefits from the Department of Veterans Affairs. Resident members of the Hawai'i National Guard who are classified undergraduate students may be eligible for partial tuition assistance from the Department of Defense in addition to receiving federal education benefits. This assistance is activated through the Guard unit.

Special Learning Opportunities

National Student Exchange

Queen Lili'uokalani Center for Student Services 206
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-6772
E-mail: sandyd@hawaii.edu

The National Student Exchange provides full-time undergraduates with the opportunity to study for a semester or a year at one of 177 colleges and universities located throughout the Continental United States, Puerto Rico, Guam, and the Virgin Islands. Tuition costs for exchange students are reasonable since participants pay either UH Mānoa tuition or resident tuition at the host school. Room, board, and transportation costs are additional. For those who meet the eligibility requirements (including a minimum cumulative GPA of 2.5), exchange is an excellent way to explore different academic, social, and cultural settings.

Service Learning Program

Queen Lili'uokalani Center for Student Services 209
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-4641
Fax: (808) 956-3394
E-mail: slp@hawaii.edu
Web: www.hawaii.edu/osa/ServiceLearn

The Service Learning Program offers UHM students and community agencies the opportunity to participate in a partnership of volunteer service.

The Service Learning Program functions as a clearinghouse. It links UHM students interested in donating their valuable time and experience with volunteer agencies within the community.

Students receive information on the volunteer experience, and agencies have access to enthusiastic, energetic, and skilled student volunteers.

The Service Learning Program serves as the headquarters for Hawai'i/Pacific Islands Campus Compact, a membership organization comprised of presidents and chancellors to promote civic engagement in higher education. Hawai'i/Pacific Islands Campus Compact also provides opportunities for students to become members of Americorps, a federal service program.

Visual and Performing Arts

Art Gallery

Art Building, first floor
Honolulu, HI 96822
Tel: (808) 956-6888
Fax: (808) 956-9659
E-mail: gallery@hawaii.edu
Web: www.hawaii.edu/artgallery

One of the finest temporary exhibition spaces in the nation, the University of Hawai'i Art Gallery is in the center of the Art Building's bamboo court. Besides student and faculty exhibits, a varied exhibition program plays a significant role in providing information about the visual arts in both a historical and contemporary context. To enhance a specific theme, the installation design is completely changed for each major exhibition. The gallery has received numerous awards for the excellence of its exhibitions and publications.

Gallery hours are Monday through Friday from 10:30 a.m. to 4:00 p.m., and Sunday from noon to 4:00 p.m. Admission is free.

Commons Gallery

Art Building, first floor
 Honolulu, HI 96822
 Tel: (808) 956-6888
 Fax: (808) 956-9659
 E-mail: gallery@hawaii.edu
 Web: www.hawaii.edu/artgallery

The Commons Gallery serves an important role as a showcase for thesis exhibitions, works by visiting artists, and class work. The exhibits change weekly.

Gallery hours are Monday through Friday from 10:30 a.m. to 4:00 p.m. Admission is free.

John F. Kennedy Theatre

1770 East-West Road
 Honolulu, HI 96822
 Tel: (808) 956-7655 (box office)
 (808) 956-7677

The John F. Kennedy Theatre is home to the classes and productions of the Department of Theatre and Dance and hosts touring productions from around the globe whenever possible. This 600-seat facility is among the best in the world for presentations of Asian and Western theater and dance. The department is internationally known for its English language presentations of kabuki and Beijing opera. Kennedy Theatre serves as a laboratory for student technicians, actors, dancers, designers, musicians, choreographers, and directors.

A typical season at Kennedy Theatre might include the annual Dance Concert, a classic Western play, an Asian theater production, an original play set in Hawai'i, and a contemporary/experimental play. Auditions are open to all UH students interested in learning about performance or production.

The Earle Ernst Lab Theatre, an intimate 100-seat house that serves as an adjunct performing space, features student productions, late-night theater, workshops, and experimental presentations.

UH Mānoa students are entitled to special discount prices on tickets for most productions at Kennedy Theatre through funding from their student activity fees. Students must present a validated UH Mānoa photo ID to obtain the specially priced tickets. Tickets are available at the box office approximately two weeks prior to the opening of each production.

Mae Zenke Orvis Auditorium

2411 Dole Street
 Honolulu, HI 96822
 Tel: (808) 956-8742 (recorded information)
 (808) 956-7756
 Fax: (808) 956-9657
 E-mail: uhmmusic@hawaii.edu
 Web: www.hawaii.edu/uhmmusic

With the best acoustics of any concert hall its size in the state, the Mae Zenke Orvis Auditorium is the site of numerous recitals and concerts. The auditorium seats 400, providing an intimate yet formal setting for soloists and small ensembles. The auditorium is used throughout the year for performances

of both Western and ethnic music by the music department, the Mānoa campus community, and local and international artists.

Tickets for most music department events may be reserved by calling (808) 95-MUSIC (68742) or may be purchased in advance at the UH Campus Center Information Desk. Remaining tickets will be available at the door one hour before each performance. Many events are free.

Call Music at Mānoa Events Information for recorded concert information, or visit the music department's Web site.

Recreation**Leisure Program**

Hemenway 101
 2445 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-6468
 Fax: (808) 956-4810

The Leisure Program offers more than 30 noncredit classes and activities in arts and crafts, outdoor recreation, and health and fitness. Some of the choices include ceramics, guitar, hula, aerobics, sailing, hiking, and windsurfing. The Leisure Program also operates an equipment rental program which provides tents, backpacks, surfboards, masks/snorkels, and more.

Intercollegiate Athletics

Physical Education/Athletics Complex
 1337 Lower Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-6580 (student affairs)
 (808) 956-4526 (student academic services for athletics)
 (808) 956-7523 (sports information)
 (808) 956-7301 (athletics director)
 (808) 956-6508 (football)
 (808) 956-6247 (baseball)
 (808) 956-6501 (men's basketball)
 (808) 956-4505 (men's volleyball)
 (808) 956-4498 (women's sports and other men's sports)
 Fax: (808) 956-4470

Intercollegiate sports at the NCAA Division I level provide the UH Rainbows the opportunity to compete against the nation's finest teams. Men and women compete in the Western Athletic Conference in all sports except men's volleyball and women's water polo, which are in the Mountain Pacific Sports Federation.

Men's sports include baseball, basketball, football, golf, swimming and diving, tennis, and volleyball. Women's sports include basketball, cross-country, golf, soccer, softball, swimming and diving, tennis, track and field, volleyball, and water polo. The sailing team and cheerleading squad are open to both men and women. Intercollegiate athletics operates under a policy of gender equity. See Appendix for details.

Intramural Sports Program

Physical Education/Athletics Complex 200
1337 Lower Campus Road
Honolulu, HI 96822
Tel: (808) 956-7694
Fax: (808) 956-4637

In competitive intramural play, teams and individuals take part in meets, leagues, and tournaments and play by specified schedules in 25 different activities including basketball, tennis, and softball. The competitions use prearranged facilities, equipment, supervision, and officials.

A more informal recreational play part of the program emphasizes self-motivated, impromptu participation. When facilities are available, students may swim, shoot baskets, lift weights, or play tennis, badminton, or volleyball.

The majority of basic equipment is available for check-out. Use of facilities and equipment is free, except for golf.

Campus Center Complex

Campus Center Information Desk
Campus Center 212
2465 Campus Road
Honolulu, HI 96822
Tel: (808) 956-7235
Fax: (808) 956-4810

The Campus Center Complex (CCC) includes Hemenway Hall and the Campus Center Building and serves as the “community center” of the Mānoa campus. It provides facilities for programs, services, and opportunities offered by the Campus Center Board (CCB) and other student organizations, resulting in a comprehensive plan for the community life of the campus.

The complex includes an information desk/ticket window, dining rooms, ID card services, catering services, lounges, game room, banking facilities, barber shop, photocopying service, leisure center, movie theater, graphics facility, and meeting rooms of various sizes, including a ballroom.

Many student organizations are housed in the two buildings, providing opportunities for practical experience in leadership development and social responsibility through student-run programs, activities, and services. In addition to these volunteers, more than 100 part-time student assistants within CCC are employed in diverse and challenging jobs vital to the operation of the complex. These jobs offer valuable work experience to UH Mānoa students in a supportive atmosphere, encouraging and rewarding personal responsibility and growth while supporting the educational and developmental mission of the University of Hawai‘i at Mānoa.

Student Organizations

Co-curricular Activities, Programs, and Services

Campus Center 208
2465 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8178
Fax: (808) 956-4810
Web: www.hawaii.edu/caps/

Learning and development take place in many ways on a college campus. Co-curricular Activities, Programs, and Services (CAPS) offers opportunities to make new friends, try new activities, test new ideas, and acquire new skills. CAPS coordinates a variety of student-administered programs, activities, and services that make out-of-class time a positive educational experience. CAPS also provides leadership training through a variety of credit and noncredit classes.

More than 200 student, faculty, and staff organizations are registered with CAPS. Organizations that register with CAPS have access to campus facilities and other resources. These organizations represent varied interests and activities including academic, professional, political, social, religious, recreational, and service groups. A complete list of organizations and detailed information on joining a Registered Independent Organization (RIO) is available from CAPS.

CAPS assists the University’s six chartered student organizations in achieving their goals and objectives; provides administrative services for more than 200 RIOs; fosters educational, recreational, cultural, and social programs and activities; provides trained, experienced advisers who teach leadership and organizational skills; and promotes responsible citizenship.

Associated Students of the University of Hawai‘i

Campus Center 211A
2465 Campus Road
Honolulu, HI 96822
Tel: (808) 956-4822
Fax: (808) 956-5360
Web: www.hawaii.edu/asuh/

The Associated Students of the University of Hawai‘i (ASUH) is the chartered student organization whose membership includes all full-time (12 credit hours or more per semester) classified undergraduates. It is governed by the ASUH Senate, elected annually each spring. The senate is made up of four executive officers and 34 senators who represent students in the various academic colleges and students at large. Any ASUH member in good academic standing may seek elective office.

The senate works toward improving the quality of undergraduate student life and represents the needs, interests, and concerns of its constituents through participation in University policy-making and advisory committees, research and lobbying action on campus and community issues, and the sponsorship and funding of a variety of programs and activities.

Board of Publications

Engineering Quad 31-D
 1755 Pope Road
 Honolulu, HI 96822
 Tel: (808) 956-4443 (BOARD Office)
 (808) 956-7043 (Ka Leo O Hawai'i - Editorial &
 Advertising)
 (808) 956-7043 (Beau Press)
 Fax: (808) 956-9962
 Web: www.hawaii.edu/bop/
www.kaleo.org (Ka Leo O Hawai'i - Online)

The Board of Publications (BOP) is the publisher for UH Mānoa student publications. This 14-member governing board consists of nine students, three faculty/staff, one alumni and one professional member. BOP publishes the daily campus student newspaper, *Ka Leo O Hawai'i*; the student literary journal, *Hawai'i Review*; the *Board of Publications Daily Planner*; and operates Beau Press, an on-campus custom printing service.

Student publications offers student volunteers the opportunity for personal and pre-professional development experience, including personnel and business management, public contact, writing, marketing, and graphic arts.

Broadcast Communication Authority

Hemenway 220B
 2445 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-4841
 Fax: (808) 956-4810
 E-mail: bca@hawaii.edu
 Web: www.hawaii.edu/bca/

The Broadcast Communication Authority (BCA) consists of 10 voting members, including students and faculty and staff members, and community representatives. The board governs the student-run campus radio station, KTUH-90.3 FM, and the Student Video and Filmmakers' Association. By radio, video, film, and the World Wide Web, the BCA provides a variety of cultural, educational, informational, and musical programs for the University community. Through the operation of the 24-hour radio station and the production of locally televised video programs, BCA offers students opportunities to manage, produce, and engineer radio and video/filmmaking projects.

Campus Center Board

Campus Center 313
 2465 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-9670
 Fax: (808) 956-4810
 Web: www.hawaii.edu/ccb/

The Campus Center Board (CCB) is the governing, policy-making authority for the programs, services, and facilities of the

Campus Center Complex, the college union facility on campus. The 17-member board represents various campus constituencies: students, faculty, staff, and alumni. CCB serves its constituents in two ways: a multifaceted activities program and a comprehensive array of services in Campus Center and Hemenway Hall.

CCB also sponsors programs through its Activities Council committees, which plan recreational activities, educational support programs, dances, personal wellness events, concerts, and cultural programs.

Graduate Student Organization

Hemenway 212
 2445 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-8776
 Fax: (808) 956-4810
 Web: www.hawaii.edu/gso/

The Graduate Student Organization (GSO) is the chartered student organization whose membership includes all classified graduate students except professional degree candidates from the Schools of Law and Medicine. The GSO Assembly includes student representatives from each graduate field of study.

GSO airs views on policies affecting graduate students, advises the dean of the Graduate Division, recommends graduate student representatives for service on campus-wide committees, administers funds providing travel monies and temporary loans, and initiates and maintains co-curricular programs relevant to graduate students.

Student Activity and Program Fee Board

Hemenway 220C
 2445 Campus Road
 Honolulu, HI 96822
 Tel: (808) 956-4842
 Fax: (808) 956-4810
 Web: www.hawaii.edu/sapfb/

The Student Activity and Program Fee Board (SAPFB) is an eleven-member board, composed of students and faculty and staff members that makes recommendations to the vice president for student affairs regarding the allocation of the student activity and program fee. This fee supports a variety of co-curricular activities, programs, and services. SAPFB solicits and reviews requests for funding from campus organizations, departments, and programs that are not funded by other chartered organizations.