Admission requirements for UH Mānoa are similar to those of comparable state institutions of higher education. Applicants are advised to consult appropriate UH Mānoa colleges and schools for specific information since individual academic programs may have special admission policies and procedures. The following regulations and procedures are subject to change without prior notice. Prospective students should consult the most current Catalog and/or an advisor before applying for admission.

International students should refer to “Admission of International Applicants” within this section of the Catalog.

Admission of Classified Students

Classified undergraduates are those admitted to approved programs of study leading to UH Mānoa baccalaureate degrees. Students who have earned 0–24 credit hours are freshmen; those with 25–54 credit hours are sophomores; those with 55–88 credit hours are juniors; and those with 89 or more credit hours are seniors.

Freshmen and sophomores are lower division students, while juniors and seniors are upper division students.

Admission of Freshmen

Students applying for admission as a freshman must complete the Self-Reported Application. The initial admissions decision will be based on self reported data. Upon request from the Office of Admissions, an official transcript and official College Board (SAT) or American College Test (ACT) scores must be submitted. Applicants taking the General Education Development (GED) high school–equivalency test must submit GED results in addition to the Self-Reported Application. Applicants who have been home-schooled must submit GED scores, or SAT subject tests (minimum of the subjects) including math, or ACT subscores in addition to the Self-Reported Application. A high rating in one area will not ensure admission, nor will poor performance in an area exclude applicants if other evidence shows they may be successful in university-level work.

SAT or ACT. Candidates for fall admission should take the SAT or ACT no later than November of their senior year in high school. Candidates for spring admission should take the test before July. Applicants must also take and submit scores of the writing test. Information is available from high school counselors or from the testing agencies. For SAT, contact College Board, P.O. Box 025505, Miami, FL 33102. For ACT, contact American College Testing Program, P.O. Box 414, Iowa City, IA 52243.

High School Record. Applicants should have grades high enough to place them in the upper 40 percent of their graduating class, and they should be recommended by their principal or a designated school representative.

Minimum Unit Requirements. Applicants should complete 22 units of high school work (grades 9-12) of which at least 17 are college preparatory. The term “unit” means satisfactory completion of a full school year’s course of study or the equivalent in laboratory and shop exercises. A listing of courses and grades from the ninth through twelfth grades must be included. College-preparatory subjects must include at least four units in English; three in mathematics including college-preparatory geometry and second-year algebra; three in natural sciences; three in social sciences; and four additional units, which may include higher mathematics, additional science, additional social studies, and foreign language. All other courses for which the high school grants credit may be offered to satisfy the remaining unit requirements, although there should be no less than a half-unit nor more than two units in any one subject.

Students entering curricula in engineering, mathematics, and biological and physical sciences must meet the special mathematics requirements listed in the college sections of this Catalog.

Profile of Admitted Students. All applications are evaluated on an individual basis. Generally, successful applicants attain a B (not B-) average for all college-preparatory high school course work, achieve SAT scores of 510 (critical reading), 510 (writing), and 510 (math) or ACT score of 22 in each section, and rank in the upper 40 percent of their graduating class.

UH Mānoa accepts all Hawai‘i residents who meet UH Mānoa admissions standards.

Nonresident applicants should await notice of acceptance before coming to Hawai‘i. By Board of Regents policy, the number of nonresidents admitted is limited.

Admission decisions are made independent of the availability of financial aid and housing. Students must apply separately for financial aid and housing. (See the “Tuition, Fees, and Financial Aid” and “Student Life” sections of this Catalog.)

Admission of Requirements of Homeschooled Applicants

Complete homeschooled applicants are expected to meet the minimum admissions requirements indicated for freshman applicants. Please review the detailed requirements below for homeschooled applicants.

Required Documents

Complete the Self-Reported Application if your homeschool transcript reflects a traditional high school curriculum. If you are in a non-traditional program, please include a separate statement that includes titles and descriptions of all coursework completed. Other additional information such as textbooks used, methods of teaching, and methods of evaluation and the resulting grades or structured assessments must be entered in the “Comment” box. If the additional information exceeds the amount of space given, attach an additional sheet to the hard copy Self-Reported Supplement or submit an email if you completed the online version.
Also, one of the following: GED scores, SAT subject tests (minimum of three subjects) including math, or ACT sub-
scores.

**Admission of Transfer Applicants**

Transfer applicants are those currently or previously enrolled at a college or university other than UH Mānoa. Transfer applicants include those who previously attended UH Mānoa and subsequent to their UH Mānoa attendance enrolled at another UH college, university, or UH Mānoa. To obtain an application form, refer to “Application Procedures” within this section of the **Catalog**.

Applicants who have earned at least 24 semester credit hours of work or completed 12 transferable credits and have at least 12 credits in progress in courses comparable to UH Mānoa offerings at a regionally accredited U.S. college or university must submit an application and have each postsecondary institution previously attended send an official transcript (including withdrawals, courses taken, and grades received) directly to the Office of Admissions. Unofficial transcripts, hand-carried transcripts, faxed transcripts, and student copies of transcripts or grade reports will not be accepted.

Applicants who have earned fewer than 24 acceptable credit hours or who have enrolled in an unaccredited institution must submit high school transcripts and official SAT or ACT scores in addition to official transcripts from all postsecondary institutions previously attended. Admission will be based on both college and high school work.

Transfer applicants are expected to present a satisfactory academic record in courses comparable to UH Mānoa offerings. Nonresident candidates must present a better than average record. The number of nonresidents admitted is limited by Board of Regents policy.

Applicants enrolled at another college or university must have a final transcript submitted to the Office of Admissions at the end of the current term. Until this is received, any acceptance is provisional. Failure either to submit the transcript within a reasonable time or to complete the semester’s work satisfactorily will result in denial of admission or, in the case of registered students, cancellation of registration.

Credit hours in courses taken at U.S. regionally accredited colleges or universities that are substantially equivalent to UH Mānoa offerings and in which grades of D (not D-) or better have been earned will be transferred. Grades and grade points from other institutions are not transferred. Credit/No credit and pass/fail credits may be accepted if the standard for these credits is equivalent to that at UH Mānoa (see “Grades” within this section of the **Catalog**).

However, not all transfer credits accepted will necessarily satisfy curricular requirements toward a particular degree. UH Mānoa applies no more than 60 credit hours from non-UH community or junior colleges toward the credits required for a bachelor’s degree. Other notable restrictions on transfer credit include:

- Courses taken out of sequence (backtracking): Credit is not awarded for lower level courses if they are taken subsequent to or concurrently with a higher level course for which there are explicit or implicit prerequisites.
- College Level Examination Program (CLEP) and Advanced Placement (AP): Credits awarded for CLEP and AP examinations do not count toward meeting the 24-credit requirement for admission as a transfer student nor do they exempt other applicants from submitting SAT/ACT scores and high school transcripts.
- Correspondence school credit: No more than 30 credits of correspondence course work from regionally accredited U.S. colleges and universities will be accepted in transfer.
- Life experience: UH Mānoa does not award credits for life experience. By individual arrangement, enrolled students may arrange for credit by examination.
- Military service or schooling: Course work taken through military schools may be considered for credit with the consent of the appropriate UH Mānoa department. The student’s DD-214 or DD-295 form or American Council of Education (ACE) Registry transcript must be submitted. Credits awarded for military schooling do not count toward meeting the 24-credit requirement for admission as a transfer
student nor exempt other applicants from submitting SAT/ACT scores and high school transcripts.

- Courses with nontraditional grades: Courses completed with nontraditional grades such as CR (credit), P (pass), S (satisfactory) may be transferable only if the grade represents a D (not D-) or better. Generally, courses with nontraditional grades will be accepted as elective credit only and will not fulfill UH Mānoa, college, school, or departmental requirements.

- Courses receiving no credit: Courses not accepted for transfer credit include, but are not limited to, the following:

- Courses from unaccredited institutions: Course work taken at any institution not fully accredited by a regional U.S. accrediting association is not transferable. After completing a minimum of 30 credits at UH Mānoa with a GPA of 2.0 or better, a student may be granted credit for course work completed at unaccredited institutions which were candidates for accreditation at the time of the student’s attendance there. No more than 60 credits from such institutions may be applied to degree requirements at UH Mānoa.

- Developmental or remedial courses

- Repeated or duplicate courses: Transfer credit is generally not awarded for courses that duplicate material for which academic credit has already been given. Credit will not be awarded for a repeated course in which a passing grade was previously earned, nor for more than one version of a cross-listed course.

- Courses that provide instruction in a particular religious doctrine

- Vocational or technical courses

- Mathematics courses considered below college level: courses include, but are not limited to, basic math and business math.

Admission of International Applicants

International students wishing to apply should request an application and a form called “Supplementary Information for International Students.” The deadline is January 5 for fall admission and September 1 for spring admission. If admitted, international students must receive two clearances in order to register: (1) University Health Services clearance documenting adherence with health regulations, and (2) International Student Services (ISS) clearance documenting adherence to international student regulations and proof of adequate health insurance. Note: International applicants with a non-immigrant visa status other than student status should contact the ISS. Federal restrictions on full-time study may apply.

Additional Requirements

Transcripts. In addition to the application, applicants must present evidence of having completed or received the equivalent of a U.S. high school diploma. Official transcripts of all secondary and postsecondary work must be sent directly to the Office of Admissions by each institution attended. Certified photocopies of the certificates and results of any qualifying examinations (e.g., General Certificate of Education) must also be submitted. Certified English translations must be attached to documents and transcripts written in a foreign language.

Applicants enrolled in a secondary school or another college or university must have a final transcript submitted to the Office of Admissions at the end of the current term. Until this is received, any acceptance is provisional. Failure to submit the transcript or to complete the semester/year’s work satisfactorily will result in denial of admission and/or cancellation of registration.

Examinations. Applicants also must submit official results of the SAT or American College Test (ACT) (see “SAT or ACT”) and the Test of English as a Foreign Language (TOEFL). These examinations are normally required of all foreign applicants, including students who either have been admitted to or have matriculated at other universities. SAT applications may be obtained by writing to the College Board, P.O. Box 025505, Miami, FL 33102. ACT applications may be obtained by writing to the American College Testing Program, P.O. Box 414, Iowa City, IA 52243. TOEFL applications may be obtained by writing to Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541.

ACT or SAT Exemptions. Students who have earned at least 24 semester hours of acceptable credits—including English Language Institute and/or English as a Second Language courses—are exempt from submitting the ACT or SAT results. The credits must have been completed at a regionally accredited U.S. college or university and must be equivalent to UH Mānoa offerings.

TOEFL Requirements and Exemptions. Applicants are required to score a minimum of 61 (internet-based), 173 (computer-based) or 500 (paper-based) on the TOEFL. The following applicants are exempt from the TOEFL examination: (a) those whose native language is English; (b) those who hold a bachelor’s or master’s degree from a regionally accredited university in the U.S. or a recognized university in Australia, Britain, Canada (excluding Quebec), Ireland, or New Zealand; (c) those who score 510 or better on the verbal and 510 or better on the writing sections of the SAT; (d) those who score 22 in English and 22 in reading sections of the ACT; (e) those who have completed six years of continuous schooling through the high school or college level in American Samoa and/or Guam and in one of the countries listed above under (b); (f) those who have completed English composition at a regionally accredited U.S. institution with a D or better grade; or (g) those who completed at least three years of high school in Hawai’i with a cumulative GPA of 3.2 and SAT critical reading of 460 and
SAT writing of 460. Admission to summer ELI classes does not imply a waiver of the TOEFL exam for fall or spring semester admission.

**English Language Institute.** International and immigrant students who are admitted to UH Mānoa and whose native language is not English are referred to the English Language Institute to determine if they must take the ELI placement tests and the Mānoa Writing Placement examination. If a student does not fulfill this obligation, ELI will place a hold on the student’s registration. Please contact the Department of Second Language Studies for additional information. (See “ELI” section of this Catalog)

**Admission of International Exchange Students**

Students matriculating at a university outside the U.S. may apply for admission as an international exchange student in the third or fourth year of study, through the Mānoa International Exchange (MIX). Admission may be granted for a maximum of two semesters as a “Visiting Student.” Priority is given to students from institutions with a formal exchange agreement with UH; however, other qualified students from any foreign institution may also be considered.

Those sponsored by their home government or an external scholarship program such as Fulbright or Rotary International may also be admitted as exchange students, either as a classified, degree-seeking student, or as a non-degree visiting student. Exchange students may enter the U.S. under either the F-1 or J-1 visa, depending on the funding source and preferences of the sponsoring agency.

Exchange students must submit standard admission materials, official TOEFL scores of 68 (internet-based), 190 (computer-based) or 520 (paper-based) unless exempt (see “Admission of International Applicants” for exemption criteria), and for those engaged in non-degree study, a special MIX application. For further information, contact International Student Services, Queen Lili‘uokalani Center for Student Services, 2600 Campus Road, Honolulu, HI 96822 or visit www.hawaii.edu/issmanoa.

**Admission of Returning Students**

A student who experiences a break in enrollment at UH Mānoa without having taken an approved leave of absence or who has been suspended or dismissed must apply for readmission. A student who has attended another college or university, or UH campus subsequent to attendance at UH Mānoa must apply as a transfer student (see “Admission of Transfer Applicants”). Readmission is not automatic because of enrollment limitations and changes in academic regulations. Students who are readmitted will be subject to the General Education Core, major, and graduation requirements in effect at the time of readmission. Questions concerning readmission should be directed to the student academic services office in the college/school to which the student is applying.

**Admission of Unclassified Students**

Persons who wish to take UH Mānoa courses but do not wish to enroll in degree programs may apply for admission as unclassified students through the Office of Admissions. Undergraduate applicants must meet the admission standards for a regular classified, degree-seeking undergraduate. Post-baccalaureate applicants should contact the Graduate Division.

Classified applicants receive admission priority; thus, unclassified applicants may be denied admission because of enrollment restrictions.

Persons interested only in taking courses offered by Outreach College should refer to the “Outreach College” section of the Catalog or should inquire at Outreach College, (808) 956-7221 or (1-800) 862-6628.

**High School/Dual Enrollment Program**

High school students who have demonstrated exceptional academic achievement, have completed most of their high school graduation requirements, and can no longer benefit from high school offerings may enroll concurrently in UH Mānoa courses while enrolled in high school. Eligibility is restricted to high school juniors and seniors.

Students wishing to take advantage of this program should follow the procedures for “Admission of Freshmen.” Eligible students must present outstanding high school grades and SAT or ACT scores, be recommended by school authorities, and have the permission of their parent(s) or legal guardian to participate in the High School/Dual Enrollment Program.

Regular UH Mānoa admission deadlines, normal tuition and fee schedules, course prerequisites, and admission requirements other than high school graduation all apply to the High School/Dual Enrollment Program.

**Application Procedures**

To obtain an admission application form and/or related information, prospective students should consult their high school counselors (in Hawai‘i) or write to the Office of Admissions, 2600 Campus Road Room 001, Honolulu, HI 96822. The application is also available online (apply.hawaii.edu). The application is valid only for the semester specified. For deadline information, refer to the “Calendar.”

For information regarding application procedures for non-U.S. citizens and/or nonnative speakers of English, refer to “International Admission Process.”

**Deadlines**

The admission application initial deadline for the fall semester is January 5; the final deadline is May 1. The initial deadline for the spring semester is September 1; the final deadline is October 1. Some professional schools and individual programs may have earlier deadlines. Consult the appropriate student academic services dean for specific deadlines.

In addition to the application form, applicants must submit official test scores and arrange to have official transcripts of all schools, colleges, universities, business, and postsecondary schools attended sent directly from each institution involved by the appropriate deadline. Unofficial transcripts, hand-carried transcripts, faxed transcripts, and student copies of transcripts or grade reports will not be accepted. All other required credentials, as noted in the application, should also be sent with the application form. No applications, even those received before the closing date, will be acted upon after enrollment is filled for a program. Applications and documents submitted to UH Mānoa are deemed the property of UH Mānoa and therefore
will not be returned to the applicant nor be available for copying.

**Application Fee**
Applications must be accompanied by a nonrefundable, nontransferable application fee. The application and fee are valid only for the semester specified on the application.

**Special Instructions**

**Student Identification Numbers**
UH Mānoa will issue student identification numbers at the point of acceptance and intent to enroll to all students for use as his or her permanent identification.

**Student Ethnicity Data**
Students are urged to supply racial/ethnic information on applications and other forms when requested, since UH Mānoa must provide a number of federal, state, and educational agencies with this data each year. Whenever such information is lacking, UH Mānoa personnel must make an educated guess. Self-identification is preferable.

**Email Correspondance**
Electronic mail is a Board of Regents approved communications method. Email communications to students will be sent to email addresses submitted on the students’ admissions application. Email communications will be sent to the student’s University of Hawaii email address after the student’s user account has been established.

**Change of Address**
Students are responsible for keeping UH Mānoa’s Office of Admissions (Queen Lili’uokalani Center for Student Services 001) informed of their correct address (i.e., mailing, permanent, email, etc.). Change of address may also be completed through the MyUH Portal at myuh.hawaii.edu.

**Misrepresentation**
By UH Mānoa policy, all applicants for admission are **required** to list all current and previous enrollment in any post-secondary institution on the application form. Applicants for admission who fail to inform UH Mānoa of such enrollment at the time of application or who submit, or have submitted on their behalf, any required information or document that is inaccurate, incorrect, or fraudulent or that has been altered without proper authorization may be denied admission to UH Mānoa. If the omissions and/or alterations are discovered after the student is enrolled, the student’s admission may be rescinded and his or her enrollment canceled. Credits earned at any unreported school or college are not accepted in transfer.

The student or prospective student may also be referred to the Student Conduct Committee for possible disciplinary action.

**Academic Advising**
Academic advising at UH Mānoa is an expression of our educational mission and ideals. Advising helps students to integrate and discern meaning from the many facets of their academic journey and to locate their unique journey within the context of their hopes, dreams, abilities, goals, interests, and in fact, within the full trajectory of their lives. Advising conveys higher education’s modes of thinking, learning, and decision making, teaches students to think critically about their roles and responsibilities, and encourages students to become active members in our higher education community as well as leaders in our global community.

Overseen by the Assistant Vice-Chancellor for Undergraduate Education and coordinated through the Council of Academic Advisors, academic advising is college- and school-based, so that students’ primary connection remains with their academic unit.

UH Mānoa provides advising and support for undergraduate students through the student academic services office in their college or school. In addition, students can log onto the STAR system via MyUH Portal (myuh.hawaii.edu) to see how courses taken might fulfill degree requirements. STAR is an advising tool that allows students to manage their academic coursework, but should not be considered a substitute for meeting with advisors to verify degree requirements. Academic advisors bring to their responsibilities as educators not only knowledge of academic disciplines, but also understanding of the rationale that underlies the curricula of the colleges, schools, and UH Mānoa.

Students are strongly encouraged to seek advising assistance early in their academic journeys.

Academic advising involves:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating students’ adjustment to the campus;
- Educating students on how to develop educational plans and assess their academic progress;
- Explaining and clarifying requirements, policies, and procedures;
- Encouraging students to think critically about their roles and responsibilities as students and as members of a democratic and global community;
- Helping students locate and access available resources and to engage in the UH Mānoa community;
- Counseling students on personal issues as they relate to academic progress; and
- Serving as advocates and mediators for students.

All students will benefit from two major academic policies related to advising. First, they will receive mandatory advising every semester for their first two years. Second, students will be required to declare their major prior to the start of their junior year. These policies were introduced to encourage early identification of potential majors, support efficient graduation, and promote each student’s engagement in his or her academic journey.

College or school advisors complement departmental advisors, who are specialists in their subjects and advise on major requirements and graduate or professional degrees in their discipline.

**Registration and Enrollment**

**Registration Procedures**
Registration is open to those students officially admitted to UH Mānoa by the appropriate admissions office and to students in good standing who are continuing in an approved
program of study. Students who have graduated, withdrawn, or have not been continuously enrolled must complete the admission process before being permitted to register. New, transfer, and returning classified students who are admitted to UH Mānoa are required to pay a nonrefundable, nontransferable tuition deposit to confirm their admitted status. Admitted students may be barred from registration until they have complied with all UH requirements, including but not limited to, medical clearances, the purchase of health insurance by nonimmigrant foreign students, and required English language placement testing. Students may also be barred from registering until they have cleared all academic or financial obligations.

Students are assigned specific appointment times in which to register. All registration activity is conducted by personal computer through the World Wide Web. The MyUH Portal website at myuh.hawaii.edu provides the UH community with secure, personalized access to enrollment services such as registration. Each student’s registration time will be available through the MyUH Portal approximately two weeks before registration.

Information on registration procedures is contained in the Registration Guide (formerly Schedule of Classes) booklet, which includes registration dates and instructions. The Registration Guide is distributed by the Office of the Registrar and is available shortly before registration begins each fall and spring semester. The Registration Guide is also available online: www.hawaii.edu/myuh/manoa/. The listing of course offerings with up-to-date class location and meeting times is found at the Check Class Availability website: www.sis.hawaii.edu/uhdad/avail.classes?is=MAN.

Unclassified students and auditors register after classified students.

Auditors
Auditors are regularly admitted students who enroll for informational instruction only, and attend classes with the consent of the instructor. Auditors receive no credit, and they do not take course examinations. The extent of their classroom participation is at the instructor’s discretion. Auditors are not generally allowed in art studios, laboratory science, mathematics, elementary and intermediate Hawaiian and foreign languages, creative writing, English composition, physical education, speech and other performance courses, or in classes where they might displace credit students. Audit courses are entered on student transcripts with a grade of L and are subject to regular tuition and fee charges. Audit courses are not counted in determining a student’s enrollment status.

Late Registration
Students who failed to register during the designated registration period may still register for credit during the first 10 calendar days of instruction (see the “Calendar”). There is a fee for late registration.

Maximum Registration
Undergraduate students who request enrollment in 20 or more credit hours of work in any semester must obtain special approval from their college student academic services office and process their changes during the Change of Registration period after instruction begins. Students may not register for courses in Outreach College, for credit or audit, in excess of the maximum registration allowed by the college or school in which they are enrolled unless given permission for an overload by the college or school.

Enrollment Status
For academic purposes, students may be classified as either part-time or full-time students. A full-time undergraduate carries a minimum of 12 credit hours. Undergraduate students carrying fewer than 12 credits are classified as part-time. Audited courses are not counted in determining the enrollment status of a student.

Change of College or Major
Classified students may apply for transfer from one college to another during the fall or the spring semester. Application for transfer must be made on a form supplied by the student academic services office of the college or school that the student wishes to enter. The application must be approved by the dean of that college or school. Deadlines for transfers within UH Mānoa are determined by individual student academic services offices. Contact the college or school directly for deadlines. Students planning to transfer into professional schools should consult the dean’s office for deadlines. Students wishing to enter the College of Education should follow the procedures specific to that college.

Changes of college, school, curriculum, or major are not permitted during registration periods.

Unclassified students who wish to become degree candidates must complete the regular application process.

Changes in Registration
All deadlines for adding courses, partial withdrawal, or complete withdrawal are subject to change. Refer to the current Registration Guide for applicable deadlines and procedures.

To Add a Course
Courses may be added during the first 10 calendar days of instruction.

To Drop a Course (Partial Withdrawal)
A course may be dropped through the sixth day of instruction without notation on the student’s record. Thereafter, grades of W will be posted. The colleges and schools differ in their policies, but, in general, a course may be dropped from the seventh day of instruction up to Friday of the ninth week of instruction with the consent of the instructor and the approval of the student’s college or school dean.

After the ninth week no withdrawals are permitted except for unusual or extenuating circumstances beyond the control of the student. These withdrawals require the consent of the student’s college or school dean, and consent may be given only after the dean consults the instructor.

If students do not officially complete the withdrawal procedure, an F or NC, as appropriate, may be awarded by the instructor in place of a passing grade.

Complete Withdrawal
Students occasionally find, for a wide variety of reasons, that they are unable to complete the semester and need to withdraw completely from the university. Students should note that once
school starts, they have incurred a financial obligation to the university. Withdrawing completely from UH Mānoa does not release the student from his or her financial obligations.

Prior to the first day of instruction, students can withdraw online. No course registration will appear on their records, and the students will incur no financial obligation for tuition and fees.

From the first to the sixth day of instruction, students withdrawing completely from UH Mānoa will have a withdrawal action noted on their records. No courses will be listed for that semester.

From the seventh day through the ninth week of instruction, students withdrawing completely from UH Mānoa will receive a W grade for each course on their record.

After the ninth week of instruction, students are not allowed to withdraw except in unusual or extenuating circumstances beyond their control. Withdrawing after the ninth week requires petitioning for approval from the student’s college or school dean. Students who receive approval will receive a W grade for each course on their record.

To apply for a complete withdrawal, students should see the student academic services office of their college or school. Once the student receives approval to withdraw, the student must submit all signatures as indicated on the forms and submit the completed forms to the UH Mānoa Cashier’s Office.

Complete withdrawal does not release the student from his or her financial obligations to the university. The refund schedule for withdrawal is noted in both the “Tuition, Fees, and Financial Aid” section of this Catalog and in the Registration Guide.

When withdrawing, a continuing classified undergraduate student who has completed at least one semester at UH Mānoa may choose to apply for a leave of absence. Leave of absence forms are available through the student academic services office of the student’s college or school and require approval by the college or school dean. Students who do not obtain a leave of absence must apply for readmission by submitting the UH System Application Form to the Office of Admissions before the specified deadline and must be readmitted before they are able to register.

Retroactive Withdrawals

Retroactive withdrawals are partial or complete course withdrawals processed after the semester has ended. UH Mānoa is obligated to insure the integrity of the transcript as an historical document, which must reflect the actual history of a student’s experience at UH Mānoa. Because of this, the student who is requesting a retroactive withdrawal will need to present a convincing case and provide relevant documentation that supports the existence of circumstances beyond their control that prevented them from initiating the withdrawal request in a timely manner. Any request submitted two or more years after the course ended will not be reviewed. Should a retroactive withdrawal be approved, the action will result in the grade being changed to a W. Tuition refunds will not be considered and any academic action applied for that semester will remain on the student’s record.

If you were a financial aid recipient during the semester in which you are seeking a withdrawal, be sure to check with Financial Aid Services to determine if this will result in a financial obligation or will result in your future ineligibility for financial aid.

Credits and Grades

Work accomplished by students is usually recognized in terms of credit hours, grades, grade points, and grade point averages.

Students must complete a minimum of 124 credits and have a minimum of a C (not C-) average (minimum GPA of 2.0) to earn a baccalaureate degree. Colleges, schools, and degree programs have specific requirements. Students should check with their college or school advisor.

Credit Hours

Credit hours (or credits) for course work are determined on a semester or semester-equivalent basis for work satisfactorily accomplished. Credit hours granted for specific courses are listed in this Catalog and in the Registration Guide each semester.

Grades

Student achievement is designated by the following grades: A+, A, A- (excellent), B+, B, B- (above average), C+, C, (average), C-, D+, D, D- (minimal passing), F (failure), CR (credit), NC (no credit), I (incomplete), and L (audit). A grade of I is given to a student who has not completed a small but important part of a semester’s work if the instructor believes that the incomplete was caused by conditions beyond the student’s control. Each student receiving a grade of I should consult his or her instructor promptly to determine the steps to be taken and the deadline to complete the course work for changing the grade of I to a final grade. The designated November and April deadlines (see the “Calendar”) refer to the dates instructors must report adjusted grades. Student deadlines for completing their course work must be adjusted accordingly.

An instructor recording a grade of I on the final grade sheet will also record the grade that will replace the I if the work is not made up by the deadline; that grade is computed on the basis of what grades or other evidence the instructor does have, averaged together with Fs or zeros for all incomplete work (including the final examination, if it has not been taken). If the work is completed prior to the deadline, the instructor will report a change of grade, taking the completed work into consideration. If the instructor does not submit a grade to replace the incomplete, the grade of I will be replaced by an F or an NC (as appropriate) as of the April or November deadline. All grades of I must be cleared by a student’s college prior to graduation.

Credit/No Credit Option

The credit/no credit option encourages students to broaden their education by venturing into subjects outside their fields of specialization without risking a relatively low grade. The CR designation denotes C (not C-) caliber work or better. However, students should be aware that some colleges and many graduate and professional schools evaluate CR as C and NC as F. The same is true of some employers and scholarship awarding agencies.

Certain courses may be designated as mandatory CR/NC. In addition to any such mandatory CR/NC courses, no more
than 40 credit hours of CR may be counted toward the degree. Neither CR nor NC is computed in the grade point average. The CR/NC option must be exercised during the registration period. The CR/NC option is limited to elective courses; this option is not allowed for any course taken to fulfill a UH Mānoa, college, school, or department nonelective requirement, with the exception of those courses offered for mandatory CR/NC.

Grade Points

Grade points for each credit hour received in a course will be computed as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A+</td>
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<tr>
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Students entering as undergraduates are not given grade points for work done outside UH Mānoa.

Grade Point Averages

Grade point averages (GPA) are determined by dividing the total number of grade points by the total number of credit hours for which a student has received letter grades (excluding I, NC, CR, W, or L).

The semester GPA is calculated on any one semester’s credits and grade points. The cumulative GPA is calculated on all such work taken at UH Mānoa.

Repeating Passed Courses

Students may only repeat a course in which they received a grade of C-, D+, D, D-, F, or an NC. Degree credit for a course is given only once. The grade assigned for each repeated course is permanently recorded on the transcript. Grades for all repeated courses will be included in the GPA.

Repeating Failed Courses

Students may repeat, for a letter grade only, any course in which an F was received. If this is done at UH Mānoa, credit hours and grade points for each attempt are included in the GPA. Students may repeat (but not for a letter grade) CR/NC courses in which they received a grade of NC.

Duplicate Credits

Academic credit is generally not awarded for courses or examinations that duplicate material for which academic credit has already been given. Repeating passed courses (see above) yields no additional credit, nor does taking more than one version of a cross-listed course. (In the “Course Descriptions,” less obvious duplications may contain notations like, “credit not given for both 200 and 201”; “credit for only one of . . .”; etc.)

Graduate Credit for Seniors

Seniors at UH Mānoa may earn credit toward an advanced degree for some courses completed during their last semester as undergraduates, provided that (a) the courses taken are in excess of the requirements for the bachelor’s degree, and (b) such courses fulfill requirements in the prospective graduate field. To obtain such credit, students are required to file a petition form available at the Graduate Division at the time of registration for the courses. For more information, refer to the “Graduate Education” section of this Catalog.

Backtracking

Backtracking is not permitted. Additional credit and grade points are not awarded for lower-level courses if they are taken after or concurrently with the advanced course for which they are explicitly or implicitly prerequisites.

Students should direct any questions about the applicability of this policy to the student academic services office of their college or school.

Excess Credit Policy

A student who by the end of any semester has earned 24 credit hours beyond those required for graduation and has fulfilled all specific program and UH requirements may be graduated by action of the student’s college or school.

Grades

Grades are available through the MyUH Portal one week after the final examination period each semester. Grades for courses taken through Outreach College do not follow this schedule.

Examinations

Course Examinations

Final examinations are required in all undergraduate courses (except writing courses, directed reading, creative arts, research, seminars, internships, and field experiences) and must be taken during the scheduled examination period. No examinations (other than laboratory tests and short quizzes) are allowed during the two calendar weeks before the last day of instruction. Take-home final exams may be distributed at any time but may not be required to be turned in before finals. The schedule of final examinations is published in the Registration Guide.

Language Courses

Students who plan to continue the study of a language begun elsewhere must take a placement test to determine the course in which they should enroll.

For specific regulations governing courses that native or bilingual speakers may take for credit, students should consult the department chairs of European languages, East Asian languages, Hawaiian language, or Indo-Pacific languages.

Advanced Placement Examination

The Advanced Placement examinations are administered in high schools by the Educational Testing Service for the College Entrance Examination Board for students who have completed specific college-level courses in high school. Students should consult the Office of Admissions for the most current UH Mānoa credit granting policy.

Credit by Examination

Students who wish credit by examination for basic courses in calculus, general biology, general chemistry, economics, English literature, psychology, and sociology should consult the Coun-
suling and Student Development Center. Students apply to the center, pay the fee, and take the corresponding subject examination under the College-Level Examination Program (CLEP). A satisfactory score on these examinations, as determined by the appropriate department, yields course credit.

If a written exam is appropriate in other courses, it is prepared under the auspices of the department concerned, is more comprehensive than the usual “final examination,” and is designed to serve as the scholastic equivalent of the course.

Applicants must be enrolled classified students; must present evidence that they have a mastery of the content of the courses (but have not received college credit); must apply, with department approval, to the dean’s office by the specified deadline; and must pay the current fee. Applications are available in the college or school student academic services office.

Courses passed by examination do not carry grades or grade points.

Recognition of International Baccalaureate

UH Mānoa recognizes the international baccalaureate for course credit. Students should submit higher-level examination scores to the Office of Admissions. Course credit is granted for acceptable scores. Contact the Office of Admissions for more information.

Academic Programs

Undergraduate Certificate Programs

UH Mānoa offers a number of undergraduate certificate programs, some of which are interdisciplinary. Certificates require a minimum of 15 credit hours of specified courses and a 2.5 GPA in those courses.

Undergraduate certificate programs are offered in the following areas:
- Accounting
- Aging
- Agribusiness Management
- Classics
- Economics
- Environmental Studies
- East Asian Languages
- Ethnic Studies
- French
- German
- Hawaiian
- Indo-Pacific Languages
- Islamic Studies
- Latin American and Iberian Studies
- Law and Society
- Linguistics
- Marine Option Program
- Mathematical Biology
- Music
- Peace Studies
- Pidgin and Creole Studies
- Political Economy
- Professional Writing
- Russian
- Russian Area Studies
- Social Sciences and Health
- Sociology
- Spanish
- Sustainable Tourism
- Travel Industry Management
- Women’s Studies

Bachelor’s Degree

Objectives

The baccalaureate degree program provides the student with a coherent undergraduate education that includes a comprehensive set of integrated learning opportunities. There are three basic components to undergraduate education: (a) the University-wide General Education requirements; (b) individual college or school requirements; and (c) an academic specialization comprising a major, as well as a minor or electives that complement and enrich the other requirements.

Requirements

General Education Requirements. The General Education requirements are based on the conviction that an educated person has access to a shared body of knowledge; a comprehension of the major divisions of learning; and an understanding of the commonality in our ways of thinking, of experiencing self, and of acquiring new knowledge and skills. The common body of knowledge focuses broadly on heritage; values; political, economic, and social life; and a relationship with nature. Its study requires critical reading and listening, careful judgment, and clear exposition. The common thread in general education is the interconnectedness of human knowledge. See the “Undergraduate General Education Requirements” section for more information.

College or School Requirements. Colleges or schools may specify which General Education courses should be taken to meet their requirements. They may also have additional requirements. Students should refer to specific college or school sections for more information.

Major or Academic Specialization Requirements. Each program leading to the bachelor’s degree is built around a field of concentration—the major, which consists of a specific number of credit hours and required courses in a particular field or discipline, together with related courses in other subjects that are associated with and contribute to that discipline.

Students must satisfy the degree requirements for the selected major and, if applicable, the minor or concentration selected. Detailed information can be found in the appropriate major or academic specialization sections.

Minor Requirements. Limited concentrations of courses in an area other than the major (i.e., a minor) are offered in some programs. A minor is defined as relating to an approved baccalaureate degree, with courses completed in or coordinated by a single academic department. A minor course of study consists of a minimum of 15 credit hours of non-introductory course work (200-level courses that have a college-level course prerequisite and upper division courses) that is completed with a grade of C (not C-) or better.

Minors are currently offered in American studies, anthropology, art and art history, Asian studies, biology, botany, business administration, chemistry, Chinese, computer science, dance, economics, English, ethnic studies, Filipino language and culture, geography, geology and geophysics (four concentrations),
Hawaiian language immersion education, history, Ilokano language and culture, Japanese, Korean, mathematics, merchandising, microbiology, music, philosophy, physics, plant production and management, political science, religion, sociology, speech, theatre, and zoology.

Concurrent Degrees
Qualified students may seek concurrent undergraduate degrees in any two different schools or colleges. Admission is subject to approval by both schools or colleges; priority for admission into any baccalaureate program is given to students seeking their first undergraduate degree. Students seeking concurrent degrees must (1) have a 3.25 GPA and show strong promise of success in the proposed concurrent programs; (2) complete the college, academic specialization, and graduation requirements for both schools or colleges; (3) complete the general education core requirements in their initial degree program; and (4) complete a minimum of 30 credits in each degree program. Concurrent degree students may not use the same course to satisfy major requirements in both degree programs, unless the specific course is required by both programs. Interested students must complete the UHM-3 Form (UH Mānoa Concurrent Undergraduate Degree Application), which may be obtained from academic advisors.

Second Bachelor’s Degree
Applicants for a second bachelor’s degree must meet admission and graduation requirements of UH Mānoa, the college or school and the academic specialization. Students seeking their first bachelor’s degree have priority for admission and registration. Admitted students should confer with their academic advisors about graduation requirements.

Graduation Requirements and Policies

Progress Toward the Bachelor’s Degree
Students are expected to complete their academic work and apply for a degree in a timely manner (see “Excess Credit Policy”). The department or program in which the student is pursuing a degree may decide that certain courses required for the major that were taken in the past must be retaken. Courses that are declared outdated for the major will still count toward the General Education Core if they meet core requirements. Students should consult with their academic advisor in their major field of study for details.

Residency Requirements
Students must earn a minimum of 30 credit hours in residence (i.e., taking credit courses or their equivalent by examination) at UH Mānoa. However, meeting the residency requirements does not necessarily mean that degree requirements have been met; the latter are determined by individual colleges.
A degree candidate must be registered and in attendance during the semester (or summer session) he or she completes the requirements for his or her degree, unless permission has been given for graduation in absentia by the appropriate college or school dean.

Application for Degree
An application for graduation must be obtained at the student academic services office of the appropriate college or school. This must be done by the deadlines specified in the “Calendar.”

Academic Honors

Graduating with Honors
Honors degrees are granted only to participants in the UH Mānoa Honors Program (see page 21).

Graduating with Distinction
Graduating seniors not in the Honors Program who have completed 30 or more credit hours of work at UH Mānoa with a cumulative GPA of 3.5 are eligible for graduation “with distinction” subject to the following stipulations:
1. The 30 or more credit hours at UH Mānoa must come from courses carrying grade points (this excludes CR/NC);
2. The cumulative GPA of the total college work (which encompasses academic work at UH Mānoa and all other colleges and universities, if any) must be at least 3.5. This academic work includes both transferable and nontransferable credits carrying grade points but excludes CR/NC or other non-letter grade options such as pass/fail; and
3. Candidates for second degrees are not eligible.

Honor Societies
Alpha Epsilon, National Honor Society for Extension Service
Alpha Kappa Delta, International Sociology Honor Society
Alpha Omega Alpha, National Honor Society in Medicine
Beta Alpha Psi, National Accounting Honor Society
Beta Gamma Sigma, National Business Honor Society
Beta Phi Mu, International Library Science Honor Society
Chi Epsilon, National Civil Engineering Honor Society
Delta Phi Alpha, National German Honor Society
Epsilon Sigma Phi, National Extension Honor Society
Eta Kappa Nu, National Electrical Engineering Honor Society
Eta Sigma Delta, International Hospitality Management Honor Society
Gamma Sigma Delta, National Agriculture and Human Resources Honor Society
Golden Key International Honour Society, International Undergraduate Honor Society
Kappa Tau Alpha, National Journalism Honor Society
Lambda Delta, Freshmen Honor Society
Mortar Board, Senior Honor Society
Mu Kappa Tau, Marketing National Honor Society
National Society of Collegiate Scholars, Sophomore Honor Society
Omicon Delta Epsilon, International Honor Society in Economics
Phi Alpha Theta, National Honor Society in History
Phi Beta Kappa, National Liberal Arts and Sciences Honor Society
Phi Delta Kappa, National Education Honor Society
Phi Eta Sigma, National Freshmen Honor Society
Phi Kappa Phi, National Honor Society (general)
Phi Theta Kappa, International Honor Society for Two-Year Colleges
Phi Upsilon Omicron, National Home Economics Honor Society
Pi Delta Phi, National French Honor Society
Pi Lambda Theta, National Music Honor Society
Pi Lambda Theta, National Education Honor Society
Pi Sigma Alpha, National Political Science Honor Society
Pi Tau Sigma, National Mechanical Engineering Honor Society
Psi Chi, National Honor Society in Psychology
Sigma Delta Pi, National Spanish Honor Society
Sigma Phi Alpha, National Dental Hygiene Honor Society
Sigma Pi Sigma, National Physics Honor Society
Sigma Theta Tau, National Honor Society in Nursing
Sigma Xi The Scientific Research Society, National Sciences Honor Society
Tau Beta Pi, National Engineering Honor Society
Tau Sigma, National Honor Society for Transfer Students

For further information on these honor societies, contact the appropriate academic unit.

Satisfactory Academic Progress Toward a Degree, Minimum UH Mānoa Academic Standard, and Good Academic Standing

A student at UH Mānoa shall make satisfactory academic progress toward a degree and remain in good academic standing by maintaining a minimum UH Mānoa academic standard, which is a cumulative grade point average of 2.0.

Academic Probation, Suspension, and Dismissal

All undergraduates and unclassified students who fail to meet the minimum academic requirements of UH Mānoa or their college, school, or program may be placed on probation, suspended, or dismissed. The guidelines that follow are generally applied. Further information may be obtained from the student academic services office of the student’s college or school.

Undergraduate and unclassified students seeking exemption for cause from regulations and requirements contained in this Catalog should consult the dean of student academic services of their college or school. UH Mānoa reserves the right to withhold the degree or to request the withdrawal of a student for cause.

Probation

Students may be placed on academic probation at the end of any semester when their cumulative GPA falls below 2.0 or when they fail to maintain the minimum academic requirements of their college, school, or program. Probationary students may register for classes at UH Mānoa, but must achieve a current GPA of at least 2.0 in each probationary semester to be allowed further registration. Failure to meet these conditions may result in suspension or dismissal.

Unless an extension has been granted by the college or school’s student academic services dean, students may be put on probation if they have taken 24 credit hours beyond those required for graduation but still have not completed their specific program requirements.

Regulations governing academic probation will be applied at the end of each semester.

Suspension

Students may be suspended when they fail to achieve a cumulative GPA of at least 1.7 after attempting 24 credit hours or when they fail to meet the terms of probation.

Once suspended, a student is not eligible for readmission to UH Mānoa or Outreach College for one full semester (fall or spring). A suspended student who is currently registered in an Outreach College summer course may complete the course. However, completion of the course will not change the suspension.

Regulations governing academic suspension are applied at the end of each semester (fall and spring).

Applications for Return from Suspension

Students who wish to return after suspension should apply to the Office of Admissions—for the fall semester by the initial deadline of January 3 or final deadline of May 1, and for the spring semester by the initial deadline of September 1 or final deadline of October 1.

Suspended students who attend another institution will be considered “transfer students” when reapplying to UH Mānoa, and must meet all transfer requirements. They will have their work evaluated by the college or school in order to determine eligibility for readmission.

Students who take no courses after being suspended for the required one semester are eligible to be readmitted into the college or school from which they have been suspended provided they submit an application form by the official deadline. However, readmission is not automatic if the student stays out beyond the required period.

Students readmitted after suspension are placed on probation and must meet the terms and conditions of probation as specified above. Failure to do so will result in dismissal.

Dismissal

Students who have been suspended and who subsequently fail to maintain the minimum academic requirements of UH Mānoa or their college, school, or program or fail to meet the terms of probation may be dismissed. Such students will be readmitted only in unusual circumstances. Students admitted on probation may be dismissed if they fail to maintain the minimum academic requirements or to meet the terms of probation.

Once dismissed, a student is not eligible for readmission to UH Mānoa or Outreach College for a minimum of one academic year (fall and spring semester). A dismissed student who is currently registered in an Outreach College Summer Session course may complete the course. However, completion of the course will not change the dismissal.

Regulations governing academic dismissal are applied at the end of each semester (fall or spring).

Applications for Return from Dismissal

Students who have been dismissed and who wish to return after dismissal should apply to the Office of Admissions—for the fall semester by the initial deadline of January 3 or final deadline of May 1, and for the spring semester by the initial deadline of September 1 or final deadline of October 1.

Students who wish to return after dismissal should apply to the Office of Admissions for the semester in which they wish to return, and provide the following information:

1. The student must have had an academic suspension prior to the dismissal.
2. The student must have completed the suspension criteria applicable to all students. The College of Arts and Sciences require a written statement from the student explaining the circumstances of the dismissal and a rationale for reinstatement. If readmitted, the student is placed on academic probation and must meet established terms of probation.
3. The following conditions apply to students who have been dismissed one or more years:
   1. To apply for readmission as a classified or unclassified student at UH Mānoa, the student should do so on the admissions application form, following established procedures and deadlines. The student must meet the standard admission criteria applicable to all students. The College of Arts and Sciences require a written statement from the student explaining the circumstances of the dismissal and a rationale for reinstatement. If readmitted, the student is placed on academic probation and must meet established terms of probation;
   2. To enroll in Outreach College, the student is eligible if he or she has attended any UH system campus or other regionally
accredited college or university subsequent to the dismissal and earned a cumulative post-dismissal GPA of 2.0 or better for a minimum of 12 earned credits. Transcripts will be required to establish eligibility; or

3. To enroll in Outreach College, the student who has not earned a cumulative post-dismissal GPA of 2.0 or better for a minimum of 12 earned credits at another UH system campus or other regionally accredited college or university subsequent to dismissal may petition the dean of Outreach College for special enrollment consideration.

Other Provisions

Upon finding that a student is suffering from a physical or mental condition detrimental to the student or to UH Mānoa, the vice chancellor for students will, on medical advice, recommend proper action to the appropriate college or school’s student academic services dean. The dean may request that the student be withdrawn officially, without prejudice or academic penalty. Readmission is contingent upon review and recommendation by the college or school’s student academic services dean and the vice chancellor for students.

Leave of Absence

Continuing classified undergraduate students may apply for a leave of absence for a specified period of one or two semesters if they (1) have just completed their prior semester (fall or spring) at UH Mānoa, (2) are in good standing (neither on probation nor subject to suspension or dismissal), and (3) are not enrolled at any institution. Students who do not meet the requirements may consult their College Student Academic Services offices. Students may not take more than two regular semesters of leave before graduation; additional semesters of leave will be granted only under extenuating circumstances. The granting of a leave of absence indicates a continuing relationship with UH Mānoa and allows students to resume studies at a specific time without applying for readmission. Students who take a leave of absence will continue to be subject to the core, major, and graduation requirements in effect at the time their leave began.

Students have two options for taking an official leave of absence: (1) a planned leave, and (2) a leave taken at the time of withdrawal from UH Mānoa. To apply for a planned leave for the upcoming semester, students should submit an application for leave of absence prior to the beginning of the semester that the leave is to be taken. Application for a leave can also be submitted at the time of complete withdrawal from UH Mānoa. Applications for a leave of absence are available in the student academic services office at the student’s college or school. The date of return from leave must be specified at the time of application.

Students who do not reenroll at UH Mānoa at the end of their leave of absence will be considered to have withdrawn without notice; they will be required to apply for readmission to UH Mānoa and will be subject to the core, major, and graduation requirements in effect at the time of readmission.

Students should be aware that taking a leave of absence may affect their residency status and eligibility for programs such as financial aid, intercollegiate athletics, etc. Upon return from an approved leave of absence, students may also find that registration in courses with fixed faculty/student ratios may be dependent upon availability of space.

Programs

New Student Orientation Programs

Campus Center 208
2465 Campus Road
Honolulu, HI 96822
Tel: (808) 956-3667
Email: nso@hawaii.edu
Web: www.hawaii.edu/nso
Coordinator: L. Kitagawa-Akagi

New Student Programs offers New Student Orientation (NSO) sessions for first-time college students and transfer students before the regular semesters. These programs assist students as they transition to college from high school or to their new college campus by providing information about academics, campus resources, and student and campus life, as well as providing opportunities to meet other new students and network with current UH Mānoa students. Special sessions for parents and families of freshmen and transfer students are also offered. For information on NSO and parent/family programs, please call or go to the website.

Mānoa Advising Center

Queen Lili‘uokalani Center for Student Services 101
2600 Campus Road
Honolulu, HI 96822
Email: macadv@hawaii.edu
Web: www.manoa.hawaii.edu/mac
Director: M. Makino-Kanehiro

The Mānoa Advising Center (MAC) is an advising office for students who have not yet declared a major.

– MAC provides advising to pre-majors (students who must apply/be admitted to or be selected as majors) with special attention paid to admission requirements and planning to facilitate successful transition into their chosen majors.
– MAC assists students who have not yet selected a major with their selection process by presenting options and providing general education advising.

Students with declared majors are referred to appropriate major, school, and college advisors.

MAC is staffed by academic advisors and peer advisors (specially selected and trained upperclassmen).

First-Year Programs

Student Success Center
Gregg M. Sinclair Library Room 109
2425 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8626
Email: freshman@hawaii.edu
Web: www.manoa.hawaii.edu/freshman
Coordinator: L. Takeuchi

First-Year Programs ease the transition of new students into the academic and social communities at UH Mānoa. First-Year Programs provide the opportunity to develop personal relation-
ships with faculty and other students, enhance active involvement in the educational process, and build connections to UH Mānoa. In addition, First-Year Programs familiarize students with the array of resources and programs available at UH Mānoa.

Access to College Excellence
Tel: (808) 956-8626
Web: www.manoa.hawaii.edu/freshman/ace
Coordinator: L. Takeuchi

Access to College Excellence (ACE) learning communities offer a combination of three general education courses and a small group, 1-credit integrating seminar (CAS 110: Access to the College Community). Courses are grouped to provide freshmen with an introduction to various academic perspectives while fulfilling graduation requirements. CAS 110 is led by an upperclassman peer mentor who supports freshmen cohorts in their new learning environment. Successful college students themselves, peer mentors assist with the development of successful academic strategies, creation of social and interpersonal networks, and involvement in a variety of campus events. ACE espouses a well-rounded, multifaceted approach to college education. Freshmen who are eager to learn, enthusiastic about making friends while increasing independence, and excited about getting involved will benefit from what ACE has to offer.

Freshman Seminars
Tel: (808) 956-8626
Web: www.manoa.hawaii.edu/freshman/fs
Coordinator: L. Takeuchi

Freshman Seminars offers freshmen a variety of courses, which enable them to learn in small class environments (classes are limited to 10 students). The purpose of this program is threefold:
1. To create an intimate learning community for faculty and students who place a high value on the human dimension of education;
2. To provide students with small classes in which they take an active and responsible part and receive constant peer stimulation, support, and feedback;
3. To offer advanced students an opportunity to gain experience in leadership and mastery over their major by teaching.

The three credit seminars are mainly, but not limited to, General Education Core classes led by qualified advanced students under the direction of department faculty. These seminars provide valuable learning experiences for both the students taking the class and the students leading the class. Courses vary each semester, but may include: ethnic studies, library and information systems, political science, religion, sociology, and speech. They are listed in the Registration Guide under each department.

General Education Office
Bilger Hall 104
2545 McCarthy Mall
Honolulu, HI 96822
Tel: (808) 956-6660
Fax: (808) 956-9170
Email: gened@hawaii.edu
Web: www.hawaii.edu/ged

Faculty Administrator: T. Sammons

The General Education Office (GEO) is the administrative support arm of Mānoa’s faculty-governed General Education (GenEd) Program. GEO staff assist the faculty groups that oversee GenEd by coordinating faculty review of proposed and existing GenEd courses, maintaining records of the GenEd Program, and assisting with faculty development and training efforts.

Honors Program
Greg M. Sinclair Library 103
2425 Campus Road
Honolulu, HI 96822
Tel: (808) 956-8391
Web: www.honors.hawaii.edu
Director: T. Hunt

The Honors Program provides opportunities for talented and motivated undergraduates to excel in their academic studies. Students complete a challenging enquiry-based curriculum that encourages learning through independent research and creative expression. They enjoy intimate and personalized educational experiences within the setting of a large research university through small classes, dedicated advising, peer mentorship, and faculty-guided projects. The Honors Program encourages critical thinking and excellence in oral and written communication; instills respect for diversity and commitment to social justice; and develops the capacity for civic engagement and leadership. It fosters among its students and faculty a sense of identity and a joy of learning, which it promotes within the university and beyond.

Selected Studies
Selected Studies is the lower division component of the Honors Program. It offers both its own Honors courses, conducted exclusively in seminar format, and specially designated “A Sections,” which are small, discussion-based versions of regular departmental offerings. These courses are designed to meet the general education requirements of students in the Honors Program. A full list of courses is available in the “Courses” section of this Catalog under Honors (HON).

A certificate for Sophomore Honors is awarded to students in Selected Studies who complete sufficient credits in Honors courses and who maintain a minimum GPA of 3.5 in those courses and overall. In addition, a special notation is made on the student’s transcript.

Admission to Selected Studies is by invitation to high school students with outstanding academic records and aptitude test scores. Others may be nominated or may apply with the recommendation of a high school teacher or counselor. UH Mānoa students may also apply in their first year with the recommendation of a university instructor.
Honors
Honors degrees are awarded in most disciplines at UH Mānoa, but candidates must be enrolled in the UH Mānoa Honors Program. Undergraduate Honors students take a sequence of 12 credits that culminates in a Senior Honors Project, which is independent thesis research or creative work completed under the supervision of a faculty member. The sequence begins with a Junior Honors Seminar and an upper-division seminar course on research methods. Subsequently, students pursue a two-semester program of independent research for the Senior Honors Project under the supervision of their faculty advisor. The Senior Honors Project is presented or performed at the Honors Forum or the Undergraduate Research Symposium. The full list of courses is available in the “Courses” section of this Catalog under Honors (HON).

To graduate with Honors, students must complete the requirements for a bachelor’s degree and maintain a minimum cumulative GPA of 3.0 in both their major and in their senior-junior years. In addition, at least one of these GPAs must be in the top 25% of the graduating class in their college. The Honors Council awards Honors, High Honors, or Highest Honors. Students receive a diploma, their achievement is acknowledged at Commencement, and a notation is made on their transcript.

Learning Assistance Center
Student Success Center, Gregg M. Sinclair Library
2425 Campus Road
Honolulu, HI 96822
Tel: (808) 956-6114
Email: learning@hawaii.edu
Web: www.manoa.hawaii.edu/learning
Director: R. Woodruff

The Learning Assistance Center (LAC) is a developmental education program that provides academic counseling services and assists students in developing learning skills to increase academic success. The LAC assists students in becoming autonomous, confident and effective learners in order to successfully meet academic standards. It assists students in the ongoing development of academic and affective skills that contribute to positive adjustment and performance in the learning environment. Students can participate in individual or group sessions to become more proficient in managing time, reading, writing, taking notes, taking exams, and to enhance academic motivation. A tutoring program that provides help for courses that students find particularly challenging is available. Initial assessment, counseling and support services for students with learning disabilities are also provided.

Mānoa Writing Program
Bilger Hall 104
Honolulu, HI 96822
Tel: (808) 956-6660
Fax: (808) 956-9170
Email: mwp@hawaii.edu
Web: www.mwp.hawaii.edu/
Director: J. Henry

The Mānoa Writing Program was created by the UH Board of Regents in 1987 to administer General Education writing requirements. Its efforts are guided by a board of seven professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students, who must complete five W courses to graduate. Administering over 500 W courses per semester, the program on teaching with writing maintains a website. The Mānoa Writing Program’s ultimate goal is to prepare all UH Mānoa graduates for the different writing tasks that society and their professions will present to them.

Pre-Health/Pre-Law Advising Center
Queen Lili‘uokalani Center for Student Services 101
2600 Campus Road
Honolulu, HI 96822
Tel: (808) 956-4045
Email: uhpac@hawaii.edu
Web: www.manoa.hawaii.edu/pac
Coordinator: R. O. Bingham

The Pre-Health/Pre-Law Advising Center (PAC) is a walk-in resource center for students interested in law, medicine (allopathic, chiropractic, naturopathic, osteopathic, podiatric), or any of the health sciences (dentistry, optometry, pharmacy, physician assistant, occupational therapy, physical therapy, veterinary medicine, etc.). PAC advisors help students clarify their career goals, choose a major, plan appropriate coursework, research professional programs, find opportunities to gain experience, and apply to schools.
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
Email: slp@hawaii.edu
Web: www.hawaii.edu/servicelearning/
Director: A. Pascua

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

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.

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.

Student-Athlete Academic Services
Nagatani Academic Center
1337 Lower Campus Road, PE/A
Honolulu, HI 96822
Tel: (808) 956-3388
Fax: (808) 956-5042
Web: www.advising.hawaii.edu/saas/academicServices
Department Chair: J. Matsuda

Student Athlete Academic Services (SAAS), is the academic support program for student-athletes at UH Mānoa. Working closely with instructional faculty, coaches, and campus resources, academic advisors assist students in formulating and meeting their academic goals while participating in intercollegiate athletics. SAAS is conveniently located in the Nagatani Academic Center (NAC), adjacent to the Stan Sheriff Arena in the Athletic Department complex.

SAAS provides orientation programs, academic and athletic advising, and registration assistance. Learning services include peer mentoring, subject tutoring, and small group study sessions.

Student Success Center
Gregg M. Sinclair Library
2425 Campus Road
Honolulu, HI 96822
Tel: (808) 956-5425
Email: geary@hawaii.edu
Web: gohere.manoa.hawaii.edu/
Coordinator: G. Geary

The Student Success Center at Sinclair Library offers students a welcoming and convivial place to study and learn and provides them the information and skills they need to be successful in their academic career and beyond. The center provides comfortable seating, is open long hours, permits students to bring their own snacks, all in a space that has nature light and air.

The Student Success Center occupies the first floor of Sinclair Library and provides a place for students to work with librarians, mentors, tutors, advisors, counselors, and/or teachers, to meet their individual needs. At the entrance to the center, the Information Concierge Desk has staff available to assist students in finding the help they need to succeed in their academic work from many departments on campus. In addition, the center hosts a number of partners including the First Year Programs, Honors Program, Writing Center, English 100 Mentoring Program, and the Wong Computer Lab and Digital Media Center where students can find equipment for word processing and production of digital media products.

Generous study spaces with electrical power for personal laptop computers are spread throughout the first floor. Group study rooms with media equipment for powerpoint or video presentations are available for student use via online reservation. More details about the center are available at gohere.manoa.hawaii.edu/.

Student Support Services
1755-A Pope Road
Honolulu, HI 96822
Tel: (808) 956-8402
Fax: (808) 956-9763
Email: sss@hawaii.edu
Website: www.sss.hawaii.edu
Director: M. Yoshimoto

Student Support Services (SSS) is a federally funded program providing academic advising and planning, tutoring, mentoring, academic enrichment activities and grant aid to program students enrolled at UH Mānoa. Students are selected for participation based on income and financial aid eligibility and whether parents have completed a bachelor’s degree. The goal of SSS is to increase college retention, academic success and graduation rates of program participants. For application or other information, please contact SSS Advisors Gary Tachiyama and Barbara Watanabe at (808) 956-8402.

Study Abroad Center
Moore 115
1890 East-West Road
Honolulu, HI 96822
Tel: (808) 956-5143
Fax: (808) 956-9319
Email: uhmsac@hawaii.edu
Web: www.studyabroad.org
Director: S. Rai

The Study Abroad Center (SAC) collaborates with various UH Mānoa academic departments to provide opportunities for students to study, and faculty members to teach and conduct research, in another country. SAC develops, implements, and evaluates UH Mānoa study abroad programs. The center provides informational, advisory, and support services to students and faculty concerning international educational opportunities.
SAC programs are offered for a summer term, a semester, or an academic year. The essence of SAC programs is to acquire knowledge through academic work and to develop a cross-cultural understanding through cultural immersion. Students earn UH Mānoa credits for course work completed abroad. The courses offered in these study abroad programs may be used to fulfill a student’s major, language, general education, graduation, or elective course requirements. Any Study Abroad course may be used as an exemption to fulfill a focus requirement. Students on Study Abroad may use the focus exemption to satisfy an appropriate 3-credit diversification and/or focus requirement. Courses taken overseas will appear on UH Mānoa transcripts as UH Mānoa courses.

SAC provides faculty members with opportunities to develop courses and publications based upon research and teaching experiences within the global arena. In addition, faculty members who lead study abroad programs have a wide range of responsibilities in their capacity as “in-country” resident directors.

SAC programs and course offerings may vary each academic term.

Semester and Year Programs
SAC offers semester programs in Australia, Denmark, England, France, Italy, Japan, and Spain. The Year-in-Japan program is offered only for a full academic year. Students enrolled in these programs must register for a minimum of 12 credit hours each term. All programs offer several content courses that are taught in English.

Summer Programs
SAC summer programs require enrollment in a minimum of 6 credit hours. Course offerings include, but are not limited to, archaeology field schools (Rapa Nui), architecture and design, environmental sustainability, social sciences, international business, health policy (Copenhagen), dance and gender studies (Buenos Aires), business, humanities/social sciences (Paris), business economics (various locations in Asia), environmental science (Tahiti), European art and architecture (various locations in Western and Eastern Europe), French (Annecy and Angers), German humanities and political science (Berlin), Italian humanities (Florence), Japanese (Kobe), Mandarin (Hainan), Russian (Vladivostok), social sciences (Summer at Sea in the South Pacific), and Spanish and Latin American film and literature (Mendoza).

Self-Designed Study Abroad Programs
Students can design a study abroad program different from those offered by SAC and receive UH Mānoa credits. Such a program may fall under the category of the Self-Designed Study Abroad Program. A Self-Designed Study Abroad Program can be created for countries and/or cities where UH Mānoa does not have an existing study abroad program. Students have conducted Self-Designed Study Abroad Programs in Austria, Brazil, Cambodia, Costa Rica, Dubai, Egypt, Greece, Ghana, Guadalajara, India, Israel, Morocco, Nepal, New Zealand, Salamanca, Shanghai, South Africa, Switzerland, Taiwan, Tokyo, and Vietnam.

Study Abroad Internships
Study Abroad internships are available in Florence, London, and Sydney. Internships are carefully planned and each student is placed in a working environment that has been requested and carefully selected according to specific criteria. Internships are generally unpaid. Internship credits will be based on the field of the internship. Internship credits range from 2, 3, 4, or 6 credits in the areas of Academy of Creative Media, Apparel and Product Design and Merchandising, Business, Finance, Human Resources, Management and Information Systems, Marketing, Real Estate, Social Work, and Travel Industry Management.

Admission Requirements
SAC programs are designed primarily for undergraduate students who have completed a minimum of 24 credits with a cumulative GPA of 3.0. UH Mānoa Financial Aid is applicable and available to eligible students. Several program specific scholarships are also available. Admission to some intensive language programs require a minimum of one year of language study at the college level. For program brochures, detailed information, and an application, contact SAC or visit the website at www.studyabroad.org.