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Home Page: kauai.hawaii.edu

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Director of the Office of Continuing Education and Training
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OUR CREDENTIALS

• Kaua’i Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), 10 Commercial Blvd Ste 204, Novato CA 94949, telephone (415) 506-0234, email accjc@accjc.org. Accreditation was reaffirmed in 2013 for six years. Should you have any complaints, the appropriate forms and process are listed on the ACCJC website.

• The Kaua’i Community College Nursing Program is fully accredited by the Accreditation Commission of Education in Nursing (ACEN). This commission may be reached by mail at: Accreditation Commission of Education in Nursing, 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326; by internet at: www.acenursing.org or by telephone at (404) 975-5000. The last accreditation self study can be viewed by contacting the nursing program director. Reaffirmation and evaluation of the Nursing Program is scheduled for March 2017.

• The Kaua’i Community College Culinary Arts program is fully accredited by the American Culinary Federation Education Foundation Accrediting Commission. This commission may be reached by contacting Scott Taylor at (904)484-0220 or by email to staylor@acfchefs.net. The last accreditation self study can be viewed by contacting the culinary program director. Accreditation for the program was reaffirmed in 2010 for seven years.

• The Kaua’i Community College Automotive Program is fully accredited by the National Automotive Technician Education Foundation (NATEF). This Master Accreditation was affirmed in 2013. This commission may be reached at: NATEF, 101 Blue Seal Drive, S.E., Suite 101, Leesburg, VA, 20175, or telephone at (703) 669-6650.

• Kaua’i Community College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act (G.I. Bill), the Veterans’ Readjustment Act, and the Dependents’ Educational Act.

• This catalog provides general information about Kaua’i Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.

• The University of Hawai’i is an equal opportunity/affirmative action institution.

Several symbols reflecting College and community values have been associated with Kaua’i Community College. In keeping with being your University on Kaua’i, the College’s official seal is now the same seal used by all the UH campuses.

The College logo, created by Graphic Artist Suesue Okada in 1988, and the 1980 Bumpei Akaji sculpture at the entrance of the campus both place high value on Kaua’i’s natural environment. The logo is symbolic of Kaua’i: “The sun, the winds, the mountain, the ocean — all are important aspects of Kaua’i. This island world colors our being, affects what we become. In the same way, the College fosters our pursuit of knowledge, awareness, and growth, helping us attain serenity and completeness.” The sculpture is associated with the KCC Foundation: “Nani Kaua’i: Ke mau nei ke ea o Kaua’i i Puhí “aina malu” (Beautiful Kaua’i: The spirit of Kaua’i thrives in the peaceful land of Puhí). The KCC Alumni Association uses as its symbol the kukui or candlenut tree whose nut was used by ancient Hawaiians as a candle; thus kukui means light and the tree symbolizes enlightenment and education.

The taro leaf is the logo for Ho’oluwehi, The Sustainable Living Institute on Kaua’i. This logo is included in the Course Description section of the catalog to identify courses with sustainable concepts. Sustainability is defined as fostering the long-term maintenance of well-being, while respecting the balance of environmental, economic, social, and cultural aspects of any one endeavor. In respecting the College’s ambition, Ho’oluwehi narrowed down its scope and focus to four areas: 1) food production, 2) renewable energy, 3) affordable housing/sustainable living, and 4) waste elimination. To determine which courses should be awarded the taro leaf logo, five topic areas were used: 1) Economics, 2) Social, cultural, historic, 3) Science and technology, 4) Environmental, and 5) Written, oral, and artistic.
2017 • 2018 DATES TO REMEMBER
Please check a current Academic Calendar to confirm these dates.

FALL

Academic advising begins for continuing students.......................................................... Feb 6
Registration begins for continuing students................................................................. Apr 10
Academic advising/registration begins for new and returning students........................ Apr 17
Statehood Day (Holiday)............................................................................................... Aug 18
First day of instruction.................................................................................................... Aug 21
Begin fee charges for late registration:
  $5 registration fee for in-person transaction (no charge for transaction done on the web)
  $30 late registration fee for all transactions................................................................. Aug 21
Last day to add semester courses ................................................................................ Aug 25
Last day for 100% tuition refund for semester length course...................................... Aug 25
Labor Day (Holiday)..................................................................................................... Sep 4
Last day for 50% tuition refund for semester length course.......................................... Sep 12
Last day to withdraw from semester courses without “W” grade............................... Sep 12
Last day for changes: withdrawal from semester courses with “W” grade, credit/
  no credit option for semester courses, declare auditor for semester courses,
  and incomplete grade changes................................................................................. Oct 30
Veterans’ Day (Holiday).............................................................................................. Nov 10
Thanksgiving Day (Holiday) ......................................................................................... Nov 23
Thanksgiving Recess .................................................................................................... Nov 23-24
Last day to petition for semester graduation............................................................... Dec 7
Last day of instruction.................................................................................................... Dec 7
Evaluation/final examination days.............................................................................. Dec 8, 11-14
End of semester........................................................................................................... Dec 15
2017 • 2018 DATES TO REMEMBER
Please check a current Academic Calendar to confirm these dates.

SPRING

Academic advising begins for continuing students ........................................... Sept 5 (2017)
Registration begins for continuing students ..................................................... Nov 6
Academic advising/registration begins for new and returning students .............. Nov 13
First day of instruction ...................................................................................... Jan 8
Begin fee charges for late registration:
   $5 registration fee for in-person transaction (no charge for transaction done on the web)
   $30 late registration fee for all transactions .................................................. Jan 8
Last day to add semester courses ..................................................................... Jan 12
Last day for 100% tuition refund for semester length course ........................... Jan 12
Martin Luther King Day (Holiday) ................................................................... Jan 15
Last day for 50% tuition refund for semester length course ........................... Feb 1
Last day to withdraw from semester courses without “W” grade .................... Feb 1
Presidents’ Day (Holiday) .................................................................................. Feb 19
Faculty Excellence in Education Conference (no classes) ............................ Mar 2
Spring Recess .................................................................................................... Mar 26-30
Kuhio Day (Holiday) .......................................................................................... Mar 26
Good Friday (Holiday) ...................................................................................... Mar 30
Last day for changes: withdrawal from semester courses, with “W” grade
   credit/no credit option for semester courses, declare auditor for semester courses,
   split-level changes, and incomplete grade changes ..................................... Apr 2
Last day to petition for semester graduation ..................................................... May 2
Last day of instruction ...................................................................................... May 2
Evaluation/final examination days ..................................................................... May 3-4, 7-9
End of semester ................................................................................................ May 11
Commencement ................................................................................................ TBA

SUMMER

Academic advising and registration for all students .......................................... Apr 19
Kamehameha Day (Holiday) .............................................................................. Jun 11
First day of instruction ...................................................................................... Jun 12
Begin fee charges for late registration:
   $5 registration fee for in-person transaction (no charge for transaction done on the web)
   $10 late registration fee for all transactions .................................................. Jun 12
Last day to add semester courses ..................................................................... Jun 14
Last day for 100% tuition refund for semester length course ........................... Jun 14
Last day for 50% tuition refund for semester length course ........................... Jun 20
Last day to withdraw from semester courses without “W” grade .................... Jun 20
Independence Day (Holiday) ............................................................................. Jul 4
Last day for changes: withdrawal from semester courses, with “W” grade
   credit/no credit option for semester courses, and declare auditor for semester courses .... Jul 7
Last day to petition for semester graduation ..................................................... Jul 24
Last day of instruction ...................................................................................... Jul 24
Evaluation/final examination days ..................................................................... Jul 25
End of semester ................................................................................................ Jul 25
Aloha and welcome to Kaua‘i Community College, your University of Hawai‘i on Kaua‘i. We’re glad to have you with us! You’ve taken a very important step to reach your education and career goals. A college education also opens a window onto a broader world and gives you the skills to be an actor in your own life and in your community’s future. You will certainly learn the technical and specialized skills and knowledge relevant to your chosen field, but you will also be challenged to master the campus-wide Student Learning Outcomes listed on page 10.

Since most people change careers several times in their lifespan, general education may be the most important part of your education with us! By mastering these learning outcomes in addition to the skill set specific to your field of study you will equip yourself to succeed on any path you choose. Your work with us will require time, effort, and self-discipline, but your rewards will be great. The instructors, counselors, and staff at Kaua‘i Community College are all here to help you reach your goals. I look forward to seeing you at KCC, your place to start, your place to grow.
MISSION:

Kaua‘i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.

Ke kū nei ke Kulanui Kaiāulu ma Kaua‘i ma ke ‘ano he kahua e ho‘oulu, ho‘ā, a ho‘oikaika ‘ia ai ka ‘ike a me ka naʻauao o nā kānaka aʻo aku a aʻo mai no ka hoʻowaiwai ‘ana i ke kaiāulu a me ka honua.

O ke kahua ma mua, ma hope ke kūkulu.
First comes the foundation, then comes the building

(‘Ōlelo No‘eau number 2459)
2016 - 2021 Kaua’i CC Strategic Goals

The following Kaua’i Community College Goals have been developed within the framework of the UHCC Strategic Directions 2015-2021. See http://uhcc.hawaii.edu/OVPCC/strategic_directions/docs/plans/Strategic%20Directions%202015-2021.final.pdf.

Underlying Values

- Higher education is a societal and individual good and should be accessible to all.
- Human beings proceed toward their goals best when they have support and are engaged.
- Human beings want to be engaged in meaningful, productive work that sustains them economically.
- We are a place-based institution that takes its commitment as an indigenous serving institution seriously.
- Additional STEM jobs will be needed in our community in the future.
- Faculty, Staff, and Students work best if they are empowered and rewarded.

Goals

- Increase the number of graduates, Native Hawaiian graduates, and low income graduates
- Increase the number of students who transfer to four-year degree programs.
- Eliminate access and success gaps that exist among groups of students.
- Reduce the student time to degree by accelerating college readiness and increasing student retention and credit accumulation.
- Increase job placement for Kaua’i Community College students
- Increase the science, technology, engineering and math workforce.
- Increase campus and community sustainability
- Reduce the cost of education for students
- Implement Kaua’i Papa O Ke Ao
- Increase opportunities for and participation in professional development.
- Increase enrollments by recent high school graduates, Pacific Islanders, high school non-completers, working adults and international students
Institutional Student Learning Outcomes (General Education)

Here at Kaua‘i Community College, we believe that all of our graduates should possess a solid grounding in the major areas of knowledge, the capability to be productive individuals and life-long learners, and an understanding of what it means to be ethical and effective citizens. All C.A., A.A.S., A.S., and A.A. curricula at KCC include study of the cultural, social, and/or natural environment (humanities/fine arts, social sciences, and natural sciences), and all programs ensure that students receive expert instruction in and capable assessment of their achievement of the following institutional student learning outcomes:

1. **Written Communication:** Write in clear and organized Standard American English to present, explain, and evaluate ideas, to express feelings, and to support conclusions, claims, or theses.

2. **Oral Communication:** Speak in understandable and organized Standard American English to explain ideas, to express feelings, and to support conclusions, claims, or theses. Receive, construct meaning from, and respond to spoken and/or nonverbal messages.

3. **Reading:** Read, evaluate, and interpret written material critically and effectively.

4. **Symbolic Reasoning:** Use appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.

5. **Integrative Thinking:** Use problem-solving skills and creative thinking strategies to make connections among ideas and experiences and to synthesize and transfer learning to new and varied situations.

6. **Information Literacy:** Locate, retrieve, evaluate, and interpret the value of information gained from reading text materials, making observations, and using electronic media, and reflectively use that information.

7. **Technological Competency:** Identify, allocate, and utilize technological resources effectively.

8. **Teamwork:** Participate proactively and interact cooperatively and collaboratively in a variety of settings.

9. **Respect for Diversity:** Demonstrate cognitive, affective, and behavioral skills and characteristics that are respectful of others’ opinions, feelings, values, and individual expression.

10. **Ethics:** Demonstrate an understanding of ethical issues in public and personal contexts that can be used to make sound judgments and decisions.
What Are These Outcomes?

Written Communication is the development and expression of ideas in writing. It involves learning to work with different writing styles and technologies, and can include combining texts, data, and images in order to communicate clearly and effectively. All students receive instruction in written communication and have opportunities to develop their writing abilities through iterative experiences across the curriculum.

Oral Communication encompasses speaking, non-verbal, and active listening skills. Speaking is the process of transmitting ideas and information orally in a variety of situations. Effective oral communication involves generating messages and delivering them in a manner suitable to the topic, purpose, and audience, with attention to paralanguage and non-verbal signals. Effective listening includes both literal and critical comprehension of ideas and information transmitted in oral language. All students receive instruction in effective oral communication.

Reading is the process of simultaneously extracting and constructing meaning through interaction and involvement with written language. Skilled readers are able to peruse written material fluently and are also able to control their reading in relation to their purpose, the nature of the material, and their level of comprehension. Students become skilled readers through continuous practice, development, and refinement in experiences across the curriculum, learning to reason about written material using knowledge from everyday life and from their individual fields of study.

Symbolic Reasoning – also known as Quantitative Reasoning – is the ability to reason logically and solve quantitative problems from a wide array of authentic contexts and everyday life situations. It also involves understanding, creating, and communicating arguments supported by quantitative evidence in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate). All students receive instruction in logical and/or mathematical reasoning, and have opportunity to develop competency and comfort in working with numerical data.

Integrative Learning is characterized by synthesizing relevant issues, ideas, artifacts, events, and expertise in original, innovative, and imaginative ways. Students develop this understanding and disposition through experiences across the curriculum, from making simple connections among ideas and experiences, to transferring learning to new and varied situations, to critically considering issues and ideas before accepting or formulating opinions or conclusions, to designing, evaluating, and implementing strategies to achieve desired goals.

Information Literacy is the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand. It involves extracting and evaluating meaning from a variety of sources and using a variety of methods, including critically reading written texts, actively listening to audiovisual materials and oral presentations, analyzing interpersonal communication, and making observations. Students receive information literacy training in a variety of settings, and have opportunity to apply their skills across the curriculum.

Technological Competency is the ability to utilize equipment and technology appropriately and confidently. Depending upon a student’s area of study, this may include computer operating systems and software, business technology, musical instruments, scientific laboratory equipment, agricultural technology, specialized medical technology, and/or tools and equipment utilized in specialized trades and technologies.

Teamwork is the ability to use individual skills collaboratively and cooperatively within a group, despite any personal conflict between individuals, in order to achieve a goal. Individuals have personal responsibility for the effort and initiative they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to the team. Good teamwork skills also involve knowing how to determine when team efforts are and are not most likely to be effective. Students have opportunity to learn individually and as members of a team in a variety of settings and courses.

Respect for Diversity is an understanding of and respect for other people and cultures. Individuals demonstrate intercultural knowledge and competence by effectively and appropriately interacting in a variety of social and cultural contexts. Students participate actively in a multicultural learning community which values diversity in all forms, and have opportunity to receive formal instruction in social sciences, interpersonal and intercultural communication, and comparative religion, among other fields.

Ethics involves reasoning about right and wrong human conduct in matters of personal and public concern. It requires students to be able to assess their own ethical values and the social context of problems, to recognize ethical issues in a variety of settings, to think about how different ethical perspectives might be applied to ethical dilemmas, and to consider the ramifications of alternative actions. Students’ ethical self-identities evolve as they develop the combination of knowledge, skills, values, and motivation to engage in activities of personal and public concern that are both individually life-enriching and socially beneficial to their communities.
Look at our connections!

Kaua`i Community College has agreements with the following colleges and universities:

**In Hawai`i:**
- UH Community Colleges
- Brigham Young University in Hawai`i
- Chaminade University
- Hawai`i Pacific University
- UH Hilo
- UH Mānoa
- UH West O`ahu

**In U.S. Mainland:**
- Tarrant County College, Texas

**In Japan:**
- Chiba Keizai College
- Higashi Nippon International University / Iwaki Junior College
- Ishigaki City – Okinawa
- Nagasaki University
- National Institute of Technology, Hiroshima College
- National Institute of Technology, Oshima College
- National Institute of Technology, Toba College
- National Institute of Technology, Toyama College
- National Institute of Technology, Yuge College
- Okinawa Christian University / Okinawa Christian Junior College
- Okinawa Prefectural College of Nursing
- University of the Ryukyus

**In China:**
- International College – Yunnan Agricultural University

**In New Zealand:**
- University of Waikato
- Christ Church Polytechnic Institute of Technology

Contact the Academic Affairs Office @ 245-8203 for information
So your goal is to live and work on Kaua`i while you earn a bachelor’s or graduate degree?

The University Center at Kaua`i Community College wants to provide distance education programs that meet your needs.

Programs that are helping people earn and learn—study and stay on Kaua`i:

AA, Liberal Arts
AS, Accounting
AAT Teacher Education
BA Business Administration, Accounting
BA Business Administration, General Business Administration
BA Business Administration, Marketing
BA Psychology
BA Public Administration, Disaster Preparedness & Emergency Management
BA Public Administration, General Public Administration
BA Public Administration, Health Care Administration
BA Public Administration, Justice Administration
BA Social Sciences, Early Childhood Education
BA Social Sciences, Political Science
BA Social Sciences, Psychology
BED Early Childhood & Special Education
BED Elementary Education
RN to BSN - Nursing
BS Hawaii Statewide Nursing Consortium (HSNC)
Master of Business Administration
Master of Education
Master of Library and Information Sciences
Master of Social Work
MA Indigenous Language and Culture Education
MA Music Education
MED Curriculum Studies, Middle & Secondary Level
MED Educational Foundation, Private School Leadership
MED Learning Design & Technology
MED Special Education
MED Teaching
MS Computer Sciences
MS Kinesiology & Rehabilitation Science
MS Nursing
DNP Nursing
PhD Nursing
Certificate, Accounting
Certificate, Administrative Support Hospitality Legal
Certificate, Business Essentials
Certificate, Disaster Preparedness & Emergency Management
Certificate, Health Care Administration
Certificate, Management
Certificate, Management Essentials
Certificate, Management Foundations
Certificate, Retail Foundations
Certificate, Risk Management & Insurance
Certificate, Substance Abuse and Addiction Studies
Certificate, Substance Abuse Counseling Program
Certificate, Telecommunication & Information Resources Management
Certificate, Travel Industry Management
Certificate, Writing Business Track
Certificate, Post Baccalaureate in Secondary Education
Certificate, Post Baccalaureate in Special Education
Graduate Certificate, Disability and Diversity Studies
Graduate Certificate, Kahuawaiola Indigenous Teacher Education Program
Graduate Certificate, Online Teaching and Learning
Graduate Certificate, Literacy Leader

Phone: 245-8330
Email: uckauai@hawaii.edu
Mail: University Center, OSC Rm 206
Kaua`i Community College
3-1901 Kaumuali`i Highway
Lihu`e, HI 96766

[subject to change]
The College

Kaua‘i Community College, a 2-year public community college, is the only college on the island of Kaua‘i. Its 200-acre campus is located just west of the major town of Lihu‘e. Begun in 1928 as a vocational school, it became a comprehensive community college in 1965.

The Island

Kaua‘i, with a population of about 68,000, lies 100 miles northwest of Honolulu, the State capital and major population center of Hawai‘i. The island retains many aspects of rural island life. The northermmost and oldest of the major Hawaiian islands, it is 627 square miles in area with a diameter of 32 miles, yet the climate varies dramatically from desert to rain forest with altitudes ranging from sea level to 5,243 feet. The beauty, the diverse cultures, and the climate are major island resources.

The UH System

Kaua‘i Community College is 1 of 10 campuses in the University of Hawai‘i System. There are 7 community colleges (1 on Kaua‘i, 4 on O‘ahu, 1 on the Big Island of Hawai‘i, and 1 on Maui, which also services Lana‘i and Moloka‘i) and 3 universities (Mānoa, West O‘ahu, and Hilo).

Administrative Organization

The University of Hawai‘i is governed by a Board of Regents appointed by the Governor of the State. The President of the University serves as the executive officer of the Board. The Chancellor of Kaua‘i Community College is responsible to the President of the University and Vice President for Community Colleges. Faculty Senate and the Associated Students of the University of Hawai‘i at Kaua‘i Community College Student Government, together with the Chancellor’s regular staff, provide advisory services to the Chancellor on matters of campus operation.

Curricula

Kaua‘i Community College offers lower-division, transfer-level courses for students who plan to transfer to a 4-year college or university, occupational courses for students seeking competency or improvement in employable skills, and general education courses for all students to provide them with awareness of the ideas and ideals of our society.

Liberal Arts: The program provides transfer-level general education through courses in communications, humanities, mathematics, natural sciences, and social sciences. Successful completion of the 2-year Liberal Arts program leads to an Associate in Arts degree. Students who follow the prescribed sequence of transfer courses will be able to meet the general education “core” requirements at Mānoa, Hilo, and West O‘ahu campuses of the University of Hawai‘i, as well as those of most other 4-year colleges and universities, should they decide to continue their education at a 4-year institution. While most of the transfer courses offered are in the Liberal Arts area, a few transfer courses are also offered in business education. Certain business and trade technology courses that are normally regarded as non-transfer may also be considered as transfer courses since they are accepted by some mainland colleges and also by the University of Hawai‘i’s College of Education for those students who are prospective secondary school teachers in business, industrial arts, and industrial technology (see the Instructional Programs section in this catalog).

The Associate in Arts in Hawaiian Studies is intended to either provide the first two years of a baccalaureate program in Hawaiian Studies or prepare the student for study in other, broader fields of science, humanities, arts, and social sciences.

Additionally, there are a few certificates under the Liberal Arts program. The Hawaiian Studies, Marine Option Program, Plant Biology and Tropical Agriculture, and Polynesian Voyaging programs will lead to an Academic Subject Certificate. The Hawaiian Botany program will lead to a Certificate of Competence. A new Associate in Science in Natural Science (ASNS) degree with a concentration in Biological Science and in Physical Science is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution. An Associate in Science (AS) degree in Creative Media is also offered.

Business Education: Major areas include Accounting, Business, Business Technology, Culinary Arts, and Hospitality and Tourism. These areas of emphasis may lead to a Certificate of Competence, a Certificate of Achievement, an Associate in Applied Science degree, or an Associate in Science degree.

Health Service: The Adult Residential Care Home Operator program will lead to a Certificate of Competence. The Massage Therapy program is a two-semester integrated curriculum of credit and non-credit courses which will lead to a Certificate of Competence. The Medical Assisting program will lead to a Certificate of Achievement. A Nurse Aide course provides entry-level care with a Certificate of Competence. The Career Ladder Nursing program consists of 2 levels (Practical Nursing and Registered Nursing). A student successfully completing the first level of the curriculum is awarded a Certificate of Achievement in Practical Nursing and is eligible to take the State Board examination for licensure as a Practical Nurse. Successful completion of the second level of the curriculum leads to an Associate in Science degree in Nursing and eligibility to take the State Board examination for licensure as a Registered Nurse.
Curricula (continued)

Public Service: The Early Childhood Education program offers a Certificate of Competence, a Certificate of Achievement, and an Associate in Science degree.

Trade Technology: Offerings include Automotive Technology, Carpentry Technology, Electrical Installation and Maintenance Technology, Electronics Technology, Facilities Engineering Technology. The College also offers CISCO-certified training as an option in Electronics Technology. These programs may lead to a Certificate of Competence, a Certificate of Achievement, or an Associate in Applied Science Degree. Electronics Technology has an Associate in Science degree.

Degrees and Certificates

Associate in Arts, as well as various Associate in Applied Science and Associate in Science degrees are awarded by Kaua‘i Community College to students who successfully complete the requirements for graduation. Certificates of Achievement, Certificates of Competence, and Academic Subject Certificates are awarded to students who complete the requirements of selected programs. For more information on the degrees and certificates offered, see pages 52-54.

Academic Year

The College operates on the semester system. Some courses are modular, ranging from 2 to 7 weeks. Day and evening classes are available for full-time and part-time credit and non-credit students from 8:00 a.m. to 9:00 p.m. Courses may meet 5 or fewer times per week.

A summer program includes limited on-campus offerings and courses delivered by other UH campuses via HITS (Hawai‘i Interactive Television System), also known as ITV (Interactive Television), cable TV, and internet. During the summer sessions, most courses must be self-supporting; therefore, tuition rates are higher than they are for the fall and spring semesters.

Core Courses

The College catalog is published yearly and does not always reflect the most recent campus actions involving core courses. For the most recent information about core courses, check with a counselor.

International Education

Experiences gained while learning in a new cultural environment can truly change lives. In addition, cross-cultural competence is a necessary ingredient to creating a more peaceful, prosperous, and sustainable world. The College welcomes international students and also provides our local students with opportunities for international experiences both abroad and at home. International students interested in enrolling at the College, see the Getting Started and College Policies and Procedures sections of the catalog. For further information, go to https://sites.google.com/a/hawaii.edu/international-education/ or contact Kyoko Ikeda at 245-8368.

Student Services

The College provides excellent student support services, including academic advising, career planning, personal and mental health counseling, financial aid, Veterans’ benefits, student life, tutoring, library resources, and first and second year experience programs.

Faculty

The faculty is composed of highly qualified educators who have completed advanced training and degrees in their fields. Each has demonstrated subject matter competency, the ability to teach that subject matter, the motivation to remain current in his/her discipline, and concern for students.

Academic Freedom

The College is proud of its faculty. They are a dynamic group of committed professionals. In their individual ways, they help our students to achieve their educational goals and to lead richer lives. Faculty members are entitled to freedom in the classroom in discussing subjects of their expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research. Faculty members, in speaking and writing outside the University upon subjects beyond the scope of their own field of study, are entitled to precisely the same freedom and are subject to the same responsibility as attaches to all other citizens. When thus speaking as a citizen, they should be free from censorship or discipline. The commitment to academic freedom in the conduct of research does not imply that a faculty member’s research is not subject to critical review and judgment as to its quality and significance.

Kaua‘i Community College Training (Office of Continuing Education & Training)

Flexible, timely responses to needs beyond the traditional college curriculum are the hallmark of Kaua‘i Community College Training or the Office of Continuing Education and Training (OCET). Instructional courses focus on training programs in the business and visitor industries, vocational upgrading, and study personal enhancement and development. Special programs include re-training for dislocated workers, international tours, and cultural performances staged at the College’s Performing Arts Center. A variety of distance learning, green and sustainable training, instructional, cultural, recreational, vocational, problem-solving, and general informational services are available.

Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE. For more information, see page 181.

University Center

As an island state, Hawai‘i is well-suited to distance learning programs. Kaua‘i Community College serves as a University Center for the island of Kaua‘i, providing support for courses and programs made available from other institutions within the University of Hawai‘i System. Baccalaureate, graduate degrees, and certificates can be obtained on Kaua‘i. Programs are delivered via cable TV, interactive TV, online, and/or videoconferencing.
Follow these steps to become a student at Kaua‘i Community College.

Am I eligible to attend Kaua‘i Community College?

Any U.S. high school graduate (or equivalent), or any person 18 years or older who shows evidence of being able to benefit from instruction, is eligible for admission to Kaua‘i Community College, subject to the availability of resources.

How do I enroll?

1. APPLICATION

Go to http://kauai.hawaii.edu/apply to complete and submit the University of Hawai‘i System Application.

Students that discontinue enrollment for at least one semester must reapply for a subsequent semester.

Programs with Special Admission Requirements:

Applicants for the Electronics Technology, Facilities Engineering Technology, Culinary Arts, Nurse Aide, and Career Ladder Nursing programs must meet additional admission requirements. Specific information regarding application procedures and admission requirements may be obtained from the Counseling and Advising Office.

2. LETTER OF ACCEPTANCE

After your application is complete, you will receive an acceptance letter. The letter will verify your (a) major, (b) tuition status, and (c) information about academic advising and registration. You may call the Admissions and Records Office if you have any questions about your acceptance letter. All documents, transcripts, and forms submitted become the property of the College; they will not be returned to you.

3. PLACEMENT TEST

Take the placement test prior to your academic advising appointment. You must demonstrate English and math placement levels. You will need to schedule an appointment with the Counseling and Advising Office to take the test.

Students with SAT Writing of 510 or higher, or ACT English of 18 or higher, meet the placement requirement for English 100 or equivalent.

Students with SAT Math score of 510 or higher, or ACT Math Score of 22 or higher, meet the placement requirements for Math 100, Math 103, Math 111, or Math 115.

Other forms of assessment may be used to place into English and / or math courses. For more information, contact Counseling and Advising at (808) 245-8212.

4. POST-SECONDARY SCHOOL TRANSCRIPTS

Transcripts are required only if you wish to transfer those credits. You must have official transcripts from EACH non-UH school sent directly by EACH school to the Admissions and Records Office. Transcripts sent via fax or personally delivered/mailed are not acceptable.

You may be exempt from submitting transcripts if you are applying as an unclassified (non-degree seeking) student, and you do not plan to enroll in English or math courses or in courses with English or math prerequisites. You may be exempt from submitting high school transcripts if high school attendance was over 10 years ago and you are not applying for admission into the Nursing program.

After official acceptance to the college, you may submit a Transcript Evaluation Request Form to the Admissions and Records Office to have your transcripts evaluated. The form is available at the Admissions and Records Office. Transfer credits granted will be added to your Kaua‘i transcript after you have completed a semester at Kaua‘i Community College. Transcripts of courses taken at any of the 10 UH campuses need not be requested.

Veterans Administration (VA) Students: Transcripts are required for VA Students. However, VA students do not need to submit a Transcript Evaluation Request Form. Kaua‘i Community College will automatically evaluate and grant prior credit for previous education and training, if appropriate.
5. TUBERCULOSIS (TB) CLEARANCE
Submit proof of TB clearance to the Admissions and Records Office prior to registration. All students in the UH System must provide a TB clearance. You will not be allowed to register without the required TB clearance. Refer to Health Requirements in the College Policies and Procedures section. If you attended Kaua`i Community College in the past and submitted a TB clearance, contact the Admissions and Records Office to verify the validity of the clearance.

6. MEASLES, MUMPS AND RUBELLA (MMR) CLEARANCE
Submit proof of MMR clearance to the Admissions and Records Office prior to registration. All students in the UH System must provide a MMR clearance. You will not be allowed to register without the required MMR clearance. If you attended Kaua`i Community College in the past and submitted the MMR clearance, contact the Admissions and Records Office to verify the validity of the clearance.

MMR required of individuals born after 1956, or foreign immigrant.

Refer to Health Requirements in the College Policies and Procedures section.

7. ACADEMIC ADVISING
Meet with a counselor to develop an academic plan. Academic advising is by appointment. Academic advising is provided when you have decided on a particular major so you can plan the things you need to do and how long it will take you to reach your goal. If you are an unclassified (non-degree seeking) student, you do not have to go through academic advising, but it is available if you would like it. It is highly recommended for unclassified students wishing to work towards a certificate or degree but who are undecided about a major/program.

Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies. In addition to individual counseling, several classes are offered each semester on career exploration and student success.

8. CLASS AVAILABILITY
The Check Class Availability sites reflect the most current information about classes. Check to see how many seats are still available in a class and view course reference numbers, instructors, times, locations, etc. The sites are organized by institution and term at http://myuhinfo.hawaii.edu/page/checkclass.html.

9. REGISTRATION
UH Community College students are able to register online through MyUH Services. The website is: https://www.hawaii.edu/myuhservices. You can also register in person. All new classified students are required to see a counselor for academic advising prior to registration.

How do I apply for financial aid?
The Free Application for Federal Student Aid (FAFSA) is the primary form used by the College to determine student eligibility for need-based financial aid. Please remember to put KCC’s federal school code: 001614 on your application. You must reapply each school year to receive financial aid.

The FAFSA can be completed by going online to the following website: http://www.fafsa.gov. The student and one parent (if dependent) must apply for FSA User ID/Password.

A Student Aid Report (SAR) is generated by the Central Processor and sent electronically to the College. The College will review your application and determine your eligibility for financial aid. KCC’s priority deadline is March 1st. You may check on your financial aid status by logging onto your MyUH Portal.

What if I am a returning KCC student?
If you attended Kaua`i Community College in the past and you are not currently enrolled, you need to submit a new online UH System Application. All University of Hawai`i campuses use the same system application for undergraduate enrollment, but admission is handled separately by each campus. Students must ensure that they select the right term and campus that they wish to enroll.

How do I know if I am a resident?
An official determination of your residency status will be made after you submit your application. You may be required to provide documentation to verify your residency status. If you do not qualify as a bona fide resident of the state of Hawai`i, according to the University of Hawai`i rules and regulations in effect at the time you register, you must pay non-resident tuition. Once you are classified as a non-resident, you will continue to be classified as a non-resident until you can present satisfactory evidence to the Registrar that proves otherwise.

Certain students are granted statutory exemption for the residency regulation. See the Residency entry in this catalog, pages 47 and 48 for more specific residency information.
**What if I transfer from another college?**

Complete the UH System Application and provide official transcripts (sent directly from the school you previously attended to KCC’s Admissions and Records Office). Transcripts are required if you wish to transfer those credits and / or qualify for specific course prerequisites. Official transcripts become the property of the College and will not be forwarded to any other institution (outside of the University of Hawai`i System) or individuals or copied for students. In order for your transcripts to be reviewed, you need to fill out the Transcript Evaluation Request Form.

Credit for courses completed at regionally accredited colleges and universities may be accepted toward meeting graduation requirements only if courses completed are substantially equivalent to offerings at the College. In addition, the grade earned must be a “D” or higher. If you completed courses within the University of Hawai’i System, you must have earned a grade of “D” or higher.

**Prior Learning Assessment (PLA)**

The Prior Learning Assessment (PLA) Program is defined in University of Hawai`i Community Colleges Policy 5.302. PLA is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and /or fine arts).

For all forms of PLA, applicants must be enrolled classified students; must present evidence that they have a mastery of the content of the courses for which credit is sought (but have not already received college credit for those courses); must apply by the specified deadline and pay any required fees. Applications are available on the PLA website, at the Registrar’s Office, and in the Counseling Office. PLA is available during the summer session only if faculty are available for review. For more details, see: [http://www.kauai.hawaii.edu/pla](http://www.kauai.hawaii.edu/pla)

The four most common options for requesting PLA credits are the following:

A. **Equivalency Examination** - Standardized national exams may be equated to equivalent courses. The equivalency examination must be approved by appropriate faculty and /or Division Chairperson. Requests for credit by equivalency exam can be submitted at any time during the semester. Examples of such examinations include the following:

- AP – Advanced Placement Examination
- CLEP – College-Level Examination Program
- DSST – DANTES Subject Standardized Tests
- IB – International Baccalaureate

B. **Non-Collegiate-Sponsored Education Credit (NCSE)** - This evaluates learning from courses completed in non-collegiate settings (e.g., professional licenses, labor union courses, agency training programs, professional workshops, and military courses) whose course content is equivalent to offerings from a college. The non-collegiate-sponsored education credit must be approved by appropriate faculty and/or Division Chairperson. Examples of such education credit include the following:

1. Military (e.g., Joint Services Transcript)
2. American Council on Education (ACE) College Credit Recommendation Service
3. Professional Licenses or Industry Certifications (nationally- or state-certified professionals)

C. **Course Challenge / Credit by Institutional Examination (CBIE)** - Students who feel confident that their background/learning experiences have adequately prepared them in certain subject areas may challenge instructor-prepared examinations. In a Course Challenge / CBIE, students must demonstrate competency in a specific course and meet all Course Student Learning Outcomes (CSLOs) by completing, without instruction or tutorial assistance, a comprehensive written test, performance test, special project, and /or interview in the subject matter. The credit by examination must be approved by appropriate faculty and/ or Division Chairperson. Note: Course Challenge option is not available for all courses. Courses for which credit is awarded based on Course Challenge / CBIE do not carry grades or grade points. Request for Exam by Institutional Credit may be submitted until week 12 of instruction (fall/spring).

Credit by examination carries no credit and does not contribute towards full-time student status (required for Veterans' benefits and Financial Aid).
Prior Learning Assessment (continued)

D. **Portfolio-based Assessment** - Prior learning must be documented with verifiable evidence of the concepts learned, relevant skills acquired, and the achievement level attained. Testimonial statements and/or references are required from qualified individuals (content experts, such as supervisors, co-workers, or personnel staff) who must also provide their credentials and qualifications of expertise. Credit for such prior learning must be approved by appropriate faculty and/or Division Chairperson. Note: Courses for which credit is awarded based on Portfolio-based Assessment do not carry grades or grade points. Students must initiate requests for credit by Portfolio-based Assessment by the end of the add/drop period.

**What do I need to do if I am an immigrant student?**

If you are an immigrant (permanent resident alien), submit a copy (front and back) of your permanent resident alien registration card.

**What do I do if I am an international student?**

Kaua‘i Community College is authorized under Federal law to enroll non-immigrant alien students. Interested F-1 visa students who are overseas and those who are already in the United States of America, need to submit the following:

1. University of Hawai‘i System Application.
2. University of Hawai‘i Supplementary Information Form for Undergraduate International Applicants.
3. **Attach evidence of support in U.S. currency.** You must show, personally or through a sponsor, that adequate financial support will be provided during your entire period of enrollment. Submit current bank and/or financial statements in U.S. currency.
4. **English Proficiency Tests:** Tests are required to have been taken within the last two years. Scores must be submitted directly from the testing services. Scores submitted by you will not be accepted.
   - TOEFL - 450 (PB) / 133 (CB) / 45 (IB)
   - IELTS - 5.0
   - Eiken / STEP - Grade 2
5. **High school and college transcripts translated into English** by either a school official or a U.S. consular official, mailed directly from the school(s) to our Admissions and Records Office. Transcripts submitted by you will not be accepted.
6. **Kaua‘i Community College Health Clearance Form.** Hawai‘i State Law requires all students to meet examination and immunization requirements before they attend any post-secondary school in the state. The Tuberculosis (TB) clearance must be issued by a U.S. licensed MD, DO, APRN, or PA and submitted prior to registration. The Measles, Mumps, and Rubella (MMR) record must be submitted with the University of Hawai‘i System Application. For more information, please refer to Health Requirements.
7. $25 non-resident application fee (nonrefundable, nontransferable).

**TOEFL Exemptions:** You are exempt from taking the test if:
- Your native language is English and you are from Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, or the U.S.
- You have completed three years of high school education or 30 semester credits of college level work (30 transfer semester credits for the Associate in Arts degree program) from an accredited college or university in the U.S., Australia, Britain, Canada, Ireland, United Kingdom or New Zealand.
- You are transferring from an accredited college or university in the U.S., Australia, Britain, Canada, Ireland, United Kingdom or New Zealand, and you have completed the equivalent of freshman level English with a grade of C or better.

**Application Deadline**

As an international student, you must submit the University of Hawai‘i System Application and all required admission documents to our Admissions and Records Office by the following deadlines:

- **Fall semester:** July 1
- **Spring semester:** November 1

Once all documents are received, an admissions decision will be made. If accepted, an acceptance letter and a Form I-20 will be mailed to you. You will need the Form I-20 to apply for a student VISA (F-1) through the U.S. Embassy or Consulate in your country.
What do I do if I am an international student? (continued)

Program Major Selection and Credit Load
Your selection of a program major is a very important decision and will determine your length of stay in the United States as well as your career goals. As an international student, you will be required to take a minimum of 12 credit hours each semester toward your program.

Before you may register for courses, you must:
Demonstrate proof of enrollment in a health and accident insurance plan before registration. This insurance is mandatory. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness. Additional information on student health insurance plans may be obtained from the student resources website, or by contacting the Office of the Vice Chancellor of Student Affairs at (808) 245-8313.

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policies of the UH Board of Regents and the policies of the Kaua`i Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kaua`i Community College is authorized under Federal law to enroll non-immigrant alien students.

Contact the Admissions and Records Office at (808) 245-8225 for rules and regulations and admission requirements.

What if I have a disability?
Federal law prohibits the College from making pre-admission inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, is confidential and does not affect admission decisions. Contact the Office for Students with Disabilities at (808) 245-8314 or (808) 245-8212. You can also email Marilyn Hashisaka at hashisak@hawaii.edu.

Am I eligible for any veteran educational benefits?
Kaua`i Community College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act (G.I. Bill), the Veterans’ Educational Readjustment Act, and the Dependents’ Act. Information regarding eligibility, entitlement, and types of education and training available for veterans, contact the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov.

What if I am in the military?
If you are an active member of the military (or a military dependent) stationed in Hawai`i, submit a copy of your military orders to Hawai`i.

Can I enter college while I am still attending high school?

EARLY ADMISSIONS
The Early Admissions program offers educational opportunities for academically qualified high school students, including home schooled students. To participate in the program, the student must complete and submit the following documents to the Admissions and Records Office:
1. Online UH System Application
2. Early Admissions Approval Form (A new form must be submitted each semester for continued participation in the program)
3. Health Requirements
4. If homeschooled, the State of Hawai`i Department of Education Exceptions to Compulsory Education Form 4140 (disregard high school counselor reference in Section II)
Can I enter college while I am still attending high school? (continued)

EARLY ADMISSIONS (continued)

*Early College* is an initiative that allows high school students to take college classes on their high school campus. For the most part, students in an early college class are taught by college professors and take the class with their high school peers. Students who successfully complete the college class receive both high school and college credit. If you’re interested in learning more about what early college opportunities are available at your high school, please talk to your high school counselor.

*Running Start* is a program that allows “eligible” high school students to take a college course at a University of Hawaii system campus as part of their high school coursework. The unique partnership between the Hawaii State Department of Education and the University of Hawaii System allows public and charter high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits.

Visit the [https://www.hawaii.edu/dualcredit](https://www.hawaii.edu/dualcredit) for more information about Early College and Running Start.

*Jump Start* is a pilot project that allows public high school seniors to enroll full-time in career and technical education programs at Honolulu Community College, Kapi'olani Community College, Leeward Community College, or Kaua'i Community College. Students earn high school credit for college courses they successfully complete during their senior year. Students can also still participate in their high school co-curricular activities such as sports, clubs, band, prom, and special committees.

Visit the [https://www.uhcc.hawaii.edu/jumpstart](https://www.uhcc.hawaii.edu/jumpstart) for more information about Jump Start.

Academically-accomplished or vocationally-gifted home schooled applicants, 16 years of age or older, and not currently enrolled in a public, private, charter, or independent high school may also enroll in college classes. A valid copy of the State of Hawai‘i Department of Education **Exceptions to Compulsory Education Form (4140)** is required.

Contact the Admissions and Records Office arkauai@hawaii.edu for more information.