University of Hawai‘i

2003 • 2004 Catalog
August 2003

Kaua‘i Community College

Kaua‘i Community College
3-1901 Kaumuali‘i Highway
Lihu‘e, Kaua‘i, Hawai‘i 96766

Telephone: (808) 245 • 8311
TTY: (808) 245 • 8314, between 7:45 a.m. - 4:30 p.m.
*TDD Payphone: Located in front of Library. Outgoing access is free of charge.

http://www.kauaicc.hawaii.edu
WHERE TO GET MORE INFORMATION

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Campus Operator ................................................................. (808) 245-8311
  Campus FAX ....................................................................... (808) 245-8220

Home Page http://www.kauaicc.hawaii.edu

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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 and featured on the cover of this catalog.

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 Puhi `aina malu” (Beautiful Kaua`i: The spirit of Kaua`i thrives in the peaceful land of Puhi). 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.
Here's everything you need to know to start attending classes at Kaua`i Community College:

How to apply for admission and how to get officially registered.

Figure out the cost of your tuition and fees and see what financial aid opportunities are available.

Turn to this section to find out about the different services available to assist you in reaching your educational goals. Services to students include admissions, registration, financial aid, counseling, child care, job placement, library, computer labs, tutoring, and others. Among the student activities are student government and a variety of clubs. Special services and programs range from apprenticeship programs to non-credit courses and customized training, from the Performing Arts Center to international education and opportunities to earn a Baccalaureate or graduate degree via distance education.

This is the “fine print” section with the information about tuition and fees and the rules and regulations that govern your academic life at Kaua`i Community College.

Check this section to find out which program is for you: Certificate and degree programs designed to teach practical marketable skills or courses leading to a 2-year degree program and/or transfer to a 4-year institution. Program sheets help track your progress toward your goal.

Turn to this section for detailed information about course content, prerequisites, number of credits, and the number of hours per week that the class meets.

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<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Academic advising begins for continuing students</td>
<td>Feb 3</td>
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<tr>
<td>Registration begins for continuing students</td>
<td>Apr 14</td>
</tr>
<tr>
<td>Academic advising/registration begins for new and returning students</td>
<td>May 1</td>
</tr>
<tr>
<td>Admission Day (Holiday)</td>
<td>Aug 15</td>
</tr>
<tr>
<td>First day of instruction</td>
<td>Aug 25</td>
</tr>
<tr>
<td>Begin fee charges for late registration:</td>
<td></td>
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<tr>
<td>$5 registration fee for in-person transaction (no charge for transaction done on the web)</td>
<td>Aug 25</td>
</tr>
<tr>
<td>$30 late registration fee for all transactions</td>
<td></td>
</tr>
<tr>
<td>Last day to add semester courses and to declare auditor for semester courses</td>
<td>Aug 29</td>
</tr>
<tr>
<td>Last day for 100% tuition refund for semester length course</td>
<td>Aug 29</td>
</tr>
<tr>
<td>Last day for 100% student activity fee refund for complete withdrawal only</td>
<td>Aug 29</td>
</tr>
<tr>
<td>Labor Day (Holiday)</td>
<td>Sept 1</td>
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<tr>
<td>Last day for 50% tuition refund for semester length length course</td>
<td>Sept 14</td>
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<tr>
<td>Last day of erase period</td>
<td>Sept 14</td>
</tr>
<tr>
<td>Last day to petition for semester graduation</td>
<td>Sept 26</td>
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<tr>
<td>Last day for changes: withdrawal from semester courses, credit/no credit option for semester courses, split-level changes, and incomplete grade changes</td>
<td>Nov 3</td>
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<tr>
<td>Veterans’ Day (Holiday)</td>
<td>Nov 11</td>
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<tr>
<td>Thanksgiving Day (Holiday)</td>
<td>Nov 27</td>
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<tr>
<td>Thanksgiving recess</td>
<td>Nov 27-28</td>
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<tr>
<td>Last day of instruction</td>
<td>Dec 11</td>
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<tr>
<td>Evaluation/final examination days</td>
<td>Dec 12,</td>
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<tr>
<td></td>
<td>Dec 15 - Dec 18</td>
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<tr>
<td>End of semester</td>
<td>Dec 19</td>
</tr>
</tbody>
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#### SPRING 2004

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Academic advising begins for continuing students</td>
<td>Sept 2 (2003)</td>
</tr>
<tr>
<td>Registration begins for continuing students</td>
<td>TBA</td>
</tr>
<tr>
<td>Academic advising/registration begins for new and returning students</td>
<td>TBA</td>
</tr>
<tr>
<td>First day of instruction</td>
<td>TBA</td>
</tr>
<tr>
<td>Begin fee charges for late registration:</td>
<td>Jan 12</td>
</tr>
<tr>
<td>$5 registration fee for in-person transaction (no charge for transaction done on the web)</td>
<td>Jan 12</td>
</tr>
<tr>
<td>$30 late registration fee for all transactions</td>
<td>Jan 12</td>
</tr>
<tr>
<td>Last day to add semester courses and to declare auditor for semester courses</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Last day for 100% tuition refund for semester length course</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Last day for 100% student activity fee refund for complete withdrawal only</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Martin Luther King Day (Holiday)</td>
<td>Jan 19</td>
</tr>
<tr>
<td>Presidents’ Day (Holiday)</td>
<td>Feb 16</td>
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<tr>
<td>Last day for 50% tuition refund for semester length course</td>
<td>Feb 1</td>
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<tr>
<td>Last day of erase period</td>
<td>Feb 1</td>
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<tr>
<td>Last day to petition for semester graduation</td>
<td>Feb 27</td>
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<tr>
<td>Last day for changes: withdrawal from semester courses, credit/no credit option for semester courses, split-level changes, and incomplete grade changes</td>
<td>Mar 19</td>
</tr>
</tbody>
</table>
2003 • 2004 DATES TO REMEMBER
Please check a current Schedule of Classes to confirm these dates.

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Spring recess ............................................................................................................................ Mar 22-26
Kuhio Day (Holiday) .................................................................................................................. Mar 26
Good Friday (Holiday) ................................................................................................................ Apr 9
Last day of instruction ............................................................................................................. May 5
Evaluation/final examination days .................................................................................... May 6-7, 10-12
End of semester ....................................................................................................................... May 13
Commencement ....................................................................................................................... May 14

SUMMER 2004
Academic advising and registration for all students ................................................................. TBA
Last day for 100% tuition refund for semester length courses ........................................... Jun 10
Kamehameha Day (Holiday) ................................................................................................... Jun 11
First day of instruction ........................................................................................................... Jun 14
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 ................................................................. Jun 14
Last day to add semester courses and to declare auditor for semester courses .............. Jun 17
Last day for 50% tuition refund for semester length course ............................................. Jun 21
Last day of erase period ....................................................................................................... Jun 21
Last day to petition for semester graduation ....................................................................... Jun 22
Independence Day (Holiday) ............................................................................................... Jul 5
Last day for changes: withdrawal from semester courses,
  credit/no credit option for semester courses, split-level changes,
  and incomplete grade changes ....................................................................................... Jul 8
Last day of instruction ........................................................................................................... Jul 26
Evaluation/final examination days ..................................................................................... Jul 27
End of semester ..................................................................................................................... Jul 27
On behalf of the faculty, staff and students of Kaua`i Community College, “Welcome!”

Kaua`i Community College is committed to helping you achieve your educational and career goals. As part of the University of Hawai`i system, KCC is your gateway to a strong liberal arts foundation and to professional and technical education that prepares you for an immediate career or for a baccalaureate degree.

As a community college, KCC is founded on the following core principles (UHCC System Strategic Plan):

ACCESS - We are the “Open Door” to higher education for all members of the community who can benefit from such opportunities. To provide that access we must be affordable, adaptable and flexible.

COMMUNITY – We are responsive to the needs of our unique communities, and we are partners in defining and answering those needs. We are of our communities, not just in them.

LEARNING AND TEACHING - We are student-centered, building communities one life at a time. We meet the students where they are. We are innovative in delivery method, innovative in supporting non-traditional students, and accountable for student outcomes.

WORKFORCE DEVELOPMENT – We are active partners with industry, secondary and elementary education, and community agencies in developing a well-trained, effective workforce for the state and promoting economic development.

You will find these principles echoed in our programs and services from the personal caring and support of our faculty and staff to the new programs created to address community workforce needs. Whether you are interested in completing core requirements for transfer, want to enter the nursing profession, aim to be a chef, or a CISCO Certified Technician, or seek to develop a flair for art or music there’s something for you at Kaua`i Community College.

We are also a University Center, bringing baccalaureate and graduate programs to Kaua`i from our sister campuses — UH Mānoa, UH Hilo and UH West O`ahu. Degrees in education, computer science, business, and many others are available by distance technologies and on-site classes.

Welcome to your University of Hawai`i on Kaua`i.
The University of Hawaii Community College’s mission is:

- To broaden access to postsecondary education in Hawaii, regionally, and internationally by providing open-door opportunities for students to enter quality educational programs within their own communities.
- To specialize in the effective teaching of remedial/developmental education, general education, and other introductory liberal arts, pre-professional, and selected baccalaureate courses and programs.
- To provide the trained workforce needed in the State, the region, and internationally by offering occupational, technical, and professional courses and programs which prepare students for immediate employment and career advancement.
- To provide opportunities for personal enrichment, occupational upgrading, and career mobility through credit and non-credit courses and activities.
- To contribute to and stimulate the cultural and intellectual life of the community by providing a forum for the discussion of ideas; by providing leadership, knowledge, problem-solving skills, and general informational services; and by providing opportunities for community members to develop their creativity and appreciate
- By building upon Hawaii’s unique multi-cultural environment and geographic location, through efforts in curriculum development, and productive relationships with international counterparts in Asia and the Pacific, UHCC students’ learning experiences will prepare them for the global workplace.

Within the overall mission of the University of Hawaii Community College’s is Kaua’i Community College’s mission:

Our mission is to deliver quality education in a caring, accessible, student-focused, intellectually stimulating environment, resulting in empowered life-long learners who think critically and creatively and lead successful, independent, socially-responsible and personally-fulfilling lives.

As a respected leader and powerful economic engine on Kaua’i, we create quality of life for our graduates and community. As an integral part the University of Hawai’i system, we provide an expansive continuum of opportunities in academic, technical, vocational and cultural programs. We offer open access and solutions for community needs, as well as stepping stones for our diverse local and global student body to achieve their dreams. Our mission is accomplished through:

- Timely and timeless learning, both practical and theoretical, comprehensive and accessible to students of all ages and backgrounds.
- An appreciation for intellectual pursuits which fosters in our students the ability to analyze problems, think critically, and communicate ideas effectively through writing, speech, and/or an artistic medium.
- Creative synergies of curriculum and programs which maximize the use of technology for global reach and adaptability to change.
- Programs and facilities to attract, support and house an international student body.
- Partnerships: campus, community, UH system, state, national and global.
- Active, involved leadership and participation throughout our campus.
- Community leadership and service, institutionally and individually.
- Customized programs and events, which broaden our reach and expand our role for visitors, residents, and students seeking degrees or simply the joy of learning.
- Ongoing assessment and evaluation of services, changing and improving as needed.
- Professional development and support for all employees.
What’s new at Kaua`i Community College?

Ho`ola`a Hale

On January 17, 2003, a blessing was held for the new Hawaiian Studies building. The blessing was called Ho`ola`a Hale (blessing the house) and was conducted by Reverend Richard Kamanu of Kapa`a First Hawaiian Church. The blessing was attended by many Kaua`i Community College faculty, staff and students as well as the workers involved in the actual construction. The building contains a large classroom and 3 offices. The classroom expands into an adjoining lanai that will be used for larger classes, gatherings and performances.

`Oki i ka piko - "cut the umbilical cord" so the baby will live and grow.
What’s new at Kaua`i Community College?

New Technology Building
Reverend Wayne Vidinha Sr., Chancellor Peggy Cha, and Francis Takahashi preside over the dedication ceremonies to the new Technology Building. The 14,000 square feet building includes a multipurpose classroom, a conference room, and 5 labs. It houses the Electronics and IT Programs, the CISCO Academy, and other high-tech projects. The labs include a computer tech lab, a computer aided instruction lab, a networking lab, a general electronics lab, and a manufacturing lab. The multipurpose classroom has state-of-the-art technology that is used to deliver distance learning courses and multimedia presentations and conduct videoconferences. Though only open a year, the building has been well used by the campus and community.

Newly Revised Auto Body Repair and Painting and Automotive Mechanics Technology
The Auto Body Repair and Painting and the Automotive Mechanics Technology Programs have been overhauled! The Programs have been modularized to allow for ease of entry and exit. Students can plan their certificates and enter whenever they want to upgrade their skills. Working students can select certificates and graduate in one semester or continue on with a one-year or two-year program to get a more advanced degree. Some certificates are still in the review process but you can start today. Turn to pages 55-57 and 58, 59 for more information.
Look at our connections!

Articulation agreements with other colleges and universities can help you in reaching your educational goals. Student exchange agreements offer the opportunity to experience other cultures.

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

- Bow Valley Community College, Calgary, Canada
- Brigham Young University in Hawai‘i (BYU)
- Chiba Keizai College, Chiba, Japan
- Chaminade University
- Hawai‘i Pacific University (HPU)
- Idaho State University
- Nara College of Arts, Nara, Japan
- Normandale Community College, Normandale, Minnesota
- Okinawan Prefectural College of Nursing
- UH Community Colleges
- UH Hilo
- UH Manoa
- UH West O‘ahu
- University of Nevada at Las Vegas (UNLV)
- University of Northern Colorado
- University of the Ryukyus, Okinawa, Japan
- University of Southern Colorado

*Study Abroad for the Native Hawaiian Vocational Education Program*

In the summers of 2002 and 2003 students from Kauai traveled to Aotearoa to where they investigate other native education and employment opportunities. In 2003, these Kauai Community College & Molokai Education Center students prepare for their study abroad. Students visited Christchurch, Waharoa and Hamilton where they stayed in maraes and visited preschool and postsecondary institutions. Back row Brandy Hanohano, Jaylynn Aivila (?), Pat Mims, Lauwe Lee, Hana Jose, Diane Lindsey. Front: Brian Rapozo, Edgar Vicoy, Kimo Chun, and Sean Chun.
So your goal is to live and work on Kaua`i while you earn a bachelor’s or graduate degree?

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

BA Business Administration  
BA English with Writing Emphasis  
BA Hawaiian Studies  
BA Information and Computer Sciences  
BA Liberal Studies  
BA Liberal Studies, Human Relations in Organizations  
BA Liberal Studies, Information Resource Management  
BA Psychology  
BA Social Sciences with Applied Track  
BED Elementary Education  
BS Computer Science  
BS Nursing  
Master of Accounting  
Master of Business Administration  
Master of Library and Information Studies  
MED Counseling and Guidance, Rehabilitation Counseling  
MED Educational Administration  
MED Special Education  
MS Information and Computer Sciences  
MS Kinesiology and Leisure Science with Emphasis in Adapted Physical Education  
MS Nursing  
Certificate, Database Management  
Certificate, Post Baccalaureate in Secondary Education  
Certificate, Substance Abuse and Addictions Studies  
Certificate, Travel Industry Management  
Graduate Certificate, Telecommunication and Information Resource Management

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

Phone: 245-8330  
Email: uhckauai@mail.kauaiccc.hawaii.edu  
Mail: University Center, Kaua`i  
       Kaua`i Community College  
       3-1901 Kaumualii Highway  
       Lihu`e, HI 96766
Brian Yamamoto is the Francis Davis Award 2002 recipient. Brian has infused tropical botany into the College's curriculum and has worked with local high school and middle school teachers to help them incorporate it into their science curriculum. He is currently developing curriculum that infuses Hawaiian values into science courses to improve student success. Students remark about Brian's love for teaching and say that his knowledge of science and botany transmits smoothly from his lectures and that it is done in an interesting and beneficial way.

Sitara Alahan is Kaua’i Community College’s 2003 Outstanding Student Employee. She works in the library which is located in the Learning Resource Center. Sitara staffs the circulation desk, shelves books and checks periodicals. She is a dedicated worker who is versatile, and has a pleasant demeanor. Her enthusiasm and willingness to help people and undertake all types of endeavors makes her indispensable to the library and its staff.
KAUA‘I COMMUNITY COLLEGE

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 Līhu‘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 58,000, lies 100 miles northwest of Honolulu, the State capitol and major population center of Hawai‘i. The island retains many aspects of rural island life. The northernmost 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 5,148 feet. The beauty, the diverse cultures, and the climate are major island resources.

The University of Hawai‘i System

Kaua‘i Community College is one of 7 colleges in the University of Hawai‘i System. Also included in the system are the University of Hawai‘i campuses at Mānoa, Hilo, and West O‘ahu. Other community colleges include one on Hawai‘i, one on Maui, and four on O‘ahu, together with the Employment Training Center.

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 Provost of Kaua‘i Community College is responsible to the Senior Vice President and Chancellor for Community Colleges. The Faculty Senate and the Associated Students of Kaua‘i Community College, together with the Provost’s regular staff, provide advisory services to the Provost on matters of campus operation.

The College has 5 academic divisions: Business Education; Health Education; Language, Arts, and Humanities; Science and Mathematics; and Trade-Technology.

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-technical courses that are normally regarded as non-transfer may also be considered 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.)

Business Education: Major areas include accounting; office administration and technology; and visitor industry programs in culinary arts, hotel operations, and hospitality services. These areas of emphasis may lead to a Certificate of Completion, a Certificate of Achievement, or an Associate in Applied Science Degree.

Health Service: A “Career-Ladder Nursing Program,” consisting of 2 levels (Practical Nursing and Registered Nursing), is offered. 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.

Trade-Technology: Offerings include auto body repair and painting, automotive mechanics technology, electronics technology, and facilities engineering technology. The College also offers CISCO-certified training as an option in Electronics Technology. These programs may lead to a Certificate of Completion, a Certificate of Achievement, or an Associate in Applied Science Degree.

Degrees & Certificates

Associate in Arts, 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 Completion, and Certificates of Competence are awarded to students who complete the requirements of selected programs.

See Degrees & Certificates, page 53.

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 am to 9:00 pm. Courses may meet 5 or fewer times per week.
A summer program includes limited on-campus offerings and courses delivered by other UH campuses by HITS (also known as ITV), Cable TV, and Internet. During the summer sessions, most courses must be self-supporting; therefore, tuition rates are higher than they are for fall and spring semesters.

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 and the latest version of the Student Transfer Handbook.

One of the main goals at the College is to encourage students across the curriculum to develop their critical thinking and writing skills. Within the context of their individual disciplines, instructors aim to do more than impart knowledge and facts to students. They motivate students to question, analyze, hypothesize, and test their own opinions and those that they read and hear. Writing-across-the-curriculum makes writing a regular part of many courses, helping students transfer essential writing and thinking skills beyond writing classes.

Opportunities for students to interact with international students at the College and to experience culture and language study abroad have a Pacific focus. Current international agreements exist with Japan, Okinawa, and New Zealand. For international students interested in enrolling at the College, see the Getting Started and the College Policies & Procedures sections of the catalog.

The College provides excellent student support services, including academic advising, career planning, personal counseling, financial aid, and assistance with admissions and registration.

The faculty is composed of men and women 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.

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.

The KCC Library has a collection of over 54,000 books and over 3,900 non-print titles as well as a subscription of 180 periodical titles. An electronic catalog provides access to all UH System libraries, to local and national indexes, and to on-line databases. In addition, the Library has access to the 2 million volumes at the Manoa campus through the interlibrary loan service.

The Library offers ample seating for students. Small group meeting rooms are available for students working on projects. A computer lab within the library provides access to the Internet and to the campus network. Video players/monitors to view videos in the Library collection, electronic coin-operated typewriters, microfilm readers/printers, photocopying machines, and a reserve desk for instructor-provided materials are available.

Several computer labs provide individuals and classes with access to IBM and Macintosh computers. Students can apply for computer accounts which provide access to e-mail and Internet.

The Learning Center is an academic support unit committed to providing services and programs to meet the diverse needs of the student population. The Center assists students to become independent, self-confident, and efficient learners and to develop requisite skills enabling them to meet the College’s academic standards, succeed in obtaining their career and life goals, and become productive members of society now and in the future. Programs and services include tutorial assistance in content courses and in writing and thinking; individualized study skills instruction; and workshops in word processing, electronic mail, Internet use, and learning strategies. The Center is equipped with state-of-the-art computer technology and houses IBM computers and instructional software in specific disciplines.

Flexible, timely responses to needs beyond the traditional college curriculum are the hallmark of the Office of Continuing Education & Training. Instructional courses focus on training programs in the business and visitor industries, vocational upgrading, and personal enhancement and development. Special programs include re-training for dislocated workers, international study tours, and cultural performances staged at the College’s Performing Arts Center. A variety of 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.

As an island state, Hawai‘i is well-suited to distance education 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 and graduate degrees can be obtained on Kaua‘i. Programs are delivered via ITV (interactive television), cable TV, Internet, and/or in person.
Getting Started At Kaua`i Community College
GETTING STARTED AT KAUA`I COMMUNITY COLLEGE

Admissions & Records
Kaua`i Community College
3-1901 Kaumualii Highway
Lihu`e, Hawai`i 96766
Phone: (808) 245-8225
Email: adrec@mail.kauaicc.hawaii.edu
http://www.kauaicc.hawaii.edu

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
   You may pick up a University of Hawai`i System Application Form at the KCC Admissions & Records Office or at any University of Hawai`i campus. You may also check with the counseling office at a Hawai`i high school to see if they have forms available. You may also request that an application be mailed to you by calling, e-mailing, or writing the Admissions & Records Office. Please check the deadline for turning in your application. That deadline is listed on the application form and in the Schedule of Classes. Non-resident applicants are required to pay a $25 application fee.

   Programs with Special Admission Requirements:

   Applicants for the Electrical Installation & Maintenance Technology, Electronics Technology, Facilities Engineering Technology, Culinary Arts, Nurses’ Aide, and “Career Ladder” Nursing programs must meet additional admission requirements. Specific information regarding application procedures and admission requirements may be obtained from the Student Services Office.

2. TRANSCRIPTS
   Request that official academic transcripts from previous high school and/or college be mailed to the Admissions & Records Office. You may be exempt from submitting high school transcripts if (1) you attended high school more than 10 years ago or (2) you are not applying for admission into the “Career Ladder” Nursing program. You may exempt from submitting college 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 any course with English or math prerequisites.

3. 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 & 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.

4. PLACEMENT TEST
   Take a KCC placement test before you go for your academic advising. You must demonstrate English and math placement levels. Tests are free of charge. You will need to schedule an appointment with the Student Services Office to take the test.

5. TUBERCULOSIS (TB) CLEARANCE
   Submit proof of TB clearance to the Admissions & Records Office prior to registration. All students new in the UH System must provide a TB clearance certificate. You will not be allowed to register without the required TB clearance. Refer to Health Requirements in the College Policies & Procedures section.
6. MEASLES CLEARANCE
Submit proof of measles clearance (immunizations or immunity), if required of you, to the Admissions & Records Office prior to registration. The College requires the following students to submit proof of measles clearance:

a. Born after 1956 and did not attend a Hawai‘i high school (not required of Hawai‘i GED graduates)
b. Foreign: students, immigrants, or visitors.

Refer to Health Requirements in the College Policies & 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. SCHEDULE OF CLASSES
Check the Schedule of Classes; this will probably be the most important publication you will use while you are at KCC. The Schedule of Classes comes out in November for the following spring semester and in April for the following fall semester. The Summer Schedule comes out in April.

The Schedule lists enrollment and registration dates and information; tuition and fees; distance education courses available from other University of Hawai‘i institutions; refund deadlines; add/drop procedures; course/program costs; campus directory; and the final examination schedule.

The Schedule of Classes is distributed to island households in one of the local newspapers. You can pick up a Schedule of Classes in the Admissions & Records Office, the Library, The Learning Center, or the Bookstore, or call the Admissions & Records Office to have one mailed to you. The Schedule of Classes is also available on the web at http://www.kauaicc.hawaii.edu.

9. REGISTRATION
Beginning with the summer 2003 session, UH Community College students will be able to register through MyUH Online. You can also register in person. All new classified students are required to see a counselor for academic advising prior to registration. You are officially registered after payment of tuition and fees.

How do I apply for financial aid?

The Free Application for Federal Student Aid (FAFSA) is a primary form used by the college to determine student eligibility for need-based assistance. Continuing students will receive a Renewal FAFSA which can also be used. All students are required to complete the institution’s Supplemental Information Form.

The FAFSA can be completed either by mail or by going on-line to the following web site: http://www.fafsa.ed.gov. Before you file a FAFSA on-line, you must apply for a personal identification number (PIN) at this web site: http://www.pin.ed.gov. It will take 10 days for your PIN and your parent’s PIN, if you are a dependent, to be issued.

After your application is processed a Student Aid Report (SAR) is generated. The college will review your SAR and may request additional documents for you to complete. You must submit all requested documents and have a valid SAR in order for the college to make an Award Offer. Our college’s priority deadline is March 1st.

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 again submit an application for admission. You can call, e-mail, and request that a form be mailed, or you can come in to the Admissions & Records Office to pick one up. You can also print the application from the web.
**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 catalog for more specific residency information.

**What if I transfer from another college?**

Complete an application and provide official transcripts (sent directly from the school you previously attended to KCC’s Admissions & Records Office). 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 individual or copied for students. In order for your transcripts to be reviewed, you need to fill out the Request for Transcript Evaluation 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.

**What if I have CLEP or Advanced Placement Credits?**

KCC awards college credit for acceptable scores earned on selected CLEP General Examinations and Subject Examinations and for acceptable scores earned on the Advanced Placement Examinations in accordance with CLEP and AP policies and criteria adopted by the University of Hawai`i at Manoa. For more information, please see your counselor or the Admissions & Records Office.

**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 Form.
2. University of Hawai`i Supplementary Information Form for Foreign Applicants. Evidence of support in U.S. currency must be attached showing that adequate financial support will be provided during the entire period of enrollment.
3. Official TOEFL (Test of English as a Foreign Language) scores sent directly to Kaua`i Community College by the Educational Testing Service. Minimum score for admission is 450 (paper based testing) or 133 (computer based testing).

Applicants exempt from taking the test are those:

a. Whose native language is English, from Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, or the United Students.

b. Who 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 United States, Australia, Britain, Canada, Ireland, United Kingdom or New Zealand.
c. Who are transferring from an accredited college or university in the United States, Australia, Britain, Canada, Ireland, United Kingdom or New Zealand, and have completed the equivalent of freshman-level English with a grade of “D” or better.

4. High school and college academic transcripts translated in English sent directly to Kaua‘i Community College by the schools.

5. Kaua‘i Community College Confidential Health Form completed by a medical official which presents evidence of good health.

All non-resident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policy of Board of Regents of the University of Hawai‘i 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 Office of the Dean of Students at 245-8212 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, so we may not know if you have any special needs. Information regarding disabilities, voluntarily given or inadvertently received, will be kept confidential and will not affect admission decisions. If you inform us of disability-related needs, we can prepare appropriate support services. To discuss special needs, call the Disability Services Counselor at 245-8314.

Am I eligible for veteran’s 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 may be obtained at the Admissions & Records Office or the Veterans’ Administration Regional Office.

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 and complete Item F of the application form.

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

If you are an academically-accomplished or vocationally-gifted high school junior or senior who has successfully completed all relevant secondary curriculum offerings available in your high school, you may enroll at Kaua‘i Community College on a space-available basis while attending high school. Written approval from the high school and parents must be submitted with your application (Early Admissions Parent/School Approval Form). Complete information and application forms and procedures are available from your high school counselor or from KCC’s Admissions & Records Office. Submit your application, listing “SPEA” as your major together with the Early Admissions Parent/School Approval Form.

Running Start is a statewide program that provides an opportunity for academically qualified juniors and seniors to enroll in college classes through the University of Hawai‘i System as part of their high school coursework. This unique partnership between the Department of Education and the University of Hawai‘i System allows public high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits. Students should contact their high school counselor to see if they qualify and for more information.
CAMPUS CENTER

In the Campus Center are a number of people who can help you become a student at Kaua‘i Community College. Check the services below and find their location on the diagram.

STUDENT SERVICES OFFICES
1 Admissions & Records
2 Counselors
3 Counselors
4 Financial Aid
5 Hawaiian/Part-Hawaiian Student Counselor
6 Hawaiian/Part-Hawaiian Student Vocational Educational Counselor
7 Registrar
8 Single Parent/Displaced Homemaker Counselor
9 Student Activities Advisor
10 Veterans Clerk

OTHER
11 Bookstore
12 Cafeteria
13 Dining Room
14 Student Government
15 Student Lounge

SECOND FLOOR

FIRST FLOOR