# Table of Contents

**Welcome** ........................................................................................................... 4

**ABOUT UH MĀNOA SUMMER SESSIONS AND OUTREACH COLLEGE** ................. 4

**UH MĀNOA SUMMER SESSIONS OVERVIEW** .................................................. 5

- Contact Information and Office Hours ................................................................. 5
- Campus Location .................................................................................................. 6
- Summer Sessions Dates ....................................................................................... 7
- Academic Calendar ............................................................................................. 7
- Important Summer Sessions and UH Mānoa Websites ....................................... 7
  - UH Mānoa Summer Sessions ......................................................................... 7
  - MyUH ............................................................................................................... 7
  - UH Mānoa Class Availability ......................................................................... 7
  - Laulima for Online Courses .......................................................................... 7
  - STAR for Students .......................................................................................... 7
  - UH Mānoa Catalog .......................................................................................... 7

**Summer Sessions’ Frequently Asked Questions (FAQs)** ..................................... 8

**Campus Map** ..................................................................................................... 10

**Admissions** ...................................................................................................... 11

- General Admissions Information ....................................................................... 11
  - Application Process ........................................................................................... 11
  - Application Deadlines ....................................................................................... 11
  - Admissions Requirements ............................................................................... 11
  - How to Apply ................................................................................................... 11
  - English Language Proficiency for Applicants Whose Native Language is Not English ........................................................................................................... 11
- International Student Admissions ...................................................................... 12
  - Application Process for Visiting International Students ................................ 12
  - International Students’ I-20 Request .............................................................. 12
  - International Students’ I-20 Full Time Enrollment ........................................ 12
  - International Students’ I-20 Distance Education Course Restrictions .............. 12
  - International Students’ Health Insurance ....................................................... 12
- UH Username ..................................................................................................... 12
  - Creating Your UH Username and Password .................................................. 13
  - UH Email Account ........................................................................................... 13
  - Expiration of UH Username and UH Email Account ..................................... 13

**Registration** .................................................................................................... 14

- Planning for Registration .................................................................................... 14
  - Checking Class Availability ............................................................................. 14
  - Academic Calendars ......................................................................................... 14
  - Consulting with Your Advisor or Home Institution ......................................... 14
  - Obtaining Course Syllabi .................................................................................. 14
  - Finding Instructor Contact Information ......................................................... 14
  - Recommended Maximum Number of Credits ................................................. 14
- Getting Ready for Web Registration .................................................................. 14
  - Checking your Registration Status on MyUH ................................................ 14
  - Clearing Holds .................................................................................................. 14
  - Course Prerequisites ......................................................................................... 15
  - Course Restrictions .......................................................................................... 15
  - Placement Exams ............................................................................................... 15
  - Deciding on Your Grading Option ................................................................... 15
  - Audit Procedures ............................................................................................... 15
- Web Registration ................................................................................................ 15
- Registration Procedures ..................................................................................... 15
  - Adding Courses ................................................................................................ 15
  - Dropping Courses ............................................................................................ 16
  - Withdrawing from Courses .............................................................................. 16
  - Registration Error Messages and Approval Overrides .................................... 16
  - Online Courses ................................................................................................ 16
  - Reviewing Your Course Schedule .................................................................. 16
  - Registration Changes ....................................................................................... 16
- Registration Policies ............................................................................................ 16
  - Cancelled Courses ............................................................................................ 16
  - Automatic Withdrawal, No Show Policy .......................................................... 16
  - Class Attendance ............................................................................................... 16
  - Enrollment Verification ..................................................................................... 17
  - Grade Reports ................................................................................................... 17
  - Transferring Credits ........................................................................................ 17
  - How to Order Official Transcripts .................................................................... 17

**Payment** ............................................................................................................ 18

- Tuition and Fees ................................................................................................ 18
- Payment ............................................................................................................... 18
  - Payment Deadlines ......................................................................................... 18
  - Methods and Forms of Payment ..................................................................... 18
- Refund .................................................................................................................. 18
## UH MĀNOA POLICIES

- Family Educational Rights and Privacy Act (FERPA) ........................................ 19
- Equal Opportunity/Affirmative Action ............................................................. 19
- Title IX .............................................................................................................. 19
- Academic Grievance Procedures .................................................................... 19
- Student Conduct Code ..................................................................................... 19

## SERVICES FOR STUDENTS

- Learning Assistance Center ........................................................................... 20
- Online Learning Academy .............................................................................. 20
- Libraries .......................................................................................................... 20
- Information Technology services (ITS) Help Desk ........................................ 20
  - Computer Labs .............................................................................................. 20
- UH Mānoa Bookstore ...................................................................................... 21
- Campus Center Ticket, Information and ID Office ......................................... 21
  - UH Mānoa Lost and Found ......................................................................... 21
- Housing ........................................................................................................... 21
  - On-Campus Housing .................................................................................. 21
  - Off-Campus Housing .................................................................................. 22
- Dining on Campus ............................................................................................ 22
- Safety .............................................................................................................. 22
- Health Services ............................................................................................... 22
- Counseling Services ........................................................................................ 23
  - Counseling and Student Development Center (CSDC) .............................. 23
  - Other crisis resources .................................................................................. 23
- Accessibility and Disability Services ............................................................... 23
  - KÔKUA Program .......................................................................................... 23
  - Disability Access on Campus ...................................................................... 24
- Transportation and Parking Information ......................................................... 24
  - Parking .......................................................................................................... 24
  - TheBus .......................................................................................................... 24
  - Car Share on Campus ................................................................................... 25
- Recreation on Campus ...................................................................................... 25

## PRACTICAL INFORMATION FOR VISITING STUDENTS

- The Hawaiian Language ................................................................................... 26
- Hawai‘i Weather .............................................................................................. 26
- Packing Tips .................................................................................................... 27
- Travel to Hawai‘i .............................................................................................. 27
  - Daniel K. Inouye International Airport (HNL) ............................................. 27

## RESOURCES AT UNIVERSITY OF HAWAI‘I AT MĀNOA

- Ground Transportation from Daniel K. Inouye International Airport ............. 27
- Health Insurance ............................................................................................ 27
- Electric Power in the U.S. ............................................................................. 27
- Cell Phone/Telephone Use ............................................................................. 27
- Currency in the U.S. ....................................................................................... 27
  - American Bills and Coins .......................................................................... 27
  - Cash Machines/ATM .................................................................................... 28

## INDEX

- General Index ..................................................................................................... 30
Welcome

Welcome to the University of Hawai‘i at Mānoa! We are pleased that you have chosen to join us for the upcoming summer term and hope you are able to fulfill your study goals, continue to make academic progress, and, of course, have some fun! The University of Hawai‘i at Mānoa was founded in 1907 and is the flagship campus of the University of Hawai‘i System. During the Fall and Spring, over 20,000 students choose to study in 105 undergraduate and 155 graduate programs. This academic rigor continues through the summer and is enhanced by unique summer institutes and programs that over 7,000 students participate in throughout the summer.

About UH Mānoa Summer Sessions and Outreach College

Each year, the University of Hawai‘i at Mānoa Summer Sessions attracts students and faculty from around the world. Through the University’s Outreach College, Summer Sessions offers more than 800 undergraduate and graduate courses in 100 subject areas. There are over 300 online courses offered in various schedules during the 12-week summer term, this flexibility will allow you to continue your studies even if you continue to work or travel during the summer months.

If you prefer to focus all of your energy on a single course for a shorter period of time, Summer Sessions also offers over 50 courses in an intensive 3-week session. Taking a 3-credit course in 3 weeks is the equivalent of taking 16 credits in one semester or 24 credits in one quarter. If you are considering a 3-week course, we advise that you focus your time and energy on completing one course at a time.

Another great thing to look into is our Summer Sessions courses that have zero textbook costs. In addition, all students, regardless of residency, pay resident tuition, which is currently still the 2016-2017 rate. Come join us and take advantage of all that Summer Sessions has to offer!
CONFIDENTIALITY OF STUDENT RECORDS

Your privacy regarding your student educational records is protected by the Family Educational Rights and Privacy Act (FERPA).

This means that we are unable to disclose information contained in your education records, with the exception of directory information, to family members including your parents and spouse, without your prior written consent.

CONTACT INFORMATION AND OFFICE HOURS

Outreach College Student Services (Admissions and Registration)
University of Hawai‘i at Mānoa
2425 Campus Road
Sinclair Library Rm 310
Email: ochelp@hawaii.edu
Phone: (808) 956-7221
Fax: (808) 956-3752
Monday-Friday, 8:00am-5:30pm
Closed weekends and State holidays

All UH students are required to obtain and use a UH email address. Once you have been admitted, please use your UH email when contacting us.

By U.S. Postal Service Mail
Outreach College
University of Hawai‘i at Mānoa
2440 Campus Road, Box 447
Honolulu, HI 96822

For delivery by express mail providers (FedEx, UPS, DHL)
Outreach College
University of Hawai‘i at Mānoa
2545 McCarthy Mall, Bilger 102
Honolulu, HI 96822
United States
CAMPUS LOCATION

Located in Honolulu’s beautiful Mānoa Valley on the island of O‘ahu, the University of Hawai‘i at Mānoa (UH Mānoa) is the flagship campus of the state’s ten campus university system. A renowned center for research and advanced graduate and professional studies, UH Mānoa also offers excellence in its wide-ranging undergraduate programs and is fully accredited by the Western Association of Schools and Colleges.
SUMMER SESSIONS DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term 1</td>
<td>May 22 - June 30, 2017</td>
</tr>
<tr>
<td>Summer Term 2</td>
<td>July 3 - August 11, 2017</td>
</tr>
</tbody>
</table>

Varied Date Courses
Class schedules vary between May 22 - August 11, 2017

Intensive 3-Week Courses available

Holidays
- Memorial Day: May 29, 2017 (M)
- Kamehameha Day: June 12, 2017 (M)
- Independence Day: July 4, 2017 (T)

ACADEMIC CALENDAR

Outreach College courses often have varied beginning and ending dates with unique refund and add/drop/withdrawal deadlines. Please view your course’s academic calendar by clicking on the course reference number (CRN): https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN&t=201740.

IMPORTANT SUMMER SESSIONS AND UH MĀNOA WEBSITES

UH Mānoa Summer Sessions
summer.hawaii.edu
FAQs Page: outreach.hawaii.edu/summer/general/faq.asp
The UH Mānoa Summer Sessions website provides a wealth of information and resources for students including application, registration, schedule of courses, payment deadlines, campus services, and details for summer programs.

MyUH
https://myuh.hawaii.edu
MyUH is the University of Hawai‘i’s website that provides UH students, faculty, and staff with a secure and personalized single point of access to course registration, email, calendaring, and internet web browsing. MyUH provides links to STAR GPS registration, UH email, Laulima, and other web-based services.

UH Mānoa Class Availability
https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN&t=201740
View the most current information about classes, including seat availability and course academic calendars. Check for updated information prior to the start of your course.

Laulima for Online Courses
https://laulima.hawaii.edu/
Laulima is the University of Hawai‘i’s online learning management system. Most online courses are delivered through Laulima. Laulima’s tools may also be used for traditional face-to-face and hybrid classes.

STAR for Students
www.star.hawaii.edu
Visiting students are linked to STAR for Students from MyUH to view final grades and unofficial transcripts. For UH Mānoa students this is a tool to assist in planning their academic journey, however, students should always consult with their academic advisor.

UH Mānoa Catalog
catalog.hawaii.edu
Course Descriptions: catalog.hawaii.edu/courses/description-index.htm
The UH Mānoa Catalog is a comprehensive guide to UH Mānoa programs, course offerings, services, tuition, financial aid, faculty, facilities, academic policies, and other information of general importance to UH Mānoa students.
SUMMER SESSIONS’ FREQUENTLY ASKED QUESTIONS (FAQs)

Is UH Mānoa accredited?
Yes. UH Mānoa is accredited by the Western Association of Schools and Colleges (WASC), Email: wascsr@wascse.org, Website: wascsenior.org.

Does UH Mānoa use the semester or quarter system?
UH Mānoa is on a semester system. One semester credit is the equivalent of 1.5 quarter credits.

Whom can I contact with questions about UH Mānoa Summer Sessions?
Please contact Outreach College Student Services for questions about Summer Sessions. Email: ochelp@hawaii.edu, Phone: (808) 956-7221. You can also visit us at Sinclair Library Room 310, Monday-Friday, 8:00am-5:30pm (page 5).

What does Summer Sessions at UH Mānoa cost?
Current tuition and fee rates can be found at outreach.hawaii.edu/summer/myuh/fees.asp (page 18).

Where can I see the descriptions for Summer Sessions courses?
Please visit the UH Mānoa Course Catalog: catalog.hawaii.edu (page 7).

What are the recommended maximum number of credits?
Summer Sessions courses are highly accelerated. If you are accustomed to taking fall and spring courses on a semester schedule, taking 6 credits in six weeks is the equivalent of enrolling in a 16 credit hour semester (or 24 quarter unit) load. We strongly recommend students enroll in no more than 8 credits per 6-week session.

What are “intensive courses”?
Intensive courses are scheduled four weeks or less. Taking a 3-credit course in 3 weeks is the equivalent of taking 16 credits in one semester or 24 credits in one quarter. We recommend that students take only one intensive course at a time. If you are planning to work full-time or part-time during the summer, taking an intensive course would not be recommended.

What are “Zero Textbook-Cost Courses”?
These are courses in the summer schedule that have no textbook costs.

I am an international student. Can I attend Summer Sessions at UH Mānoa?
Summer Sessions is open to international students. Please visit page 11-12 for more information on visa and language requirements.

Do I need to have health insurance?
For all international students enrolled at the University of Hawai‘i, health insurance is a requirement. Health insurance may be purchased in your native country or at the University Health Services Mānoa (UHSM) office. You can also contact UHSM at (808) 956-8965 or uhsm@hawaii.edu (page 12, 27).

Do I need to take a TOEFL exam?
If English is not your first language, English language proficiency must be demonstrated. The TOEFL exam is a common way to do so (page 11).

Do I need to send a transcript to take Summer Sessions courses?
Send official transcript(s) only if English is not your first language AND your TOEFL score is less than 500+ (paper-based), 61+ (internet), or 173+ (computer-based) (page 11).

I would like to take a graduate level course, do I need to submit a transcript?
Yes, if you obtained your baccalaureate degree from a non-U.S. college or university (page 11).

Do I need to fill out the Residency Section of the Credit Application Form?
Yes. We need to determine your current residency status. If you have been attending a mainland school as a resident of that state, you are not considered a Hawai‘i resident. Official residency can be claimed only in one state.

How do I obtain a UH Username?
Once you are accepted to the UH Mānoa Summer Sessions, you will receive a UH ID number. Go to myuh.hawaii.edu to create your UH Username (page 12-13).

Do I need to use my UH Email Account?
Yes, email sent to your UH email account is considered an official channel of communication by the University, so you must check it regularly.

How do I register for UH Mānoa Summer Sessions?
Registration for courses at UH Mānoa is done online. Access the web registration system through MyUH (STAR GPS). For more information on registration, please visit page 14-17 or: outreach.hawaii.edu/summer/myuh/registration.asp.

How do I drop/withdraw courses?
Drop and withdraw from courses online. Access the web registration system through MyUH. Be sure to check the course academic calendar for the last day to drop or withdraw (page 15-16).

What do I do if I get a registration error?
Note the error and see a list of possible error messages and recommended actions at: outreach.hawaii.edu/summer/myuh/approval_codes.asp#table page 16.
How do I know whether the course I want has prerequisites?
Read the course description listed in the UH Mānoa catalog. If you have any questions, contact the Academic Department for information (see outreach.hawaii.edu/summer/myuh/academic_contact.asp).

Do I need to take any Placement Exams?
There are placement exams for Chemistry, Mathematics and most language courses (page 15).

How do I know whether UH Mānoa credits will transfer to my home college or university?
Consult your home school advisor. Credits earned at UH Mānoa are applicable toward degrees only as determined by your home school (page 17).

How can I pay for my summer course(s)?
You can either pay by credit card on MyUH or by check in-person at any University of Hawai‘i Cashier’s office (Credit card payments will NOT be accepted by the Cashier’s Office) (page 18).

What are the payment deadlines?
Friday, April 28, 2017 11:59pm Hawai‘i Standard Time for registrations between March 7 - April 28
Friday, June 9, 2017 11:59pm Hawai‘i Standard Time for registrations between April 29 - June 9
If registering on June 10 or later, payment is due at the time of registration (page 18).

What happens if I miss the payment deadline?
Failure to make payment by the deadline may result in your registration being cancelled (page 18).

How will I know whether my course is cancelled by the University?
Check your schedule online through MyUH. If you are a visiting mainland student, do this BEFORE you commence travel to Hawai‘i. Checking your course schedule often for errors or updates is highly recommended.

If my course is cancelled, do I need to process paperwork to drop the course?
No.

If my course is cancelled, do I receive a refund?
If your course is cancelled, you may select an alternate course. Otherwise, a 100% tuition refund is issued.

If I am due a refund, when will my refund be processed?
Refunds will be processed after July 10, 2017. To request a refund earlier, email ocfiscal@hawaii.edu with your name and student ID number. Include the word “Refund” in the subject line (page 18).

Where do I get a UH student identification (ID) card?
Go to the Ticket, Information, and ID Office, which is located in Campus Center 212 (page 21).

Would it be okay to miss the first day of class?
No. Plan to attend class from the first day of instruction. Attendance may affect your final course grade. Students on financial aid should also plan to attend on the first day as instructors may be asked to verify attendance.

When are final exams scheduled?
Final examinations are usually scheduled during the last class meeting.

How do I receive my grades?
Grades are available about a week after the course is done. You can view your grades through MyUH and accessing STAR. If you have any questions about your grade, contact the instructor (page 17).

How do I get a transcript of my Summer Sessions course record?
Transcripts cost $5.00 per copy and requests are processed within 5 business days. For more information, go to manoa.hawaii.edu/records/transcripts.html (page 17).
GENERAL ADMISSIONS INFORMATION

Application Process
outreach.hawaii.edu/summer/myuh/apply.asp
To attend Summer Sessions at the University of Hawai‘i at Mānoa, students submit an application for admission and, upon acceptance, register for courses.

Application Deadlines

<table>
<thead>
<tr>
<th>Course Dates</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Scholar Program</td>
<td>Friday, April 14</td>
</tr>
<tr>
<td>Summer Term 1 (5/22/17 - 6/30/17)</td>
<td>Friday, May 5</td>
</tr>
<tr>
<td>Summer Term 2 (7/3/17 - 8/11/17)</td>
<td>Friday, June 16</td>
</tr>
<tr>
<td>Varied Date Courses (5/22/17 - 8/11/17)</td>
<td>5 working days prior to the start of the course</td>
</tr>
</tbody>
</table>

Admissions Requirements
You are eligible to apply for admission if:
1. You are a U.S. high school graduate or have a GED equivalency. Transcripts are required IF your high school diploma or its equivalent is from a non-U.S. secondary educational institution.
2. You are a current or former student of a regionally accredited U.S. college or university with a bachelor’s degree or 24 transferable college credits and are in good academic standing at your home institution. Transcripts are required IF your bachelor’s degree or its equivalent is from a non-U.S. college or university. Official transcripts may be required upon request.

Suspended or dismissed students: UH Mānoa suspended or dismissed students are required to contact an Outreach College advisor at (808) 956-7221.

Current UH students: Current UH System students in good academic standing, who will be continuing in Fall 2017, do not need to apply. You will be able to access the web registration system through MyUH (STAR GPS). Those who are graduating in Spring 2017 from a UH System Campus must apply.

How to Apply
No application fee is required. Transcripts are not required.
*Transcripts are required IF your bachelor’s degree or its equivalent is from a non-U.S. college or university. Official transcripts may be required upon request.

- Submit our form-fillable application form.
  Download the UH Mānoa Outreach College Credit Course Application Form from our website. Your actual signature on the application is required. Submit your completed form in person, by mail, or fax. Applications may also be sent via secure email using FileDrop at https://www.hawaii.edu/filedrop. In the recipient field, type OCHELP.
- Notification of acceptance.
  Allow at least 5 working days for processing. Anticipate delays during peak application period. You will receive a notification of acceptance and your assigned UH Number. If you do not include an email address on your application form, the acceptance notification will be mailed to you via USPS.

English Language Proficiency for Applicants Whose Native Language is Not English
If English is not your native language and you have never attended a term at the University of Hawai‘i at Mānoa, you must provide evidence of your English language proficiency. This applies even if you have already been accepted to UH Mānoa for Fall 2017.

Please send documentation for one of the following (see items A-L) with your application form. Note: Admission through Outreach College does not imply a waiver of the TOEFL exam for admission for the regular Fall and Spring semesters.

A. Minimum composite score of 61 (internet-based), 173 (computer-based), or 500 (paper-based) on the TOEFL.
B. Minimum overall score of 5.0 on the IELTS.
C. Minimum score of 510 on the critical reading AND writing sections of the SAT.
D. Minimum score of 22 on the English AND reading sections of the ACT.
E. Minimum score of 151 on the verbal section of the GRE.
F. An Associate of Arts degree from a community college within the UH System.
G. A bachelor’s or master’s degree from a regionally accredited college or university in the U.S. or a recognized university in Australia, Britain, Canada (excluding Quebec), Ireland, or New Zealand.

H. Completed an ENG 100 equivalent course from a regionally accredited U.S. institution with a “D” or higher grade.

I. Completed 60 transferable credits with a GPA of 2.0 or higher from a regionally accredited U.S. institution or an institution that is recognized by UH Mānoa where English is the primary language of instruction.

J. Completed six years of continuous school through middle school, high school or college or university in Australia, Britain, Canada (excluding Quebec), Ireland, New Zealand, American Samoa, or Guam.

K. Completed at least three years of high school in Hawai‘i with a cumulative GPA of 3.2 and 460 on the critical reading AND writing sections of the SAT.

L. Test scores for the UH Mānoa English Language Institute (ELI) placement examination indicating that you qualify for enrollment.

Standardized test scores must have been taken within the past two years.

INTERNATIONAL STUDENT ADMISSIONS

outreach.hawaii.edu/summer/students/international.asp

Application Process for Visiting International Students
If you are planning to attend the UH Mānoa Summer Sessions, contact the nearest U.S. Embassy or Consulate in your country for visa information. Regulations are constantly being changed; the U.S. Embassy will have the most current information available. They will advise you of the proper documents needed to travel to Hawai‘i.

If you would like to attend UH Mānoa during the summer term:
1. Submit a UH Mānoa Outreach College Credit Course Application Form by fax or mail.
2. If your native language is not English, you must submit additional documents to prove English proficiency. See previous section on English Language Proficiency.
3. If you are told you need an F-1 visa to travel to Hawai‘i to study, you are required to request an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) from Outreach College. Write “Need I-20” under the “List Visa Type” section on the application form. Upon admittance to Outreach

College, you will be emailed information to request an I-20. For more information, see Visa and I-20 Information (outreach.hawaii.edu/summer/students/international.asp).

International Students’ I-20 Request
Due to the length of time needed by the U.S. Embassy to process visa requests and regulations unique for each country, we strongly recommend that you request an I-20 no later than two months prior to the date the academic term begins. Example: for summer courses that begin in May, contact us for an I-20 no later than March 1. In some countries requests for an I-20 less than four months in advance may result in your visa being denied.

International Students’ I-20 Full Time Enrollment
All international students issued an I-20 from Outreach College for the Summer Session(s) are not authorized to drop or withdraw below a full-time course load for the duration of the term the I-20 was requested. Minimum credit hours for full-time enrollment are as follows:

- Undergraduate students - 6 credit hours/session
- Graduate students - 4 credit hours/session

International Students’ I-20 Distance Education Course Restrictions
For international students issued an I-20 from Outreach College for the Summer Session(s), immigration regulations restrict enrollment to one (1) online distance education course per session. The remainder of your minimum credit hour requirement must be a regular in-classroom instruction course or a hybrid course. A hybrid course is a combination of online and in-classroom instruction.

International Students’ Health Insurance
The University of Hawai‘i requires all non-immigrant students to have comprehensive medical insurance for the duration of their study here. Health care is very expensive in the U.S. and a hospital stay of even a day or two may cost thousands of dollars. For health insurance requirements or to purchase the University endorsed student medical insurance plan, visit the University Health Services web page for more information: hawaii.edu/shs/international.

UH USERNAME
Your UH Username is your electronic key to gaining access to the University's online services such as email, internet access, and registration for classes. Due to the sensitive nature of the Social Security Number, you must use your UH Number or UH Username as your student identification for all University purposes.
• **UH Number**: This is your UH student ID number. Look for your UH Number on your acceptance notification.

• **UH Username**: Your UH Username is the part of your UH email address before @hawaii.edu.

**Creating Your UH Username and Password**

We will notify you of your acceptance by email or USPS mail (if no email address was provided on your application) and send you your UH ID number. Upon receiving your UH ID number it is mandatory to create a UH Username and password, which will also activate your UH email account. You will be responsible for this account for the duration of your UH career, so please do not give out your account information (i.e., password) to anyone. For more information, go to the UH Username Practices page: [hawaii.edu/askus/572](http://hawaii.edu/askus/572).

If you need assistance, contact the ITS Help Desk at (808) 956-8883 or email help@hawaii.edu.

**Instructions for New Students (if you do not have a UH account)**

If you are a new student, or do not have a UH account, you may request your UH Username online. Go to the Managing Your UH Username page ([https://www.hawaii.edu/username/](https://www.hawaii.edu/username/)) and click on Get a UH Username. You will need to provide the following information to apply for an account:

- Your legal name (the name on your student application form or employment form);
- Your Social Security Number or UH Number;
- Your date of birth; and
- Read and agree to the Executive Policy EP 2.210 and Chapter 708, Hawai‘i Revised Statutes.

After you have completed the form, click on the Continue button to submit your request. You will be asked to create a password for your UH Username. You need to select two security questions and furnish the answers for these two questions. In the future, these two questions will allow you to reset your password online.

For additional information on creating a UH Username and password, please visit the Information Technology Services (ITS) website at [hawaii.edu/its](http://hawaii.edu/its).

**Instructions for Returning UH System Students (if you had a UH account before)**

If you are a student returning to a UH system campus after one or more semester’s break, your UH account may have been disabled. If you did not enroll in ‘Ohana online services before your account was inactivated, go to the Managing Your UH Username page ([https://www.hawaii.edu/username/](https://www.hawaii.edu/username/)) and click on Get a UH Username. You will not be able to receive official communication from the University via your UH email account, or login to the web registration system until your UH account has been reactivated. If you are enrolled in ‘Ohana online services, your access will automatically be restored after you have been accepted back into the University.

**UH Email Account**

[gm.aihawai.edu](mailto:gm.aihawai.edu)

Email sent to your UH email account is considered an official channel of communication by the University, so you must check it regularly. After your acceptance email has been sent, all future email correspondence will be sent to your hawaii.edu email address. Important information from the University will be emailed to your username@hawaii.edu address. You can check your email through MyUH or directly at [gmail.hawaii.edu](mailto:gmail.hawaii.edu).

**Expiration of UH Username and UH Email Account**

Students who will not register for classes after the summer will have a grace period of up to 180 days after the term ends, during which they will continue to have full access to basic online services. After the grace period ends, the student’s account will be disabled and all data associated with the UH Username will no longer be available. To preserve your UH email account and other online services, enroll in ‘Ohana online services during the grace period ([hawaii.edu/askus/932](http://hawaii.edu/askus/932)).
PLANNING FOR REGISTRATION

Checking Class Availability
https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN&t=201740
The class availability website lists the courses and sections that are being offered. Consult course listings regularly for the most up-to-date information on class cancellations, course additions, and changes in meeting times, locations, and instructors. Click on the Course Reference Number (CRN) to view the academic calendar for the course.

Academic Calendars
outreach.hawaii.edu/summer/myuh/calendar.asp
Outreach College offers both day and evening “Varied Schedule” courses, ranging in length from one week to twelve weeks. Each course has its own Academic Calendar that lists important deadlines for registration, withdrawals, and refunds. You should check the academic calendar for each of your courses to be aware of these important deadlines. To avoid financial and/or academic penalties (e.g., an “F” or “W” grade), you must drop any unwanted classes prior to the 100% refund deadline listed on the academic calendar for that specific course.

Choose one of these options to view academic calendar information.
1. If you have the CRN for the course, select the Academic Calendar Search page. This option allows you to enter the CRN of the course and view its academic calendar.
(outreach.hawaii.edu/calendar/main.html)
2. You may also select the Class Availability page and choose the course subject. Find the course on the subject list and click on the CRN to view the course academic calendar.
(https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN&t=201740)

Consulting with Your Advisor or Home Institution
Before registering for classes, meet with your home institution academic advisor to review degree requirements and get help selecting courses. Credits earned at UH Mānoa are applicable toward degrees only as determined by your home institution.

Obtaining Course Syllabi
If you require a more detailed course description or syllabus, please contact the instructor listed on the Class Availability page or contact the department. Some departments provide course syllabi on their website. For a list of Academic Department Contacts go to outreach.hawaii.edu/summer/myuh/academic_contact.asp.

Finding Instructor Contact Information
Clicking on the CRN from Class Availability will bring you to the academic calendar that lists the instructor for the course. Clicking on the instructor's name will give you a contact email address. If no instructor is listed, please contact the department of the course. See a list of Academic Department Contacts at outreach.hawaii.edu/summer/myuh/academic_contact.asp.

Recommended Maximum Number of Credits
Summer Sessions courses are highly accelerated and most meet everyday and we want you to plan your schedule and time accordingly. If you are accustomed to taking fall and spring courses on a semester schedule, a 3 credit summer course offered over three weeks is the equivalent of enrolling in a 16 credit hour semester (or 24 quarter unit) load. Taking 6 credits in six weeks is also the equivalent of enrolling in a 16 credit hour semester load. We strongly recommend students enroll in no more than 8 credits per 6-week session and no more than 3 credits per 3-week session.

GETTING READY FOR WEB REGISTRATION

Students register for UH Mānoa courses online by accessing the registration system through MyUH (STAR GPS). Be sure you have a UH Username and Password. Please review the information below to get started.
outreach.hawaii.edu/summer/myuh/registration.asp

Checking your Registration Status on MyUH
To reduce web registration problems, make sure you do not have outstanding financial obligations or health clearances and you are in good academic standing.

Clearing Holds
If you have holds that prevent registration, contact the office that placed the hold to determine the steps needed to clear and remove them. To view details on holds, including contact information, access the web registration system through MyUH.
If you have an outstanding financial obligation at any of the University of Hawai‘i institutions (e.g., tuition, housing, bounced check, library, or parking fines) a financial obligation “hold” is placed on your record. This “hold” will prevent you from registering and receiving a transcript or diploma. To clear the hold, make your payment and contact the office that initiated the hold so that it may be removed.

Course Prerequisites
Students are responsible for meeting course prerequisite requirements. Courses with prerequisite requirements have a “pre:” notation in the course description listed in the UH Mānoa Catalog, catalog.hawaii.edu. If you have any prerequisite questions or you need an instructor’s syllabus, contact the subject academic department office for information. If you have taken the prerequisite but are still unable to register for the course, contact the instructor or academic department office and ask for permission to register for the course. If approved, they will enter an approval into your student record that will permit you to register online. The instructor or department personnel cannot register you for the course.

Course Restrictions
Course restrictions can range from major or class standing restrictions to department/instructor required approvals. These restrictions are listed on Class Availability, right below the course title line. If you have questions regarding your eligibility to register for a course, contact the instructor or department offering the course. Registering for these courses without correct classification or the proper approvals may result in error messages when registering.

Placement Exams
If you plan on registering for a course in one of the following academic departments, see the department’s website for information on placement testing.

- Chemistry
  manoa.hawaii.edu/chem
  For questions, email chemdept@hawaii.edu or call (808) 956-7480.

- Language Course Level Placement
  If you need assistance selecting the correct course level for a language course (e.g., Chinese, French, Hawaiian etc.), contact the academic department (see outreach.hawaii.edu/summer/myuh/academic_contact.asp).

- Mathematics
  math.hawaii.edu/placement
  For questions, email office@math.hawaii.edu or call (808) 956-4679.

Deciding on Your Grading Option
With a few exceptions, the letter grade option is automatically selected when you register online. However for many courses you may select one of three grading options:

- Letter Grade (+/- grade system)
- Credit/No Credit (CR/NC). No letter grade given for this pass/fail option. The CR designation denotes C caliber work or better.
- Audit (L grade on transcript)

The summer terms are accelerated, so there is not much time to make changes to your registration once the term begins. View the academic calendar for your course, as this will show you course deadlines. The last day to register (add) is the last day to change grading options. For more details on grading options, go to the FAQs page at outreach.hawaii.edu/summer/general/faq.asp#grades or the UH Mānoa Course Catalog at catalog.hawaii.edu.

Auditor Procedures
Auditors receive neither grades nor credit but the course will show on the Mānoa transcript with an “L” grade. Auditors are responsible for the full tuition and fees for the course. Auditors do not take course examinations. The extent of your classroom participation is determined by the instructor. If you wish to audit a course, call Outreach College Student Services at (808) 956-7221 or email ochelp@hawaii.edu to find out whether the course can be taken for the audit grade option and to request an Audit Approval Form. Obtain the instructor’s approval on this form. Currently, audit registration is not available online. You need to register in person or by mail or fax to Outreach College.

WEB REGISTRATION
Please visit http://www.outreach.hawaii.edu/summer/myuh/registration.asp for details on how to register, make changes to your registration, and pay for courses online.

REGISTRATION PROCEDURES
Adding Courses
Students may add a course online up to the last day to add as specified on the academic calendar for the course.
Dropping Courses
Students may drop a course without a “W” grade online up to the last day to drop (no “W” on transcript, 100% or 50% tuition refund) as specified on the academic calendar for the course. Note: “W” means withdrawal.

Withdrawing from Courses
Students may withdraw from a course online after the last day to drop until the last day to withdraw from class (“W” on transcript, no tuition refund). Dropping a course with a W grade means that you are withdrawing from the course and will receive a W grade.

- Financial Aid Recipients Dropping or Withdrawing From Courses: If you receive financial aid, please consult with a financial aid counselor from your home institution before dropping your course. You may be required to repay a portion of or all the aid you received (including tuition waivers).
- Visiting International Students Dropping or Withdrawing From Courses: All international students issued an I-20 from Outreach College for the Summer Session(s), are not authorized to drop or withdraw below a full-time course load for the duration of the term the I-20 was requested.

Registration Error Messages and Approval Overrides
During your web registration session, error messages inform you of conditions that prevent you from enrolling (adding or dropping) in courses.

For some error messages, academic departments, colleges, instructors, or administrative offices may give you permission to register for restricted courses by entering approval override codes into the registration database. After you contact the appropriate department or person and they enter the override into your record, register for the course online. See a list of possible error messages and recommended actions at: outreach.hawaii.edu/summer/myuh/approval_codes .asp#table.

Online Courses
If you are registered for a completely online course, please contact the instructor by email before the first day of the course. Most online courses use Laulima (https://laulima.hawaii.edu/portal). Laulima can conveniently be accessed 24 hours a day, 7 days a week, excluding down times for updates and daily maintenance. If you are having problems or do not see your course listed, request assistance from the Laulima homepage.

Reviewing Your Course Schedule
Sometimes courses are cancelled or course information changed. Be sure to review your schedule online.

If you are a visiting student, check your schedule before you commence travel to Hawai'i. Checking your course schedule often for errors or updates is highly recommended.

Registration Changes
Students make changes to their registration online by accessing the registration system through MyUH (STAR GPS). Make adjustments to your schedule within the published deadlines as shown on the academic calendar for the specific course. The last day to switch sections, change grading options, and change the number of credits for a variable credit course is the same as the last day to add the course. Any changes to your UH Mānoa enrollment status may impact benefits you are receiving. Drops and withdrawals may affect students’ academic standing or financial aid standing. With this in mind, carefully consider the implications of decreasing your credit load.

If you do not officially drop a course, an “F” or “NC” grade may be assigned by the instructor in place of a passing grade. You may still be obligated to pay tuition and fees for these courses. Please check the academic calendar for the course for specific deadlines.

REGISTRATION POLICIES
Cancelled Courses
If courses are cancelled by the University, students will receive notification at their hawaii.edu email account. If your course is cancelled, you may select an alternate course, otherwise, a 100% tuition refund will be issued. Be sure to review your schedule online. If you are a visiting student, check your schedule before you commence travel to Hawai'i. Checking your course schedule often for errors or updates is highly recommended.

Automatic Withdrawal, No Show Policy
Faculty will verify attendance of students registered in their courses by the end of the last day to add. Students who are reported as not having attended or participated (“no show”) will be sent a notification email to their UH email account and dropped from their class(es). Students who are receiving financial aid will have their aid recalculated accordingly.

Class Attendance
If you register for a class, but never attend or stop attending without officially withdrawing, you will receive an “F” or “NC” grade, as appropriate. Some departments require you to attend the first class meeting or your space may be assigned to another student and you will need to drop the class to avoid a grade of F.

back to Table of Contents
Enrollment Verification
The Office of the Registrar can verify your current and past enrollment status for semesters you are or have been officially registered at UH Mānoa for health insurance, loan deferments, scholarships, or other benefits. For the Request for Enrollment Verification Form, please visit manoa.hawaii.edu/records/verification.html.

Grade Reports
Grades are typically available for viewing on the Wednesday following the end of each Summer Session. View your grades and unofficial transcripts through MyUH and accessing STAR. Grades reports are not mailed. If a grade has not been posted by the end of the summer term, the course instructor has not submitted the grade. Please contact the instructor directly regarding the status of your final grade.

Transferring Credits
If you intend to transfer credits back to your home institution, consult with your home institution advisor before registering. Credits earned at UH Mānoa are applicable toward degrees only as determined by your home institution. Your school may ask for a copy of the course description from the UH Mānoa Catalog (catalog.hawaii.edu). If you need a more detailed course description or syllabus, contact the instructor.

How to Order Official Transcripts
manoa.hawaii.edu/records/transcripts.html
Check with your home institution about transferring credits back. A transcript is usually required by the student’s home institution. You may request a transcript from the UH Mānoa Office of the Registrar by filling out the Transcript Request Form. Provide your home institution mailing address and transcript fee. A University hold may prevent your transcript from being issued.
TUITION AND FEES
Current tuition and fee rates can be found at outreach.hawaii.edu/summer/myuh/fees.asp.

PAYMENT
Payment Deadlines

<table>
<thead>
<tr>
<th>Registration Dates</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7 - April 28</td>
<td>Friday, April 28, 2017 11:59pm HST</td>
</tr>
<tr>
<td>April 29 - June 9</td>
<td>Friday, June 9, 2017 11:59pm HST</td>
</tr>
<tr>
<td>June 10 or after</td>
<td>Due upon registration</td>
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</tbody>
</table>

Failure to make payment by the deadline may result in your registration being cancelled.

Methods and Forms of Payment
Payment can be made online, in-person or by mail

Online Payment Methods
• Credit Card – MasterCard, VISA, or any credit card accepted by the Discover Network such as Discover, Diners and JCB.
• Debit Card – any debit card accepted by NYCE, PLUS, STAR or ACCEL networks
• eCheck or eSavings

In-person payments can be made at any University of Hawai’i Cashier office (http://www.fmo.hawaii.edu/student_accounts/index.html#tab7). Accepted forms of payment are:
• Personal Check
• Cashier’s Check
• Cash
• Money Order

Credit card payments will not be accepted by the Cashier Office.

Payments can be mailed in with the Credit Course Payment Form (link to the 2017 version of http://www.outreach.hawaii.edu/pdfForms/paySS17.pdf)

Outreach College
University of Hawai’i at Mānoa
2440 Campus Road, Box 447
Honolulu, HI 96822

REFUND
Refunds will be processed after July 10, 2017. To request a refund earlier, email ocfiscal@hawaii.edu with your name and student ID number. Include the word “Refund” in the subject line.

To receive your tuition refund as a direct deposit to your checking account, sign up for eRefund on MyUH. For additional information and restrictions on eRefunds, go to myuhinfo.hawaii.edu/object/io_699.html.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

manoa.hawaii.edu/records/policies.html#ferpa

The Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment) establishes guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. Once a student is attending the University, all FERPA rights belong to the student.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, status as a covered veteran, pregnancy, and domestic or sexual violence victim status. This policy covers admission and access to and participation, treatment, and employment in the University’s programs and activities. For more information on equal opportunity and affirmative action policies and complaint procedures for the UH Mānoa campus, contact:

Students: Lori Ideta, Assistant Vice Chancellor & Dean of Students, EEO/AA, Title IX & ADA Coordinator Phone: (808) 956-3290 (V/T); Email: ideta@hawaii.edu

Students with Disabilities: Ann Ito, KOKUA Program Director, Phone: (808) 956-7511 (V/T); Email: kokua@hawaii.edu

TITLE IX

Title IX is a landmark federal civil rights that prohibits sex discrimination in education. Members of the University of Hawai'i at Mānoa community have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The university believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied. The Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students. Anyone wishing to make a report relating to sex discrimination or harassment may do so by contacting:

Dee Uwono, Director and Title IX Coordinator, Phone: (808) 956-2299; Email: t9uhm@hawaii.edu

ACADEMIC GRIEVANCE PROCEDURES

studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

A student who believes that a faculty member has failed to meet specific responsibilities outlined in “Responsibilities of Faculty and Students and Academic Grievance Procedures for Students, UH Mānoa (Policy M-4527)” may register a grievance. Students and faculty are encouraged to resolve their differences through consultation and mediation. Where these efforts are ineffective, the policy sets forth the process that is available to the student grievant. The decisions of the Academic Grievance Committee are final within UH Mānoa. Information, advice, or a copy of the relevant policies and procedures may be obtained from the Office of Judicial Affairs, Queen Lili‘uokalani Center for Student Services, Room 207. Phone: (808) 956-4416.

STUDENT CONDUCT CODE

studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Students enrolled in credit and non-credit classes at Outreach College are expected to abide by the University of Hawai’i’s rules, regulations, and student conduct code.
SERVICES FOR STUDENTS

LEARNING ASSISTANCE CENTER
Location: Sinclair Library Mezzanine 1
Phone: (808) 956-6114
Email: learning@hawaii.edu
Website: manoa.hawaii.edu/undergrad/learning/

As a result of utilizing the Learning Assistance Center services, students will use appropriate study skills to achieve academic goals; learn how to adjust learning approaches to fit their individual learning needs; learn how to study effectively with others; use effective learning practices; use self-reliant learning behaviors and have a functional understanding of course content.

ONLINE LEARNING ACADEMY
Phone: (808) 956-3714
Email: ola@hawaii.edu
Website: manoa.hawaii.edu/ola/

The University of Hawai‘i’s Online Learning Academy (OLA) provides FREE, one-on-one math and science tutoring, by highly qualified college tutors for students statewide. Students can log into our online tutoring room Monday through Friday, 1:00-10:00pm and Sunday, 5:00-10:00pm for help with classwork and/or homework.

LIBRARIES
There are two libraries on the UH Mānoa campus (Hamilton and Sinclair). To borrow books and use other library services you need a valid, registered UH ID Card, please refer to: hawaii.edu/campuscenter/services/uhmanoaid.html.

Food and beverages (except plain bottled water) are not permitted in Hamilton Library. Food and beverages are permitted in Sinclair Library except in the Wong Audio Visual Center, Wong Computer Lab, and while using public computers.

Gregg M. Sinclair Library
2425 Campus Road
Phone: (808) 956-8308
Email: sinc@hawaii.edu
Summer hours (subject to change): Monday-Friday and Sunday 8:00am-6:00pm (closed Saturday)

Hamilton Library
2550 McCarthy Mall
Phone: (808) 956-7203
Email: library@hawaii.edu
Summer hours (subject to change): Monday-Friday 8:00am-6:00pm, Sunday 12:00-6:00pm (closed Saturday)

INFORMATION TECHNOLOGY SERVICES (ITS) HELP DESK
If you need assistance with obtaining your UH username and password or need email support, please contact the Information and Technology Services Help Desk:

Phone: (808) 956-8883
Toll Free (neighbor isles): (800) 558-2669
System Status: (808) 956-6168
Fax: (808) 956-2108
Email: help@hawaii.edu
Website: https://www.hawaii.edu/its/help-desk

Computer Labs
On-campus computer labs are available for your use with a valid UH Mānoa ID card. A UH Mānoa ID card can be obtained at the Campus Center Ticket, Information & ID Office in the Campus Center (hawaii.edu/campuscenter/services/uhmanoaid.html). Please visit the ITS lab website for computer lab hours (hawaii.edu/itslab/hours.html).

Campus Center Computer Lab & Lounge
Campus Center 316
Phone: (808) 956-8343
Website: hawaii.edu/campuscenter/services/clab.html

ITS Hamilton CLIC Lab
Hamilton Library, 1st floor
Phone: (808) 956-0742
Website: hawaii.edu/itslab/hamilton.htm

Wong Computer Lab
Sinclair Library, 1st floor, near Circulation Desk
Phone: (808) 956-8702
Website: hawaii.edu/itslab/clic.htm

back to Table of Contents
**UH MĀNOA BOOKSTORE**

Campus Center, Ground Floor  
Phone: (808) 956-9645  
Email: book@hawaii.edu  
Website: bookstore.hawaii.edu/manoa/Home.aspx

Store hours (subject to change):  
Monday-Friday 8:00am-4:30pm  
Saturday 9:00am-12:30pm  
Sunday/State Holidays Closed

**Ordering books:**  
Order Distance Learning and other Textbooks online:  
bookstore.hawaii.edu/manoa.  
Order Books by Phone: 1-800-842-6657; (808) 956-9645.

**CAMPUS CENTER TICKET, INFORMATION AND ID OFFICE**

Campus Center 212  
Phone: (808) 956-7235  
Email: ccinfo@hawaii.edu  
Website: hawaii.edu/campuscenter/services/uhmanoaid.html

The Campus Center Ticket, Information & ID Office is your one-stop location for campus and event information. Students are issued a UH ID if they have registered for classes and have paid (or have been awarded a scholarship, financial aid, etc.) for their tuition, mandatory student activity fees, and other associated fees.

**UH Mānoa Lost and Found**

If you have lost an item on campus, please follow the following procedures:

1. If your item was lost near a building, please check with the department of offices located in the building.
2. If the item was not kept there, please check at the Ticket, Information & ID Office. Found items may also be reported to the UHM Department of Public Safety.
3. If the lost item is not at the Ticket, Information & ID Office, you may file a lost report and you will be notified if your item is turned in.

Please file lost reports with the Campus Center Ticket, Information & ID Office in person or via telephone at (808) 956-7236.

**HOUSING**

**On-Campus Housing**

University of Hawai'i at Mānoa  
Student Housing Services, Frear Hall  
2569 Dole Street  
Phone: (808) 956-8177  
Email: uhmsh@hawaii.edu  
Website: manoa.hawaii.edu/housing/summer

UH Mānoa Student Housing Services offers on-campus housing for students enrolled in credit courses during Summer I (six-week session), Summer II (six-week session), Combined Sessions (12 weeks), and Varied Date courses. Students registered for a minimum of one credit hour throughout any of these terms are eligible for student housing.

**Residence Facilities**

Over the past few years, UH Mānoa has dedicated over $80 million to build a new residence hall and modernize existing residence halls. Our facilities range from traditional residence halls to contemporary apartment units with one or two bedrooms. Residence halls offer recreation and study areas with shared bathroom facilities. Apartment units are furnished and accommodate two students in the one-bedroom unit and four students in the two-bedroom units. Front-desk service is provided at all residence halls.

**General Assignment Information**

- Assignments are handled on a first-come, first-served basis and early applications are strongly recommended. Those wishing to share a room or apartment with a particular person(s) must mutually request each other and apply for the same session and accommodation type. Every effort is made to accommodate such requests; however, there are no guarantees.
- To qualify for housing, each applicant must be registered for at least one credit course throughout the housing contract. Residents who drop their academic programs no longer qualify for housing, and their housing contract is terminated without refund. Residents who plan to arrive after their housing session has begun are advised to send written notification to the Housing Office before the session begins to prevent “no-show” penalties.
- Each assigned resident is assessed a security deposit. This deposit is refunded six to eight weeks following the end of the contract period, less any damage charge(s), if incurred.

*back to Table of Contents*
**Application Information**
Go to the Student Housing website for details on housing, meal plans and applying for summer housing: manoa.hawaii.edu/housing/summer.

**Off-Campus Housing**
If you are interested in off-campus housing, please visit the UH Mānoa Student Housing website for more information: https://manoa.hawaii.edu/housing/offcampus.

**DINING ON CAMPUS**

**Retail Dining Locations on Campus**
UH Mānoa Food Services: manoa.hawaii.edu/food/Mānoa Dining Services: https://uhm.sodexomyway.com/dining-choices/retail/index.html
- Gateway Café: https://uhm.sodexomyway.com/dining-choices/resident/gateway.html
Vending machines on campus: manoa.hawaii.edu/food/vendingMachines.html

**SAFETY**

At UH Mānoa, your safety is a top priority. Campus security officers patrol the campus 24 hours a day by vehicle, bike, and on foot. Safety escorts are available after dark and 72 Emergency Call Boxes are located throughout campus for your safety and protection.

Visit the Department of Public Safety (DPS) website (manoa.hawaii.edu/dps/index.html) for information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. Crimes and other emergencies on campus may be reported directly to DPS. Students, faculty, and staff are encouraged to report all suspicious activities and/or persons observed on campus. Such calls should be made promptly to improve DPS’s ability to prevent potential crimes and/or apprehend suspects. Upon receipt of a call, security officers are dispatched immediately to the site of the emergency. All incidents are investigated and a report is filed by the investigating officer.

**Report Suspicious Activities and/or Persons when**
- arguments escalate into physical confrontations
- unknown strangers are seen loitering
- people are loading valuables into private vehicles
- doors or windows are propped open or broken
- people are trying to force entry into locked cars, lockers, offices, or buildings
- strangers appear to be going door to door in buildings or residence halls.

**Emergency procedures**
To report an emergency
- Dial 911 for the Honolulu Police Department
- Dial (808) 956-6911 for Department of Public Safety
- Pick up one of the on-campus Emergency Call Boxes to talk to a dispatcher

**UH Alert Emergency Notification System**
The UH Alert emergency notification system provides notifications to the university community in the event of an emergency. Alerts are sent to all hawaii.edu email addresses and can also be sent via text message to student, faculty, and staff cell phones. Please visit the UH Alert Emergency Notification website to sign up for UH Alert: https://www.hawaii.edu/alert/.

**Emergency Call Boxes**
There are 72 Emergency Call Boxes located throughout campus. In case of an emergency, these call boxes connect you directly to the DPS dispatcher. To activate the call box, simply pick up the handset. DPS will immediately identify your location even if you are unable to communicate verbally with the dispatcher.

**Safety Escort Service**
DPS provides transportation or a walking escort from dusk to dawn for anyone walking alone on campus at night. Call 6-8211 from an on-campus phone (or (808) 956-8211 from an off-campus phone) to request an escort. The escort will either accompany you on foot or transport you in a DPS vehicle to any UH Mānoa parking lot or facility.

**UH Mānoa Guardian App**

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**Emergency Phone Numbers**
- Dial 911 for the Honolulu Police Department
- Dial (808) 956-6911 for Department of Public Safety

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**HEALTH SERVICES**

University Health Services Mānoa (UHSM)
1710 East-West Road
Phone: (808) 956-8965
Website: hawaii.edu/shs
Summer hours (subject to change):
Monday-Friday: 8:00am-4:00pm

Located on East-West Road next to Kennedy Theater, UHSM offers general medical services on a walk-in basis and specialty services by appointment. A pharmacy is available for prescription and non-
prescription medications. See the UHSM website for information on services, including specialty clinics and health education programs.

Outreach College students who have paid the term fee are eligible to use the UHSM. Students in Outreach College programs that are not charged the term fee will be charged a surcharge of $30 plus the standard fees for medical services. Please go to the UHSM website or call them if you have questions about health clearance or eligibility to receive services.

Please note the following.

• Students who are under 18 are required to have a signed “parental consent” before services can be provided.
• If you have special health needs, bring a letter from your personal physician explaining the nature of the problem and recommending appropriate treatment.
• For immediate emergency care on campus, call Campus Security at (808) 956-6911. For off-campus emergencies, call 911.

COUNSELING SERVICES

Counseling and Student Development Center (CSDC)
Queen Lili'uokalani Center for Student Services
Room 312
2600 Campus Road
Phone: (808) 956-7927
Website: manoa.hawaii.edu/counseling/
Summer hours: Monday-Friday 8:00am-4:30pm

The Counseling & Student Development Center (CSDC) offers support to UH students to assist with personal, academic, and career concerns. CSDC is also available for consult, mental health related workshops, and emergencies for staff and faculty. All services are confidential. CSDC offers a variety of counseling services – personal counseling, couples counseling, group counseling, career counseling, peer mentor services, psychiatric services and emergency/crisis services to meet the needs of students in support of their academic, career, and personal goals. Individual, couples and group counseling services are free of charge for Mānoa students as part of their health fee. In addition, psychiatric and assessment services are available for a fee. Immediate “walk-in” appointments for urgent or emergency/crisis services are available during the center’s regular hours daily 8:30am-4:30pm.

For after hour crisis/emergencies

• On campus-residents
   If you are living on-campus and need to reach a counselor after 4:30pm, there are counselors (i.e., Counselors-In-Residence or “CIRs”) who are available for crises and emergencies after hours.

   In the event of an emergency, residents of UH Mānoa student housing may contact a CIR. The CIRs can be reached by contacting most housing staff members, including your Resident Assistant (RA), the RA on-call, or a Resident Director (RD).

   Assistance is available from 4:30pm-8:30am on weekdays, and 24 hours on weekends and holidays.

• Off-campus residents
   CSDC does not provide after-hours on-call services for off-campus residents. If you need to talk to someone on an emergency basis after 4:30pm or during weekends and holidays, you may choose to call the “Access Line” at (808) 832-3100 (handles all types of Mental Health Crisis Questions 24 hours a day/7 days a week).

   For more information on after hour crisis/emergency services please visit: manoa.hawaii.edu/counseling/help/emergency_consultation.php#afterhours.

Other crisis resources

National Suicide Prevention Lifeline (24/7)
1-800-273-TALK (8255) or suicidepreventionlifeline.org
Crisis Line of Hawai'i (24/7)
Oahu: 832-3100
Neighbor Islands: 1-800-753-6879

ACCESSIBILITY AND DISABILITY SERVICES

KÔKUA Program
Queen Lili'uokalani Center for Student Services
Room 013
2600 Campus Road
Phone: (808) 956-7511
Email: kokua@hawaii.edu
Website: hawaii.edu/kokua/
Office hours: Monday-Friday 8:00am-4:00pm

Students with documented disabilities and related need for access services are encouraged to contact the KÔKUA Program as far ahead of planned enrollment as possible.

KÔKUA aims to create equal opportunity with and for disabled students by providing services such as disability access counseling, alternate format
KO¯KUA aims to create equal opportunity with and for disabled students by providing services such as disability access counseling, alternate format instructional material, campus intervention, community liaison, faculty liaison, notetaking, priority registration, sign language interpreting, testing accommodation, etc.

KO¯KUA strives to create program access in partnership with students, faculty, administration, and others in the university community. Creating equal opportunity for persons with disabilities is a shared responsibility.

Disability Access on Campus
Disability Access Parking
Reserved spaces for accessible parking are located throughout the UH Månoa campus. Signs displaying the International Symbol of Access identify these spaces. The display of a valid Disability Parking Permit is required when parking in any space reserved for accessible parking. You also need a University Parking Permit, Pass or Daily Parking Ticket displayed when parking on campus. For more information, please visit: manoa.hawaii.edu/commuter/disabilityaccess.html.

Access points on campus
library.manoa.hawaii.edu/services/ada/ada_campus_map.php
The online map that shows special access points is also available in paper format in the brochure “Campus Guide Information Access”, which is available at the KÔKUA Program and the Campus Center.

TRANSPORTATION AND PARKING INFORMATION

Parking
UH Månoa Parking Office
Queen Liliu‘okalani Center for Student Services
Room 014
Phone: (808) 956-8899
Email: parking@hawaii.edu
Website: manoa.hawaii.edu/commuter/parking.html

Summer Sessions participants may park on the University of Hawai‘i at Månoa campus on a space-available basis.

Upper Campus Visitor Parking
Visitors are not required to stop and pay parking fees to enter at upper campus East-West Road and Maile Way kiosks from 6:30am-4:00pm
Visitor parking is available in designated visitor lots that are painted with green stalls and borders. The display of a visitor parking ticket is required and may be purchased from a Pay to Park automated pay station located at each lot. The parking rate is $2.00 per half hour (30 minutes). Parking is limited to a 3-hour maximum before 4:00pm on weekdays. Any vehicle displaying a valid visitor parking ticket is allowed to park in any visitor lot green space.

The automated Pay to Park stations will accept: quarters; dollar coins; $1, $5, and $10 bills; and credit cards, Mastercard or VISA. The green visitor parking stalls and Pay to Park automated pay stations are available at the following locations.

- Behind Kennedy Theatre
- Bachman parking lot off University Ave. near Sinclair Library
- Lot off University Ave. above the Architecture Building
- Varney Circle parking lot
- Bio Med parking lot off East-West Road
- Next to the Center for Korean Studies on East-West Road
- Kuykendall parking lot
- Music Building parking lot

An information attendant will be stationed at the East-West Road kiosk on weekdays from 7:00am-4:00pm to provide visitors and University guests with parking information.

A flat parking rate of $6 applies to the entire campus after 4:00pm. Gate attendants will be posted to collect the $6 fee upon entry from 4:00pm to closing, Monday through Friday, and on weekends.

Lower Campus Parking
A flat fee of $5.00 is charged upon entry for parking in the Dole Street and Zone 20 Parking Structures from 7:00am-4:00pm. After 4:00pm, the $6 campus-wide rate applies.

TheBus
manoa.hawaii.edu/commuter/transit.html
TheBus offers island-wide service. Routes serving the Månoa campus include the 4, 6, 13, and 18, plus express routes A, 80A, 85, 85A, 90, and 94.

TheBus University Bus Pass Program (U-PASS) is a reduced rate bus pass tailored to the needs of Hawai‘i’s university students. The Summer U-PASS is available for anyone registered for a Summer Session course held at UH Månoa. To purchase the U-Pass, please visit the Campus Center, Ticket, & Information Office located in the Campus Center 212 (hawaii.edu/campuscenter/services/uhmanoaid.html).

Please note, that you are not allowed to bring large suitcases or baggage on TheBus.
**Car Share on Campus**

manoa.hawaii.edu/commuter/carshare.html

Car Sharing is when members of a community, like the University of Hawai‘i at Mānoa, share a fleet of vehicles. With car sharing, you can have a vehicle at your fingertips when you need one but won’t have the trouble and expense of having a car on campus when you don’t.

**RECREATION ON CAMPUS**

**Warrior Recreation Center**

2505 Campus Road (in the Campus Center complex)

Phone: (808) 956-5490

Email: rechi@hawaii.edu

Website: manoa.hawaii.edu/studentrec/fitnesscenter/about.html

The Warrior Recreation Center is considered to be one of the best recreational facilities in the state and offers the following amenities.

- Over 120 pieces of cardio machines
- A three lane upstairs indoor running track
- Two full basketball courts that can be converted into three volleyball courts
- Fitness classes
- Sports equipment check-out
- Locker rentals
- Towel service
PRACTICAL INFORMATION FOR VISITING STUDENTS

THE HAWAIIAN LANGUAGE

<table>
<thead>
<tr>
<th>Common Hawaiian Words</th>
<th>Local Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>aloha (ah-low-ha)</td>
<td>hello, goodbye, love</td>
</tr>
<tr>
<td>hale (ha-ley)</td>
<td>house</td>
</tr>
<tr>
<td>hula (hoo-la)</td>
<td>Hawaiian dance</td>
</tr>
<tr>
<td>kane (ka-nay)</td>
<td>man, male</td>
</tr>
<tr>
<td>kokua (ko-koo-ah)</td>
<td>to help</td>
</tr>
<tr>
<td>lanai (la-nye)</td>
<td>porch, balcony</td>
</tr>
<tr>
<td>lei (lay)</td>
<td>garland (usually of flowers)</td>
</tr>
<tr>
<td>lu’au (loo-ow)</td>
<td>Hawaiian-style feast</td>
</tr>
<tr>
<td>mahalo (ma-ha-low)</td>
<td>thank you</td>
</tr>
<tr>
<td>makai (ma-kigh)</td>
<td>ocean side (direction)</td>
</tr>
<tr>
<td>mauka (mau-kah)</td>
<td>mountain side (direction)</td>
</tr>
<tr>
<td>ono (oh-no)</td>
<td>delicious</td>
</tr>
<tr>
<td>wahine (wah-hee-nay)</td>
<td>women, girl, female</td>
</tr>
</tbody>
</table>

Learn more about the Hawaiian Language and common Hawaiian words in the UH Mānoa’s International Student Handbook 2016-2017. [hawaii.edu/issmanoa/media/download_gallery/Student%20Handbook.pdf](hawaii.edu/issmanoa/media/download_gallery/Student%20Handbook.pdf)

HAWAI‘I WEATHER

The islands of Hawai‘i are in the subtropics so that means it will be warm and humid. However, rainfall and trade winds are common.

<table>
<thead>
<tr>
<th>Honolulu Temperature</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td>Average Temperature °F</td>
<td>72.9</td>
<td>73.0</td>
<td>74.4</td>
<td>75.8</td>
<td>77.5</td>
<td>79.4</td>
<td>80.5</td>
<td>81.4</td>
<td>81.0</td>
<td>79.6</td>
<td>77.2</td>
<td>74.1</td>
<td>77.2</td>
</tr>
<tr>
<td>Average Temperature °C</td>
<td>22.7</td>
<td>22.8</td>
<td>23.6</td>
<td>24.3</td>
<td>25.3</td>
<td>26.3</td>
<td>26.9</td>
<td>27.4</td>
<td>27.2</td>
<td>26.4</td>
<td>25.1</td>
<td>23.4</td>
<td>25.1</td>
</tr>
</tbody>
</table>

[back to Table of Contents](#)
PACKING TIPS

Toiletries and Medical Supplies: toothbrush, toothpaste, deodorant, shampoo, body wash, hair brush/comb, sunscreen, Band-aids, bug spray (if you plan to go hiking), cosmetics, any medications you may take, contact lenses/glasses, contact solution.

Clothing, Shoes, Weather Gear: Hawai'i is pretty casual and there is little need for formal clothes. Ideas: beach wear (e.g., swimsuits, boardshorts), t-shirts/tops, shorts, long pants, socks, underwear, sleepwear, jacket (waterproof) or sweater, flip flops (slippers), comfortable shoes, umbrella, hat/cap.

Other: Photo camera, shoulder bag or backpack, sunglasses, journal/notebook, pens/pencils, laptop

TRAVEL TO HAWAI'I

Daniel K. Inouye International Airport (HNL)
Daniel K. Inouye International Airport is the largest airport in the state of Hawai'i and located on the island of O'ahu. The airport is about 20 minutes away by car, taxi, or shuttle from the University of Hawai'i at Mānoa.

Daniel K. Inouye International Airport
300 Rodgers Boulevard
Honolulu, HI 96819
Phone: (808) 836-6411
Website: hawaii.gov/hnl

Ground Transportation from Daniel K. Inouye International Airport
Please visit the Daniel K. Inouye International Airport website for more information on ground transportation possibilities.

Please note that no backpacks with metal frames and no large luggage pieces (not larger than 22”x14”x9”) are allowed on TheBus.

HEALTH INSURANCE

Health insurance is mandatory for international students. The University strongly encourages all students to purchase adequate health insurance. For questions regarding the UH Student Plan or insurance guidelines for F-1 students, please contact:

Student Health Insurance Office
Queen Lili'uokalani Center for Student Services
Room 313-D
Phone 1: (808) 956-3574
Phone 2: (808) 956-5361
Fax: (808) 956-6371
Email: shio@hawaii.edu
Website: hawaii.edu/shs/student_insurance/

ELECTRIC POWER IN THE U.S.

You may need an adapter to fit U.S. electrical outlets. Line voltage in the USA is 110/120 Volt AC, 60Hz. If you intend to bring your own devices, you may need an adapter plug. Your device must be prepared to be switched to 110/120 V, otherwise you will either be unable to use it or have to buy a voltage converter, which is usually very heavy and expensive.

CELL PHONE/TELEPHONE USE

Country code United States: +1
Area code Hawai'i: 808

Cellular phone accounts are available from many vendors. However, you can also call home from pay phones available at multiple locations on campus. You can find plenty of information on travel websites about cell phone/telephone use in the U.S.

CURRENCY IN THE U.S.

American Bills and Coins
American bank notes or bills are all the same size and, with some variation, all in the same color. Bills come in $1, $5, $10, $20, $50, and $100 denominations ($2 bills are rare). Sometimes a business will refuse to accept a $50 or $100 bill because they are too large or because the business is concerned about counterfeit or illegal bills. You are safest in getting $20 bills from the bank for cash. Americans coins are 1 cent (penny), 5 cents (nickel), 10 cents (dime), 25 cents (quarter), 50 cents (half dollar) and 1 dollar (50 cents and $1 coins are rare).

Example of American bills in $1, $2, $5, $10, $20, $50, and $100 denominations.
Example of American coins in 1 cent, 5 cents, 10 cents, 25 cents, 50 cents, and 1 dollar.

**Cash Machines/ATM**

Many banks, UH Campus Center, and many grocery stores have 24-hour automatic cash machines that provide services such as making deposits and withdrawing cash from checking or savings accounts. To avoid usage charges at ATMs, be sure you know the system used by your bank.

Please visit the UH Mānoa’s International Student Handbook 2016-2017 for more information on finances and banking: hawaii.edu/issmanoa/media/download _gallery/Student%20Handbook.pdf.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling &amp; Student Development Center</td>
<td>(808) 956-7927</td>
<td></td>
</tr>
<tr>
<td>Hamilton Library</td>
<td>(808) 956-7203</td>
<td><a href="mailto:library@hawaii.edu">library@hawaii.edu</a></td>
</tr>
<tr>
<td>ID Office</td>
<td>(808) 956-7235</td>
<td><a href="mailto:ccinfo@hawaii.edu">ccinfo@hawaii.edu</a></td>
</tr>
<tr>
<td>Information and Technology Services Help Desk</td>
<td>(808) 956-8883</td>
<td><a href="mailto:help@hawaii.edu">help@hawaii.edu</a></td>
</tr>
<tr>
<td>KÔKUA Program (Disability Access Services)</td>
<td>(808) 956-7511</td>
<td><a href="mailto:kokua@hawaii.edu">kokua@hawaii.edu</a></td>
</tr>
<tr>
<td>Learning Assistance Center</td>
<td>(808) 956-6114</td>
<td><a href="mailto:learning@hawaii.edu">learning@hawaii.edu</a></td>
</tr>
<tr>
<td>Lost and Found</td>
<td>(808) 956-7235</td>
<td></td>
</tr>
<tr>
<td>Online Learning Academy</td>
<td>(808) 956-3714</td>
<td><a href="mailto:ola@hawaii.edu">ola@hawaii.edu</a></td>
</tr>
<tr>
<td>Outreach College/Summer Sessions Student Services</td>
<td>(808) 956-7221</td>
<td><a href="mailto:ochelp@hawaii.edu">ochelp@hawaii.edu</a></td>
</tr>
<tr>
<td>Parking Office</td>
<td>(808) 956-8899</td>
<td><a href="mailto:parking@hawaii.edu">parking@hawaii.edu</a></td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>(808) 956-6911</td>
<td></td>
</tr>
<tr>
<td>Sinclair Library</td>
<td>(808) 956-8308</td>
<td><a href="mailto:sinc@hawaii.edu">sinc@hawaii.edu</a></td>
</tr>
<tr>
<td>Student Health Insurance Office</td>
<td>(808) 956-3574</td>
<td><a href="mailto:shio@hawaii.edu">shio@hawaii.edu</a></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(808) 956-8965</td>
<td></td>
</tr>
<tr>
<td>Student Housing Services</td>
<td>(808) 956-8177</td>
<td><a href="mailto:uhmsh@hawaii.edu">uhmsh@hawaii.edu</a></td>
</tr>
<tr>
<td>UH Mānoa Bookstore</td>
<td>(808) 956-9645</td>
<td><a href="mailto:book@hawaii.edu">book@hawaii.edu</a></td>
</tr>
<tr>
<td>Warrior Recreation Center</td>
<td>(808) 956-5490</td>
<td><a href="mailto:rechi@hawaii.edu">rechi@hawaii.edu</a></td>
</tr>
</tbody>
</table>
## INDEX

### A

- Academic Calendar ........................................... 7, 14
- Academic Grievance Procedures .......................... 19
- Accessibility .................................................... 23-24
- Adding Courses ................................................ 15
- Admissions ....................................................... 11-13
- Admissions-International Students ...................... 12
- Admissions-Requirements .................................. 11-12
- Airport Honolulu .............................................. 27
- Application ....................................................... 11
- Application - International Students .................... 11-12
- ATM .............................................................. 28
- Attendance ....................................................... 9, 16
- Auditing .......................................................... 15

### B

- Bookstore ....................................................... 21
- Bus .................................................................. 24

### C

- Campus Center ............................................... 21
- Campus Contacts ............................................. 29
- Campus Location ............................................. 6
- Campus Map ................................................... 10
- Campus Map-Accessibility Points ....................... 24
- Campus Security (Public Safety, Department of) ...... 22, 29
- Cancelled Courses ........................................... 9, 16
- Car Share ......................................................... 25
- Cash Machines ................................................ 28
- Catalog-UH Mānoa ........................................... 7
- Cellphone/Telephone Use ................................... 27
- Change-Credit Amounts .................................... 16
- Change-Grading Options ................................... 15, 16
- Chemistry Placement Exam ............................... 9, 15
- Class Attendance ............................................. 9, 16-17
- Class Availability ............................................. 7, 14
- Clearing Holds .................................................. 14-15
- Code of Conduct-Students ................................. 19
- Computer Labs .................................................. 20
- Contact Information-Instructor ............................ 14
- Contact Information-Summer Sessions ................. 5, 8, 29
- Counseling Services ........................................ 23, 29
- Course Adding .................................................. 16
- Course Descriptions ........................................ 7
- Course Dropping ............................................... 15, 16
- Course Prerequisites ......................................... 9, 15
- Course Reference Number (CRN) ....................... 7, 14
- Course Registration .......................................... 14-17
- Course Restrictions ......................................... 14-17
- Course Schedule .............................................. 16
- Course Syllabus ............................................... 14
- Course Withdrawal .......................................... 16
- Credit Amounts-Change .................................... 16
- Credits-Maximum ............................................ 8, 14
- Credits-Transferring ........................................ 17
- Currency ......................................................... 27-28

### D

- Deadline-Application ........................................ 11
- Deadline-Payment ............................................ 9, 18
- Deadline-Refund .............................................. 9, 18
- Dining ............................................................ 22
- Disability Access ............................................. 23-24
- Disability Parking ............................................. 24
- Dropping Courses ............................................ 8, 15, 16

### E

- Electric Power in the U.S. ................................... 27
- Email Account .................................................. 8, 13
- Emergency ....................................................... 22
- English Language Proficiency ............................. 8, 11-12
- Enrollment Verification ..................................... 17
- Error Messages-Registration ............................. 8, 16
- Escort Service, Safety ....................................... 22

*back to Table of Contents*
<table>
<thead>
<tr>
<th>Page</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>5, 19</td>
<td>Family Rights and Privacy Act (FERPA)</td>
</tr>
<tr>
<td>8-9</td>
<td>FAQs</td>
</tr>
<tr>
<td>18</td>
<td>Fees &amp; Tuition</td>
</tr>
<tr>
<td>16</td>
<td>Financial Aid - Course Dropping/Withdrawals</td>
</tr>
<tr>
<td></td>
<td>Food, Dining Options</td>
</tr>
<tr>
<td>17</td>
<td>Grade Reports</td>
</tr>
<tr>
<td>15</td>
<td>Grading Options</td>
</tr>
<tr>
<td>16</td>
<td>Grading Options - Changes</td>
</tr>
<tr>
<td>20, 29</td>
<td>Language, Common Hawaiian Words</td>
</tr>
<tr>
<td>9, 15</td>
<td>Language Placement Exams</td>
</tr>
<tr>
<td>7, 16</td>
<td>Laulima</td>
</tr>
<tr>
<td>20, 29</td>
<td>Learning Assistance Center</td>
</tr>
<tr>
<td>20, 29</td>
<td>Libraries</td>
</tr>
<tr>
<td>6</td>
<td>Location, UH Mānoa</td>
</tr>
<tr>
<td>21, 29</td>
<td>Lost and Found</td>
</tr>
<tr>
<td>22</td>
<td>Lunch, Dining Options</td>
</tr>
<tr>
<td>9, 15</td>
<td>Math Placement Exams</td>
</tr>
<tr>
<td>8, 14</td>
<td>Maximum Number of Credits</td>
</tr>
<tr>
<td>27-28</td>
<td>Money in the U.S</td>
</tr>
<tr>
<td>7, 14</td>
<td>MyUH</td>
</tr>
<tr>
<td>16</td>
<td>No-Show Policy</td>
</tr>
<tr>
<td>9, 17</td>
<td>Official Transcripts - Ordering</td>
</tr>
<tr>
<td>5</td>
<td>Office Hours - Outreach College</td>
</tr>
<tr>
<td>5</td>
<td>Office Hours - Summer Sessions</td>
</tr>
<tr>
<td>16</td>
<td>Online Courses</td>
</tr>
<tr>
<td>20, 29</td>
<td>Online Learning Academy</td>
</tr>
<tr>
<td>4, 5, 8, 29</td>
<td>Outreach College</td>
</tr>
<tr>
<td>12</td>
<td>I-20 Distance Education Restrictions</td>
</tr>
<tr>
<td>12</td>
<td>I-20 Request</td>
</tr>
<tr>
<td>21, 29</td>
<td>ID Card/Office</td>
</tr>
<tr>
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</tr>
<tr>
<td>11</td>
<td>IELTS</td>
</tr>
<tr>
<td>14</td>
<td>Instructor Contact Information</td>
</tr>
<tr>
<td>8, 14</td>
<td>Intensive Courses</td>
</tr>
<tr>
<td>12</td>
<td>International Students - Admissions</td>
</tr>
<tr>
<td>11-12</td>
<td>International Students - Application</td>
</tr>
<tr>
<td>16</td>
<td>International Students - Course Dropping/Withdrawals</td>
</tr>
<tr>
<td>8, 12, 27, 29</td>
<td>International Students - Health Insurance</td>
</tr>
<tr>
<td>20, 29</td>
<td>ITS Help Desk</td>
</tr>
<tr>
<td>23-24, 29</td>
<td>KÖKUA Program</td>
</tr>
</tbody>
</table>

*back to Table of Contents*
INDEX

Travel to Hawai‘i ......................................................... 27
Tuition & Fees .......................................................... 18
Tutoring .................................................................... 20, 29

U
UH Account ............................................................... 12-13
UH Email Account .................................................... 8, 13
UH Mānoa Catalog ..................................................... 7
UH Username ............................................................ 8, 12-13
U-Pass ........................................................................ 24

V
Visiting Students-Practical Information ....................... 26-28

W
Warrior Recreation Center ......................................... 25, 29
Weather ..................................................................... 26
Withdraw Courses ..................................................... 8, 16
Withdrawal- Automatic, No-Show Policy ...................... 16
Workload- Courses, Credits ........................................ 8, 14

Z
Zero Textbook Cost Courses ...................................... 8

back to Table of Contents