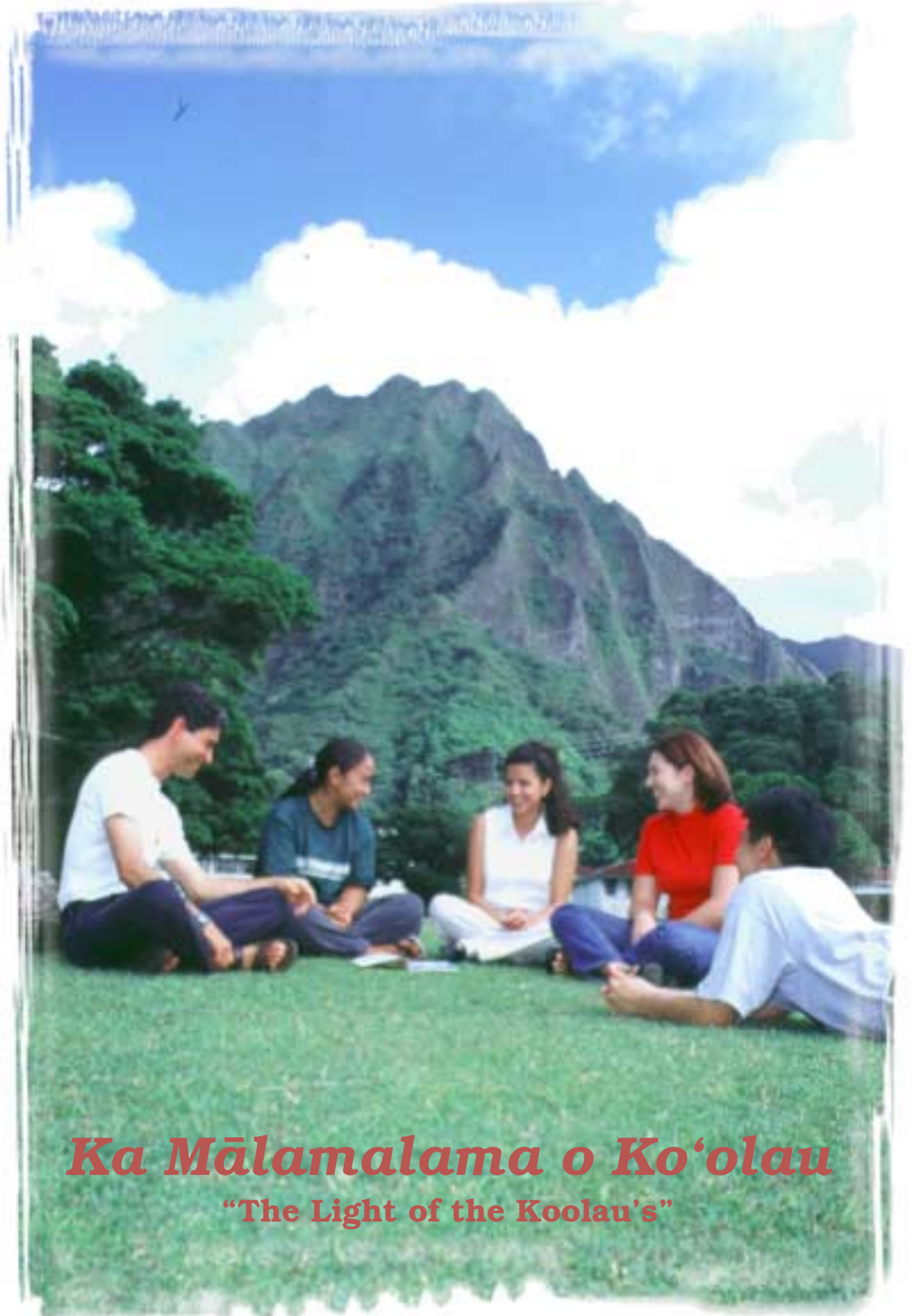


# Windward Community College 2000-2001 Course Catalog

<http://www.wcc.hawaii.edu>

University of Hawai'i

*Windward Community College... where dreams begin.*



***Ka Mālamalama o Ko'olau***

***"The Light of the Koolau's"***

# Academic Calendar 2000-2001

## 2000-FALL SEMESTER

August 1 (T) .....	APPLICATION DEADLINE FOR REGULAR ADMISSION
14 (M) .....	Faculty Duty Day
16 (W) .....	Registration
18 (F) .....	Holiday: Admissions Day
21 (M) .....	FIRST DAY OF INSTRUCTION
21-25 (M-F) .....	Late Registration and Add/Drop Period
September 4 (M) .....	Holiday: Labor Day
•8 (F) .....	Last Day of Erase Period
October •27 (F) .....	LAST DAY OF OFFICIAL WITHDRAWAL, FALL SEMESTER
November 7 (T) .....	Holiday: General Election Day
10 (F) .....	Holiday: Veterans Day
23-24 (TH-F) .....	Thanksgiving Recess
December 7 (Th) .....	Last Day of Instruction
11-14 (M-Th) .....	Exam Period
15 (F) ....	Last Day to Make-up Incomplete Grade from Spring 2000
15 (F) .....	End of Fall Semester

## 2001-SPRING SEMESTER

December 15 (F) .....	APPLICATION DEADLINE FOR REGULAR ADMISSION
January 4 (Th) .....	Registration
8 (M) .....	FIRST DAY OF INSTRUCTION
8-12 (M-F) .....	Late Registration and Add/Drop Period
15 (M) .....	Holiday: Martin Luther King Jr. Day
•26(F) .....	Last Day of Erase Period
February 19 (M) .....	Holiday: President's Day
March 2 (F) .....	Excellence in Education Conference (Non instructional day)
•16 (F) .....	LAST DAY OF OFFICIAL WITHDRAWAL, SPRING SEMESTER
26 (M) .....	Holiday: Prince Kuhio Day
26-30 (M-F) .....	SPRING RECESS
April 11 (W) ....	Last Day to Apply to Participate in Commencement
13 (F) .....	Holiday: Good Friday
May 2 (W) .....	Last Day of Instruction
7-10 (M-Th) .....	Exam Period
11 (F) .....	Last Day to Make-up Incomplete Grade from Fall 2000
11 (F) .....	End of Semester
*12 (S) .....	Commencement
14 (M) .....	Last Faculty Duty Day

## 2001 SUMMER SESSION

To be announced

\* Subject to change

•Erase/withdrawal dates are for 15-week classes only.

Please contact Admissions and Records for erase/withdrawal dates for 5-or 8-week classes.

### August 2000

		1	2	3	4	5			
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27	28	29	30	31					

### September 2000

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### October 2000

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29	30	31							

### November 2000

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26	27	28	29	30						

### December 2000

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31										

### January 2001

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28	29	30	31								

### February 2001

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### March 2001

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### April 2001

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29	30									

### May 2001

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20	21	22	23	24	25	26					
27	28	29	30	31							

□ Academic dates of significance.

○ Holidays

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# Preface

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

Cover Photo: Libby Young  
Publication Design and Layout: Elizabeth Ratliff  
Map Illustration: Elizabeth Ratliff  
Editing: Carol Pang, Kim Kiyono  
Profile Interview: Erin Frank  
Printed by: Hawaii Hochi Ltd.  
Published by: Windward Community College, 2000

<http://www.wcc.hawaii.edu>

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# A Word of Welcome

The faculty, students, and staff at Windward Community College are pleased that you have chosen to explore our College. You are certain to find that our instructional programs and services offer you many opportunities for intellectual growth and personal development. We can help prepare you to transfer to a four-year college by providing you a first-rate education. Our programs can also train you to develop the technical skills necessary for employment in Hawai'i's businesses and government agencies.

We are a friendly campus, nestled at the foot of the Ko'olau mountain range, offering several alternatives for achieving post-high school education or for pursuing an interest through our non-credit programs. While many students spend the better part of each day with us completing liberal arts courses in order to earn an A.A. degree (credits may be transferred to a four-year college or university), others come to take only a course or two and learn a bit more about the world in which they live, or attend classes after working a full day. They want to upgrade their skills in order to be promoted or be qualified for better jobs. You set your own pace; we help you decide how fast and how far to go.

If you wish to enroll at Windward Community College, you will find qualified and very dedicated faculty and staff to help you plan your studies. We have an excellent library, an active student government, lots of free parking, and a helping attitude that makes Windward Community College a very special place to continue your education.

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# The College and its Policies

## The College

Windward Community College is one of seven public community colleges in Hawai'i governed by the Board of Regents of the University of Hawai'i. The College is situated in Kāne'ohe on the island of O'ahu. It opened in the fall of 1972, with an enrollment of 525 students and had a fall 2000 enrollment of 1,443 students. The College offers both liberal arts and vocational educational programs.

A variety of non-credit courses is also offered; public affairs forums and cultural presentations are scheduled throughout the year. Courses are offered during the day and evenings, both on and off campus.

## Purposes

Windward Community College's purpose is to serve the post-secondary educational needs of individuals residing in the communities served by the College. The College fulfills this purpose by the following offerings:

- a wide variety of liberal arts and science courses for individuals seeking to meet the first two-year requirements of a baccalaureate degree program or to further their knowledge of themselves and their social and physical environments;
- vocational courses in selected areas for individuals seeking to acquire pre-service, entry-level skills, or those seeking to upgrade existing skills;
- a selection of developmental courses for persons needing to review the basic learning skills: reading, writing, speaking, listening, and arithmetic. Students who need remedial preparation are directed to Adult Education classes, offered by the Department of Education. Students are notified of this option on their placement test scores.
- public service programs, non-credit courses, forums and cultural activities for those individuals seeking to develop leisure time skills, further their understanding of topics of current interest, or increase their awareness of the many ethnic heritages in the Islands.



Students relaxing in front of the student lounge.

*Photo by: Brett Alexander-Estes*

The College also provides support services such as academic advising, financial aid, tutoring, library services, and career counseling.

Hearing impaired individuals desiring information may contact the College by using the Telecommunication Device for the Deaf (TTY) relay service at 643-8833.

## Accreditation

Windward Community College is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

## Educational Rights and Privacy of Students

Pursuant to Section 99.6 of the rules and regulations governing the *Family Educational Rights and Privacy Act of 1974* (hereinafter the Act), students in attendance at the University of Hawai'i Windward Community College are hereby notified of the following:

1. It is the policy of Windward Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
  - a. The right to inspect and review education records.
  - b. The right to request to amend education records.
  - c. The right of protection from disclosure by Windward Community College of personally identifiable information contained in education records without permission of the student involved.
  - d. The right to file complaints concerning alleged failure by Windward Community College to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, *Procedures Relating to Protection of the Educational Rights and Privacy of Students*. Copies of A.P A7.022 may be obtained from The Office of the Dean of Student Services of Windward Community College.

## 4. Directory Information

Students are advised that certain personally identifiable information listed below is considered by the College to be directory information and, in response to public inquiry, may be disclosed in conformance with State law, at the College's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information.

- a. Name of student.
- b. Local address and zip code maintained in the campus locator printout.
- c. Local telephone number maintained in the campus locator printout.
- d. Major field of study.
- e. Educational level (e.g., freshman, sophomore, etc.).
- f. Fact of participation in officially recognized activities and sports.
- g. Weight and height of members of athletic teams.
- h. Dates of attendance.
- i. Degrees and awards received.

A student has the right to request that any or all of the above items not be designated directory information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Admissions and Records Office which of the above items are not to be disclosed without the prior consent of that student.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

## Use of Social Security Number

Section 7(b) of the Privacy Act of 1974 (5U.S.C.522a) requires that when any federal, state, or local government agency requests an individual to disclose his or her social security account number, that individual must also be



advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

Accordingly, each applicant is advised that disclosure of social security account number (SSAN) is required as a condition for making application to any of the campuses of the University of Hawai'i system, in view of the practical administrative difficulties that the University of Hawai'i system would encounter in maintaining adequate student records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number the SSAN is used in such activities as reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes, registration and academic record-keeping, use of library materials, student affairs programs requiring verification of enrollment for the purpose of providing services, and alumni affairs.

Authority for requiring the disclosure of an applicant's SSAN is from Section 304.2 and Section 304.4, *Hawai'i Revised Statutes* - as amended, which provides that the Board of Regents of the University of Hawai'i system shall have general management and control of the affairs of the University. The University of Hawai'i system has, for several years, consistently required the disclosure of SSAN numbers on the Common Admission Forms and other necessary University documents.

In addition, it should be noted that the SSAN of a parent, guardian, or spouse of an applicant is also requested if the applicant claims residency on the basis of the residency of the parent, guardian, or spouse. A parent, guardian, or spouse is advised that disclosure of his or her SSAN for the above purpose is mandatory. Failure to provide it may affect the applicant's admission to the University and the tuition charged the applicant when such applicant registers for classes. Parent's, guardian's, or spouse's SSAN will be recorded only on the Common Admission Form (Residence Form) itself and will not be maintained in any other system of records. Its use will be restricted to further verification of information reported on the Common Admission Form (Residence Form) by the applicant and/or parent, guardian, or spouse.

## **Nondiscrimination and Affirmative Action**

It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with Federal and State laws which, mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to, hiring, firing, upgrading), salaries, benefits, training, and other terms, conditions, and privileges of employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L.101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or disability. American citizens or immigrants with limited English proficiency skills will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by Steve Nakasone.

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination and affirmative action programs are:

Sandra Uyeno (Employment matters)

Phone: 956-3874

Mary Perreira (EEO/AA)

Phone: 956-4650

Office of the Senior Vice President, University of Hawai'i and Chancellor for Community Colleges  
2327 Dole Street  
Honolulu, HI 96822

Steve Nakasone (Section 504 Coordinator)

Phone: 235-7403

Karen Cho (EEO/AA) (Title IX Coordinator)

Phone: 235-7404

Windward Community College  
45-720 Kea'ahala Road  
Kāne'ohe, HI 96744

## Discrimination Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status veteran's status or arrest and court record may file a complaint with Karen Cho, 235-7404, Hale Alaka'i, Room 120, EEO/AA coordinator. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office.

## Student Misconduct Grievances

The process of addressing allegations of discrimination are described in the CCCM No. 2210, *UH Community College Procedure and Guidelines, Relating to Complaints of Discrimination* and in campus Section 504 / ADA Grievance Procedure.

Students may also file complaints of discrimination with the Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 220-7920 FAX: (206) 220-7887.

The process of addressing allegations of misconduct are described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Windward Community College Student Services Office.

## Office of Continuing Education and Training

Windward Community College seeks to improve the quality of life and provide direct educational assistance to individuals and special interest groups. The College provides services for individual communities and the general public by making available a variety of instructional, cultural, recreational, and vocational services in which the institution has special competence or the community has special needs.

The College makes available credit and noncredit instructional opportunities in off-campus locations in Windward O'ahu. Persons who are interested in specific seminars or courses should contact the Office of Continuing Education and Training at 235-7433. This office also coordinates campus and off-campus programs for senior citizens.

## Office of International Programs and Services

Windward Community College participates with the Office of International Programs and Services. The Office of International Programs and Services, which is administratively housed under the Senior Vice President and Chancellor for Community Colleges, also administers the International Agreements Fund and serves as a clearinghouse for information on the University of Hawai'i's international involvement.

The Office of International Programs and Services establishes and implements systemwide policies and procedures to ensure the effective systemwide coordination of the university's international programs relating to immigration, study abroad, scholar services, protocol, exchanges, and cooperative agreements for systemwide implementation. The University of Hawai'i has exchanges and cooperative agreements at both the student and faculty levels with universities around the world and it has especially close ties with many universities in the Asia-Pacific region. Please contact 956-6940 for more information.

## Advisory Committees

Windward Community College has invited a number of community leaders in business, industry, and the professions to advise the staff in the development of curricula in accordance with requirements in their fields. Consultations with these leaders relate to course content, selection of training equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the curriculum. New advisory committees are formed as new needs and programs are identified. The Advisory Committees are listed on page 72.

# Admissions Information

## Eligibility

Windward Community College welcomes part-time and full-time students who desire to come to college and can benefit from the educational programs offered. Windward Community College is open to Hawai'i residents who are 18 or older. Persons under 18 may be admitted if they are high school graduates. A special early admit program for high school students with outstanding academic records accommodates students on a space-available basis. The enrollment of non-residents and international students is limited by the Board of Regents policy and the Controlled Growth policy respectively.

## General Admissions Requirements

### WCC APPLICATION DEADLINES

(for Hawai'i residents, non-residents and early admits)

Fall 2000	August 1, 2000
Spring 2001	December 15, 2000

#### 1. Application

- a. Complete the University of Hawai'i Common Admission Form (available at Windward Community College or from any Hawai'i high school counselor). Submit it by mail or in person.
- b. Those who apply by the regular application deadline register during regular registration. Late applications will be accepted on a space available basis. Some programs have limited openings.
- c. Students who leave Windward Community College for a semester or more must complete a new application for the semester or term they wish to re-enter.

#### 2. Placement Testing and Academic Advising Placement tests in math and English are required if a student wishes to register in math and English courses (test results will indicate at what level to start at Windward).

Transfer students who have completed college level courses in math and English are not required to take

the placement tests, and the orientation session is optional. Proof of completed courses will be required at the time of registration.

All new and transfer students are encouraged to attend a preregistration, academic advising session conducted by our counselors in Hale Na'auao, Room 146. At this meeting, students receive information on how to choose classes and how to register.

#### 3. Health Clearances

In compliance with public health regulations, new students prior to enrollment must show evidence that they are free of active tuberculosis and measles.

Windward Community College complies with all applicable requirements of other state health agencies and councils as may be required by laws, rules and regulations.

#### 4. Registration

Students who have applied and been accepted select classes and pay tuition and fees during the registration periods (see Academic Calendar, inside front cover).

## Admission of International Students

Windward Community College is authorized under federal law to enroll non-immigrant alien students.

International students must take the Test of English as a Foreign Language (TOEFL) examination and earn a score of 500 or more. Some students may be referred to nearby English as a Second Language Programs based on their placement testing. INS requirements must be met. High school and college transcripts are required of each international student.

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

Contact the Office of the Dean of Student Services for rules and regulations and admission requirements.

#### International Students Application deadline

Fall Semester	June 1
Spring Semester	November 1

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

### Residency Regulations for Tuition Purposes

Students, other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the non-resident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status.

Once classified as a non-resident, a student continues to be so classified during his/her term at the college until he/she can present satisfactory evidence to the residency officer that proves otherwise.

The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions and Records Office (235-7432).

**DEFINITION OF HAWAI'I RESIDENCY:** A student is deemed a resident of the State of Hawai'i for tuition purposes if the student (18 or older) or the student (under 18) and his/her parents or legal guardian have:

1. Demonstrated intent to permanently reside in Hawai'i (see below for indicia);
2. Been physically present in Hawai'i for the 12 - 14 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
3. The student, whether adult or minor, has not been claimed as a dependent for tax purposes by his/her parents or legal guardians who are not legal residents of Hawai'i.



WCC's Student Senate 1999-2000  
Photo by Brett Alexander-Estes

To demonstrate the intent to make Hawai‘i your legal residence, the following indicia apply:

- a. Voting/registering to vote in the State of Hawai‘i.
- b. Filing Hawai‘i Resident State Personal Income Tax Return.

Other indicia, such as permanent employment or the leasing of a dwelling in Hawai‘i may apply, but no single act is sufficient to establish residency in the State of Hawai‘i.

Other legal factors involved in making a residency determination include:

1. The twelve months of continuous residence in Hawai‘i shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawai‘i the permanent residence.
2. Residency in Hawai‘i and residency in another place cannot be held simultaneously.
3. Presence in Hawai‘i primarily to attend an institution of higher learning does not create resident status. Continued presence in Hawai‘i during vacation periods and occasional periods of interruption of the course of study does not itself overcome this presumption.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. The residency of a married person may follow that of the spouse.
6. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai‘i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

These considerations do not exhaust all of the factors that affect the determination of residency. For more information, consult the “Rules and Regulations Governing Determination of Residency as Applied to Tuition Payments and Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai‘i.”

## Residency Appeal Process

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the resident tuition is paid.

## Statutory Exemptions to Residency

Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

- a. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai‘i on active duty.
- b. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
- c. Employees of the University of Hawai‘i and their spouses and legal dependents.

Resident or non-resident status for admission and tuition purposes is determined by answers to questions in the residency portion of the University of Hawai‘i Common Admission Form. The form is available from the Admissions and Records Office at Windward Community College or from high school guidance counselors throughout the State of Hawai‘i. For more detailed information, refer to the section on “Residency Regulations for Tuition Purposes,” p. 6 & 7.

## Misrepresentation

A student or prospective student who intentionally or willfully misrepresents any fact on any form or document intended for use in determination of resident status for admission and/or tuition purposes is subject to the regular disciplinary measures of the University of Hawai‘i.

**FOR INQUIRIES ON ADMISSION TO THE COLLEGE, CALL 235-7432 OR VISIT THE ADMISSIONS OFFICE IN HALE ALAKA‘I, ROOM 112.**

# Financial Information

## Tuition and Fees

Resident	* 1-12 credits	12 credits & above
Tuition	\$43 per credit	\$516
Student Activities Fee	\$1 per credit (up to \$10)	\$10
Total	\$44	\$526

\*Includes active duty military assigned in Hawai'i and their dependents and most international students.

Non-Resident	1-12 credits	12 credits & above
Tuition	\$242 per credit	\$2,904
Student Activities Fee	\$1 per credit (up to \$10)	\$10
Total	\$243	\$2,914

### 1. Credit Courses

These tuition rates are effective Fall semester 2000. All tuition and fee charges at University of Hawai'i campuses are subject to change in accordance with requirements of state law and/or action by the Board of Regents or the University administration.

### 2. Non-credit Courses

Tuition and fees vary, depending on the length of the course. Please call 235-7433 for detailed information.

### 3. Senior Citizen Tuition Waiver Program pending Board of Regents action.

### 4. National Guard Tuition Assistance:

Any resident of the State of Hawai'i may attend any institution of the University of Hawai'i system on a tuition-exempt basis if they meet the following conditions:

a. Qualified enlisted person, warrant or company grade officer (0-1 through 0-3).

b. Resident of the State of Hawai'i as prescribed by the University's definition of residency

c. To apply for this assistance, obtain the proper waiver forms from the National Guard unit. Complete and submit the assistance form to the Business Office.

**Dishonored Check Fee:** A \$15 service charge will be assessed for checks which are made out to the University of Hawai'i and returned for any cause. Interest charges at the rate of \$.10 per month, or a fraction of a month, will also be charged until the dishonored check is cleared.

**Late Registration Fee:** A late registration fee of \$10 is charged (in addition to tuition and student activity and publication fees) for registering after the regular registration period.

**Course Change Fee:** A Change of Registration fee of \$5 is charged for each change made at the request of a student.

**Graduation Fee:** A \$15 graduation fee is payable at the time of application for graduation. Diplomas and certificates will not be processed without this payment. Diplomas printed in Hawaiian are available for an additional \$15. **Must order English language diploma first or at the same time.**

**Transcript Fee:** No fee is charged for a transcript sent for admission purposes to another college within the University of Hawai'i system. A \$3 fee is charged for each transcript sent elsewhere. A \$10 rush fee is charged for transcripts requested within a 24-hour period. Transcripts can be released only upon the duly signed request of the student. Telephone requests cannot be honored.

**Non Resident Application Fee:** \$25, payable in cash, money order or check.

**Duplicate Fee Slip:** \$2

## Payments

All fees must be paid by cash, check or credit card (Visa, Mastercard or JBL) at the time of registration. No provisions are made for deferral of tuition payment.

## Refunds

Tuition and Special Course Fees Refund Policy-Regular (15-week) Academic Semester.

In the event a student initiates before the fifth week of instruction a complete withdrawal from the University (or College), change from full-time to part-time status, or change from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

1. 100% refund for complete withdrawal only if made on or before the last day of regular registration as announced in the registration information booklet.
2. 80% refund if complete withdrawal or change in status or tuition rate is made within the first two weeks of instruction, unless otherwise stipulated by federal regulations.
3. 40% refund if complete withdrawal or change in status or tuition rate is made within the third and fourth weeks of instruction, unless otherwise stipulated by, federal regulations.
4. No refund if complete withdrawal or change in status or tuition rate is made after the fourth week of instruction, unless otherwise stipulated by federal regulations.

When changes by the University (or College) to the published Schedule of Classes precipitate a complete withdrawal, or a change from full-time to part-time status, or a change from one tuition rate to another tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded as indicated below upon ap-

proval of the College Dean of Instruction or Academic Student Services:

1. 100% refund if complete withdrawal is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.
2. The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After the required approvals have been secured by the student, the application for refund must be submitted to the appropriate campus Business Office for payment. In no case shall payment of the refund be made when a student fails to make application for a refund within two weeks of date of withdrawal, change in status, or change in tuition rate.

A minimum of 6 weeks is required for the processing of tuition refunds.

## Tuition and Special Course Fees Refund Policy - CCECS, Summer Session and Other Short Term Courses

1. For credit courses with equal distribution of class meeting hours through the term of the course.
  - a. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
  - b. 80% or 40% refund in accordance with the schedule below which is based on the length of term of the course and the number of working days elapsed, including the first day of class instruction, when the withdrawal is made.

TERM	80% Refund	40% Refund
1 week	No refund	No refund
2 weeks	1st day	2nd day
3 weeks	1st-2nd day	3rd day
4 weeks	1st-2nd day	3rd-4th day
5 weeks	1st-3rd day	4th-5th day
6 weeks	1st-3rd day	4th-6th day
7 weeks	1st-4th day	5th-7th day
8 weeks	1st-4th day	5th-8th day
9 weeks	1st-5th day	6th-9th day
10 weeks	1st-5th day	6th-10th day
11 weeks	1st-6th day	7th-11th day
12 weeks	1st-6th day	7th-12th day
13 weeks	1st-7th day	8th-13th day
14 weeks	1st-7th day	8th-14th day
15 weeks	1st-8th day	9th-15th day

2. For credit courses with unique distribution of class meeting hours throughout the term of the course, the refund schedule will be based on the elapsed instructional time for that course as a percentage of the total instructional time for that course.
- 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
  - If not more than 10% of the course's instructional time has elapsed at time of withdrawal, an 80% refund will be made.
  - If more than 10% but not more than 20% of the course's instructional time has elapsed at time of withdrawal, a 40% refund will be made.
  - If the elapsed instruction time, at time of withdrawal exceeds 20%, no refund will be made.

3. For non-credit courses or workshops

- One to five weeks in length-100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting, thereafter no refund.
- Six weeks or longer-100% refund for complete withdrawal if made on or before fifth working day has elapsed after the first day of class instruction; thereafter, no refund.

Students who feel they have not received a proper refund must initiate an appeal within (5) five days of being advised of the refund owed.

Windward Community College does not assess a change fee where the institution, as opposed to the student, is in error or has classes cancelled.

In accordance with University policy, a student may appeal to the Dean of Student Services.

### **Refunds for Cancelled Classes**

A 100% tuition refund is made available to a student if classes are cancelled by the College and the student does not re-enroll in other classes.

Tuition refund must be made at the Admissions and Records Office in Hale Alaka'i after formal (official) withdrawal from class(es), and a Change of Registration form must be filed with the Business Office. Appropriate refund forms must be filed with the Business Office.

### **Student Activity Fee Refunds**

For Regular Academic Semester

Students will receive a 100% refund of the student activity fee if complete withdrawal is made within the first two weeks of instruction. No refund of the student activity fee will be made if partial or complete withdrawal is made after the second week of instruction.

### **Financial Obligations to the University**

Students who have not satisfactorily adjusted their financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas and registration.

A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i," promulgated by the Board of Regents, is on file in the Office of the Dean of Student Services.

### **Financial Aid Program**

Financial assistance is available for eligible students who seek help in funding expenses associated with their enrollment. The Financial Aid Office administers Federal and State student aid programs at Windward Community College. The Financial Aid Office is located in Hale Na'auao, Rooms 120/121 and the phone number is 235-7449. Federal and State financial aid programs are available in the form of grants, low-interest rate student loans, campus employment, tuition waivers and scholarships. The programs available at the College are described below.

Financial aid programs are subject to change.

### **Federal Financial Aid Programs**

The majority of aid awarded by Windward Community College is federal and based on demonstrated financial need. Eligibility requirements are determined by federal rules and include the following:

Applicant must

- be a U.S. citizen or an eligible non-citizen (permanent resident)
- be enrolled in a degree granting program (classified student)
- be making satisfactory academic progress toward a degree



- not be in default on a loan or owe a refund on a federal grant
- have demonstrated financial need
- have obtained a high school diploma, GED, or have passed a federally approved test.
- be registered with Selective Service, if required.

Federal Financial aid includes:

**FEDERAL PELL GRANTS:** These are federal entitlements available to any qualified, needy undergraduate student who is attending college at least half-time and who has not previously earned a Bachelor's degree.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG):** This grant is available to undergraduate students with exceptional financial need who are attending school at least half-time.

**FEDERAL WORK STUDY PROGRAM (FWSP):** funds part-time employment on campus. Students are limited to a maximum of 20 hours per week during academic terms. An individual student's award is based upon his or her individual need and the availability of funds.

**FEDERAL PERKINS LOAN PROGRAM:** Awards are based on demonstrated financial need and availability of funds. Repayment begins nine months after the borrower ceases to be enrolled on at least half-time basis. Deferments are available.

**FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP):** are loans from private lenders such as banks and credit unions and guaranteed by the federal government. There are three types:

**SUBSIDIZED FEDERAL STAFFORD LOAN:** A Federal Stafford loan is made through a bank or lending institution and guaranteed by a state agency. Annual loan limits differ depending on a student's academic level and existing Stafford loan balance. Repayment begins six months after the borrower ceases to be enrolled on at least a half-time basis. Deferments are available.

**UNSUBSIDIZED FEDERAL STAFFORD LOAN:** The maximum amounts and interest rates of this loan program are similar to the Subsidized Federal Stafford Loan program. However, interest begins accruing upon disbursement of the funds. Deferments are available.

**FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS):** This program provides additional loan funds for student's educational expenses. Parents of dependent students may borrow up to the calculated cost of attendance minus other student aid, for their child from the FPLUS program. The interest rate on FPLUS loans are variable. Interest begins accruing upon disbursement of the funds. Deferments are available.

### **State Financial Aid Programs**

State Tuition Waivers are awarded to students on the basis of demonstrated financial need, academic merit, school service, or Native Hawaiian ancestry.

**STATE HIGHER EDUCATION LOAN (SHEL):** This loan program is available to Hawai'i residents. Students are limited to a total of \$1,500/year from this loan program while attending Windward Community College. Awards are based on demonstrated financial need and availability of funds. Repayment begins nine months after the student ceases to be enrolled on at least a half-time basis. Deferments are available.

**HAWAI'I STATE INCENTIVE GRANT (HSIG):** Tuition grant available to needy undergraduate students attending school at least half-time. To qualify, a student must be eligible for a Pell Grant and be a resident of Hawai'i for tuition purposes.

### **Scholarship Program**

**TUITION WAIVERS -** Windward Community College issues a limited number of need-based tuition waivers. Tuition waivers waives a student's tuition and are included as part of a student's financial aid package based on availability of funds.

#### **PRIVATE SCHOLARSHIPS**

Many scholarships are offered by private donors and organizations. Throughout the school year, the Financial Aid Office posts scholarship announcements on the Scholarship Board located in the hallway next to Hale Na'auao, Room 120. A scholarship database is also available on the Internet at the University of Hawai'i's address:

<http://dbserver.its.hawaii.edu/cash/>

Other resource publications may also be viewed at the Financial Aid Office.

**FOR INQUIRIES ON FINANCIAL AID, CALL 235-7449 OR VISIT THE FINANCIAL AID OFFICE IN HALE NA'AUAO, ROOM 120/121.**

## Short-Term Loans

Short-term loans are available to meet emergency educational expenses. The student must be enrolled at least half-time and the loan must be repaid within 30 days.

## Selective Service Registration and Federal Student Aid

Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Hawai'i Student Incentive Grant (HSIG), Federal Perkins Loan Program, Federal Family Educational Loan Program, Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, Federal Parent Loan for Undergraduate Students. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected males include citizens and non-citizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of Marshall Islands or the permanent residents of the Republic of Palau. For further information contact Steven Chigawa, Financial Aids Officer; telephone 235-7449.

## Application Process

Students who are interested in applying for aid from the College should obtain a Free Application for Federal Student Aid (FAFSA) either from the closest financial aid office nearest them or from the WCC Financial Aid Office and follow the process below:

- 1) Complete the Free Application for Federal Student Aid (FAFSA) and mail it in the preaddressed envelope attached to the FAFSA. WCC's Title IV Code # is 010390.
- 2) If the student attended prior college(s), a Financial Aid Transcript (FAT) must be requested from the college(s) and forwarded to the WCC Financial Aid Office.

- 3) Within 4 to 6 weeks of submitting the FAFSA, a Student Aid Report (SAR) will be returned to the student. The information on the SAR should be reviewed for accuracy. If you have not been contacted by the WCC Financial Aid Office by the time you receive the SAR, forward it to the WCC Financial Aid Office.

- 4) The student is contacted if any additional information is required and also upon determination of their eligibility for aid.

Students are encouraged to apply as early as possible since some of the financial aid programs offered by the College have limited funds. The priority deadline for applying is April 1st of each year. Completed applications received after the deadline will be considered as long as funds are available.

## Refund Allocation Policy for Financial Aid Recipients

In the event a financial aid recipient completely withdraws from the College, any refund due to unearned tuition and fees will be applied to the financial aid program(s) from which the student benefitted. The order of financial aid programs to which the refund will be applied is available at the Financial Aid Office.

Financial aid recipients are advised to contact the Financial Aid Office prior to withdrawing from the College.

## Additional Information

Additional information is available in the U.S. Department of Education's publication, "The Student Guide". This publication is free and available at the Financial Aid Office. All questions regarding aid at Windward Community College may be directed to the Financial Aid Office.

## Veterans Administration

Windward Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (GI Bill), and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office.

# Centers for Learning

## The Learning Center (TLC)

The Learning Center, located in Hale Mānaleo, is open daily. Services include assessment of students' skills in reading, writing, math, and study skills.

Workshops and individualized programs tailored to students' needs are offered in the Center. Formal registration for help from the Center is not necessary, and students are welcome to begin using the Center at any time throughout the semester. Computers are available to supplement coursework. Resource teachers provide help in mathematics, reading, writing, and study skills on a drop-in basis.

## Computer Labs

Self-service computer labs are available for use by Windward Community College students working on class assignments.

The Macintosh computer lab is located in Hale 'Imiloa, Room 112. The Macintosh applications available include AppleWorks, Microsoft Office, CricketGraph, ArcViewGIS, and Netscape Communicator.

The PC computer lab is located in Hale No'eau, Room 121. The Windows applications available include Microsoft Office, WordPerfect, AppleWorks, Adobe PageMaker, ArcViewGIS, and Netscape Communicator.

## Library

The Library in Hale La'akea serves both as a source of learning materials and a place to study and use these materials. The collection includes print materials such as books, periodicals, newspapers and pamphlets, non-print materials and on-line databases. Internet stations are provided for student and faculty research. Print and non-print materials are shelved together on open stacks, and equipment for using the non-print materials is available in many of the carrels. While primarily for the use of students of the College, the Library also welcomes use by other University of Hawai'i students and community members.

Resources of other libraries in the University of Hawai'i system are available to students and faculty at Windward Community College through interlibrary loans.

Guides to the use of the Library and services offered are available at the circulation desk. A reference librarian is

available at all times to assist students and faculty in using the library's resources. The Library staff welcomes both question and suggestions about any of these services and is eager to help students learn how to use the Library.

## Math Lab

The Math Lab, located in Hale Mana'opono lobby and Room 110 is open daily. Services include drop-in tutorial assistance in math, access to math lab resources and references, and assessment/advising in math.

## Media Production Center

The Media Production Center is maintained by the College primarily to serve the instructional staff in the development of instructional/learning resources. The Center provides service to students by assisting them with the audio-visual requirements of student projects. The Center is located in Hale No'eau.

## Fujio Matsuda Technology Training and Education Center

The Office of Continuing Education and Training administers the Fujio Matsuda Technology Training and Education Center which was established in 1985 to serve as a technological education center for the Windward O'ahu community. The Center, supported by a generous contribution of \$1 million over a 5-year period from a group of donors, provides a "high tech, high touch" approach to computer education and training.

The Matsuda Center offers personal advising, a wide range of non-credit courses and workshops, and follow-up activities to individuals who wish to learn about computers in a friendly, low anxiety, high touch environment. The Center is an accessible and valuable community resource which meets the educational and training needs of individuals and businesses in Windward O'ahu. For additional information on the Matsuda Center, please call 235-7433.

## Aerospace Exploration Lab

The Aerospace Exploration Lab is a Windward Community College project. As a resource center for aerospace education, the Aerospace Exploration Lab provides instructional materials and services in astronomy,

astronautics (rocketry), aeronautics (aviation) and atmosphericology (weather and climate). The facility is located in Room 135 of the science building, Hale 'Imiloa.

A library of aerospace books, magazines, audio and video tapes, 35mm slides, posters, curricular programs, and demonstration models is available to teachers and students. Lending hours are Monday through Thursday from 2:30 to 5:00 p.m.

School tours of the Aerospace Exploration Lab are also offered on a reservation basis. Visitors can explore the world of science at the Discovery Pad (a hands-on exhibit area) as well as view numerous displays depicting air and space exploration from early flight to the future.

The Aerospace Exploration Lab also sponsors teacher workshops and offers consultation to students and teachers alike on aerospace education and science projects. All services are free of charge. For inquiries and reservations contact Dr. Joseph Ciotti, Director, at 235-7321.

### **Hawai'i Space Grant Consortium-Windward**

Windward Community College is a participating member of the Hawai'i Space Grant College, which promotes student involvement in space science education. Each semester, a limited number of stipends is available to students engaged in space-related projects. Students choose a topic under the guidance of a faculty mentor whom they work with throughout the semester. Sample projects might focus on space science curriculum development, actual astronomical observations, remote sensing of the earth and space art. At the beginning of the semester, students will have the opportunity to make a brief presentation of their work at a forum of the Hawai'i Space Grant Consortium. Contact Dr. Joseph Ciotti for further information at 235-7322.

### **Hoa'aina RS/GIS Center**

The Hoa'aina RS/GIS Center serves to facilitate WCC's undergraduate curriculum in Remote Sensing (RS), Geographic Information Systems (GIS) and Global Positioning System (GPS). This center further serves as a resource to researchers, managers, educators and community members whose work can benefit from the application of these advanced technologies. Current applications involve coral reef monitoring in Kāne'ōhe Bay,

stream monitoring in the Windward watershed and archaeoastronomical surveys. This center also operates a NOAA weather satellite tracking station.

The Hoa'aina RS/GIS Center is designated as a NASA Center of Excellence in remote sensing. For further information, contact Dr. Joseph Ciotti at 235-7322. Or visit :

<http://hoaaina.wcc.hawaii.edu>.

### **Kuhi Lā'au**

The Kuhi Lā'au — Tropical Plant and Orchid Identification Facility: Inouye and Rifai Collections is located at Hale 'Imiloa, Room 112-A. The facility provides a free plant identification service, focusing on plants of Hawai'i, tropical plants of Asia and the Pacific, and orchids. Fresh samples of branches, flowers or fruits should be sent to the facility. Information regarding plant names and ethnobotanical uses will be mailed to the sender within a week. For further information contact Dr. Ingelia White, Director, at 235-7318.

### **Water Quality Lab**

The Water Quality Lab, a Windward Community College project, is part of the Marine Options Program of the University of Hawai'i. Located in Hale 'Imiloa, the Lab conducts collaborative projects with community agencies and is a learning center for students who wish to gain experience in sampling and analysis of stream water. Students may participate in the project as volunteers or they may take it for credit as an undergraduate directed research course. Paid internships may also be available subject to availability of funding from collaborating agencies. For additional information, contact Dr. Leticia U. Colmenares at 235-7320.

# Student Affairs

Although advisory services are provided and students are encouraged to take advantage of them, students themselves are ultimately responsible for following the proper procedures and completing the work required in courses and programs.

**FOR FURTHER INFORMATION, CALL 235-7413  
OR VISIT THE STUDENT SERVICES IN HALE  
NA'AUAO, ROOM 132.**

## Attendance

Regular class attendance is expected of all students. Students who stop attending classes are likely to receive an F grade. To avoid this, official withdrawal should be made in the Admissions and Records Office.

## First Day Class Attendance Policy

At the discretion of the individual faculty, any student who does not attend the first scheduled class meeting of any class and does not notify the faculty member instructing the class, (through the Office of the Dean of Instruction in Hale Alaka'i, Room 121) may be dropped from the class. A student dropped from the class in this manner will be entitled to a tuition refund in accordance with the published refund schedule of Windward Community College.

*Note:* Students who miss the first day of class are responsible for verifying their course enrollment with their instructors.

## Student Conduct

The University of Hawai'i Windward Community College has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH-Windward Community College the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

Copies of the Student Conduct Code are available at the Office of the Dean of Student Services in Hale Na'auao, Room 134.

## Impermissible Behavior

The Board of Regents of the University of Hawai'i has established a policy on impermissible behavior which applies to students at Windward Community College. Students alleged to have violated this policy are subject to the disciplinary procedures of the College. Copies of the hearing procedures used are available in the Office of the Dean of Student Services, the Dean of Instruction, and the Library.

## Academic Dishonesty

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the University.

## Cheating

Includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

## Plagiarism

Includes but is not limited to submitting any document to satisfy an academic requirement that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that, the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from

other students without the express consent of the instructor, (b) utilizing experimental data and laboratory writeups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

The process of addressing allegations of misconduct or acts of discrimination are described in the procedures for *Handling Impermissible Behavior and the Academic Grievance Procedures* and in CCCM No. 2210 UH *Community College Procedure and Guidelines Relating to Complaints of Discrimination*. Copies are available at the Windward Community College Student Services Office.

## Student Academic Grievance Procedures

The College has adopted the University of Hawai‘i’s *Policy and Procedures for Student and Applicant Complaints and Grievances*. Copies of the procedures are available in the Office of the Dean of Student Services. Students may also file complaints of discrimination with:

The Office of Civil Rights  
U.S. Department of Education Old Federal Building  
50 United Nations Plaza, Rm. 239 San Francisco,  
California 94102  
Phone: (415) 556-7035

Students having concerns about educational and civil rights matters are encouraged to contact:

### Sandra Matsui, Dean of Student Services

Windward Community College  
45-720 Kea‘ahala Road  
Kāne‘ohe, Hawai‘i 96744 Phone: 235-7466

The College maintains formal procedures for resolving complaints and grievances brought by students who believe a faculty member has acted improperly or in a manner inconsistent with the student’s customary academic expectations. These procedures are contained in the WCC Policy Guidelines Manual, No. 4-6. The manual is available in the Office of the Dean of Student Services, the Office of the Dean of Instruction, and the Library. Following is a general summary of the steps in resolving a complaint. Students who have a complaint are urged to consult Policy No. 4-6 for more information if they wish to go beyond Step 2 below.

The WCC Academic Grievance Procedures protect students’ freedom of expression, right to orderly and fair grading and evaluation, and right to confidentiality. These are defined in more detail in the policy.

Students who have a complaint must follow strict

timelines to have their complaint resolved under this policy, as follows:

*Step 1:* Within 14 days after a student has become aware of the problem, she or he must attempt to resolve the matter with the faculty member involved.

*Step 2:* If the matter is not resolved, the student may discuss the matter with the faculty member’s Assistant Dean. This must be done within 7 days after the last scheduled meeting with the faculty member. The Assistant Dean has 7 days to resolve the complaint.

*Step 3:* If the student is not satisfied with the results of Step 2, he or she may file a written complaint with the Dean of Instruction. This must be done within 7 days after notification by the Assistant Dean. The Dean has 14 days to resolve the matter.

*Step 4:* If the matter is not satisfactorily resolved by the Dean of Instruction, the student may file a written grievance with the Chairperson of the Academic Grievance Committee. This must be done within 7 days after notification by the Dean.

Within 10 days, the Academic Grievance Committee must convene a hearing, detailed procedures for which are contained in the Policy Guidelines Manual. The Committee informs the Provost of its findings and recommendations within 5 days after the close of the hearing. The Provost’s decision is final within the University.

The process of addressing allegations of misconduct or facts of discrimination are described in the procedures for *Handling Impermissible Behavior and the Academic Grievance Procedures* and in CCCM No. 2210, UH *Community College Procedure and Guidelines Relating to Complaints of Discrimination*. Copies are available at Windward Community College Student Services Office. Students may also file complaints of discrimination with the Office of Civil Rights, Region IX, Henry M. Jackson Federal Building, 915 Second Avenue, Rm. 3310, Seattle, WA98174-1099. Phone: (206)220-7900, FAX: (206) 220-7887.

## Change of Address

Students are responsible for keeping the Admissions and Records Office informed of their correct mailing address. Grade reports are mailed out at the end of each semester.

## Change of Major

Students who are already enrolled in the College and wish to change their majors must submit the change form to the Admissions and Records Office in Hale Alaka'i, Room 112.

## Student Services

The Student Services office is located in Hale Na'auao, Room 132.

## Orientation for New Students

All new and transfer students are encouraged to attend the New Student Orientation. At this meeting, students will receive general information about the College's academic programs, student services, and selecting and registering for classes. Students will also receive information on English and math placement tests.

## Academic Advising

Academic advisors are available to help students develop a program of study to meet their educational objectives. In meeting with an academic advisor, students will have an opportunity to develop an individualized educational plan along with a program of academic support throughout their college experience. Students will also receive guidance in academic planning through assistance in course selection.

Academic advising sessions are conducted throughout the early registration period and may be arranged on an appointment basis by phoning Student Services at 235-7413.

## Placement Testing

Windward Community College offers placement testing in math and reading to assist students in choosing math and English courses. Based on the results of the test, students will be advised into the appropriate math and/or English course.

All students planning to enroll in English or math classes must have on file the results of the English or math placement tests before registering. No student may register for a math or English class without either a placement test score or transcript showing completion of a prerequisite course. Test scores and prerequisite courses are valid for two years.

The placement tests are for placement purposes only and are not admission tests. There is no charge for placement testing. Please follow the instructions in your admission letter regarding the test.

## Personal Counseling

Student Services counselors are available to assist students with personal or college-related problems and to help assess personal growth and development.

## Career Counseling and Testing

Career counseling and occupational interest, values and abilities assessments are provided on an individual and small group basis through the Career Center. Students are encouraged to make appointments for assistance with career exploration/planning and job skills issues. Call 235-7471 and ask for the Career Counselor.

## Student Employment

Job placement assistance is available on a limited basis for referrals to on-campus jobs through the Personnel Office. Eligibility is based on a minimum enrollment of 6 credits within the University of Hawai'i system and a minimum GPA of 2.0. Call 235-7404 or stop by Hale Alaka'i, Room 120. For information on the Federal Work Study Program (FWSP), see pg. 11.



Michelle Hite, Student Employee of the Year on the job in one of the computer labs. *Photo by Libby Young*

## Services to Students with Disabilities

In accordance with Section 84.4 of the Federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individual with a disability shall, on the basis of his/her disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

Students with disabilities, either permanent or temporary are provided the following services:

- personal, academic and career counseling
- admissions and financial aid application assistance
- campus orientation
- registration assistance
- tutorial, reader, notetaker, interpreter, and/or other academic support services as needed
- campus accessibility map
- specifically designed auxiliary equipment to meet the needs of the disabled student

Students desiring special services are advised to contact the Student Academic Achievement and Retention (STAAR) program at least six weeks prior to the beginning of the semester in which services will be needed so that services may be arranged on a timely basis. For further information and assistance please call 235-7489.

For disability accommodations, contact Yvette Malama at 235-7489 or the TTY relay service at 1711 or 1511. Advance notice requested.

Hearing impaired individuals desiring information may contact the College by using the Telecommunication Device for the Deaf (TTY) relay service at (808) 643-8833 or by using the TTY phone located in Hale Alaka'i.

Information about the programs, services, activities, and facilities which are available to persons with disabilities can be obtained by contacting the (STAAR) Program at 235-7487.

## Student Academic Achievement and Retention (STAAR) Program

Windward Community College, in association with the federal government, has developed a program to assist students with special needs to make their college experience successful. The program provides remedial/developmental coursework, academic advising, counseling services, and free tutorial assistance for students who meet the federal government eligibility criteria. Students

are encouraged to visit the Student Academic Achievement and Retention (STAAR) Program office located in Hale Mānaleo, Room 107, or to call 235-7487, for further information.

## Food Services

Lunch wagons are located in the parking lot near the Library and several campus buildings are equipped with vending machines. There are several fast food restaurants in nearby Kāne'ohe town.

## Parking

There is no charge for parking, but parking is permitted in designated areas only. Cars parked in restricted areas may be towed away at owners' expense. The College assumes no liability for damage to or thefts from automobiles parked on campus.

Parking is permitted in the parking lots and along the roads marked for parking. No parking is permitted on the grass or in restricted areas indicated by signs or red or yellow markers.

Parking for disabled persons is provided in specially marked stalls. Special placards issued by the City and County of Honolulu are required to park in these marked stalls. Vehicles without a valid placard are in violation of HRS Sec. 19.150 and may be towed away at owners' expense, in accordance with City Ordinance Sec. 15-24.11 (3d).

## Bookstore

The Windward Community College Bookstore is operated for the convenience of the College's students and staff and members of the community. Textbooks, related reference materials, and some supplies are available.

The Bookstore is located in Hale Alaka'i and is open Monday-Friday, 9:00 a.m to 3:30 p.m. Phone 235-7418.

## Health Services

The College provides no health services. Students are eligible to participate in a group health insurance program. Information may be secured through Student Services. Programs offering certain free or low-cost health services are available at the Windward Comprehensive Health Center, adjoining the campus.

International Students (1-20 visas) must present proof of health insurance coverage before being allowed to register.



## Lost and Found

Articles which are lost and found are taken to/or held at the Business Office in Hale Alaka'i, Room 114.

## Housing

The College has no dormitories and does not assist students in locating housing.

## Smoking

In accordance with the State's No Smoking Act, *Act 108, SLH 1976* and *Act 245, SLH 1987* and University policy, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.

This official notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal *Drug-Free Schools and Communities Act of 1989* and the *Drug Free Workplace Act of 1988*.

## Illicit Drugs and Alcohol

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to

Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension expulsion or rescission of grades or degree. Copies of the full text of the Code are available in the Office of the Dean of Student Services.

Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and State laws.

Copies of policies governing the possession, consumption, serving and sale of alcoholic beverages on the University of Hawai'i Windward Community College campus are available in the Office of Student Services and the Office of the Chancellor for Community Colleges.

## Lethal Weapons

Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Provost.

## Sexual Assault Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Prevention Policy which explains the College's Sexual Assault Program presented to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained from the Office of Student Services, Hale Na'auao, Room 132.

## Sexual Harassment Policy

The College has a sexual harassment policy and complaint procedure. Copies of the procedure for the Sexual, Assault Prevention Program are available from the Provost's, Personnel, and Dean of Instruction's Offices in Hale Alaka'i and the Office of Student Services in Hale Na'auao, Room 132. The campus' sexual harassment officers are Steven Nakasone and Karen Cho.

# Academic Regulations

## Definition of Terms Used at Windward Community College

**Academic Subject Certificate:** A college credential for students who have successfully completed a specific sequence of credit courses from the Associate in Arts (A.A.) curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

**Add:** Transaction which occurs after students have registered and wish to increase their credit load. These occur within the add period which is announced in the academic calendar and on the schedule of classes each semester.

**Certificate of Achievement:** A credential awarded to students who complete a prescribed series of courses leading to an occupational skill and usually includes appropriate courses in related and general education. Depending on the program; the total number of units of credit required may vary from 24 to 45.

**Certificate of Completion:** A credential awarded to students who successfully complete certain occupational courses or course sequences specified by the College. Programs are designed primarily for students who need short-term training or job upgrading. The required number of credit hours does not exceed 23.

**Classified Students:** Students following a prescribed program leading to a degree or certificate.

**Commencement:** A public ceremony and celebration held at the end of the academic year at which degrees and certificates are awarded to students.

**Course:** A unit of instruction consisting of varying combinations of recitations, lectures, laboratory sessions, and field trips in a particular subject within the time span of a semester or session.

**Degree:** The formal title conferred upon a student who successfully completes a program of study. Associate degrees are awarded by the College.

**Drops:** Transactions which decrease a student's credit load. These occur within the erase period of a semester.

**Erase Period:** The first three weeks of a 15-week semester or the first week of a five or eight week term. During this time students dropping a course will have the class erased from their registration file.

**Full-time student:** A student carrying twelve or more credits in a semester. (VA beneficiaries should check with the Veterans Affairs for specific requirements.)

**Graduation:** The granting of degrees or certificates to students who have completed their programs.

**Official Withdrawal:** The processing of required forms and payment of fees after the erase period, for the purpose of disenrolling from a course or courses. Withdrawals can be total or partial. Withdrawals are permitted through the end of the tenth week of a semester (fifth week for eight-week courses, third week for five-week courses).

**Part-time student:** A student carrying 11 or fewer credits in a semester.

**Prerequisite:** Skills or courses required prior to enrollment in a course. Course descriptions indicate prerequisites if they apply.

**Program of Study:** A carefully planned series of courses which the student is required to successfully complete in order to receive a certificate or degree in that particular program. Programs must have been officially approved by the College and the Board of Regents.

**Schedule of Classes:** A detailed listing of all the courses offered for a specified semester at the College.

**Semester:** A time span of fifteen weeks within a four and one-half month period during which courses are offered and completed. There are usually two semesters in one academic year: fall semester and spring semester. There may be several "accelerated terms" within each semester. A six-week long summer session may also be held.

**Semester Hours:** The value assigned to each class of each course. One credit hour usually equals fifteen hours in class per semester. The number of credit hours for each course is determined by the number of lecture, laboratory, or field experience hours determined necessary for each semester course.

**Unclassified Students:** Students who are not pursuing a degree or certificate but are taking courses for upgrading or enrichment.

**Writing Intensive (WI) Courses:** These courses emphasize writing as an essential tool for learning course material. WI courses provide consultation between the instructor and the student about writing, and establish writing as a major element in the grade for the course.

Students applying for the bachelor's degree from UH Mānoa must have taken two to five Writing Intensive courses depending on their date of entry into the University of Hawai'i system. Three Writing Intensive courses taken at Windward will satisfy part of the degree requirement. English 100 is a prerequisite for WI courses.

## Credits, Grades, and Exams

### Scholastic Standards

A cumulative 2.0 grade point average is required for graduation with the Associate in Arts Degree, and the Certificates of Achievement/Completion.

### The Dean's List

Each semester the Dean's List recognizes students who have achieved academic excellence at the College. Students who have earned 24 credits at the College, who have a current and cumulative grade-point average of 3.5 or better, and who have no N or NC grades in the current semester are automatically placed on the Dean's List unless they request to be omitted. Notation of being on the Dean's List is entered on the student's transcript.

### Grade Reports

Grade reports are mailed to students at the end of each semester. Students should report any errors on their grade report to the Registrar as soon as possible. It is imperative that students notify the Admissions and Records Office of any change of address.

### Academic Probation Policy

Students who make unsatisfactory academic progress during a semester will be warned. If satisfactory progress is not made in ensuing semesters, the student will be placed on academic probation and eventually suspended or dismissed from the College.

Unsatisfactory academic progress occurs when a student has fallen into one of the following categories:

1. the student's cumulative grade-point average is lower than 2.0; OR
2. the student earns credit for fewer than 1/2 of the credits for which enrolled (excluding Withdrawals and NC grades).

*Warning.* A student is placed on Warning for the subsequent semester after making unsatisfactory academic progress and is expected to see a counselor during that time.

*Academic Probation.* If a student makes unsatisfactory progress while on Warning, the student is placed on Academic Probation the following semester. A student on academic probation is required to see a counselor before registering. The student will be allowed to enroll only in those courses approved by the counselor and will meet regularly thereafter with the academic counselor to review progress.

*Suspension.* A student will be suspended for failing to make satisfactory progress during the probationary semester.

1. A suspended student is eligible to return to Windward Community College after the passage of at least one semester (not including summer session); a student returning to the College after suspension is on probation during the semester of re-entry.
2. Notation of suspension is made on the student's permanent record.
3. Under extenuating circumstances, a waiver of suspension may be granted. The student must apply for waiver from the Dean of Student Services prior to the beginning of regular registration for the following semester.

*Dismissal.* A student will be dismissed from the College for failing to make satisfactory progress (as defined above) during the semester following academic suspension. A student who has been dismissed will be readmitted only in unusual circumstances. Notation of dismissal is made on the student's permanent record.

*Appeals.* The student may appeal a decision regarding academic probation, suspension, or dismissal at any time.

Further details and the policy are available in the Office of the Dean of Instruction, the Office of the Dean of Student Services, and the Library.

## Repeating Courses

A student may repeat any course taken at the College but will receive additional credit only if the course description in the catalog states that the course may be repeated for additional credit. With the exception of courses which specifically allow repeating for additional credit, credit will be allowed only once for a course, and the student will receive the higher grade and grade point. The lower grade, however, shall remain on the student's record.

## Transfer of Credits from Other Institutions

Credits earned for courses taken at any of the public community colleges in Hawai'i, or at the University of Hawai'i at Mānoa and Hilo may be transferred to this College and applied to meet requirements of degree and certificate programs subject to the specific requirements in each program. Some credits, however, may be classified as electives if Windward Community College has no equivalent course.

Credits earned at a grade level of "C" or better at other regionally accredited institutions either in Hawai'i or another state or country may be transferable and applied to meet program requirements at Windward Community College. Counselors are available to discuss with students which credits are acceptable in transfer from other institutions. The College's policy statement on the acceptance of transfer credits is available from the Office of the Dean of Student Services.

Students must be aware, however, that transfer credits awarded are applicable to meet requirements of this College but may not necessarily be accepted by any other institution upon transfer of the student from Windward Community College to another college.

Students transferring to other institutions from Windward Community College should refer to transfer information (p. 65).

## Evaluation of Transfer Credits

A request must be made by the student to have an evaluation of transfer credits. The request must be made to the Admissions and Records Office.

## Advanced Placement Examination (AP)

The Advanced Placement Examinations are administered in high schools by the Educational Testing Service for the College Entrance Examination Board for students

who have completed specific college-level courses in high school. For the University's credit policy, students should consult the Student Services Office.

## Credit-by-Examination

Windward Community College students who present evidence of having achieved course objectives through prior experience may apply for credit by exam. Credit by exam, however, is not available for all courses. Students are advised to check with individual instructors and the Department Chairperson on a course-by-course basis. Students must be officially enrolled in at least one course in the College during the semester in which credit-by-exam is requested.

## College Level Examination Program (CLEP)

Any student at Windward Community College is eligible to apply for the College Level Examination Program (CLEP). A passing score on a CLEP examination is recorded as Cr (credit) and the credit is entered as "Advanced Standing" credit on the student's transcript. Only students achieving CLEP examination scores at or above specified levels of achievement are awarded the number of credits indicated for each examination.

Students interested in applying for CLEP examinations must make their own arrangements at the University of Hawai'i at Mānoa.

Examinations are available in the following areas:

### General Examinations

Natural Sciences  
Mathematics  
Humanities  
Social Sciences and History

### Special Examinations

Introductory Accounting  
Analysis & Interpretation of Literature  
Calculus with Elementary Functions  
General Biology (Objective & Essay)  
General Chemistry  
Microeconomics, Introductory  
Macroeconomics, Introductory  
Psychology, Introductory  
Human Growth and Development  
Sociology, Introductory

Further information regarding credit-by-examination of CLEP is available in the Office of the Dean of Student Services.

## Grade Point Average

A student's cumulative grade point average is computed by dividing the student's total grade points earned by the total credits attempted, excluding the credits for classes in which grades of I, W, N, Cr, and NC were awarded.

Although I, W, N, and NC are not included in the grade point average, students are advised that some colleges, especially graduate and professional schools, do not look

favorably upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors.

## Grading

Letter grades and grade points are awarded to a student to reflect their level of achievement of the objectives of a course. At the College, the letter grades which can be awarded include the following table:

Letter Grade	Definition	Grade Points Awarded
A	Excellent achievement	4 grade points given (course credits awarded)
B	Above average achievement	3 grade points given (course credits awarded)
C	Average achievement	2 grade points given (course credits awarded)
D	Minimal passing achievement	1 grade point given (course credits awarded)
F	Less than minimal passing achievement	0 grade points given (no course credits awarded)
Cr	Achievement of objectives of course at C level or higher. <i>Note:</i> <i>The Cr/NC option must be declared by the end of the 10th week of classes (end of the 5th week for 8-week classes, end of the 3rd week for 5-week classes). Written consent of the instructor is required. This grading option is not available in all courses and will not be offered to majors in required courses.</i>	No grade points given (course credits awarded)
NC	Used to denote achievement of objectives of the course at less than C level under the Cr/NC option.	No grade points given (no course credits awarded)
N	Used at the option of an instructor to denote below passing work not deserving of credit.	No grade points given (no course credits awarded)
I	Incomplete <i>Note:</i> <i>This is a temporary grade given at the instructor's option when a student has failed to complete a small part of a course because of circumstances beyond his or her control. The student is expected to complete the course by the last day of instruction of the succeeding semester. If this is not done, the "I" will revert to the contingency grade identified by the instructor.</i>	No grade points given and no course credits awarded until student completes course
W	For an 8-week course official withdrawal after the first week and prior to the end of the fifth week <i>Note:</i> <i>For a 15-week course, official withdrawal after the third week and prior to the tenth week. For the OAT 5-week courses, official withdrawal after the first five days and before the end of the third week of each OAT class.</i>  <i>If a student officially withdraws within the erase period, the record of the registration will not appear on the transcript.</i>	No grade points given (no course credits awarded)

## Credit/No Credit Option

The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point averages. No grade points are given for courses taken under this grading option. Course credit is awarded for courses completed at Windward Community College with certain restrictions. This grading option is not offered in all courses and students majoring in a particular program are not permitted to take a major required course with the Cr/NC grading option.

Faculty have the prerogative of offering this grading option. The student should consult the instructor's course outline to determine if this option is available in a particular course. If this option is available, the student must declare for Cr/NC in writing to the instructor by the end of the 10th week of class for the 15-week classes, the 5th week of the 8-week classes, and the 3rd week of the 5-week classes. This declaration must be approved by the instructor and a copy filed with the Registrar.

## Registration and Course Information

### Auditing

Students are permitted to audit certain classes. Auditors register using the late registration/add procedure. No credit or grade is given for a course audited, nor is an academic record or transcript of the audit maintained. Students must complete all regular admissions and

registration procedure in order to audit a class. Regular tuition and all fees must be paid. Auditing must be approved by instructor during the first week of classes. Forms for auditing approval can be obtained from the Admissions and Records Office.

### Class Size

Classes at the College range in size from 15 to 35 student; WI classes are limited to no more than 20 students.

### Cancelled Classes

Courses are subject to cancellation due to low enrollment. Students whose classes are cancelled may make a change during the add period without payment of a change of registration fee. A list of cancelled classes will also be made available at Admissions and Records Office. Cancelled class notices will be posted on the respective classroom doors.

### Concurrent Registration

Under certain conditions, students at the College may register concurrently for courses at other community colleges or at the University of Hawai'i at Mānoa or at UH-West O'ahu. Details of the conditions governing concurrent registration on other campuses maybe obtained from any academic advisor. Students at other campuses who wish to take courses at WCC must obtain permission from an academic advisor at the home campus and then apply to Windward Community College.

WCC students heading to classes.

*Photo by Marty Nikou*



Counseling and Admissions and Records maintains a list of Distance Education classes.

### **Courseload**

A student carrying 12 or more credits in a semester or 6 or more credits during any 8-week term is considered a full-time student.

Definitions vary, however, for students receiving VA benefits and other social services assistance. Check with an academic advisor in the Office of the Dean of Student Services for details.

No student may register for more than 17 credits without obtaining approval from a counselor at registration.

### **Returning Students**

Individuals who have been students at the College but who have missed a term or semester (excluding summer sessions) must reapply for admission if they wish to return to the College. These individuals will be considered “returning” students.

Students who are enrolled continuously at the College are considered “continuing” students and do not need to reapply for admission each term or semester.

### **Summer Session**

The College usually offers two sessions during the summer. Tuition and fees for the summer session differ from those of the fall and spring. Limited counseling services are also available to students during the summer months. The summer schedule is usually included in the fall schedule of classes and students may register for summer and fall semesters during early spring.

### **Terms and Semesters**

Courses offered by the College vary in length. Basically, a 15-week semester schedule is maintained. Some courses are also scheduled for accelerated, 8-week and 5-week terms. These variations are intended to accommodate the differing learning styles of students at the College.

Eight-week classes are intended for a student who learns best by concentrating on a few courses at a time over a relatively short period, or for certain curricula which are best learned through this method. A full-time load consists of from two to three courses during an 8-week term.

Fifteen-week classes are intended for the student who prefers to take several courses simultaneously but over a longer period. A full-time load consists of four or five courses taken during the 15-week term.

Students may develop a program of courses consisting solely of accelerated classes or 15-week classes or may choose classes of both lengths. Students receiving VA benefits are advised to consult with the College certifying officer to assure that combinations of 5, 8, and 15-week courses will result in the desired eligibility for benefits.

### **Withdrawing from Classes**

Students intending to drop classes are advised to do so as soon as possible so that the maximum amount of tuition can be refunded (if applicable) and grading penalties can be avoided. (See p. 9 for the Schedule of Refund of Tuition and Fees.) Students officially withdrawing from classes by making the change through the Admissions and Records Office by the 3rd week of classes (if the class is a 15-week class) or the 1st week of classes (if it is an accelerated class) will have these classes erased from their registration file. The courses then will not appear on the transcript as courses from which a student has withdrawn. After these periods, students officially withdrawing from classes will receive a W for the class provided they withdraw prior to the last day for official withdrawal.

**Official Withdrawal** is not complete until all required forms have been filled out and any required fees paid.

1. Complete the Change of Registration Form.
2. Take form to Business Office to complete the withdrawal transaction.
3. Students failing to officially withdraw by the deadline for such withdrawals may receive an “F” grade.

Forms are available in the Admissions and Records Office, Hale Alaka‘i, Room 112.

# Degree and Certificate Programs

## The Instructional Program

The instructional program at Windward Community College recognizes that people differ in interest, motivation, ability, and learning styles. Thus, alternatives are stressed in the kinds, levels, and ways in which courses are offered.

Courses offered are intended to meet the needs of individuals:

- intending to earn an Associate in Arts degree in the liberal arts;
- intending to earn a Certificate of Completion in a vocational program;
- intending to transfer to a four-year college to earn a bachelor's degree;
- interested in taking courses for personal enrichment;
- interested in acquiring skills and knowledge needed for employment in selected occupational fields;
- interested in reinforcing basic learning and study skills, e.g., reading, writing, notetaking, memory/concentration skills;
- interested in updating skills and knowledge for employment in certain vocational fields.

Modes of instruction also vary and students may enroll in group-learning, lecture-oriented classes, highly individualized classes, or for independent study projects. A few classes take an interdisciplinary approach to a topic or problem.

Some coordinated studies packages are also offered. Here, instructors offering interrelated courses integrate their courses and provide students with a team of professionals who are concerned with all the learning activities of the student.

Piggyback courses are also offered. In some of these courses, where self-instructional materials are used, students can opt to meet the objectives of different courses, working at their own rate of speed and proceeding to a second level within the term, depending on their own abilities

A pre-test may also be given in some classes. This is intended to help identify the knowledge and skills already possessed by students, thus enabling instructors to tailor the course to meet the special needs or interests of the class. (Pretests are not used in grading students.)

## Summary of Degrees and Certificates Offered

Currently, the College offers students the opportunity to major in the following fields:

1. Liberal Arts (Associate in Arts Degree program).
2. Agricultural Technology (Certificate of Completion).
3. Business Technology (Certificate of Completion with specializations in Accounting, Information and Computer Science, and Office Administration and Technology).
4. Hawaiian Studies (Academic Subject Certificate).
5. Plant Landscaping (Certificate of Completion).
6. Psycho-Social Developmental Studies (Academic Subject Certificate).

Students who are taking courses for enrichment purposes and do not intend to work toward a degree or certificate, or those who are undecided as to the field in which they wish to specialize are considered as having an unclassified major.

Students who can demonstrate achievement of the objectives or required courses through prior experience or by successful completion of equivalent courses may be exempted from certain program requirements.

## Associate in Arts Degree

The Associate in Arts Degree is awarded to students who complete a general program of liberal arts courses which may be applied to meet baccalaureate degree requirements at a four-year college or to fulfill the general education interests of the student. Students who plan to transfer to other colleges, including the University of Hawai'i at Mānoa, should work closely with a counselor



to help ensure that courses taken for the A.A. degree are also applicable at their next campus.

The Associate in Arts Degree at Windward Community College is recognized and accepted as fulfilling the general education requirements at all University of Hawai'i baccalaureate degree-granting campuses. The completed degree, however, does not necessarily fulfill all of the program requirements of the various baccalaureate degrees in the University of Hawai'i System. Students are advised to visit one of the academic counselors on campus to review a program sheet for the specific degree being sought--e.g., Bachelor of Arts, Bachelor of Business Administration, Bachelor of Education, etc.

College catalogs are published once per year or less frequently and do not always reflect the most recent campus actions involving core courses. For the most recent information concerning core courses, students should check with their advisors and the Student Transfer Handbook, which is published twice per year, during the months of October and March. Copies of the Handbook are available at counseling, academic advising and in the library.

## Certificate Programs

The College offers certificate-level programs within the Associate in Arts Degree and certificate-level programs which are designed to prepare students for entry-level employment or upgrading of work skills in several vocational fields.

In the vocational area, certificates are offered in Agricultural Technology, Plant Landscaping, and Business Technology.

Two types of certificates are awarded: an Academic Subject Certificate and a Certificate of Completion depending on the program of study completed.

Credits completed in certificate-level programs may be applied to meet the Associate in Arts Degree program requirements.

Students completing certificate program requirements must successfully complete credits in specified fields and maintain a grade point average of 2.0. At least 50% of the required courses in the major area (the final credits) must be earned at the College. Under certain circumstances, this requirement may be waived upon request made to the Dean of Student Services.



Students from all disciplines participate in WCC's Millennium time walk by representing historical characters throughout the centuries.

*Photo by Libby Young*

## Writing Intensive

Courses with this designation will use writing as an essential tool for learning the course material. The course will require students to do a significant amount of writing that will be used in determining the grade for the course. English 100 is a prerequisite and enrollment is limited to 20 students.

## Military Science Courses

Military science and air science courses are offered through the University of Hawai‘i at Mānoa. Windward students making satisfactory academic progress may enroll in these courses as concurrent students. For further information, contact the military departments at the Mānoa campus.

## Independent Studies

This program offers students the opportunity to participate in the creation of academic learning experiences designed to meet individual needs, interests, aptitudes and desired outcomes. It is intended to serve the student, who after completing the requirements of an introductory course, may wish to continue an in-depth study of a particular topic or issue previously covered, or who may wish to reinforce understanding of concepts or relationships covered.

A student at the College, under faculty supervision, may design an independent study project at any of three levels: Vocational (099) or Academic (199)/(299). An independent study project could take the form of directed reading, research, or field work experience. Students are encouraged to develop original projects and the project must be appropriate to the student’s program of study, related to the existing college curriculum, and in the area of the supervising instructor’s and/or co-advisor’s expertise.

Independent study projects are undertaken with at least one student-selected faculty advisor. The advisor must be a member of the College faculty and participation by this faculty member is voluntary. The advisor serves as a facilitator of learning, guiding the student in establishing and achieving the goals of the independent project. An advisor may recommend particular preparation before a student undertakes a project.

A student must be officially enrolled in at least one other course in the college during the semester in which independent study is requested. No more than 12 credits in any combination of independent study or cooperative education can be applied to meet the Associate Degree requirements. Procedural details may be obtained through an instructor or the Dean of Instruction’s Office. The deadline for registration in an independent study course is the end of the Add Period for the second 8-week session.

## Cooperative Education

This program offers students opportunities to participate in career-related experiences designed to reinforce skills learned in different areas and to apply these skills in actual job situations. Cooperative Education experiences are offered in the following areas: Accounting, Agriculture, Computer Science, Humanities, Office Administration and Technology, and Social Sciences. See each subject area and/or the department for eligibility requirements, prerequisites and information on procedures for setting up such a course.

## Marine Option Program (MOP)

The Marine Option Program promotes an awareness and understanding of the marine environment and of the impact of the marine sciences on all facets of life through academic study and the acquisition of a marine skill. The program enriches the general education of participating students and is available to students of all disciplines.

Students completing a prescribed program of study and demonstrating possession or acquisition of a marine skill may earn a Certificate of Completion in the Marine Option Program issued by the University of Hawai‘i at Mānoa. Students complete either OCEAN 201 or ZOOLOGY 200 and other approved marine-related courses to earn a total of nine credits in this field of study. In addition, students must demonstrate possession or acquisition of an approved marine skill involving hands-on practical training in a marine-related activity. The acquisition of a marine skill may be incorporated into an independent study program designed to fit a student’s individual academic program. For information about the program contact the Coordinator, Marine Option Program at Windward Community College. Call 235-7497.

# Graduation Requirements

## Application for Graduation

Students should consult with their counselor/academic advisor at least one semester prior to registering for their projected final semester of study. For specific graduation requirements, see the programs of study listed in the catalog.

Students who intend to file for graduation must have a graduation certification done by a counselor prior to filing a graduation application form with Admissions and Records. The graduation fee of \$15 is payable upon submission of the application for graduation.

## Associate in Arts Degree

To earn an Associate in Arts (A.A.) Degree, Windward Community College students must complete 60 credits in courses numbered 100 or above with a grade point average of at least 2.0. Students who are awarded an Associate in Arts degree from a UH Community College must have a Community College cumulative GPR of 2.0 or higher for all course work taken in fulfillment of A.A.

degree requirements. At least 12 of the credits for the A.A. degree must be earned at Windward Community College. No more than 12 credits may be independent study/cooperative education. Credits must be earned in the required areas.

Associate in Arts (A.A.) degree. A two-year direct transfer liberal arts degree consisting of at least 60 semester credits at the 100 and 200 levels.

The A.A. degree at Windward Community College is recognized and accepted as fulfilling the general education requirements at all University of Hawai'i baccalaureate degree-granting campuses. The completed degree, however, does not necessarily fulfill all of the program requirements of the various baccalaureate degrees in the University of Hawai'i System. Students are advised to visit one of the academic counselors on campus to review a program sheet for the specific degree being sought - e.g., Bachelor of Arts, Bachelor of Business Administration, Bachelor of Education, etc.



A WCC graduate surrounded by friends and family.

*Photo by Marty Nikou*

Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from a University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses may also be required. With planning, most, if not all, of these requirements may be incorporated into the Associate in Arts degree; if not, they are required in addition to the Associate in Arts degree.

In the course description section of this catalog, each course which is articulated to meet core requirements with the University of Hawai'i at Mānoa, University of Hawai'i at Hilo, and University of Hawai'i West O'ahu is designated by code.

The program sheet on the next page lists the courses which satisfy each area requirement.

### **Written and Oral Communications**

Individuals need various modes of expression. These areas provide for the development of clear and effective written and oral communication skills.

**REQUIREMENT:** Three credits in English 100 and three credits selected from Comun 145, Speech 151, Speech 231 or Speech 251.

### **Mathematical or Logical Thinking**

Clarity of thought and expression are further developed by courses that require students to understand the use of mathematics, logic, or other formal systems.

**REQUIREMENT:** Three credits selected from math courses numbered 100 or above or Philosophy 110.

### **World Civilizations**

An increasingly complex world demands responsible citizenship. The world civilizations requirement is designed to introduce students to the political, social, economic, and cultural development of the world's major civilizations.

**REQUIREMENT:** Six credits in History 151 and History 152.

### **Arts and Humanities**

Through study of artistic, literary, and philosophical master-works and by examining the development of significant civilizations, cultures, and the nature of human communication, students should gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

**REQUIREMENT:** A total of 9 credits selected from three of four groups.

### **Natural Sciences**

A scientifically literate person should know what science is, how scientific investigation is conducted, and that the activity of a scientist is a blend of creativity and rigorous intelligence. Experimental investigations in the laboratory provide the student with first-hand experience with the scientific method and research.

**REQUIREMENT:** A total of 9 credits. A minimum of 3 credits in biological science and a minimum of 3 credits in physical science. In addition, one of these courses must be a laboratory/field trip course.

### **Social Sciences**

Every educated person should have some appreciation of the role of culture and social institutions in the shaping of individual personality and the creation of social identities. Students should also develop an understanding of the extent to which scientific inquiry is appropriate to the creation of social knowledge and of the alternative ways of organizing human institutions and interpreting social reality.

**REQUIREMENT:** A total of 9 credits made up of three or more courses from three different subject areas.

### **Writing Intensive Courses**

Because writing helps students to learn and to communicate, WCC encourages students to take writing intensive courses. English 100 is a prerequisite and enrollment is limited to 20 students. In small writing intensive classes, instructors work with students on writing related to course topics.

**REQUIREMENT:** Students must take 6 credits of Writing Intensive (WI) courses to fulfill graduation requirements.

## ASSOCIATE IN ARTS DEGREE

<b>Written Communication</b> (Introductory Level Writing) (3 credits)	ENG 100
<b>Mathematical or Logical Thinking</b> (3 credits)	MATH 100, <u>111</u> , 135, 140, 203, 205, 206, 231 PHIL 110
<b>World Civilizations</b> (6 credits)	HIST 151, 152
<b>Oral Communications</b> (3 credits)	COMUN 145 SP 151, 231, 251
<b>Arts and Humanities:</b>	3 semester courses, one selected <u>from 3 of the 4 groups.</u>
Group 1: The Arts	ART 101, 105B, 105C, 107, <u>108</u> , 111, 113, 114, 115, 116, 123, <u>270, 280</u> DRAMA 101, 221,222 HUM 100 MUS 106, <u>107</u> , 108, *114, *121B, *121C, *121D, *121F, *121Z, *122B, 122C, * <u>122D</u> , *122F, 253 SP 231, 251 *Any combination of these courses that totals 3 credits will be considered the equivalent of a one semester course.
Group 2: History & Culture	HAWNA 233 HAWST 107 HIST 224, 241, 242, 281, 282 IS 160A, 160B, 160L, 260A, 260B, 260L
Group 3: Languages, Linguistics, & Literature	ENG 250, 251, 252, 253, 254, 255, 256, 257 JOURN 205
Group 4: Values & Meaning	PHIL 100, 101, 102, 200 REL 150,151, <u>201</u> , <u>205</u>
<b>Natural Sciences:</b>	A total of 9 credits. A minimum of 3 credits in biological science (Group 1) and a minimum of 3 credits in physical science (Group 2). In addition, one of these courses must be a laboratory/field trip course selected from Group 1, Group 2, or Group 3. Note: BOLD denotes fulfilling lab requirement.
Group 1: Biological	BIOL 100, <b>101</b> , 171, <b>171L</b> , 172, <b>172L</b> , 200, <b>200L</b> . BOT <b>101</b> , <b>130</b> , 160, <b>181</b> FSHN 185 MICRO 130, <b>140</b> OCEAN <u>220</u> ZOOLOGY <b>101</b> , <u>106</u> , <b>107</b> , <b>200</b>
Group 2: Physical Sciences	ASTRO 110, <b>110L</b> , 281, 294 CHEM 100, <b>100L</b> , 151, <b>151L</b> , 152, <b>152L</b> , 161, <b>161L</b> , 162, <b>162L</b> GG <b>101</b> , <b>102</b> 103, 166, <b>210</b> , <b>211</b> , <b>212</b> , <b>213</b> , <b>214</b> PHYS 122, <b>122L</b> , 151, <b>151L</b> , 152, <b>152L</b>
Group 3: Other Sciences	GEOG 101 GIS 150 IS 160A, 160B, <b>160L</b> , 260A, 260B, <b>260L</b> , <u>261</u> OCEAN 201, <b>202</b> , <b>209</b> SCI <b>124</b>
<b>Social Sciences:</b>	A total of 9 credits made up of 3 or more courses from 3 different subject areas. ANTH 150, 200 BOT <u>105</u> ECON 101, 120, 130, 131, GEOG 122 ICS 100 POLSC 110, 120, 130, <u>180</u> PSY 100, 170, 202, 224, 240 SOC 100, 218, 231, 250, 251 SSCI 200 WS 202

NOTES: Underlined courses are infrequently offered.

The following courses can only be used to fulfill one area requirement (IS 160A, 160B, 160L, 260A, 260B, 260L, SP 231, 251).

## Agricultural Technology Program

The curriculum is designed for students desiring entry-level employment or to enhance their skills in the field of Plant Landscaping (landscape maintenance, turfgrass maintenance, nursery operations, and/or retail plant outlets). Students must complete 12 credits of required core courses and select a 4- credit specialization Landscape Maintenance or Turfgrass Maintenance. All courses are taught with a “hands-on, learn-by-doing” philosophy. Students are expected to make, sound decisions to real life horticultural and environmental situations.

Upon successful completion of the coursework, the student will be awarded the Certificate of Completion in Plant Landscaping and/or Agricultural Technology.

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### AGRICULTURAL TECHNOLOGY PROGRAM

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Worksheet for Planning and Tracking of Progress. See course descriptions for prerequisites.

CCPL-Certificate of Completion - Plant Landscaping (16 credits)

CCAT-Certificate of Completion - Agricultural Technology (15 credits)

		<b>Gr-Sem-Yr</b>			
AG 20	Plant Science	3 cr	_____	CCPL	CCAT
AG 32 B/C/D	Plant Disease & Pest Control	3 cr	_____	CCPL	CCAT
AG 36	Pesticide Safety	1 cr	_____	CCPL	CCAT
AG 45	Irrigation Principles & Design	3 cr	_____	CCPL	
AG 93V	Cooperative Education	1 cr	_____	CCPL	
AG 100	Agriculture Orientation: Careers	1 cr	_____	CCPL	

Areas of Specialization\* (4 credits):

_____	_____	_____	_____	CCPL	
_____	_____	_____	_____	CCPL	
AG 49	Plant Propagation	3 cr	_____		CCAT

Approved AG Electives\*\* (5 credits):

_____	_____	_____	_____		CCAT
_____	_____	_____	_____		CCAT

\*Applicable area of specialization course:

Landscape Maintenance:

AG 180 Landscape Maintenance (3)

AG 44, Landscape Equipment (1)

Turfgrass Maintenance:

AG 182 Turfgrass Management (3)

AG 40 Turfgrass Equipment (1)

\*\*Approved AG Electives:

AG 22 (3) Soils Technology

AG 47 (3) Orchid Culture

AG 92 (1-4) Special Topics

AG 45 (3) Irrigation Principles and Design

AG 100 (1) Ag Orientation: Careers

AG 57 (3) Agricultural Business

AG 93V (1-4) Cooperative Education

## Hawaiian Studies Academic Subject Certificate

An Academic Subject Certificate in Hawaiian Studies for students preparing for careers in education, the visitor industry, or in fields requiring expertise in Hawaiian subject matter is available for those completing 31 required credits in Hawaiian language, Hawaiian culture, Hawaiian ethnobotany, and an additional course in social science, natural science, or humanities with relevance to Hawaiian Studies.

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### HAWAIIAN STUDIES

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<u>AA Degree Area Requirements</u>	29 credits
Written Communications (English 100)	3
Mathematical or Logical Thinking	3
World Civilizations (History 151/152)	6
Oral Communications	3
Arts & Humanities (2 courses)	3
Hawaiian Studies 107: Hawai'i: Center of the Pacific ( <i>included below</i> )	(3)
Natural Science (2 courses, one must be a lab course)	7
Social Science (2 courses from different disciplines)	3
Botany 105: Ethnobotany ( <i>included below</i> )	(3)
Elective credit	1
<u>Academic Subject Core Courses</u>	31 credits
REQUIRED:	22 credits
Botany 105: Ethnobotany	
Hawaiian 101: Elementary Hawaiian I	3
Hawaiian 102: Elementary Hawaiian II	4
Hawaiian 201: Intermediate Hawaiian I	4
Hawaiian 202: Intermediate Hawaiian II	4
Hawaiian Studies 107: Hawai'i: Center of the Pacific	4
	3
SELECT ANY COMBINATION:	
Geography 122: Geography of Hawai'i	9 credits
Geology 103: Geology of the Hawaiian Islands	3
Geology 210: O'ahu Field Geology	3
Geology 211: Big Island Field Geology	1
Geology 212: Maui Field Geology	1
Geology 213: Moloka'i, Lana'i, and Kaho'olawe Field Geology	1
Geology 214: Kauai and Ni'ihau Field Geology	1
Hawaiian Studies 270: Hawaiian Mythology	1
Hawaiiana 233: Hawaiian Culture II	3
History 224: History of Hawai'i	3
HPER 124: Dances of Hawai'i I	3
HPER 125: Dances of Hawai'i II	1
IS 160A: Polynesian Voyaging and Seamanship	1
IS160B: Polynesian Voyaging and Seamanship	3
IS160L: Polynesian Voyaging and Seamanship Lab	3
IS 260A: Polynesian Voyaging and Stewardship	1
IS 260B: Polynesian Voyaging and Stewardship	3
IS 260L: Polynesian Voyaging and Stewardship Lab	3
Music 121 F: Beginning Slack Key Guitar	3
Music 122F: Intermediate Slack Key Guitar	1
Music 121Z: Beginning Ukulele	1
Music 130F: Slack Key Guitar Ensemble	1
POLSC 180: Introduction to Hawaiian Politics	1
Religion 205: Understanding Hawaiian Religion	3
Sociology 250: Community Forces in Hawai'i	3
	3

## Business Technology Program

The Certificate of Completion in Business Technology consists of three areas of specialization: Accounting, Information and Computer Science and Office Administration and Technology. Students select one area of specialization.

Many of the courses require placement in math and English courses. See catalog description of courses for more detail.

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### BUSINESS TECHNOLOGY PROGRAM

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Worksheet for planning and tracking of progress. See course descriptions for prerequisites.

#### Gr-Sem-Yr

OAT 20B (or equivalent keyboarding skill required for all specializations).

ICS100:	Computing Literacy and Applications OR	3 cr	_____
ICS 101:	Tools for the Information Age	4 cr.	_____
BUS 110:	Career Communications	3 cr.	_____

Area of Specialization:

ACCOUNTING (16 or 17 credits)

Placement into MATH 24

Placement into ENG 100

Required:

OAT 25B	Numeric Keypad	1 cr	_____
ACC 201	Introduction to Financial Accounting OR	3 cr	_____
ACC 124B/C	Principles of Accounting 1, Part 1/2	4 cr	_____
ACC 132	Payroll & HI GE Taxes	3 cr	_____
ACC 150	Using Computers in Accounting	3 cr	_____

Electives: choose two

ACC 125	Principles of Accounting II	3 cr	_____
ACC 126	Principles of Accounting III	3 cr	_____
ACC 134	Income Taxes	3 cr	_____
ACC 202	Intro to Managerial Accounting	3 cr	_____
MGT 120	Principles of Management	3 cr	_____



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 INFORMATION AND COMPUTER SCIENCE (15 credits)

Placement into MATH 25

Placement into ENG 100

## Required:

ICS 102	The Internet	3 cr	_____
ICS 113	Database Fundamentals	3 cr	_____
ICS 120	Spreadsheet Fundamentals	3 cr	_____
ICS 140	Elementary Operating Systems	3 cr	_____

## Electives: choose one

ICS 104	Introduction to Networking/Computer Support	3 cr	_____
ICS 107	The Internet with WEB Site Development	3 cr	_____
ICS 125	Computer Maintenance and Repair	3 cr	_____
ICS 163	Desktop Publishing	3 cr	_____
OAT 130	Information Processing	3 cr	_____
OAT 131	Information Processing Applications	3 cr	_____

## OFFICE ADMINISTRATION AND TECHNOLOGY (15 or 16 credits)

Placement into MATH 24

Placement into ENG 100

OAT 22B	Skill Building	2 cr	_____
OAT 25B	Numeric Keypad	1 cr	_____
OAT 130	Information Processing	3 cr	_____
OAT 131	Information Processing Applications	3 cr	_____
OAT 50	Office Procedures and Technology	3 cr	_____
BUS 70B	Customer Relations	1 cr	_____

## Electives: choose one

ICS 163	Desktop Publishing	3 cr	_____
ACC 124B	Principles of Accounting I, Part 1	2 cr	_____
MGT 120	Principles of Management	3 cr	_____

## Psycho-Social Developmental Studies Academic Subject Certificate

This Academic Subject Certificate provides preprofessional training for students planning careers in human services (social work, counseling, education, corrections, psychology, human development). The curriculum combines existing liberal arts courses and cooperative education at designated field sites in partnership with a social service agency or hospital. This certificate is unique because of the linkage and collaboration with liberal arts courses (interdisciplinary).

To earn the Psycho-Social Developmental Studies Academic Subject Certificate, students must complete a total of 27 credits with a cumulative grade point average of 2.0 or better for all required courses. Twelve credits, including SSCI 193V and SSCI 293V must be taken at Windward Community College.

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### PSYCHO-SOCIAL DEVELOPMENTAL STUDIES

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Worksheet for Planning and Tracking of Progress.

See course descriptions for prerequisites.

PSY 100+	Survey of Psychology	3 cr.	_____
SOC 100+	Survey of General Sociology	3 cr.	_____
PSY 170+	Psychology of Adjustment OR	3 cr.	_____
SOC 231 +	Introduction to Juvenile Delinquency OR	3 cr.	_____
SOC 218+	Introduction to Social Problems	3 cr.	_____
PSY 224	Abnormal Psychology	3 cr.	_____
PSY 240	Developmental Psychology	3 cr.	_____
SOC 251 +	Introduction to Sociology of the Family	3 cr.	_____
SSCI 193V	Cooperative Education	3 cr.	_____
SSCI 293V	Cooperative Education	3 cr.	_____

#### Social Science Course

Select from the list below

ANTH 200+	Cultural Anthropology	3 cr.	_____
BOT 105+	Ethnobotany	3 cr.	_____
ECON 120+	Introduction to Economics	3 cr.	_____
ICS 100	Computing Literacy and Applications	3 cr.	_____
POLSC 180+	Introduction to Hawaiian Politics	3 cr.	_____

+ Denotes courses articulated to fulfill UHM core requirements.

# Course Descriptions

(Alphabetical Listing)

Asterisk (\*) indicates infrequently offered.

The following pages list courses of instruction. Courses may not be offered every semester; students should refer to the Schedule of Classes prior to registration. Changes, additions, or deletions may be necessary, and when possible, advance notice will be given.

## Credit

The number of credits of each course is indicated by a number in parentheses following the title of each course.

## Course Numbering

Each course is designated by an abbreviation which stands for the subject area of the course, followed by a number.

Courses numbered from 1-99 are generally not applicable for credit toward a baccalaureate degree but some are applicable to certificates.

Courses numbered from 100-199 are initial or introductory courses.

Courses numbered from 200-299 are generally second-year courses in a sequence or development within a field of study.

Undergraduate courses ending in -97 or -98 are experimental courses and will be offered for only one year on this basis.

Courses ending in -99 are independent study courses such as directed reading, research or field work experience.

The suffix “L”, when used, designates a laboratory course which is a companion course (whether required or not) to a given lecture course.

The suffix “V”, when used, designates variable credit. The credit to be earned is arranged with the instructor by each student at the time of registration.

The suffix “WI”, when used in the class schedule, designates a Writing Intensive course.

## Core Designations

Courses approved for the General Education Core at the University of Hawai‘i at Mānoa, (UHM), University of Hawai‘i at Hilo, (UHH) and University of Hawai‘i West O‘ahu, (UHWO) (see note below) are identified with one of the following designations at the end of the course description.

## Articulation Codes by Campus

### Windward Community College (WCC)

WR	Written Communication
M/L	Mathematical or Logical Thinking
WC	World Civilization
FL	Foreign Language
OC	Oral Communications
AH1	Arts & Humanities: Group 1 - The Arts
AH2	Arts & Humanities: Group 2 -History and Culture
AH3	Arts & Humanities: Group 3 -Language and Literature
AH4	Arts & Humanities: Group 4 -Values and Meaning
NS1	Natural Sciences: Group 1 - Biological Sciences
NS2	Natural Sciences: Group 2 - Physical Sciences
NS3	Natural Sciences: Group 3 - Other Sciences
SS	Social Sciences

### University of Hawai‘i at Mānoa (UHM)

WR	Written Communication
M/L	Mathematical or Logical Thinking
WC	World Civilizations
FL	Foreign or Hawaiian Language
AH1	Art & Humanities - The Arts
AH2	Art & Humanities - History & Culture
AH3	Art & Humanities - Language & Literature
AH4	Art & Humanities - Values & Meaning
NS1	Natural Sciences - Biological
NS2	Natural Sciences - Physical
NS3	Natural Sciences - Other
SS	Social Sciences

**University of Hawai‘i at Hilo (UHH)**

I.A.1	English Composition
I.A.2	Speech/Adv. Composition
I.A.3	Proficiency Exam
I.B.Math	Quantitative & Logical Reasoning
I.B.	Other
I.C	World Cultures
II.A.1	Humanities - The Arts
II.A.2	Humanities - Thought, Knowledge, & Values
II.A.3	Humanities - Literature & Languages
II.B.Anth	Social Sciences - Anthropology
II.B.Econ	Social Sciences - Economics
II.B.Geog	Social Sciences - Geography
II.B.Hist	Social Sciences - History
II.B.PolSc	Social Sciences - Political Science
II.B.Psyc	Social Sciences - Psychology
II.B.Soc	Social Sciences - Sociology
II.C.Biol	Natural Sciences - Biology
II.C.Chem	Natural Sciences - Chemistry
II.C.Geol	Natural Sciences - Geology
II.C.Phys	Natural Sciences - Physics

**University of Hawai‘i, West O‘ahu (UHWO)**

HUM	Humanities & Language Arts
SS	Social Sciences
NS	Natural Science

**ACCOUNTING (ACC)****ACC 124B Principles of Accounting I, Part 1 (2)**

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for a cash basis service organization. (2 hrs. lect.)

**ACC 124C Principles of Accounting I, Part 2 (2)**

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for an accrual basis merchandising organization. (2 hrs. lect.)

*Prerequisite: ACC 124B.*

**ACC 125 Principles of Accounting II (3)**

A continuation of financial accounting with emphasis on accounting for inventories, plant and equipment, intangible assets, investments, long-term liabilities and owners' equity for partnerships and corporations. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite: ACC 124C.*

**ACC 126 Principles of Accounting III (3)**

An introduction to managerial accounting including the following major topics: analysis of financial statements, statement of cash flows, cost-volume-profit analysis, cost accounting for manufacturers, budgeting, branch/department accounting and income taxes. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite: ACC 125.*

**ACC 132 Payroll and Hawai‘i General Excise Tax Accounting (3)**

An introduction to the principles, procedures, and terminology for business applications of payroll and payroll tax accounting. An introduction to the Hawai‘i general excise and use tax law, including preparation of application for license and returns. (Offered fall semester only.) (3 hrs. lect.)

*Prerequisite: Completion or concurrent registration in ACC 124B or ACC 201 or consent of instructor.*

**ACC 134 Income Tax Preparation (3)**

An introduction of the principles, procedures, terminology, and personal applications of the Federal and Hawai‘i tax laws as they apply to individuals and sole proprietorships. (Offered alternating spring semesters.) (3 hrs. lect.)

**ACC 150 Using Computers in Accounting (3)**

An intensive, practical course in computerizing a manual general ledger and payroll system using a current general ledger software package. Incorporated into the course are bank reconciliations, payroll tax deposits and return, general excise tax returns and financial statements. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite: ACC 124C or ACC 201, and ACC 132, or consent of instructor.*

**ACC 201 Introduction to Financial Accounting (3)**

Introduction to accounting theory and methods used to record and report financial information according to generally accepted accounting principles. (Offered fall semester only.) (3 hrs. lect.)

**ACC 201L \*Introduction to Financial Accounting Laboratory (1)**

An optional laboratory course designed to reinforce concepts learned in ACC 201. Recommended for students with limited accounting background. (3 hrs. lab.)

**ACC 202 Introduction to Managerial Accounting (3)**

Introduction to practices and procedures used to report internal operations to management. Topics include manufacturing operations, budgeting, standard costs, cost-volume-profit analysis, product and process costing, statement of cash flows, financial statement analysis. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite ACC 201 or consent of instructor.*

**ACC 202L \*Introduction to Managerial Accounting Laboratory (1)**

An optional Laboratory course designed to reinforce concepts learned in ACC 202. (3 hrs. lab.)

**AGRICULTURE (AG)**

**AG 20 Plant Science (3)**

The study of plant morphology, anatomy, physiology, classification, growth, growth regulators, and propagation. (2 hrs. lect.; 2 hrs. lect./lab.)

**AG 22 \*Soils Technology (3)**

Identification, preparation and fertilization of soils, amendments and potting media, methods of sterilization, mulching and composting, and soil testing. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.) (infrequently offered)

**AG 30 Agricultural Business Management (3)**

Introduces agricultural management practices, including decision making, planning, record keeping, economics, and use of computers in budgeting. Marketing of agricultural commodities included. (3 hrs. lect.)

**AG 32B Plant Disease and Pest Control (1)**

This course involves the recognition and control of plant diseases. Topics include: nutrition, bacteria, virus, and fungi. (2 hrs. lect./lab.)

**AG 32C Plant Disease and Pest Control (1)**

This course involves the recognition and control of weeds found in landscapes and nurseries in Hawai'i. (2 hrs. lect./lab.)

**AG 32D Plant Disease and Pest Control (1)**

This course involves the recognition and control of insects found in landscapes and nurseries in Hawai'i. (2 hrs. lect./lab.)

**AG 36 Pesticide Safety (1)**

Pesticide application, formulation, toxicity, transportation, storage, safety equipment, disposal, and rules and regulations governing pesticide use. (1 hr. lect.)

**AG 40 Turfgrass Equipment (1)**

Teaches the operation and maintenance of equipment used in turfgrass operations. (2 hrs. lect./lab.)

*Prerequisite: Completion of or concurrent registration in AG 82.*

**AG 44 Landscape Equipment (1)**

Teaches the operation and maintenance of equipment used in landscape operations. (2 hrs. lect./lab.)

*Prerequisite: Completion of or concurrent registration in AG 80.*

**AG 45 Irrigation Principles and Design (3)**

Fundamentals of irrigation principles, plant, soil, water relationships, soil moisture sensing devices, delivery systems, set up of drip, sprinkler, and surface irrigation systems. Use of chemigation. (2 hrs. lect; 2 hrs. lab.)

**AG 47 \*Orchid Culture (3)**

An extensive study of orchid identification, breeding, growth, and culture. (3 hrs. lect.- field trips) (infrequently offered)

**AG 49 \*Plant Propagation (3)**

Introduction to the principles and practices of propagation of fruit, vegetable and ornamental crops by seed, cuttings, grafting, budding, layering and division. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.) (infrequently offered)

**AG 57 \*Agricultural Business Management (3)**

Introduces agricultural management practices, including decision-making, planning, recordkeeping, cash flow, loans, and economics, use of computers in budgeting and marketing of agricultural commodities. (3 hrs. lect.) (infrequently offered)

**AG 80 Landscape Maintenance (3)**

Application of horticultural principles and practices to the maintenance of plants in the landscape. Emphasis on trees, shrubs, and annuals. (2 hrs. lect.; 2 hrs. lect/ lab.)  
*Prerequisite: AG 20 or equivalent.*

**AG 82 Turfgrass Management (3)**

Identification, planting, and maintenance of turfgrass for home, park, and golf areas. Discusses watering, fertilizing, insects, disease, and weed control in turfgrass. (2 hrs. lect.; 2 hrs. lect./lab.)

*Prerequisite: Completion of or concurrent registration in AG 20.*

**AG 92V \*Special Topics (1-4)**

This course covers current agricultural topics. The course is designed to have variable credits to coincide with the rigor of the topics. A student may enroll and receive credit for this course more than one time (for different topics). A specific course description will be printed in the schedule of classes. (1-4 hrs. lect.; 1-8 hrs. lect./lab.) (infrequently offered)

*Prerequisite: Determined by course.*

## PROFILE: THE 1999 EXCELLENCE IN TEACHING WINNER

### ASSOCIATE PROFESSOR PAUL NASH

Paul Nash's ceramics students win awards, start their own businesses, and go on to prestigious art schools. Others simply discover the joy of "playing in clay." Whatever the goal, Nash seems to have a talent for helping people of all ages tap into their creative potential. It was this ability to inspire that led to his winning the Windward Community College 1999 Excellence in Teaching award.

Nash's students nominated him for building the reputation of WCC's ceramics program and for his extensive community service. The college's semiannual ceramic sales always attract large crowds and give students a chance to combine their art with entrepreneurship. He also expanded the college's evening non-credit pottery classes and served as vice-president for the Hawai'i Craftsman Association. But it is in the ceramic studio that Nash is in his element. Usually spotted with clay, he walks the length of the room, cajoling students in the relaxed atmosphere he encourages.

While the classes may seem laid-back, Nash and his students put in long hours preparing clay pieces for firing (baking at high temperatures.) The work requires patience and physical stamina to handle the intense heat. "The ceramics studio is very demanding," Nash says. "It's not just a classroom. We're really running a vocational environment where students learn the importance of craftsmanship, quality, and design, rather than quantity and production."



Paul Nash in the Ceramics Lab

Nash says WCC's art program is "of the highest quality anywhere," and adds, "if students want to go on in art, they can get an excellent foundation with us." Nash, who is dyslexic, had difficulty academically as a child, but music and art provided him with a creative outlet. He is a recognized ceramist in his own right, and an accomplished musician and songwriter. A Kāne'ohe resident, Nash has been teaching professionally for 26 years—17 of them at WCC. What does he advise students who want to make art their life's work? "It's all about attitude," Nash replies. "I tell them they have to go with what feels good. If you work hard, you can make it."

**AG 93V Cooperative Education (1-4)**

This course provides college credit for compensated work experience to reinforce knowledge and skills learned in coursework for the Agricultural Technology Program. Related instruction may be provided as appropriate. Seventy-five hours of work per semester is required for each credit earned. Repeatable up to 4 credits, 1 credit applicable toward Certificate of Completion.

*Prerequisite: Open to agriculture majors only. Instructor's permission is required.*

**AG 100 Agriculture Orientation: Careers (1)**

Familiarizes students with different agricultural operations in Hawai'i through lectures, guest speakers and fieldtrips. (1 hr. lect.)

**AG 120 Plant Science (3)**

The study of plant science, morphology, anatomy, physiology classification, growth, growth regulators, and propagation. Students are required to write a 10 to 15 page research report. (2 hrs. lect.; 2 hrs. lect./lab.)

**AG 180 Landscape Maintenance (3)**

Application of horticulture practices to the maintenance of plants in the landscape. Emphasis on trees, shrubs, and annuals. Students are required to write a 10 to 15 page research report. (2 hrs. lect.; 2 hrs. lect./lab.)

*Prerequisite: AG 20/120 or consent of instructor.*

**AG 182 Turfgrass Management (3)**

Identification, planting, and maintenance of turf grass for home, park, and golf course areas. Discusses irrigation, fertilization, cultivars, and pest control. Students are required to write a 10 to 15 page research report. (2 hrs. lect.; 2 hrs. lect./lab.)

*Prerequisite: AG 20/120 or consent of instructor.*

**ANTHROPOLOGY (ANTH)****ANTH 150 Human Adaptation (3)**

Human variation, physical and cultural, examined for its adaptiveness. Alternative explanations of human behavior, with implications for the future. (3 hrs. lect.)

WCC & UHM:SS                      UHH:I.C                      UHWO:SS

**ANTH 200 Cultural Anthropology (3)**

Nature of culture, introduction to basic concepts for analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual. (3 hrs. lect.)

WCC & UHM:SS                      UHH:I.C                      UHWO:SS

**ART (ART)**

Note to Students: Some art courses are offered sequentially. However, not all courses are offered each semester.

**ART 101 Introduction to the Visual Arts (3)**

Focuses on the question of "What is the nature of visual art?" and the forms and conditions under which art is expressed. Projects will be required. Independent fieldtrips to art galleries may be required. (3 hrs. lect.)

WCC & UHM:AH1                      UHH:II.A.1                      UHWO:HUM

**ART 102 \*Introduction to Printmaking Screen Printing (3)**

Studio experience mainly for non-majors. An introduction to printmaking providing experience in the development of skills used in designing for screen printing on paper. Includes skill in photo-screening. (2 hrs. lect.; 3 hrs. lab.) (infrequently offered)

**ART 105B Ceramics Studio Handbuilding I (3)**

Studio experience mainly for non-majors. An introduction to clay as an art medium. Emphasis on basic handbuilding techniques, three-dimensional concepts in clay, glazing, decorating and firing kilns. (2 hrs. lect.; 4 hrs. studio.)

WCC & UHM:AH1

NOTE: ART 105B and ART 105C must both be taken to receive equivalency at UHM for ART 105.

**ART 105C Ceramics Studio Wheelthrowing I (3)**

Studio experience mainly for non-majors. Introduction to the potter's wheel. Emphasis on techniques of forming basic wheel-thrown shapes on the electric or kick wheel. Emphasis also on decorating, glazing, and firing of ceramic pieces. (2 hrs. lect.; 4 hrs. studio.)

WCC & UHM:AH1

NOTE: ART 105B and ART 105C must both be taken to receive equivalency at UHM for ART 105.

**ART 107 Elementary Studio: Photography (3)**

Studio experience mainly for non-majors. An introduction to black and white photography emphasizing a variety of picture-making techniques. Assignments and field trips. (2 hrs. lect.; 4 hrs. studio.)

Student must have camera with adjustable shutter speeds and aperture settings.

WCC & UHM:AH1

**ART 108 \*Elementary Studio: Drawing and Painting (3)**

Studio experience mainly for non-majors. Lectures and studio projects. Emphasis on the fundamentals of drawing and painting. (2 hrs. lect.; 4 hrs. studio.) (infrequently offered)

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**ART 111 Introduction to Watercolor Painting (3)**

An introduction to watercolor materials and techniques. (6 hrs. lect. /lab.)

*Recommended: ART 101 and ART 113.*

WCC & UHM:AH1 UHWO:HUM

**ART 113 Foundation Studio: Drawing (3)**

Introduces various drawing techniques and materials focusing on line drawing, shaded drawing, and the use of perspective. The student's understanding of art is expanded through the study of the works of old and modern masters. The instructor works individually with each student during studio time. (2 hrs. lect.; 4 hrs. studio.)

*Recommended: ART 101.*

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**ART 114 Foundation Studio: Color (3)**

Introduces how to use colors creatively in order to achieve a particular effect or mood. The properties of colors are studied and the three basic approaches to painting are explained: opaque application, transparent layer on layer (printing, glazing, watercolor), and optical mixtures (pointillism). The proper use of pigments, binders, and diluents is also discussed. (Offered once every 3 semesters) (2 hrs. lect.; 4 hrs. studio.)

*Recommended: ART 101.*

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**ART 115 Foundation Studio: Design (3)**

Introductory course in two-dimensional design, its relationship to the objects we create, and their effect on our environment. The basic design principles of proportion, harmony, and balance are presented and the student develops creative solutions to design problems. (Offered once every 3 semesters) (2 hrs. lect.; 4 hrs. studio.)

*Recommended: ART 101.*

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**ART 116 Introduction to Three-Dimensional Composition (3)**

Focuses on building three-dimensional structures and basic sculptural forms using various approaches and materials, as well as the designing of creative environments. The student's awareness of the natural order and the aesthetic aspect of design is broadened and the student learns the use of texture, volume, color, temperature, proportion, space, time and movement in a three-dimensional form. (Offered once every 3 semesters) (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite: Credit or concurrent registration in ART 101 or consent of instructor.*

WCC & UHM:AH1 UHWO:HUM

**ART 123 Introduction to Painting (3)**

This course is an introduction to oil painting and covers the technical information needed for successful painting. The craft of painting and the traditions that have evolved since the Renaissance are emphasized. (2 hrs. lect.; 4 hrs. studio.)

*Recommended: ART 101 or concurrent.*

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**ART 207 Introduction to the Techniques and Esthetics of Photography (3)**

Basic techniques and esthetics of black and white photography; the camera as a tool for communication and self expression. Student must have a camera with adjustable shutter speeds and aperture settings. Repeatable up to 6 credits, 6 credits applicable toward A.A. degree. (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite: ART 101, 107, or consent of instructor.*

**ART 208 \*Intermediate Photo: Color Studio (3)**

Color in photography emphasizing communication and self-expression. Lectures, demonstrations and projects. Students must supply camera and materials. (2 hrs. lect.; 4 hrs. studio.) (infrequently offered)

*Prerequisite: ART 101, 107, or consent of instructor.*

**ART 213 Intermediate Drawing (3)**

Development of the ideas introduced in ART 113; drawing concepts unique to this century, and an introduction to figure drawing. (Not offered every semester) (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite: ART 101, 113, or consent of instructor.*

**ART 223 Intermediate Painting (3)**

Survey of late 19th and early 20th century studio practice. Completion of paintings which concentrate on historical styles as well as on a more personal direction. (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite: ART 123.*



**ART 243 Ceramics Studio Handbuilding II (3)**

Development of handbuilding techniques, sculptural and vessel concepts, and surface treatment and glazing.

Repeatable up to 6 credits, 6 credits applicable toward A.A. degree. (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite:* ART 105B or consent of instructor.

*Recommended:* ART 101, 116.

**ART 244 Ceramics Studio Wheelthrowing II (3)**

Development of wheelthrowing techniques, vessel and structural concepts, and surface treatment and glazing.

Repeatable up to 6 credits, 6 credits applicable toward A.A. degree. (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite:* ART 105C, or consent of instructor.

*Recommended:* ART 101, 105, 116.

**ASTRONOMY (ASTRO)****ASTRO 110 Introduction to Astronomy (3)**

Introduction to the astronomical universe for non-science students. (3 hrs. lect.)

WCC & UHM:NS2

UHH:Il.C.Phys

UHWO:NS

**ASTRO 110L Introduction to Astronomy Laboratory (1)**

Demonstration of astronomical principles through laboratory observations and analysis of astronomical data. Not required for ASTRO 110. (3 hrs. lab.)

*Prerequisite:* Credit or concurrent enrollment in ASTRO 110 or consent of instructor.

WCC & UHM:NS2

UHH:Il.C.Phys

UHWO:NS

Krissie Kellogg helps to advance students' knowledge of space through her work in the Aerospace Laboratory. *Photo by Eric Branden*

**ART 270 \*Aspects of European and American Art (3)**

Major developments in the arts of Europe and America (3 hrs. lect.) (infrequently offered)

*Prerequisite:* ART 101 or consent of instructor.

WCC:AH1

**ART 280 \*Aspects of Asian Art (3)**

Major developments in the Arts of Asia. (3 hrs. lect.) (infrequently offered)

*Prerequisite:* ART 101 or consent of instructor.

WCC:AH1

UHWO:HUM

**ASTRO 281 Space Explorations (3)**

Current topics in planetary exploration, extraterrestrial life, and space resources and colonization. (3 hrs. lect.)

*Prerequisite:* ASTRO 110 or consent of instructor.

WCC & UHM:NS2

UHH:Il.C.Phys

UHWO:NS

**ASTRO 294V Special Topics in Astronomy (1-4)**

This course covers current topics in astronomy. The course is designed to have variable credit to coincide with the rigor of the topic. A student may enroll and receive credit for this course more than one time (for different topics). A course description will be presented in the schedule of classes. (1-4 lect. hrs.)

*Prerequisite:* ASTRO 110 or consent of instructor.

WCC:NS2

## BIOLOGY (BIOL)

### BIOL 100 Human Biology (3)

Introduction to structure and functions of cells, tissues, organs, and systems of the human body. Topics related to physical fitness, nutrition, health, and disease. *Not intended for science majors.* Students who have received credit for or are currently enrolled in ZOOL 101 may not receive credit for BIOL 100. (3 hrs. lect.)

*Prerequisite: Grade of C or higher in ENG 21, or placement in ENG 100, or consent of instructor.*

WCC & UHM:NS1 UHWO:NS

### BIOL 101 Biology and Society (4)

Historical development of scientific concepts, characteristics, and interaction of science and society from the perspective of biological sciences. (3 hrs. lect.; 3 hrs. lab.)

*Prerequisite: MATH 25 or equivalent preparation.*

*Eligibility for placement in ENG 100, or consent of instructor.*

WCC & UHM:NS1 UHH:NS1 UHWO:NS

### BIOL 171 General Biology I (3)

Introductory biology for all life science majors. Cell structure and chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. (3 hrs. lect.)

*Prerequisite: CHEM 161 (or concurrent).*

*Co-requisite: CHEM 171L.*

*Recommended: High school biology and college level reading and writing skills.*

WCC & UHM:NS1 UHH:II.C.Biol UHWO:NS

### BIOL 171L General Biology Lab I (1)

Laboratory to accompany BIOL 171. (3 hrs. lab.)

*Prerequisite: CHEM 161L (or concurrent).*

*Co-requisite: BIOL 171.*

*Recommended: High school biology and college level reading and writing skills.*

WCC & UHM:NS1 UHH:II.C.Biol UHWO:NS

### BIOL 172 General Biology II (3)

Continuation of BIOL171. Anatomy, physiology, and systematics of plants and animals, behavior, ecosystems, populations, and communities. (3 hrs. lect.)

*Prerequisite: BIOL171 and 171L.*

*Co-requisite: BIOL 172L.*

*Recommended: High school biology college level reading and writing skills.*

WCC & UHM:NS1 UHH:II.C.Biol UHWO:NS

### BIOL 172L General Biology Lab II (1)

Laboratory to accompany BIOL 172. (3 hrs. lab.)

*Co-requisite: BIOL 172.*

*Recommended: High school biology, college level reading and writing skills.*

WCC & UHM:NS1 UHH:II.C.Biol UHWO:NS

### BIOL 200 Coral Reefs (3)

Introduction to the biology, ecology and geology of stony corals and the reef structures they build. Topics include, but not limited to, the following: photobiology, biochemistry, physiology, reproduction, ecology, biogeography and evolution of stony corals; contributions made by other members of the coral reef community, such as algae, invertebrates, fish, sea turtles, sea birds, and marine mammals; reef formation and geomorphology; corals as resources for human utilization and the impacts of human activities upon reefs throughout the world. Emphasis will be on Hawai'i's coral reefs, but comparisons will be made among reefs from other areas. (3 hrs. lect.)

WCC & UHM:NS1 UHWO:NS

### BIOL 200L Coral Reef Laboratory and Field Studies (2)

Laboratory and field studies of the biology, ecology, and geology of stony corals and the reef structures they build; companion course to BIOL 200. (6 hrs. lab.)

*Prerequisite: BIOL 200 (or concurrent) and MATH 27 (or equivalent preparation) or consent of instructor.*

WCC & UHM:NS1 UHWO:NS

## BOTANY (BOT)

### BOT 101 General Botany (4)

Introduction to plant structure, function, reproduction, and evolution; plants in relation to the environment and human activities. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

*Recommended Preparation: High school biology.*

WCC & UHM:NS1 UHH:II.C.Biol UHWO:NS

### BOT 105 Ethnobotany (3)

Study of Polynesian introduced plants and some native plants, and their role in Hawaiian culture, particularly during Pre-Cook period. Lecture/field trip course. Meets Social Science area requirement. (3 hrs. lect.)

WCC & UHM:SS UHH:II.A.2 UHWO:SS

### BOT 130 Plants in the Hawaiian Environment (4)

Introduction to evolution of plant communities and species of Hawaiian ecosystems; ecological interactions; observations, identification and systematics of native and introduced flora. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

WCC & UHM:NS1 UHWO:NS

### BOT 160 Identification of Tropical Plants (3)

Non-technical course in identification of common plants of tropics; includes native and introduced flora. (3 hrs. lect.)

WCC:NS1 UHWO:NS

**BOT 181 \*Plant Sea Life (4)**

Survey of marine plants. Major macroalgal groups, phytoplankton, and marine flowering plants. General structure, life histories, ecology, distribution, interaction with certain animal groups, mariculture, industrial, and food uses. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.) (infrequently offered)

*Suggested Preparation: Ability to swim.*

WCC:NS1 UHWO:NS

**BUSINESS (BUS)****BUS 25 \*Starting a Business (3)**

This course prepares persons for successful operation of a business, to educate future entrepreneurs regarding accepted and proven business procedures, and to develop a support network among non-traditional business owners. Upon completion of the course, each participant will have completed a one-year business plan. (3 hrs. lect.) (infrequently offered)

*Prerequisite: Consent of instructor.*

**BUS 70B Customer Relations (1)**

This course teaches customer relations skills in data communications and face-to-face situations. Emphasis will be placed on etiquette in dealing with co-workers and the public. (Offered spring semester only.) (1 hr. lect.)

*Prerequisite: OAT 130 or consent of instructor.*

**BUS 110 Career Communications (3)**

Develops listening, speaking, and business writing skills. Emphasis on writing letters and memos. Also includes word processing and presentation software. (offered spring semester only.) (3 hrs. lect.)

*Prerequisite: OAT 130 or ICS 100 and placement into ENG 100.*

**CHEMISTRY (CHEM)**

Note to Students: Each chemistry course requires a separate registration for both the lecture and laboratory/field trip course(s).

**CHEM 100 Chemistry and Man (3)**

Elementary introduction to chemistry. Basic concepts and their relationship to the modern world. Not open to those with previous college chemistry. Not recommended for students who have completed a high school chemistry course in the past two years with a grade of C or better. (3 hrs. lect.)

WCC & UHM:NS2 UHH:Il.C.Chem UHWO:NS

**CHEM 100L Chemistry and Man Laboratory (1)**

Experiments in everyday chemistry. (3 hrs. lab.)

*Prerequisite: Credit or registration in CHEM 100.*

WCC & UHM:NS2 UHH:Il.C.Chem UHWO:NS

**CHEM 151 Elementary Survey of Chemistry (3)**

A non-rigorous but adequate background in fundamentals of chemistry. Suitable as preparation for technical training in the life sciences or for CHEM 161. Students will not receive credit for both CHEM 151 and 161. Not recommended for students who have taken a previous chemistry course. (3 hrs. lect.)

*Prerequisite: Credit in MATH 24, grade of C or higher in ENG 21, or placement in ENG 100, or consent of instructor.*

*Recommended: MATH 25 or equivalent.*

WCC & UHM:NS2 UHH:Il.C.Chem UHWO:NS

**CHEM 151L Elementary Survey of Chemistry Laboratory (1)**

Experiments introducing laboratory techniques and illustrating chemical principles; supplemented by films, demonstrations, and problem sessions. (3 hrs. lab.)

*Prerequisite: Credit or registration in CHEM 151.*

WCC & UHM:NS2 UHH:Il.C.Chem UHWO:NS

**CHEM 152 Survey of Organic and BioOrganic Chemistry (3)**

Structure, nomenclature, properties and reactions of organic compounds will be studied with emphasis on those compounds of practical importance in life science and related fields. (3 hrs. lect.)

*Prerequisite: CHEM 151 or equivalent.*

WCC & UHM:NS2 UHH:Il.C.Chem UHWO:NS

**CHEM 152L Survey of Organic and BioOrganic Chemistry Laboratory (1)**

Techniques of preparation, purification, and identification of organic compounds. (3 hrs. lab.)

*Prerequisite: CHEM 151L and completion or concurrent registration in CHEM 152.*

WCC & UHM:NS2 UHWO:NS

**CHEM 161 General Chemistry I (3)**

Basic principles of chemistry. Introduction to concepts including chemical calculations, electronic structure, chemical bonding, solutions. (Offered fall semester only.) (3 hrs. lect.)

*Prerequisite: Two years of high school algebra, plane geometry, high school chemistry (as evidenced by high school transcripts or passing the Chemistry Placement Test), or CHEM 151.*

Note: The Chemistry Placement Test will be administered by The Learning Center. Beginning May 15, 2000, TLC hours will be Monday-Friday, 8-4.

*Recommended concurrent registration in CHEM 161L.*

WCC & UHM:NS2 UHH:Il.C.Chem UHWO:NS

**CHEM 161L General Chemistry Laboratory I (1)**

Laboratory experiments illustrating fundamental principles of chemistry. (3 hrs. lab.)

*Prerequisite:* Credit or registration in CHEM 161.

WCC&UHM:NS2 UHH:II.C.Chem UHWO:NS

**CHEM 162 General Chemistry II (3)**

Basic principles of chemistry. Introduction to concepts including thermochemistry, kinetics, equilibrium.

(Offered spring semester only.) (3 hrs. lect.)

*Prerequisite:* Credit in CHEM 161.

*Recommended concurrent registration in CHEM 162L.*

WCC & UHM:NS2 UHWO:NS

**CHEM 162L General Chemistry Laboratory II (1)**

Laboratory experiments illustrating fundamental principles of chemistry. (Offered spring semester only.) (3 hrs. lab.)

*Prerequisite:* Credit or registration in CHEM 162.

WCC & UHM:NS2 UHWO:NS

**COMMUNICATION (COMUN)****COMUN 145 Interpersonal Communication (3)**

Introduction to theory and practice of interpersonal communication. Emphasis on practical application of theory to improve communication skills, improve interpersonal relationships, and reduce communication breakdowns. (3 hrs. lect.)

*Prerequisite:* Placement in ENG 21 or higher.

WCC:OC UHH:IA.2 UHWO:HUM

**DRAMA (DRAMA)****DRAMA 101 Introduction to Drama and Theatre (3)**

Study of changing forms in theatre and dramatic literature via representative plays; introduction to theatrical production. Attendance at 3 plays is required. (3 hrs. lect.)

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**DRAMA 221 Acting I (3)**

Performance course concentrating on voice, relaxation, body awareness, and freedom from self-consciousness through theatre games, improvisation, and exercises. Emphasis on ensemble work. Attendance at 4 plays is required. (3 hrs. lect.)

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**DRAMA 222 Acting II (3)**

Performance course concentrating on exploration of character creation; continued work on voice, relaxation, and self-realization. Attendance at 4 plays is required. (3 hrs. lect.)

*Suggested preparation:* DRAMA 221 or consent of instructor.

WCC & UHM:AH1 UHWO:HUM

**DRAMA 260 Dramatic Production (3)**

Introduction to the process of converting a play into performance. Students are required to participate in at least one aspect of an actual production. (3 hrs. lect.)

UHWO:HUM

**ECONOMICS (ECON)****ECON 101 Consumer Economics (3)**

A review of basic economic concepts including consumer behavior, and the interrelationship between consumers, businesses and government. An application of economic principles to consumer issues and personal finance. (3 hrs. lect.)

WCC:SS UHWO:SS

**ECON 120 Introduction to Economics (3)**

Nature of economic problems and economics; price system, supply and demand, competition, market failure, role of government, national income, monetary system, unemployment, and inflation. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Econ UHWO:SS

**ECON 130 Principles of Economics (Microeconomics) (3)**

Study of how individuals make decisions which affect their income and wealth; how firms make decisions which affect profits and production. Relationship to demand, supply and prices of goods, and natural resources. (3 hrs. lect.)

*Recommended that students also take ECON 131 but not necessarily the same semester.*

WCC & UHM:SS UHH:II.B.Econ UHWO:SS

**ECON 131 Principles of Economics (Macroeconomics) (3)**

Study of the economic forces which determine a country's income, employment, and prices. Roles of consumers, businesses, banks, and governments are explored. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Econ UHWO:SS

*Note to students: At the University of Hawai'i, Mānoa campus, generally no more than 6 credits for ECON 120, 130, and 131 will be accepted. Students planning to attend the College of Business Administration at UHM should not enroll in ECON 120.*

**ENGLISH (ENG)****ENG 21 Intermediate Reading (3)**

Course designed to help the student improve his/her ability to read. Emphasizes vocabulary development, improving reading comprehension, and a more positive attitude toward reading. (3 hrs. lect.)

*Prerequisite:* Completion of LSK 35, or placement into ENG 21, or consent of instructor.

**ENG 22 Introduction to Expository Writing (3)**

A refresher course focusing on grammatical form and writing well-formed sentences and paragraphs. Use of reference materials and dictionaries is stressed. (3 hrs. lect.)

*Prerequisite: Completion of ENG 21 or placement into ENG 22, or consent of instructor.*

**ENG 100 Expository Writing (3)**

A composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence, and other basic writing skills necessary for college writing. For all sections of ENG 100 designated as Computer Assisted Instruction (CAI), two (2) hours of computer lab per week are required in addition to class time. (3 hrs. lect.)

*Prerequisite: "C" or higher in ENG 22 or placement into ENG 100 or approval of designated Language Arts representative.*

WCC & UHM:WR

UHH:I.A.1

UHWO:HUM

**ENG 102 College Reading Skills (3)**

Emphasizes speed, vocabulary, comprehension, and critical thinking. Develops skimming, scanning and study reading techniques. Course requires lab work in addition to class time. (3 hrs. lect.)

*Prerequisite: Placement into ENG 100, or completion of ENG 22, or consent of instructor.*

UHWO:HUM

**ENG 180 Continuing Writer's Workshop (3)**

An advanced writing course to develop the skills acquired in ENG 100 or its equivalent. It stresses regular writing for an audience, reader response, and final editing. May emphasize certain types of writing in certain semesters. (3 hrs. lect.)

*Prerequisite: ENG 100 or equivalent, or consent of instructor.*

UHWO:HUM

**ENG 209 Business Writing (3)**

A study of business and managerial writing; practice in writing letters, memos, and reports, including a report requiring research and documentation. Upon successful completion of this course, the student should be able to:

- Understand the nature and functions of business and managerial writing.
- Apply the principles of effective business writing in composing business messages.
- Adapt a business message to its context, audience, and purpose.

- Prepare business reports, including a research report involving gathering and analyzing information, drawing conclusions, making recommendations, and documenting sources.
- Proofread and edit business writing for grammatical, spelling, punctuation and mechanical errors.
- Prepare and make effective use of presentation software.
- Compose an effective resume and employment letters. (3 hrs. lect.)

*Prerequisite: "C" or better in ENG 100; OAT 130 or ICS 100.*

**ENG 210 The Research Paper (3)**

Practice in skills needed in writing research papers: methods of gathering and evaluating primary and secondary evidence and of presenting arguments. (Offered occasionally.) (3 hrs. lect.)

*Prerequisite: ENG 100 or equivalent.*

UHH:I.A.2

UHWO:HUM

**ENG 211 Autobiographical Writing (3)**

Practice in clear, effective writing based on the writer's own experience and ideas. (Offered occasionally.) (3 hrs. lect.)

*Prerequisite: ENG 100.*

**ENG 250 Major Works of American Literature (3)**

An introductory literature course including drama, poetry, essays, short-stories, and novels of major American writers. Emphasis is on discussion of and writing about characteristics and themes of the works. (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC & UHM:AH3

UHH:II.A.3

UHWO:HUM

**ENG 251 Major Works of British Literature (Middle Ages to 1800) (3)**

An introductory literature course including major British plays, prose, and poetry from the Anglo-Saxon period to the seventeenth century. Emphasis is on discussion of and writing about characteristics and themes of the works. (Offered alternate years preceding English 252.) (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC & UHM:AH3

UHH:II.A.3

UHWO:HUM

**ENG 252 Major Works of British Literature (1800 to Present) (3)**

An introductory literature course including major British plays, novels, and poetry from the nineteenth century to the present. Emphasis is on discussion of and writing about characteristics and themes of the works. (Offered alternate years following English 251.) (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC & UHM:AH3

UHH:II.A.3

UHWO:HUM

**ENG 253 World Literature I (3)**

An introductory literature course including major Asian and European prose and poetry from the earliest recorded literature through the Renaissance. Emphasis is on discussion of and writing about characteristics and themes of the works. (Offered alternate years preceding English 254.) (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC & UHM:AH3                      UHH:II.A.3                      UHWO:HUM

**ENG 254 World Literature II (3)**

An introductory literature course including major Asian and European plays, prose, and poetry from the seventeenth century to the present. Emphasis is on discussion of and writing about characteristics and themes of the works. (Offered alternate years following English 253.) (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC & UHM:AH3                      UHH:I.C                      UHWO:HUM

**ENG 255 Types of Literature I: Short Stories and Novels (3)**

An introductory literature course featuring techniques of reading and analyzing short stories and novels. Emphasis is on discussion of and writing about characteristics and themes of the works. (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC & UHM:AH3                      UHWO:HUM

**ENG 256 Types of Literature II: Poetry and Drama (3)**

An introductory literature course featuring techniques of reading and analyzing poetry and drama. Emphasis is on discussion of and writing about characteristics and themes of the works. (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC & UHM:AH3                      UHH:II.A.3                      UHWO:HUM

**ENG 257 Themes in Literature (3)**

Selected topics in literature drawn from a cross section of literary types and periods. (Offered occasionally) (3 hrs. lect.)

*Prerequisite: ENG 100 or consent of instructor.*

WCC:AH3                      UHH:II.A.3                      UHWO:HUM

**FOOD SCIENCE & HUMAN NUTRITION (FSHN)****FSHN 185 Human Nutrition (3)**

An introductory level biological science course which integrates basic concepts of science with the study of human nutrition. Designed for students who want an introduction to nutrition, as well as those who later choose to major in it. Meets natural science core requirement. (Offered Spring semester only.) (3 hrs. lect.)

*Prerequisite: Placement into ENG 100 and MATH 25 or consent of instructor.*

WCC & UHM:NS1                      UHH:II.C.Biol                      UHWO:NS

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)****GIS 150 Introduction to GIS/GPS (3)**

An introductory course in the applications of geographic information systems (GIS) with a special emphasis on using ArcView GIS. Includes database construction and techniques for spatial data manipulation, analysis and display. Students will also gain basic experience with the use of Global Positioning System (GPS). Applications will be cross-disciplinary in nature, including such fields as the environmental sciences, business marketing, geopolitical demography, health/epidemic monitoring and real estate management. (3 hrs. lect.)

*Note: Familiarity with basic computer operations and databases highly recommended.*

WCC:NS3

**GEOGRAPHY (GEOG)****GEOG 101 The Natural Environment (3)**

Survey of the natural environment; distribution and interrelationships of climates, vegetation, soil, and land forms. (3 hrs. lect.)

WCC & UHM:NS3                      UHH:II.B.Geog                      UHWO:SS

**GEOG 122 Geography of Hawai'i (3)**

This course is designed to acquaint the student with basic geographic principles and aid in understanding and appreciating the Hawaiian environment. Fundamental concepts of physical and cultural geography are presented with emphasis on Hawai'i volcanic land forms, coastal features, climate, and vegetation. Geographic aspects of population, settlement, agriculture economics, and land use are also investigated. (3 hrs. lect.)

WCC:SS

## GEOLOGY AND GEOPHYSICS (GG)

### GG 101 Introduction to Geology (4)

Man's natural physical environment; the landscape, rocks and minerals, rivers and oceans, volcanism, earthquakes, and other processes inside the earth; effects of man's use of the earth and its resources. Laboratory study of minerals, rocks, and topographic and geologic maps. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

WCC & UHM:NS2                      UHH:II.C.Geol                      UHWO:NS

### GG 102 \*Historical Geology (4)

Measurement of geologic time; origin and history of continents and oceans; earth's interior and continental drift; origin of life and its evolution in response to past climates, environments, and other life; geologic history of vertebrate animals including man, study of geologic maps; fossils; water, fuel, and ore deposits. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.) (infrequently offered)

WCC & UHM:NS2                      UHWO:NS



Dr. Floyd McCoy gives a geology lesson on the Island of Lana'i.

Photo by Ka 'Ohana staff

### GG 103 Geology of the Hawaiian Islands (3)

Hawaiian geology and geologic processes: origin of Hawaiian Islands, volcanism, rocks and minerals, land forms, stream and coastal processes, landslides, earthquakes and tsunamis, ground water, geologic and environmental hazards. Field trips arranged. (3 hrs. lect.)

WCC & UHM:NS2                      UHH:II.C.Geol                      UHWO:NS

### GG 166 Planetary Geology (3)

Study of the geology and geophysics of earth-like planets and satellites in the solar system, with emphasis on understanding terrestrial geology in a broader, astronomical context. Topics covered: major processes determining structure and surface features of planets and techniques for remote sensing. (3 hrs. lect.)

*Prerequisite: ASTRO 110 and GG 101 or consent of instructor.*

WCC & UHM:NS2                      UHWO:NS

*Note to Students: Any one of the following courses meets the laboratory/field trip requirement for GG 103. Each lecture and laboratory/field trip course requires a separate registration. In addition to tuition, field costs approximate \$250.*

### GG 210 O'ahu Field Geology (1)

10 half-day Saturday field trip and laboratory sessions relating to the Geology of O'ahu.

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor.*

WCC & UHM:NS2                      UHWO:NS

### GG 211 Big Island Field Geology (1)

A four-day field trip on the island of Hawai'i. A survey of Hawaiian volcanic processes is illustrated by studying Kilauea, Mauna Kea, Mauna Loa, Hualalai, and Kohala volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered fall semester only.)

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor.*

WCC & UHM:NS2                      UHWO:NS

### GG 212 Maui Field Geology (1)

A four-day field trip on the island of Maui. A survey of Hawaiian volcanology and geomorphology illustrated by field studies of Haleakala and West Maui volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor. Must have medical clearance.*

WCC & UHM:NS2                      UHWO:NS

**GG 213 Moloka'i, Lana'i, and Kaho'olawe Field Geology (1)**

A four-day field trip on the islands of Moloka'i and Lana'i Field studies of East Moloka'i, West Moloka'i, Makanalua (Kalaupapa) and Lana'i volcanoes, and directed reading on Kaho'olawe volcano. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor. Must have medical clearance.*

WCC & UHM:NS2 UHWO:NS

**GG 214 Kaua'i and Ni'ihau Field Geology (1)**

A four-day field trip on the island of Kaua'i to study the volcanological evolution and continuing geological history of Kaua'i and Ni'ihau volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor.*

WCC & UHM:NS2 UHWO:NS

**HAWAIIAN (HAW)****HAW 101 Elementary Hawaiian I (4)**

An elementary course in the Hawaiian language which focuses on rules of grammar, pattern drills, the building of an adequate vocabulary to facilitate conversation, and reading of selected materials at an elementary level. (5 hrs. lect./lab.)

UHM:FL UHH:II.A.3 UHWO:HUM

**HAW 102 Elementary Hawaiian II (4)**

Continuation of HAW 101. (5 hrs. lect./lab.)

*Prerequisite: HAW101 or consent of instructor.*

UHM:FL UHH:II.A.3 UHWO:HUM

**HAW 201 Intermediate Hawaiian I (4)**

Continuation of HAW 102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing, conversation, and translation. (5 hrs. lect./lab.)

*Prerequisite: HAW 102 or consent of instructor.*

UHM:FL UHH:II.A.3 UHWO:HUM

**HAW 202 Intermediate Hawaiian II (4)**

Continuation of HAW 201. Further refinement of basic language skills including vocabulary development beyond the 201 level. Increased control over structures and idioms. Includes readings about history, culture, and diverse forms of literature. (5 hrs. lect./lab.)

*Prerequisite: HAW 201 or consent of instructor.*

UHM:FL UHH:II.A.3 UHWO:HUM

**HAWAIIAN STUDIES (HAWNA/HAWST)****HAWST 107 Hawai'i: Center of the Pacific (3)**

An introduction to Hawai'i and Hawaiian culture in the context of the larger Pacific, including Hawaiian origins, settlement, language, land, history, society, religion and the arts. (3 hrs. lect.)

WCC:AH2

**HAWST 270 Hawaiian Mythology (3)**

A survey of gods, 'aumakua, kupua, mythical heroes, heroines and their kinolau as the basis of traditional Hawaiian metaphor. (3 hrs. lect.)

*Prerequisite: HAWST 107 or HAW 102.*

**HAWNA 233 Hawaiian Culture II (3)**

This course is designed to introduce the culture of Hawai'i by emphasizing the political, social, economic, and religious aspects of the arts and culture of Hawai'i between the 1800's and today. (Not offered every semester) (3 hrs. lect.)

WCC:AH2 UHH:II.A.2 UHWO:SS

**HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)****HPER 123C \*Folk and National Dances of the Pacific (3)**

Dances and songs from Hawai'i, New Zealand, Tonga, Samoa, Tahiti, and Fiji focusing on the use of various instruments, dance techniques, and musical language. The course will stress cultural awareness through field trips, resource persons and class activities. (3 hrs. lect., 1 hr. rehearsal) (infrequently offered)

**HPER 124 Dances of Hawai'i I (1)**

Beginning course in hula covering fundamental steps and movements of the dance without instruments. (2 hrs. lab.)

**HPER 125 Dances of Hawai'i II (1)**

Second-level course in hula focusing on more complex steps and dances. Dances using instruments will be stressed. (2 hrs. lab.)

*Prerequisite: HPER 124 or consent of instructor.*

**HISTORY (HIST)****HIST 151 World Civilization I (3)**

A survey course focusing on significant historical events and patterns of development in world civilizations from the pre-historic period to the 1500's. (3 hrs. lect.)

WCC & UHM:WC UHH:I.C UHWO:HUM



**HIST 152 World Civilization II (3)**

A survey course focusing on the historical development of selected areas of the world from the 16th century to the present. Emphasis placed on analysis of the impact of industrialization, East-West interaction, and the rise of nationalism. (3 hrs. lect.)

WCC & UHM:WC UHH:I.C UHWO:HUM

**HIST 224 History of Hawai'i (3)**

A general study of the social, political and economic development of Hawai'i from the ancient Hawaiians to the present. (Offered occasionally.) (3 hrs. lect.)

WCC & UHM:AH2 UHWO:HUM

**HIST 241 Civilizations of Asia I (3)**

A survey course covering the development of the major civilizations of East Asia, South and Southeast Asia, and historical personages and events from the earliest periods to the 1500's. (Offered every fall semester) (3 hrs. lect.)

WCC & UHM:AH2 UHH:II.B.Hist UHWO:HUM

**HIST 242 Civilizations of Asia II (3)**

A survey course focusing on the changes/development of the major civilizations of East Asia, South and Southeast Asia from the Sixteenth Century to the present. Particular emphasis placed on an analysis of representative Asian societies, the Asian response to the West, and Asian nationalism. (Offered every spring semester) (3 hrs. lect.)

WCC & UHM:AH2 UHH:II.B.Hist UHWO:HUM

**HIST 281 Introduction to American History I (3)**

An introduction to American history covering significant events in U.S. history from the colonial to Civil War period. (Offered every fall semester) (3 hrs. lect.)

WCC & UHM:AH2 UHH:II.B.Hist UHWO:HUM

**HIST 282 Introduction to American History II (3)**

Continuation of HIST 281 focusing on significant events in American history from Reconstruction (1865) to the present. (Offered every spring semester) (3 hrs. lect.)

WCC & UHM:AH2 UHH:II.B.Hist UHWO:HUM

**HUMANITIES (HUM)****HUM 100 Introduction to Humanities (3)**

HUM 100 is for students seeking a multicultural integration of the arts. It is a global, historical and comparative exploration of music, art, literature, drama, philosophy, religion, architecture and related artistic expressions. It is designed to deepen awareness of how human beings symbolize essential ideas. (3 hrs. lect.)

WCC & UHM:AH1 UHH:II.A.1 UHWO:HUM

**INDEPENDENT STUDIES****—, 99, 199, 299 Independent Studies (1-3)**

Independent study courses offer the student an opportunity to create and participate in academic learning experiences geared to individual needs, interests, aptitudes, and desired outcomes. 199, 299—any combination repeatable up to 12 credits, 12 credits applicable toward A.A. degree. No more than 12 credits in any combination of Independent Studies or Cooperative Education may apply to the degree requirements.

Exception: English 199, 299, any combination repeatable up to 6 credits, 6 credits applicable to the A.A. degree.

**INFORMATION AND COMPUTER SCIENCES (ICS)****ICS 50 Introduction to Microcomputer Skills (2)**

This is a first computer course for students with minimal computer skills. This "hands-on" course is an introduction to the use of the computer as a tool in the college setting. Students will work with word processing, spreadsheets, and database software. (1 hr. lect.; 1 hr. lab.)

*Prerequisite: Recommended typing skills (30 wpm). Typing tutorials available.*

**ICS 100 Computing Literacy and Applications (3)**

This course is a non-technical introduction to computers and their use in today's society. Students will be introduced to basic computer concepts, computer terminology, computer current events and the programming process. This course includes hands-on experience with word processing, spreadsheet, and database software. (3 hrs. lect.)

*Prerequisite: Placement into ENG 100 and MATH 24 and completion of OAT 20B or 21B; or equivalent.*

WCC:SS UHH:II.C.Other

**ICS 101 Tools For The Information Age (4)**

This course examines the utilization of major application packages as tools in business problem-solving. The following applications will be covered: a microcomputer operating system (DOS, Windows shell, OS/2), word processing, spreadsheets, graphics, and database management systems. Students will design and develop spreadsheets and templates for problem-solving. Formulas, functions, graphs and printer options will be emphasized. (3 hrs. lect.; 2 hrs. lect./lab.)

*Prerequisite: ENG 100; MATH 25 or 1 yr. high school algebra; keyboarding skills; or equivalent.*

**ICS 102 The Internet (3)**

This course introduces the Internet and its effects on society. Students will review its history, concepts, and terminology; and learn how to connect to and navigate the Internet. Emphasis will be on using the Internet to access and provide information on a world-wide network. A variety of Internet resources will be demonstrated and subsequently explored by students. (3 hrs. lect.)

*Prerequisite: ENG 22; MATH 24; ICS 100 or ICS 101 or basic knowledge of computers; or equivalent.*

**ICS 104 Introduction to Networking/ Computer Support (3)**

This course will provide the student with the basic concepts of data communications, networking and connectivity. It contains an overview of the types of local and wide area networks and is intended to introduce students to the vocabulary used in the field, expand students' technical expertise, and remove students' fear of networking. The course includes hands-on training in network computer support, including installation of network devices, software, cabling and connections. (3 hrs. lect.)

*Prerequisite: ICS 101 (may be concurrent) or consent of instructor.*

**ICS 105B Information Retrieval Course-Operating System Skills (1)**

This one-credit course is an introduction to operating skills literacy and is designed to help students master prerequisite skills for IRT intensive courses. The course will help students master the National Education Technology Standards (NETS) which are aligned with the University of Hawai'i General Education Requirements. NETS standards are (1) Basic operations and concepts, (2) Social, ethical, and human issues, (3) Technology productivity tools, (4) Technology communications tools, (5) Technology research tools, and (6) Technology problem-solving and decision-making tools. Students completing ICS 105B will be able to:

- Identify basic hardware components
- Boot the computer and use a GUI interface
- Use scroll bars
- Manipulate a window object
- Demonstrate basic file management skills
- Identify GUI objects
- Demonstrate familiarity with the Operating Systems' Accessories
- Install a simple program
- Perform simple computer maintenance
- Demonstrate understanding of principals of operating a computer. (1 hr. lect.)

*Prerequisite: Keyboarding/completion of OAT 20B or equivalent/instructor consent.*

**ICS 105C Information Retrieval Course - Word Processing Skills (1)**

This one-credit course is an introduction to word processing skills literacy and is designed to help students master prerequisite skills for IRT intensive courses. The course will help students master the National Education Technology Standards (NETS) which are aligned with the University of Hawai'i General Education Requirements. NETS standards are (1) Basic operations and concepts, (2) Social, ethical, and human issues, (3) Technology productivity tools, (4) Technology communications tools, (5) Technology research tools, and (6) Technology problem-solving and decisions-making tools. Students completing ICS 105C will be able to:

- Develop an understanding of the purpose of word processing
- Understand the common word processing features
- Use basic word processing vocabulary
- Use the computer keyboard and mouse in word processing
- Use touch keyboarding techniques and word processing software to create, modify, store, retrieve, and print documents
- Proofread and edit documents for accuracy and content, including grammar, spelling, and punctuation. (1 hr. lect.)

*Prerequisite: Keyboarding/completion of OAT 20B or equivalent/instructor consent.*

**ICS 105D Information Retrieval Course - On Line Communication Skills (1)**

The one-credit course is an introduction to on line communication skills literacy and is designed to help students master prerequisite skills for IRT intensive courses. The course will help students master the National Education Technology Standards (NETS) which are aligned with the University of Hawai'i General Education Requirements. NETS standards are (1) Basic operations and concepts, (2) Social, ethical, and human issues, (3) Technology productivity tools, (4) Technology communications tools, (5) Technology research tools, and (6) Technology problem-solving and decision-making tools. Students completing ICS 105D will be able to:

- Demonstrate basic use and knowledge of Electronic Mail terminology
- Use E-mail Etiquette, Ethics, and Safety
- Use expanded E-mail
- Work with Alternative Interfaces
- Know the Tips and Tools of an E-mail package
- Understand the requirements for E-mail home usage
- Use Bulletin Board Systems
- Use Chat Systems
- Use Audio and Video Conferencing. (1 hr. lect.)

*Prerequisite: Keyboarding/completion of OAT 20B or equivalent/instructor consent.*

### **ICS 105E Information Retrieval Course - Electronic Retrieval of Information (1)**

This one-credit course is an introduction to electronic retrieval of information literacy and is designed to help students master prerequisite skills for IRT intensive courses. The course will help students master the National Education Technology Standards (NETS) which are aligned with the University of Hawai'i General Education Requirements. NETS standards are (1) Basic operations and concepts, (2) Social, ethical, and human issues, (3) Technology productivity tools, (4) Technology communications tools, (5) Technology research tools, and (6) Technology problem-solving and decision-making tools. Students completing ICS 105E will be able to:

- Identify basic Internet key terms and concepts
- Utilize web browsers
- Identify URLs
- Navigate the Web
- Upload and Download
- Research on the Internet
- Evaluate web page and cite information obtained from the Web
- Multitask from a web page to another document or software package
- Create a simple web page
- Discuss the ethical, legal, and safety issues in web development. (1 hr. lect.)

*Prerequisite: Keyboarding/completion of OAT 20B or equivalent/instructor consent.*

### **ICS 107 The Internet with WEB Site Development (3)**

This course is a follow up course to ICS 102, The Internet. Students will review Internet concepts and terminology. Hands-on activities will include connecting to the Internet, creating sophisticated World Wide Web pages, and developing professional World Wide Web sites. A variety of Internet resources will be demonstrated and subsequently explored by students. Design, marketability, HTML language, and CGI skills will be emphasized. (3 hrs. lect.)

*Prerequisite: ICS 102 or consent of instructor.*

### **ICS 111 Introduction to Computer Science I (4)**

This is the introductory course for students entering computer science, engineering or other fields that require a background in computer programming. Algorithm development and structured programming techniques are emphasized. The programs are implemented in a structured language. The course meets the ACMCS-I (American Computing Machinery Computer Science) course requirements. The programming language used is Pascal. (3 hrs. lect.; 3 hrs. lab.)

*Prerequisite: MATH 27 or equivalent or consent of instructor.*

UHM:NS3

UHWO:NS

### **ICS 113 Database Fundamentals (3)**

This course examines file organization and the use of computer databases. It also examines the handling of information through its organization, management and control. A substantial part of the course develops an understanding of the data processing building blocks: files, records and fields. Techniques to report and maintain data are also covered. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite: ICS 100 or 101; placement into ENG 100 and MATH 24 and completion of OAT 20B or OAT 21B; or equivalent.*

### **ICS 120 Spreadsheet Fundamentals (3)**

Students who complete this course will be able to accomplish the following:

- Simulate "what if" scenarios
- Create spreadsheet templates
- Design worksheets to solve complex tasks
- Develop spreadsheet workbooks composed of several related worksheets
- Minimize redundant data by linking information among worksheets
- Utilize complex spreadsheet functions to solve problems
- Utilize spreadsheet tools to analyze data
- Create macros to complete repetitive tasks
- Integrate spreadsheet data with a word processor
- Publish spreadsheet data to the World Wide Web or a corporate Intranet. (3 hrs. lect.)

*Prerequisite: ICS 100 or 101 and OAT 20B; placement into ENG 100 and MATH 25.*

### **ICS 121V Microcomputer Topics (1-4)**

This course covers current microcomputer topics. The course is designed to have variable credits to coincide with the rigor of the topic. A student may enroll and receive credit for this course more than one time (for different topics). A course description will be on record to designate the various topics for a student's transcript. (1-4 lect. hrs.)

*Prerequisite: ICS 100 or ICS 101 or consent of instructor.*

*Prerequisite for specific courses will be announced. (See department chair or instructor.)*

### **ICS 125 Computer Maintenance and Repair (3)**

This course is an introduction to the hardware components of microcomputer systems. The specification, selection, installation, and configuration of hardware components including memory, floppy disk drives, hard disks, monitors, and printers are covered. Advantages and disadvantages of hardware components, and compatibility requirements are identified. Opportunities for "hands-on" activities will include the installation and configuration of hardware components. (3 hrs. lect.)

*Prerequisite: ENG 22 and placement into MATH 24.*

**ICS 140 Elementary Operating Systems (3)**

This course examines and compares several operating systems used on computers. Comparisons of graphics user interface and command user interface operating systems will be made. Students will work with the Windows and Unix systems. Other systems will be researched. (3 hrs. lect.)

*Prerequisite: Placement into ENG 100 and MATH 24 and completion of OAT 20B or equivalent.*

**ICS 163 Desktop Publishing (3)**

This course is an introductory course in desktop publishing. Basic typography and layout and design on the computer are presented. Students will develop skills to produce simple publications such as flyers, newsletters, and a chapter for a book. (3 hrs. lect.)

*Prerequisite: ICS 100 or ICS 101 or consent of instructor.*

**ICS 193V Cooperative Education/Internship/Practicum (1-3)**

Cooperative program between the student, an employer, and the College that integrates classroom learning with supervised practical experience. Reflects the student's major interest area and availability of job assignments. Offers the opportunity to develop workplace employability skills dependent on job assignments and course of study. (1-3 hrs. lect.)

*Prerequisite: Various as determined by the particular course of study and placement of the cooperative education/internship practicum in the sequence of courses.*

Voyaging students partake in a Kava ceremony.

*Photo by Brett Alexander-Estes*

**INTERDISCIPLINARY STUDIES (IS)****IS 103 Introduction to College (3)**

This course is designed to orient first-time students to a college setting. Students will learn (1) the tools, techniques, methods, procedures, processes, skills, resources, and attitudes for success; (2) the programs and services of a post-secondary institution of higher education; and (3) to design a personal, comprehensive, post-secondary academic plan. (3 hrs. lect.)

*Prerequisite: Placement in ENG 22 or consent of instructor.*

**IS 105B Career Exploration and Planning (2)**

An introductory course designed to prepare students to make more focused career/life decisions through self analysis and world of work examinations. (2 hrs. lect.)

*Prerequisite: Placement in ENG 22.*

**IS 105C Job Search Skills (1)**

This course is designed to prepare students for the job market through an overview of relevant job search skills, job search and interview techniques, resume preparation and the role of the employee in the workforce will be covered. (1 hr. lect.)

*Prerequisite: Placement in ENG 22.*

**IS 160A Polynesian Voyaging and Seamanship (3)**

This course focuses on the fundamentals of voyaging and seamanship by blending the traditions of Polynesian culture, history and skills with modern science and technology. An interdisciplinary approach is used in treating topics in Hawaiian studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. (3 hrs. lect.)

WCC:NS3 or AH2

**IS 160B Polynesian Voyaging and Seamanship (3)**

This course focuses on the fundamentals of voyaging and seamanship by blending the traditions of Polynesian culture, history and skills with modern science and technology. An interdisciplinary approach is used in treating topics in Hawaiian studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. 3 hrs. lect.)

*Prerequisite:*

1. Minimum water skills and survival requirements: Pass the following water survival tests, which will be administered during the lab co-requisite for this course.

-ability to swim a minimum of 500 yards in the open ocean using any strokes

-ability to tread water for 30 minutes in the open ocean

2. Health clearance: A written statement must be signed by a medical physician certifying that the student is physically capable of participating in the sailing activities scheduled for the lab co-requisite for this course.

*Co-requisite:* Concurrent enrollment in IS 160L: Polynesian Voyaging and Seamanship Lab.

WCC:NS3 or AH2

**IS 160L Polynesian Voyaging and Seamanship Lab (1)**

Laboratory/field trip course designed to acquire seamanship skills and apply knowledge of astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology through sailing and environmental exploring activities. (3 hrs. lab.)

*Prerequisite:*

1. Minimum water skills and survival requirements: Pass the following water survival tests, which will be administered by the second week of class:

-ability to swim a minimum of 500 yards in the open ocean using any strokes

-ability to tread water for 30 minutes in the open ocean

2. Health clearance: A written statement must be signed by a medical physician certifying that the student is physically capable of participating in the sailing activities scheduled for the lab. This signed statement must be turned in to the lab instructor by the second week of lab.

*Co-requisite:* Concurrent enrollment in IS 160B: Polynesian Voyaging and Seamanship.

WCC:NS3 or AH2

**IS 205 Advanced Career Seminar (3)**

This course is designed to serve the needs of the adult learner and worker with life and/or work experience. Topics such as career assessment and planning, career transition, work alternatives and personal marketing will be covered. The course will be taught using a combination of seminar style group meetings and independent studies. (3 hrs. lect.)

*Prerequisite:* Placement into ENG 100.

**IS 260A Polynesian Voyaging and Stewardship (3)**

This course focuses on the fundamentals of voyaging and the impact of human activity on the environment of Hawai'i, with emphasis on Kāne'ōhe Bay and the Windward coast. An interdisciplinary approach is used in blending the traditions of Polynesian culture, history and skills with modern science and technology. Topics covered include Hawaiian studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. (3 hrs. lect.)

*Prerequisite:* Credit in IS 160A or IS 160B (Polynesian Voyaging & Seamanship) or consent of instructor.

WCC:NS3 or AH2

**IS 260B Polynesian Voyaging and Stewardship (3)**

This course focuses on the fundamentals of voyaging and the impact of human activity on the environment of Hawai'i, with emphasis on Kāne'ōhe Bay and the Windward coast. An interdisciplinary approach is used in blending the traditions of Polynesian culture, history and skills with modern science and technology. Topics covered include Hawaiian studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. (3 hrs. lect.)

*Prerequisite:*

1. IS 160B (Polynesian Voyaging & Seamanship) or consent of instructor.

2. Minimum water skills and survival requirements:

*Students must demonstrate an:*

-ability to swim a minimum of 500 yards in the open ocean using any strokes

-ability to tread water for 30 minutes in the open ocean

(Note: Accredited water skill and survival tests passed within the past year are acceptable upon instructor approval.)

3. Health clearance: from a licensed physician must be provided. (Note: Health clearance submitted within the past year is acceptable upon instructor approval.)

*Co-requisite:* Concurrent enrollment in IS 260L: Polynesian Voyaging and Stewardship Lab.

WCC:NS3 or AH2

**IS 260L Polynesian Voyaging and Stewardship Lab (1)**

Laboratory/field trip course designed to apply knowledge of Polynesian skills and modern science to the impact on the environment due to human settlement, especially in Hawai'i. Laboratory activities will further develop student skills in sailing, sail planning and navigation. Students are expected to undertake mentorship roles in disseminating their newly acquired knowledge and skills to the community. (3 hrs. lab.)

*Prerequisite:*

1. *Credit in IS 160L (Polynesian Voyaging & Seamanship Lab) or consent of instructor.*

2. Minimum water skills and survival requirements:

*Students must demonstrate an:*

-ability to swim a minimum of 500 yards in the open ocean using any strokes

-ability to tread water for 30 minutes in the open ocean (Note. Accredited water skill and survival tests passed within the past year are acceptable upon instructor approval.)

3. Health clearance from a licensed physician must be provided.

(Note. Health clearance submitted within the past year is acceptable upon instructor approval.)

*Co-requisite. Concurrent enrollment in IS 260B: Polynesian Voyaging and Stewardship.*

WCC:NS3 or AH2

**IS 261 \*People, the Ocean, and the Environmental Crisis (3)**

People's impact on quality of coastal and ocean environments, especially Hawaiian; scientific, legal, and socio-economic aspects. Ocean pollution; ocean technology. (infrequently offered) (3 hrs. lect.)

*Recommended Preparation: Credit or concurrent registration in OCEAN 201, ZOOL 200, SCI 124, or consent of instructor.*

WCC:NS3

**JAPANESE (JPNSE)****JPNSE 101 Elementary Japanese I (4)**

Covers rules of grammar, vocabulary sufficient to maintain conversation and understanding at an elementary level. Provides for recognition and writing of kana. (5 hrs. lect./lab.)

UHM:FL

UHH:II.A.3

UHWO:HUM

**JPNSE 102 Elementary Japanese II (4)**

Continuation of JPNSE 101. (5 hrs. lect./lab.)

*Prerequisite: JPNSE 101 or consent of instructor.*

UHM:FL

UHH:II.A.3

UHWO:HUM

**JPNSE 201 Intermediate Japanese I (4)**

Continuation of JPNSE 102. Emphasis on increasing proficiency in reading, speaking and writing. (5 hrs. lect./lab.)

*Prerequisite: JPNSE 102 or consent of instructor.*

UHM:FL

UHH:II.A.3

UHWO:HUM

**JPNSE 202 Intermediate Japanese II (4)**

Continuation of JPNSE 201. (5 hrs. lect./lab.)

*Prerequisite: JPNSE 201 or consent of instructor.*

UHM:FL

UHH:II.A.3

UHWO:HUM

**JOURNALISM (JOURN)****JOURN 205 News Writing (3)**

An introductory course in news writing, news gathering and journalistic ethics. (3 hrs. lect.)

*Prerequisite: ENG 100.*

WCC:AH3

UHWO:HUM

**JOURN 205L News Writing (Grammar) Laboratory (1)**

A course to help students improve language skills such as word usage, grammar, punctuation, syntax and spelling. (1 hr. lect.)

*Prerequisite: ENG 100. Required for journalism majors. Also open to non-majors. To be taken concurrently with JOURN 205 or with consent of instructor.*

**JOURN 285V Newspaper Laboratory (1-3)**

Complete production of the student newspaper, including fact gathering, writing, layout, editing, and photography. Repeatable up to 6 credits, 6 credits applicable toward A.A. degree.

*Prerequisite: ENG 100. Completion of or concurrent enrollment in JOURN 205 or consent of instructor.*

UHWO:HUM

**LEARNING SKILLS (LSK)****LSK 35 Learning Skills for College Success (4)**

An integrated reading, writing, and study skills course designed to increase vocabulary, strengthen reading comprehension, and improve writing skills with an emphasis on sentence structure and patterns to ensure student success in college. (4 hrs. lect.)

*Prerequisite: Placement into LSK 35 or consent of instructor.*

**LSK 110 College Study Skills (3)**

This course assists students to deal more effectively with the rigors of the academic expectations of college. Students will carefully assess their work habits, attitudes, and learning styles and will learn specific strategies to achieve academic success. (3 hrs. lect.)

*Prerequisite: Placement at the ENG 21 level or above or consent of instructor.*

**MANAGEMENT (MGT)****MGT 120 Principles of Management (3)**

This course is a practical introduction to and study of management principles and practices. The student will learn the elements needed to manage effectively as well as better understand the decision making in business. (3 hrs. lect.)

## MATHEMATICS (MATH)

To be successful in math, students must register in courses for which they have met the stated prerequisites. Prerequisite courses and placement test scores are valid for two years. A placement test is provided which determines students' entry course in the sequence of math courses.

Sequence of math courses for students majoring in mathematics, science, and related disciplines (i.e., business, engineering, agriculture, etc.):

MATH 22  
MATH 24  
MATH 25  
MATH 27  
MATH 135  
MATH 140 or MATH 203  
MATH 205  
MATH 206  
MATH 231

Sequence of Math courses for students majoring in disciplines which require only a minimal mathematics background:

MATH 22  
MATH 24  
MATH 25  
MATH 100

### Math Advisement Notes for MATH 24 and 25 Students

The community colleges in the University of Hawai'i offer two courses, MATH 24 and MATH 25, to cover all the topics in Elementary Algebra. Beginning Fall 1998, only Leeward Community College will cover topics in MATH 24/25 in a different order compared to the other community colleges in Hawai'i. Therefore, MATH 24 from Leeward Community College is NOT equivalent to MATH 24 at the other community colleges. Similarly, MATH 25 from Leeward Community College is NOT equivalent to MATH 25 at the other community colleges. Students successfully completing MATH 25 or MATH 25X from any campus in the University of Hawai'i will be able to take the next course, MATH 27 or 103 (Intermediate Algebra) or MATH 100 (Survey of Math).

To avoid problems, students who need to or want to take both Elementary Algebra courses are strongly advised to complete their two Elementary Algebra courses at one campus. A student who took MATH 24 at Leeward Community College or took MATH 24 prior to Fall 1998 needs to see a math instructor for special clearance to be able to take MATH 25 at Windward. Otherwise, the student will be required to take Windward's MATH 24 class.

### MATH 22 Pre-Algebra Mathematics (3)

This course prepares students who want to strengthen computation and problem solving skills before proceeding to an elementary algebra course. Includes a brief review of arithmetic, the concept of variables, using rational numbers, solving simple equations in one variable, percent, measure, ratio and proportion, geometry formulas, square roots and word problems. (3 hrs. lect.)

*Prerequisite: Satisfactory math placement test score or consent of instructor.*

### MATH 24 Elementary Algebra I (3)

This course represents approximately half of a typical year algebra course. Topics include real numbers and their properties, linear equations and inequalities in one variable, the coordinate plane, linear systems in two variables, and exponents. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 22 or equivalent, satisfactory math placement test score, or consent of instructor.*

### MATH 25 Elementary Algebra II (3)

This course is a continuation of MATH 24 - Elementary Algebra I representing approximately the second half of a typical first year course in algebra. Topics include exponents, polynomials, factoring, rational expressions and equations, radical expressions and equations and quadratic equations. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 24 or equivalent, satisfactory math placement test score, or consent of instructor.*

### MATH 27 Intermediate Algebra (3)

Properties of real numbers, linear equations, inequalities, systems of equations, polynomials, functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, exponential and logarithmic functions. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 25 or equivalent, satisfactory math placement test score, or consent of instructor.*

### MATH 100 Survey of Mathematics (3)

An introduction to quantitative and logical reasoning for the non-science/non-mathematics major. The question, "What is mathematics?" is explored, while focusing on mathematical systems or models, cultivating an appreciation for mathematics as an aesthetic art, and developing skills in problem-solving and analysis. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 25 or equivalent, satisfactory math placement test score, or consent of instructor.*

WCC & UHM:M/L

UHH:I.B.Math

UHWO:NS

**MATH 135 Pre-Calculus: Elementary Functions (4)**

An analysis of elementary functions. A synthesis of polynomial, rational, exponential and logarithmic functions. Topics also include graphing techniques, transformations, applications, sequences, series, math induction, binomial theorem and related topics. Emphasis is placed on topics which will prove useful to students planning to take calculus and also to those who are interested in pursuing math-related careers. (4 hrs. lect.)

*Prerequisite:* Grade of "C" or better in MATH 27 or equivalent, satisfactory math placement test score, or consent of instructor.

WCC:M/L                      UHH:I.B.Math                      UHWO:NS

**MATH 140 Pre-Calculus: Trigonometry and Analytic Geometry (4)**

Study of the elements of trigonometry and analytic geometry including functions and their inverses; trigonometric functions, relations, graphs, and applications; conic sections; vector applications; cartesian and polar coordinate systems. (4 hrs. lect.)

*Prerequisite:* Grade of "C" or better in MATH 135 or equivalent, satisfactory math placement test score, or consent of instructor.

WCC & UHM:M/L                      UHH:I.B.Math                      UHWO:NS

**MATH 203 Calculus for Business and the Social Sciences (3)**

Basic mathematical concepts, topics in differentiation and introductory integration of algebraic, exponential and logarithmic functions. Related applications to management, finance, economics and the social science will be considered. (Usually offered fall semester only.) (3 hrs. lect.)

*Prerequisite:* Grade of "C" or better in MATH 135 or equivalent, or satisfactory math placement test score or consent of instructor.

WCC & UHM:M/L                      UHH:I.B.Math                      UHWO:NS

**MATH 205 Calculus I (4)**

Basic mathematical concepts, topics in differentiation, and introductory integration of algebraic and trigonometric functions. Applications of differentiation and integration will be demonstrated. (4 hrs. lect.)

*Prerequisite:* Grade of "C" or better in MATH 140 or equivalent, satisfactory math placement test score, or consent of instructor.

WCC & UHM:M/L                      UHH:I.B.Math                      UHWO:NS

**MATH 206 Calculus II (4)**

Differentiation and integration concepts of trigonometric, exponential, logarithmic and hyperbolic functions. Integration implements, infinite series, and applications of derivatives and integrals are also featured. (Usually offered spring semester only.) (4 hrs. lect.)

*Prerequisite:* Grade of "C" or better in MATH 205 or equivalent, satisfactory math placement test score, or consent of instructor.

WCC:M/L                      UHH:I.B.Math                      UHWO:NS

**MATH 206L Calculus Computer Lab (1)**

Introduction to symbolic computer software for solving calculus problems, graphic functions and experimenting with calculus concepts. No knowledge of computer required. (2 hrs. lect./lab.)

*Prerequisite:* Grade of "C" or better in MATH 205; or satisfactory math placement test score, or consent of instructor.

*Co-requisite:* MATH 206.

**MATH 231 Calculus III (3)**

Vector-oriented study of functions of several variables; partial differentiation and line integrals; multiple integrals. (3 hrs. lect.)

*Prerequisite:* Grade of "C" or better in MATH 206 or equivalent, satisfactory math placement test score, or consent of instructor.

WCC:M/L                      UHH:I.B.Math                      UHWO:NS

**MICROBIOLOGY (MICRO)****MICRO 130 General Microbiology (3)**

Fundamentals of microbiology, growth and development, and classification of bacteria, viruses, protozoa, fungi and algae; roles of microorganisms in the environment and human affairs: medical microbiology, immunology, and applied microbiology for food sanitation and public health. (3 hrs. lect.)

WCC & UHM:NS1                      UHWO:NS

**MICRO 140 General Microbiology Laboratory (2)**

Laboratory course illustrating fundamental techniques and concepts of microbiology, such as microscopy, aseptic culture methods, microorganism classification and identification, environmental factors influencing microorganisms, biochemistry of microorganisms, ecological microbiology, and medical microbiology. This course is designed to complement MICRO 130. Primarily for students in nursing, dental hygiene and nutrition. Science laboratory course. (4 hrs. lab.)

*Prerequisite:* Credit or concurrent registration in MICRO 130; eligibility for placement into MATH 24.

WCC & UHM:NS1                      UHWO:NS

**MILITARY SCIENCE, (MSCI)****MSCI 105 Introduction to Military Science I (2)**

Introduction to the Army ROTC program provides instruction in military-related subjects which is of general student interest. Topics covered include the organization and role of the Army, customs, and courtesies of the Army, the Army writing style, and an introduction to military briefings. Basic skills including map reading, orienteering, rifle marksmanship, first aid, and tactics are also emphasized. (2 hrs. lect.)



**MSCI 105L Introduction to Military Science I (1)**

Practical application of classroom instruction. Activities emphasized include drill and ceremony, first aid, rifle marksmanship, physical fitness, and small unit tactics. (2 hrs. lab.)

**MSCI 106 Introduction to Military Science II (2)**

Continuation of MSCI 105. Topics covered previously are explored in more detail. In addition, instruction is given in military leadership, professional ethics, developing a physical fitness program, and the role of officers in the Army. Students have the opportunity to participate in adventure training activities including rappelling, helicopter operations, water operations, water survival, construction of one-rope bridges, and field training exercises. (2 hrs. lect.)

**MSCI 106L Introduction to Military Science II (1)**

Practical application of classroom instruction. Activities emphasized include drill and ceremony, first aid, rifle marksmanship, physical fitness, and small unit tactics. (2 hrs. lab.)

**MSCI 205 Intermediate Military Science I (2)**

Instruction emphasizes the basic concepts of military leadership to include the military decision making process and the types and styles of leadership. Basic skills to include map reading, first aid, and rifle marksmanship are further developed. Students are given the opportunity to experience a variety of leadership positions within the ROTC battalion and are encouraged to participate in field training exercises and other extracurricular activities. (2 hrs. lect.; 2 hrs. lab.)

**MSCI 206 Intermediate Military Science II (3)**

Continuation of MSCI 206. Topics introduced include military operations orders, wilderness survival skills, individual and squad level tactics, and the key jobs and responsibilities of Army officers. Further expertise in basic skills is developed. Students are encouraged to improve their physical conditioning, to seek a leadership position in the ROTC battalion, and to participate in field exercises and other extracurricular activities. (2 hrs. lect.; 2 hrs. lab.)

**MUSIC (MUS)****MUS 101 Rhythmic Sightreading (1)**

Individualized instruction in rhythmic sightreading. Student may progress through four levels successively in four semesters with TAP Master system. May be repeated for total of four credits, 1 each level. Repeatable up to 4 credits, 4 credits applicable toward A.A. degree. (2 hrs. lect./studio.)

**MUS 106 Music Appreciation (3)**

Music as an aural form which exists in time. Recognition and understanding basic elements, styles, genres, and forms; music as a reflection of the social, cultural, economic and political events of each historical period. Understanding the value of music to the individual and society. Concert attendance required for two live performances during the semester with written critique. (3 hrs. lect.)

WCC &amp; UHM:AH1

UHH:II.A.1

UHWO:HUM

**MUS 108 Fundamentals of Western Music (3)**

A music theory course. Emphasis on learning basic concepts involved in reading and writing music. Application of concepts in learning simple skills necessary for playing three musical instruments. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (3 hrs. lect.)

WCC &amp; UHM:AH1

UHH:II.A.1

UHWO:HUM

**MUS 114 College Chorus (1)**

Rehearsal and performance of classical, popular, and Polynesian/ethnic choral literature. Elementary Polynesian dance may be included as part of performance. Open to all students. No previous choral experience required. Extra curricular concert attendance required. Student will complete 5 tapes in the Pitch Master Diatonic Series or the complete Tune Up series. May be repeated any number of times; 7 credits applicable toward A.A. degree. (3 hrs. rehearsal.)

WCC &amp; UHM:AH1

UHH:II.A.1

UHWO:HUM

**MUS 121B Elementary Voice Class I (2)**

Performance class designed for students with very little or no vocal experience. Deals with basic vocal production and literature for voice. Student will complete tapes 1-5 of the Pitch Master Diatonic Series or the complete Tune Up series. Recital or concert attendance required. Repeatable up to 4 credits; 2 credits applicable toward A.A. degree. (3 hrs. lect./studio.)

WCC &amp; UHM:AH1

UHWO:HUM

**MUS 121C Elementary Class Piano I (2)**

Basic principles of performance. Relevant problems in piano literature at elementary level. MUS 121C, 122C must be taken in sequence. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit). Repeatable up to 6 credits; 2 credits applicable toward A.A. degree. (Offered fall semester only.) (3 hrs. lect./studio.)

WCC &amp; UHM:AH1

UHWO:HUM

**MUS 121D Beginning Classical Guitar (1)**

Basic principles of classical guitar performance; relevant problems in literature. Repeatable up to 2 credits, 2 credits applicable toward A.A. degree. (4 hrs. studio–8 wk. term)

WCC & UHM:AH1 UHWO:HUM

**MUS 121F Beginning Slack Key Guitar (1)**

Basic principles of performance; relevant problems in literature. Student learns to play two G tunings. This course is intended for students with little or no background in this style of guitar playing. Ability to read music is not required. (4 hrs. studio–8 wk. term)

WCC:AH1 UHWO:HUM

**MUS 121Z Beginning Ukulele (1)**

Basic principles of performance; relevant problems in literature. Introductory course in ukulele. Focus on principles of performance. Course is intended for students with little or no experience in playing the ukulele. (1 hr. lect., 4 hrs. studio–8 wk. term)

WCC & UHM:AH1

**MUS 122B Voice II (2)**

Performance class designed for students with previous vocal experience. Deals with vocal production and literature for voice. Student will complete tapes 6-10 of the Pitch Master Diatonic Series. Recital or concert attendance required. Repeatable up to 4 credits; 2 credits applicable toward A.A. degree. (3 hrs. lect./ studio.)

*Prerequisite: MUS 121B or consent of instructor.*

WCC & UHM:AH1 UHWO:HUM

**MUS 122C Piano II (2)**

Designed for further study of principles and basic skills of piano performance established in first semester piano. Continues the group participation chord approach with greater emphasis on ensemble playing and improvisation. MUS 121C and 122C must be taken in sequence. Student will complete one level of TAP (MUS 101 and may take MUS 101 for credit). (3 hrs. lect./ studio)

*Prerequisite: MUS 121C.*

WCC & UHM:AH1 UHWO:HUM

**MUS 122D \*Intermediate Classical Guitar (1)**

Continuation of MUS 121D. Increased emphasis on guitar literature. Recommended that students register for MUS 101 concurrently. (4 hrs. studio-8 wk. term) (infrequently offered)

*Prerequisite: MUS 121D or consent of instructor.*

WCC & UHM:AH1 UHWO:HUM

**MUS 122F Intermediate Slack Key Guitar I (1)**

Intermediate slack key guitar: level I. Student learns to play solos in C tunings and intermediate solos at level I in tunings learned in the elementary class. (4 hrs. studio–8 wk. term)

*Prerequisite: MUS 121F or consent of instructor.*

WCC:AH1

**MUS 130F Slack Key Guitar Ensemble (1)**

Continuation of Music 122F. Increased emphasis on slack key literature, techniques, and tunings. Advanced intermediate techniques of slack key guitar as applied to ensemble playing. (4 hrs. studio–8 wk. term)

*Prerequisite: MUS 121F and MUS 122F.*

**MUS 166 \*Popular Music in America (3)**

A survey of Pop Music (including Blues, Jazz, Rock and Folk), in the United States in the twentieth century.

Activities will include listening to recordings, writing lyrics and tunes and learning various aspects of the business of music. Field trips and concert attendance required. (3 hrs. lect.) (infrequently offered)

UHWO:HUM

**MUS 221C Secondary Class Piano III (2)**

Continuation of MUS 122C. Increased emphasis on piano/literature up to the intermediate level. MUS 221C and MUS 222C must be taken in sequence. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (Offered every fall semester.) (3 hrs. lect./studio)

*Prerequisite: MUS 122C or consent of instructor.*

**MUS 222C Secondary Class Piano IV (2)**

Continuation of MUS 221C. Increased emphasis on piano/literature up to the intermediate level. Introduction to accompanying. MUS 221C and MUS 222C must be taken in sequence. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (Offered every spring semester.) (3 hrs. lect. /studio)

*Prerequisite: MUS 221C or consent of instructor.*

**MUS 253 Basic Experiences of Music (3)**

This course engages the student in the practice of the components of music (time, pitch, media, musical expression, and form) and their interaction with each other. These components will be explored through singing; use of rhythm instruments including body sounds; playing recorder, ukulele, bells, autoharp, piano and other appropriate classroom instruments; listening, movement and body response to music; notating music; performing from notation; analysis of music aurally and from score; and the creative use of the components. One hour per week will focus on singing as a primary activity. (2 hrs. lect; 2 hrs. lab.)

WCC & UHM:AH1

UHH:II.A.1

UHWO:HUM

## OCEANOGRAPHY (OCEAN)

### OCEAN 201 Science of the Sea (3)

An introductory course to oceanography covering the dimensions of the science of oceanography, the physical and chemical properties of sea water, waves, tides, currents, life in the ocean, and the geologic structure of the ocean floor, environmental concerns, and human use of the oceans. Field trips are scheduled concurrently with OCEAN 202. (3 hrs. lect.)

WCC & UHM:NS3 UHH:II.C.Geol UHWO:NS

### OCEAN 202 Field Studies in Marine Sciences (1)

Up to 12 half-day field trips (usually Saturday a.m.) involving tours of oceanographic ships and facilities to illustrate important areas of research in marine sciences. Activities include sampling on board oceanographic cruises, surveying beaches, observing coral reefs, observing commercial aquaculture operations, and visiting research laboratories. (12-4 hr. labs.)

*Supplements OCEAN 201; concurrent registration recommended. Note to Students: OCEAN 201 and 202 require separate registrations.*

WCC:NS3 UHWO:NS

### OCEAN 209 Oceanographic Techniques (3)

Concepts, techniques, and instrumentation used in determination of the interactions of marine organisms with their environment. Emphasizes field measurements and their applications. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.)

*Prerequisite: Completion of or concurrent registration in OCEAN 201; or consent of instructor.*

WCC:NS3 UHWO:NS

### OCEAN 220 \*Hawai'i Fisheries (3)

Description and examination of Hawai'i's commercial and recreational fisheries in terms of their biological basis in marine and fresh water food chains, their current size and importance in Hawai'i, and their future prospects. (3 hrs. lect.) (infrequently offered)

*Recommended Preparation: An introductory course in oceanography or zoology, reading, math, and study skills appropriate for 100 and 200 level courses.*

WCC:NS1

## OFFICE ADMINISTRATION AND TECHNOLOGY (OAT)

### OAT 20B Basic Keyboarding Part 1 (1)

Introductory keyboarding course covering alphabet. Taught on microcomputer. (1 hr. lect.)

### OAT 22B Skill Building (2)

Students who complete this course will be able to do the following:

- Analyze typing errors
- Improve techniques and posture
- Improve keyboarding speed and accuracy through computer-assisted drills. (2 hrs. lect.)

*Prerequisite: OAT 20B or equivalent or permission of instructor.*

### OAT 25B Numeric Keypad (1)

Develops ten-key skills on both a numeric keypad (computer) and an electronic printing calculator. Covers addition, subtraction, multiplication, and division and the use of special function keys to solve business math problems. (Offered fall semester only.) (1 hr. lect.)

*Prerequisite: Placement into MATH 24.*

### OAT 50 Office Procedures and Technology (3)

This course covers document creation and handling, information storage and retrieval using ARMA filing rules, data communications, record keeping, and other skills required of an office professional. Emphasis will be placed on communication skills, and integrated software will be used. (Offered spring semester only.) (2 hrs. lect.; 1 hr. lab.)

*Prerequisite: ICS 100 and OAT 130 and placement into ENG 100 or consent of instructor.*

### OAT 130 Information Processing (3)

Overview of word/information processing concepts with an emphasis on document formatting. (3 hrs. lect.)

*Prerequisite: OAT 20B or equivalent or consent of instructor and placement into ENG 100.*

### OAT 131 Information Processing Applications (3)

Advanced course in word/information processing with an emphasis on document production. (3 hrs. lect.)

*Prerequisite: OAT 130 or equivalent, placement into ENG 100.*

## PHILOSOPHY (PHIL)

### PHIL 100 Introduction to Philosophy: Survey of Problems (3)

Great philosophical issues, theories, and controversies. Course will focus on issues such as the problem of determinism, the problem of induction, the problem of distributive justice, the problem of the highest good, the problem of the function of government. (3 hrs. lect.)

WCC & UHM:AH4 UHH:II.A.2 UHWO:HUM

### PHIL 101 Introduction to Philosophy: Morals and Society (3)

Social and individual values, obligations, rights, and responsibilities. Course will cover normative theories and their applications to business, medicine, ethics and sexual relations. (3 hrs. lect.)

*Recommended Preparation: College level reading ability.*

WCC & UHM:AH4 UHH:II.A.2 UHWO:HUM

**PHIL 102 Introduction to Asian Philosophy: Asian Traditions (3)**

Introductory course in selected schools of Asian thought. Universal issues/problems examined from Asian perspective. Focus will be on Indian, Chinese, and Japanese traditions. (3 hrs. lect.)

WCC & UHM:AH4 UHH:II.A.2 UHWO:HUM

**PHIL 110 Introduction to Logic (3)**

A study of the foundations and development of rational thought and communication and their applications. Includes analysis of deductive reasoning, formal and informal fallacies, and the use of symbolic systems. (3 hrs. lect.)

WCC & UHM:ML UHH:II.B.Other UHWO:HUM

**PHIL 200 \*History of Philosophy I (3)**

Focuses on significant aspects and personalities representing selected schools of philosophy in the West from the period of the early Greek thinkers to the Renaissance. (3 hrs. lect.) (infrequently offered)

*Prerequisite: PHIL 100 or consent of instructor.*

WCC & UHM:AH4 UHH:II.A.2 UHWO:HUM

**PHYSICS (PHYS)**

**PHYS 122 Introduction to Science: Physical (3)**

Characteristics of science, historical development of scientific concepts, and interactions with society illustrated by topics from physical sciences, with emphasis in physics and chemistry. Designed for non-science majors. (3 hrs. lect.)

*Prerequisite: MATH 25 or equivalent or consent of instructor.*

*Co-requisite: PHYS 122L.*

WCC & UHM:NS2 UHWO:NS

**PHYS 122L Introduction to Physical Science Lab (1)**

Lab experiments illustrating topics and methods in the Physical Sciences with emphasis in Physics and Chemistry. Designed for non-science majors. (3 hrs. lab.)

*Prerequisite: Credit or concurrent registration in PHYS 122 or consent of instructor.*

WCC & UHM:NS2 UHWO:NS

**PHYS 151 College Physics I (3)**

A non-calculus one-semester course for preprofessional or non-engineering majors. Study of the basic concepts of physics, including the fundamental principles and theories in mechanics, energy, and waves. (3 hrs. lect.)

*Prerequisite: Credit or concurrent registration in MATH 140, or consent of instructor.*

*Co-requisite: PHYS 151L.*

WCC & UHM:NS2 UHH:II.C.Phys UHWO:NS

**PHYS 151L College Physics Laboratory I (1)**

Experiments in statics, mechanics, energy, waves, and friction. (3 hrs. lab.)

*Prerequisite: Credit or concurrent registration in PHYS 151.*

WCC & UHM:NS2 UHH:II.C.Phys UHWO:NS

**PHYS 152 College Physics II (3)**

A non-calculus, one-semester course for preprofessional or non-engineering majors. Study of the basic concepts of physics, including the fundamental principles and theories in electricity, magnetism, optics, and modern physics. (3 hrs. lect.)

*Prerequisite: PHYS 151 or equivalent, or consent of instructor.*

*Corequisite: PHYS 152L.*

WCC & UHM:NS2 UHWO:NS

**PHYS 152L College Physics Laboratory II (1)**

Experiments in electricity, magnetism, optics, and modern physics. (3 hrs. lab.)

*Prerequisite: Credit or concurrent registration in PHYS 152.*

WCC & UHM:NS2 UHWO:NS

**POLITICAL SCIENCE (POLSC)**

**POLSC 110 Introduction to Political Science (3)**

Introduction to politics as a human activity. Discusses theories, ideologies, systems, and processes of politics. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Polsc UHWO:SS

**POLSC 120 Introduction to World Politics (3)**

Power economics and world politics from cross-national perspectives. Discussion of U.S. foreign policy since 1945. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Polsc UHWO:SS

**POLSC 130 Introduction to American Government (3)**

Focus on American politics and government on the basis of tradition and continuity. Covers: overview of constitutional development, institutions, processes, and participants of the American political system and alternative interpretations. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Polsc UHWO:SS

**POLSC 180 Introduction to Hawaiian Politics (3)**

Introduction to the study of political institutions, processes, and issues in Hawai'i. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Polsc UHWO:SS

## PSYCHOLOGY (PSY)

### PSY 100 Survey of Psychology (3)

An introductory course with emphasis on principles of human behavior. Topics covered include motivation, learning, perception, emotion, development, personality, states of consciousness, group processes, problem solving and thinking, and methods of inquiry. (3 hrs. lect.)

WCC & UHM:SS UHH.II.B.Psych UHWO:SS

### PSY 170 Psychology of Adjustment (3)

Focus is on understanding, evaluating and improving adjustment. Includes study of theories, concepts and techniques concerning personal growth and behavior change. (3 hrs. lect.)

WCC & UHM:SS UHWO:SS

### PSY 202 Psychology of Women (3)

Study of theories, concepts and issues relevant to the psychological development of women. Topics include: gender differences, personality, achievement motivation, moral development, autonomy, mental health, domestic violence. (3 hrs. lect.) (Cross-listed as WS 202.)

*Prerequisite: PSY 100 or consent of instructor.*

WCC & UHM:SS UHWO:SS

### PSY 224 Abnormal Psychology (3)

Concepts and principles used in clinical practice: dynamics, diagnosis, and treatment of abnormal behavior. Compares and contrasts the different patterns of abnormal behavior. Examines the differences in theoretical models for understanding maladaptive behavior. (3 hrs. lect.)

*Recommended Preparation: PSY 100.*

WCC:SS UHWO:SS

### PSY 240 Developmental Psychology (3)

This course examines the emotional, mental, physical, and social development of individuals from infancy to adulthood with special attention to interests abilities and critical issues at successive developmental stages. (3 hrs. lect.)

*Prerequisite: PSY 100 or consent of instructor.*

WCC:SS UHWO:SS

## RELIGION (REL)

### REL 150 Introduction to World's Major Religions (3)

Introduction to the world's major religions-Primitive, Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity, and Islam. Field trips may be required outside class time. (3 hrs. lect.)

WCC & UHM:AH4 UHH.II.A.2 UHWO:HUM

### REL 151 Religion and the Meaning of Existence (3)

Introduction to basic issues of the question of the meaning of human existence. Emphasis is placed upon the student analyzing his/her own beliefs and exploring alternative answers. (3 hrs. lect.)

WCC & UHM:AH4 UHH.II.A.2 UHWO:HUM

### REL 201 \*Understanding the New Testament (3)

Analysis of the origin and development of the early Christian message as set forth in the New Testament. Special attention will be given to the message of Jesus and Paul and its relevance to the modern world. (3 hrs. lect.) (infrequently offered)

WCC & UHM:AH4 UHH.II.A.2 UHWO:HUM

### REL 205 Understanding Hawaiian Religion (3)

Major Hawaiian religious teachings and practices from ancient times to the present. Investigation of cultural influence of Hawaiian religious beliefs; analysis of religious texts and relation to other traditions. This course may be applied to the B.A. language/culture core requirements at UH at Mānoa. (Offered once a year) (3 hrs. lect.)

WCC & UHM:AH4 UHH.II.A.2 UHWO:HUM

## SCIENCE (SCI)

### SCI 124 Technology, Ecology, and Man (4)

A study of human ecology through the analysis of the interrelationships between science and technology, the means these provide for manipulation of environment and the effects of this manipulation on the environment and on human populations. Lecture/laboratory/field trip course designed for non-science majors. (3 hrs. lect.; 3 hrs. lab.)

WCC & UHM:NS3 UHWO:NS

## SOCIAL SCIENCES (SSCI)

### SSCI 193V Cooperative Arts and Science Education (CASE) (1-4)

A work-study course providing opportunities to reinforce skills learned in the Social Science areas and to apply those skills in actual job situations. Repeatable up to 6 credits, 6 credits applicable toward A.A. degree. No more than 12 credits, in any combination of Independent Study or Cooperative Education may apply to the degree requirements.

*Prerequisite: 12-16 hours general curricula.*

**SSCI 200 Social Science Research Methods (3)**

Focus on various ways social scientists undertake research. The course introduces the student to decision making with statistics research design methods and computers to assist analysis. (3 hrs. lect.)

*Prerequisite: Successful completion of one social science course of 100 level, and placement in MATH 24 or consent of instructor.*

WCC & UHM:SS UHWO:SS

**SSCI 293V Cooperative Arts and Science Education (1-4)**

A work-study course providing opportunities to upgrade and diversify knowledge and skills learned in the behavioral and social sciences, and to apply these in job situations. (Practicum)

*Prerequisite: SSCI 193V.*

**SSCI 297V Cooperative Education (1-4)**

A work-study course providing opportunities to upgrade and diversify knowledge and skills learned in the behavioral and social sciences, and to apply these in job situations.

*Prerequisite: Minimum three (3) credits in SSCI 193V.*

**SOCIOLOGY (SOC)****SOC 100 Survey of General Sociology (3)**

Focuses on the question of "What is sociology?", covering major topics of study and methods of analysis. Particular emphasis is placed on concepts related to analysis of social relationships, social structures, processes, and change. Application of these concepts; to analysis of social groups in Hawai'i is included. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Soc UHWO:SS

**SOC 218 Introduction to Social Problems (3)**

The study of current societal problems by surveying the nature, causes, and change processes involved. Theoretical and research analysis approaches are emphasized. Selected problems such as poverty or deviance are in-depth studies for project reports. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Soc UHWO:SS

**SOC 231 Introduction to Juvenile Delinquency (3)**

Study of types, conditions, processes, and theories relating to juvenile delinquency. Study of development of alienation and deviance by youth and study of the juvenile correction systems in society. (3 hrs. lect.)

WCC & UHM:SS UHWO:SS

**SOC 250 Community Forces in Hawai'i (3)**

This course is designed to acquaint the student with sociological principles and the application of these principles to aid in the awareness, understanding, and appreciation of the unique social environment of the State of Hawai'i. Fundamental concepts of sociology in the area of race relations are presented with emphasis on Hawai'i's unique potential "melting pot" social environment and the development of an "unorthodox race doctrine" for Hawai'i. Sociological aspects of the various cultural contributions by the ethnic groups to Hawai'i including values, concepts, practices, history, and language are also investigated. (3 hrs. lect.)

WCC & UHM:SS UHWO:SS

**SOC 251 Introduction to Sociology of the Family (3)**

Study of the social interaction processes of marriage and family, emphasizing current research findings, interaction theory, and evident patterns and changes. The theoretical and empirical bases are related to the students' experiences and observations. Students have opportunities to explore available resources and agencies of the field and to do research projects on selected topics. (3 hrs. lect.)

WCC & UHM:SS UHH:II.B.Soc UHWO:SS

**SPANISH (SPAN)****SPAN 101 Beginning Spanish I (4)**

Introduces basic structures of the Spanish language emphasizing speaking, writing, listening and reading. Oral communication emphasized to provide students with the right pronunciation vocabulary and the control of basic grammar. Introduction to Hispanic culture. (4 hrs. lect.; 1 hr. lab.)

UHM:FL UHH:II.A.3 UHWO:HUM

**SPAN 102 Beginning Spanish II (4)**

Continues SPAN 101 through reading, speaking, writing and listening. Oral communication emphasized. Utilizes videos, stories and songs. Deals with Hispanic culture and the basic knowledge of the history, geography, and the traditions of Spanish-speaking countries. (4 hrs. lect.; 1 hr. lab.)

*Prerequisite: SPAN 101 or consent of instructor.*

UHM:FL UHH:II.A.3 UHWO:HUM

**SPAN 201 Intermediate Spanish I (3)**

Continuation of SPAN 102. Further refinement of basic language skills. Increased control over structures and idioms in written and oral expression. Reading about Hispanic culture, society, history and literature. (3 hrs. lect.)

*Prerequisite: SPAN 102 or consent of instructor.*

UHM:FL UHH:II.A.3 UHWO:HUM

**SPAN 202 Intermediate Spanish II (3)**

Continuation of SPAN 201. Further refinement of basic language skills including vocabulary development beyond the 201 level. Increased control over structures and idioms. Includes reading about literature, culture and society. (3 hrs. lect.)

*Prerequisite: SPAN 201 or consent of instructor.*

UHM:FL UHH:II.A.3 UHWO:HUM

**SPEECH (SP)****SP 151 Personal and Public Speech (3)**

Introduction to major elements of speech. Enables students to acquire competence in two person, small group, and public situations. Models and concepts are used to explain the speech act. (3 hrs. lect.)

*Prerequisite: Placement in ENG 21 or higher.*

WCC:OC UHH:IA.2 UHWO:HUM

**SP 231 Performance of Literature (3)**

Introduction to the study of literature through performance. Practice in rhetorical and literary analysis culminating in and performance of literary selections for an audience. The nature of performance criticism. (3 hrs. lect.)

*Prerequisite: ENG 100 or SP 151.*

WCC:OC or AH1 UHM:AH1 UHWO:HUM

**SP 251 Principles of Effective Speaking (3)**

Theory and practice of public speaking. Emphasizes practical skills in communicating with today's audiences. Planning-delivering speeches. (Offered occasionally) (3 hrs. lect.)

*Prerequisite: ENG 100 or SP 151.*

WCC:OC or AH1 UHM:AH1 UHH:IA.2 UHWO:HUM

**WOMEN'S STUDIES (WS)****WS 202 \*Psychology of Women (3)**

Study of theories, concepts and issues relevant to the psychological development of women. Topics include: gender differences, personality, achievement, motivation, moral development, autonomy, mental health, and domestic violence. (3 hrs. lect.) (Cross-listed as PSY 202.)

*Prerequisite: PSY 100 or consent of instructor.*

WCC & UHM:SS UHWO:SS

**ZOOLOGY (ZOOL)****ZOOL 101 Principles of Zoology (4)**

Introduction to zoology. Topics include living animals, physiology, anatomy, development, reproduction, ecology, and evolutionary relationships. Lecture/laboratory course. (3 hrs. lect.; 3 hrs. lab.)

*Recommended Preparation: High school biology.*

WCC & UHM:NS1 UHH:II.C.Biol UHWO:NS

**ZOOL 106 \*Hawaiian Marine Invertebrates (3)**

Survey of marine invertebrates, their structure, ecology, and evolutionary relationships. Emphasis will be placed on identification and uses of Hawaiian tidal and coral reef animals. Three field trips required. (3 hrs. lect.) (infrequently offered)

*Recommended Preparation: Ability to swim.*

WCC:NS1 UHWO:NS

**ZOOL 107 \*Identification of Hawaiian Fishes (3)**

Identification of major groups and common species of fishes in Hawai'i with emphasis on shore fishes. Topics include morphology, adaptation, physiology, phylogenetic relationships, feeding relationships, behavior, ecology, fishing methods and Hawaiian use of fishes. Lecture/laboratory/field trip course (two required field trips on Saturdays). (2 hrs. lect.; 3 hrs. lab.) (infrequently offered)

*Recommended Preparation: Ability to swim.*

WCC:NS1 UHWO:NS

**ZOOL 200 Marine Biology (3)**

Biological, physical, and chemical characteristics, flora and fauna, and interactions of components of marine ecosystems; survey of marine environments; utilization, exploitation, and pollution of marine resources. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.)

*Recommended Preparation: Ability to swim.*

WCC & UHM:NS1 UHH:II.C.Biol UHWO:NS

# Transferring to Another College

Many Windward Community College students transfer to other colleges and universities to complete their studies. Each college or university sets its own rules concerning the credits that they will accept and the requirements for transferring students. Therefore, students should read the catalogs from prospective colleges carefully and consult with a counselor for full information. Here are some questions that are frequently asked of the counselors at Windward Community College.

## How many credits should I take at Windward Community College before I transfer?

Generally speaking, sixty credits of courses with numbers of 100 and above. (Courses numbered below 100 are usually not accepted in transfer by four-year colleges.) The number of credits that you should take at the College depends on the rules of the institution that you want to transfer to, as well as the major field that you wish to study.

Students develop their leadership skills through participation in college governance.

*Photo by: Ka Ohana staff*

## When should I begin the application process for transferring?

At least one semester before you hope to enroll at the new school. Some colleges have early deadlines. Find out about the deadline in the catalog and make sure that you meet it. *Deadline dates pertain to your application form and receipt of official transcripts from all colleges that you have ever attended, so be sure that you order your transcript(s) early.*

## How does transferring credits actually work?

The new school receives a Windward Community College transcript and accepts all or some of the credits for recognition as part of the degree that you are seeking there. There is no physical transfer of actual credits, for your permanent academic record at Windward Community College always remains here. The other college decides which of your Windward Community College credits will be accepted. Normally, courses numbered 100 and above are transferrable if you are going to a four-year college, but not all of the courses 100 and above will meet the basic requirements (some will be electives).





### **Does my grade-point average transfer?**

No. Usually you will be given credits for completing the courses, but you start fresh in the new college as far as your grade point average is concerned. Then if you apply to graduate school or for a scholarship, a special computation will be made of your combined grade point average to show that you qualify for admission or scholarship award. For example, if you came from San Diego State University to Windward Community College, the College would accept most, if not all, of your San Diego State University credits, but not your grade point from San Diego State University.

### **Is there anything I need to know about transferring to the Mānoa campus of the UH?**

*Observe the deadlines.* Send for official transcripts from other colleges in plenty of time to reach Mānoa by the published deadlines. If you are expecting to go to Mānoa next semester, ask Windward Community College to send one transcript now and to send another one after the current semester grades have been posted.

*Mānoa will accept 'D' grades from the University of Hawai'i community colleges.* Although schools normally say that only 'C' or better grades are accepted in transfer, Mānoa will accept a grade of 'D' from a community college in the University of Hawai'i system.

*Credit/No Credit* grading options at Windward Community College need to be avoided if you expect to use the course in fulfillment of Mānoa core or major requirements. Mānoa will apply *Credit/No Credit* marks only to electives and never to requirements (unless you had no choice because the course was offered for a mandatory *Credit/No Credit*).

*Mānoa requires 60 or more credits of non-introductory courses for its bachelor degrees.* Non-introductory courses are courses numbered 300 and above (or any other courses with explicit college-level prerequisites published in the catalog).

*See a counselor at Windward Community College* for help in planning to meet the requirements for the bachelor's degree of your choice at Mānoa. Counselors have a file of degree requirement sheets for the University of Hawai'i at Mānoa and are happy to help with your planning.

*To enter the Mānoa campus as a transfer student,* you will need at least 24 credits of college-level work (courses numbered 100 and above), with a grade point average of 2.0 or better. You may have more than 24 credits, but you still need to have a 2.0 or better grade point average. If you wish to enter the Mānoa campus with fewer than 24 credits, you will need to take the SAT (or ACT) test and present your high school grades.

### **How do I transfer to institutions other than the Mānoa campus?**

Students planning to transfer to a college other than the University of Hawai'i at Mānoa or West O'ahu are urged to write for the necessary college catalogs, and to consult a counselor early in their college career so that a planned program can be arranged to meet the general education and admissions requirements of the college to which they plan to transfer. It is the student's responsibility to obtain catalogs from any college or university that is being considered for transfer. The catalog from each college or university that is being considered for transfer is essential to proper planning.

# Student Activities and Organizations

The Associated Students of the University of Hawai'i at Windward Community College (ASUH-WCC) have an organized student government to develop a program of activities for students and members of the community. ASUH-WCC administers the use of student activity fees. Last year ASUH-WCC sponsored the College newspaper, Ka 'Ohana, the College literary magazine, Rainbird, and other educational, cultural, and social activities.

Elections for ASUH-WCC seats are held each semester. Interested students are invited to participate in these activities.

## Student Participation in College Governance

Students at Windward Community College are encouraged to participate in institutional policy making and in implementing the program of activities offered.

A number of College committees invite student participation in policy making. Students may also serve as instructors for non-credit courses, lab assistants, and as assistants in the development of a public services program.

Students interested in these activities should contact a member of the ASUH-WCC or the Student Services Office staff.

Students are also encouraged to participate in campus clubs and organizations.

## Honor Society

Students who have earned 12 credits with a cumulative grade point average of 3.5 are invited to join the Phi Theta Kappa National Honor Society each semester. The campus chapter is actively involved in sponsoring events for intellectual and scholarly growth and provides opportunities for service, social activities, and developing friendships for its members.

## Clubs and Societies

Agriculture Technology Club

Art Club

Botany Club

Christians in Action (C.I.A)

Ceramics Club

Drama Club

Japanese Culture Society

Ka 'Ohana

KuPono (Hawaiian Culture)

Music Club

Na Ho'okele (Polynesian Voyaging Club)

Phi Theta Kappa

Polynesian Club

Student Educators Against Aids

Ukulele Club

Word People

# Faculty and Staff

## University of Hawai'i Board of Regents

Donald C. W. Kim, Chairperson  
 Billy Bergin  
 Everett R. Dowling  
 Allan K. Ikawa  
 Sat Khalsa  
 Bert A. Kobayashi  
 Clyde T. Kodani  
 Ah Quon McElrath  
 Walter Nunokawa  
 Nainoa Thompson  
 Sharon R. Weiner  
 Lily K. Yao

## The University of Hawai'i Administration

Kenneth P. Mortimer ..... *President, University of Hawai'i and Chancellor, University of Hawai'i at Mānoa*  
 Dean O. Smith ..... *Senior Vice President, University of Hawai'i and Executive Vice Chancellor, University of Hawai'i at Mānoa*  
 Rose Y. Tseng ..... *Senior Vice President, University of Hawai'i and Chancellor, UH-Hilo*  
 William A. Pearman ..... *Chancellor, UH-West Oahu*  
 Joyce S. Tsunoda ..... *Senior Vice President, University of Hawai'i and Chancellor for Community Colleges*  
 Alan Teramura ..... *Senior Vice President for Research and Dean of the Graduate Division, University of Hawai'i at Mānoa*  
 Joanne E. Clark ..... *Director for University Relations*  
 Eugene S. Imai ..... *Senior Vice President for Administration*  
 Rodney T. Sakaguchi ..... *Director of Budget*  
 Colleen O. Sathre ..... *Vice President for Planning and Policy*

## Office of the Chancellor for Community Colleges

Joyce S. Tsunoda ..... *Senior Vice President, University of Hawai'i and Chancellor for Community Colleges*  
 Michael T. Rota ..... *Vice Chancellor for Academic Affairs*  
 Michael T. Unebasami ..... *Vice Chancellor for Administrative Affairs*

## Windward Community College Administration

Angela Meixell ..... Interim Provost  
 Jeffrey Hunt ..... Assistant to the Provost  
 Michael Garcia ..... Dean of Instruction  
 Carol Pang ..... Interim Assistant Dean  
 Roy Fujimoto ..... Director for Office of Continuing Education & Training  
 Sandra Matsui ..... Dean of Student Services  
 Steven Nakasone ..... Director for Administrative Services

## Windward Community College Staff and Faculty

CLAYTON AKATSUKA ..... Assoc. Professor, CC, Mathematics; Department Chair  
 M.Ed., University of Hawai'i  
 Fifth Year Teaching Certificate, University of Hawai'i  
 B.Ed., University of Hawai'i  
 ELIZABETH ASHLEY ..... Tech. Services Librarian, Assoc. Professor, CC  
 M.A., Arizona State University  
 M.S., Florida State University  
 B.A., University of Florida  
 ROBERT BACHINI ..... Counselor, Academic Advisor, Instructor  
 M.S., California State University, Los Angeles  
 B.A., Chaminade University  
 MICHAEL BOWLES ..... Electronics Technician  
 A.S., Mt. San Antonio College  
 MEI LI CASTANARES ..... Registrar  
 B.A., University of Hawai'i  
 STEVEN CHIGAWA ..... Financial Aids Officer  
 B.B.A., University of Hawai'i  
 KAREN CHO ..... Personnel Officer  
 B.A., West O'ahu  
 PATRICIA ANNE R. I. CHONG ..... Counselor, Academic Advisor, Assoc. Professor, CC  
 M.Ed., University of Hawai'i  
 M.Ed., University of Hawai'i  
 B.Ed., University of Hawai'i

- JOSEPH E. CIOTTI ..... Professor, CC, Physics,  
Astronomy, Math; Director, Aerospace Exploration Lab;  
Assoc. Director, Hawai'i Space Grant Consortium  
Windward  
Ph.D., University of Hawai'i  
M.Ed., University of Hawai'i  
M.S., University of Hawai'i  
B.S., Georgetown University
- LETICIA COLMENARES ..... Instructor, Chemistry  
Ph.D., University of Hawai'i  
M.S., University of the Philippines  
B.S., Mindanao State University
- JOHN M. COMPTON ..... Instructor, Psychology  
Ph.D., Bowling Green State University  
M.A., University of Hawai'i  
B.A., Princeton University
- LILLIAN CUNNINGHAM ..... Assoc. Professor, CC,  
English: Composition, Literature  
M.A., University of Arkansas  
B.A. Hastings College
- ROBERT de LOACH ..... Professor, CC, Anthropology,  
Sociology; Social Sciences Department Chair  
M.A., University of Hawai'i  
M.S., Florida State University  
B.S., Florida State University
- DAVID DENISON ..... Professor, CC, Anthropology,  
Geography  
M.A., University of Arizona  
B.A., Southern Illinois University
- LEIMOMI DIERKS ..... Educational and Academic  
Support Specialist  
B.A., Loyola Marymount University
- PAUL, R. FIELD ..... Asst. Professor, CC, History  
M.A., University of Hawai'i  
B.A., Muskingum College
- ROY FUJIMOTO ..... Director for Office of Continuing  
Education & Training  
M.A., University of Hawai'i  
B.A., University of Santa Clara
- MICHAEL GARCLA ..... Dean of Instruction  
M.A., Pepperdine University  
B.S., California State University, Los Angeles
- PHILLIP R. HAGSTROM ..... Professor, CC, History  
M.A., University of Hawai'i  
B.S. Ed., Northwestern University
- MARK HAMASAKI ..... Assoc. Professor, CC, Art;  
Humanities Department Chair  
M.F.A., (equiv.) Basel School of Design,  
Basel, Switzerland  
B.F.A., Rochester Institute of Technology
- JEAN HANNA ..... Asst. Professor, CC, Japanese  
M.A., Sophia University, Tokyo, Japan  
B.A., University of Hawai'i
- NANCY A. HEU ..... Head Librarian, Professor, CC  
M.L.S., University of Hawai'i  
B.A., University of Hawai'i
- SNOWDEN HODGES ..... Assoc. Professor, CC, Art  
M.F.A., Maryland Institute College of Art  
B.F.A., Maryland Institute College of Art
- JEFFREY W. HUNT ..... Assistant to the Provost  
M.S., Whittier College  
Fifth Year Teaching Certificate, Whittier College  
B.A., Whittier College
- DEREK INAFUKU ..... Administrative Officer  
B.S., Hawai'i Pacific University
- ELLEN ISHIDA-BABINEAU ..... Asst. Professor,  
Reading/Learning Skills; Language Arts Department  
Chair  
M.Ed., University of Hawai'i  
B.Ed., University of Hawai'i
- WINSTON N.A. KONG ..... Counselor, Instructor  
B.A., University of Colorado
- DAVID KRUPP ..... Assoc. Professor, CC, Biological  
Sciences, Oceanography; Science Department Chair  
Ph.D., University of Hawai'i  
B.A., University of California, Los Angeles
- WEI-LING LANDERS ..... Instructor, Mathematics  
M.A., University of Hawai'i  
B.A., University of West Florida
- JERALD LEVINSON ..... Educational and  
Academic Support Specialist  
B.A., California State University-Northridge
- RONALD LOO ..... Professor, CC, Philosophy, Music  
M.A., University of Hawai'i  
B.A., University of Hawai'i
- YVETTE MALAMA ..... Student Services Specialist  
M.Ed., University of Hawai'i  
B.A., Hawai'i Loa College  
A.A., Windward Community College

- ANTOINETTE MARTIN ..... Asst. Professor, CC, Art  
M.F.A., University of Hawai'i  
B.A. & B.F.A., University of Hawai'i  
B.A., Michigan State University
- SCOTT MASUNO ..... Computer Specialist  
M.S., University of Hawai'i  
B.S., University of Hawai'i
- SANDRA MATSUI ..... Dean of Student Services  
M.A., University of California Santa Barbara  
B.A., University of California Davis
- FRANK MATTOS ..... Assoc. Professor, CC, English:  
Composition, Literature  
M.A., University of Hawai'i  
B.A., Chaminade University of Honolulu
- FLOYD MCCOY ..... Asst. Professor, CC, Geology,  
Oceanography, Marine Option Program Coordinator  
Ph.D., Harvard University  
M.Sc., University of Hawai'i  
B.S., University of Hawai'i
- WALTER MCGOLDRICK ..... Professor Emeritus,  
Community Colleges
- FRED KALANI MEINECKE ..... Asst. Professor, CC,  
Hawaiian Language and Culture  
A.B., University of California, Berkeley
- ANGELA MEIXELL ..... Interim Provost  
Ed.D., University of Hawai'i  
M.Ed., University of Hawai'i  
B.S., Stetson University
- BENNETT MOFFAT ..... Asst. Professor, CC, Drama  
M.F.A., University of Hawai'i  
B.A., Vassar College
- GLORIA MOORE ..... Assoc. Professor, CC, Music  
M.M., University of Hawai'i  
B.A., University of Oklahoma
- OTOME MYERS ..... Professor Emeritus,  
Community Colleges
- STEVEN NAKASONE ..... Director for  
Administrative Services  
B.A., University of Hawai'i
- PAUL L. NASH ..... Assoc. Professor, CC, Ceramics  
M.A.T. Art Ed., Rhode Island School of Design  
B.F.A., Chouinard Art Institute, Los Angeles
- JANICE NUCKOLS ..... Professor, CC, History  
M.A., University of Hawai'i  
B.A., Marietta College
- JEAN OKUMURA ..... Professor, CC, Mathematics  
M.S., Oregon State University  
M.Ed., University of Hawai'i  
B.Ed., University of Hawai'i
- CAROL PANG ..... Interim Assistant Dean of Instruction  
Ph.D., University of Hawai'i  
M.Ed., University of Hawai'i  
B.Ed., University of Hawai'i
- ALAN C. RAGAINS ..... Assoc. Professor, CC,  
Speech and Communication  
M.A., Bradley University  
B.S., Illinois State University
- ELIZABETH RATLIFF ..... Asst. Professor, CC,  
Media Specialist  
M.S., Indiana University  
B.S., Memorial University of Newfoundland
- PEGGY REGENTINE ..... Assoc. Professor, CC,  
Information and Computer Sciences; Business  
Department Chair  
M.Ed., Auburn University, Montgomery  
B.G.S., Roosevelt University  
B.S., Troy State University
- DAVID RINGUETTE ..... Assoc. Professor, CC,  
Agriculture  
M.S., California Polytechnic State University  
B.S., Johnson State College, Vermont
- TIFFANY SEVERNS ..... Public Services, Librarian  
M.L.S., University of Illinois  
B.A., Southern Illinois University  
A.A., McHenry County College
- JEAN MINAMI SHIBUYA ..... Professor, CC,  
English: Composition, Literature  
M.A., University of Washington  
Fifth Year Teaching Certificate, University of Hawai'i  
B.A., University of Hawai'i
- KELLEY STARRY ..... Assoc. Professor, CC  
Counselor, Academic Advisor  
M.S., Chaminade University of Honolulu  
B.A., West O'ahu College  
A.A., Windward Community College
- GARY STICE ..... Professor Emeritus,  
Community Colleges

JON SUMIDA ..... Educational Specialist  
B.S., University of Hawai'i

ENID TAKAZONO ..... Bookstore Manager  
B.A., University of Hawai'i

MICHAEL TOM ..... Asst. Professor, CC, Academic  
Computing Coordinator  
M.B.A., Santa Clara University  
B.S., University of Hawai'i

LAURIE TOMCHAK ..... Instructor, French, Spanish  
Ph.D., University of California, Irvine  
M.A., University of California, Irvine  
B.A., University of California, Santa Cruz

EMI TROEGER ..... Professor, CC,  
Office Administration and Technology,  
Information and Computer Science  
M.Ed., University of Hawai'i  
B.Ed., University of Hawai'i

SIONE ULUAVE ..... Instructor, Mathematics  
M.A., Brigham Young University  
B.S., The Church College of Hawai'i

CHARLES WHITTEN ..... Counselor, Academic  
Advisor, Professor, CC  
M.Div., Southwestern Seminary  
M.A., Baylor University  
B.A., Baylor University

INGELIA WHITE ..... Instructor, Botany, Microbiology,  
Agriculture, Art History; Director, Kuhi Lā'au  
Ph.D., University of Hawai'i  
M.A., University of Hawai'i  
M.S., Bogor Agricultural University  
B.S., Bogor Agricultural University

DEETTA WILSON ..... Professor Emeritus,  
Community Colleges

AILEEN YIM ..... Professor, CC, Reading/Learning  
Skills, Coordinator, Learning Assistance Center  
M.Ed., University of Illinois  
B.A., University of Hawai'i

MARVIN YOSHIDA ..... Asst. Professor, CC,  
Accounting; Information and Computer Science  
CPA, Hawai'i  
B.B.A., University of Hawai'i

ELIZABETH YOUNG ..... Assoc. Professor, CC,  
English: Composition and Journalism  
M.A., University of Hawai'i  
B.A., University of Michigan

## Clerical and Maintenance Staff

Cresencia Antonio ..... Janitress  
Irene Callejo ..... Clerk-Typist, Financial Aid Office  
Frank Chang ..... General Maintenance Supervisor  
Vacant ..... Clerk-Typist, Community Services  
Avelina Corpuz ..... Janitress  
Carl Crowley ..... Janitor  
Freddie Gamayo ..... General Laborer  
Vacant ..... Clerk, Business Office  
Malie Hirao ..... Clerk-Steno, Dean of Instruction  
Faith Keene ..... Clerk-Typist, Media Center  
Kim Kiyono ..... Secretary to the Dean of Instruction  
Trudy Kurosaki ..... Secretary to the Dean of  
Student Services  
Joy Lindsey ..... Clerk-Typist, TRIO Project  
Elaine Manuel ..... Clerk, Bookstore  
James McCumber ..... Building Maintenance Worker  
Trudy Miyaji ..... Library Assistant  
Leilani Moss ..... Secretary to the Provost  
Sharon Nakagawa ..... Account Clerk, Business Office  
Gale Niwa ..... Clerk, Business Office  
Ann Omiya ..... Library Technician  
Karen Puu ..... Clerk-Typist, Registrar  
Lavenda Saberon ..... Janitress, Working Foreman  
Aileen Salvador ..... Clerk-Typist, Registrar  
Kay Sasaki ..... Cashier, Business Office  
Barbara Shannon ..... Janitress  
Luke Solotario ..... Janitor  
Kahealani Tani ..... Secretary to the Assistant Dean  
of Instruction  
Irene Tokuda ..... Secretary to the Director  
of Community Services  
Faye Watanabe ..... Library Technician  
Eloise Yamamoto ..... Secretary to the Director  
for Administrative Services

# Advisory Committees

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 Pat Oka  
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 Wayne Parker  
 Vicki Suyat  
 Neal Yokota

Hawaiian Studies students outside the Hawaiian Studies Building or “White House”. This program has benefitted greatly from strong community support.

*Photo by Ka Ohana staff*



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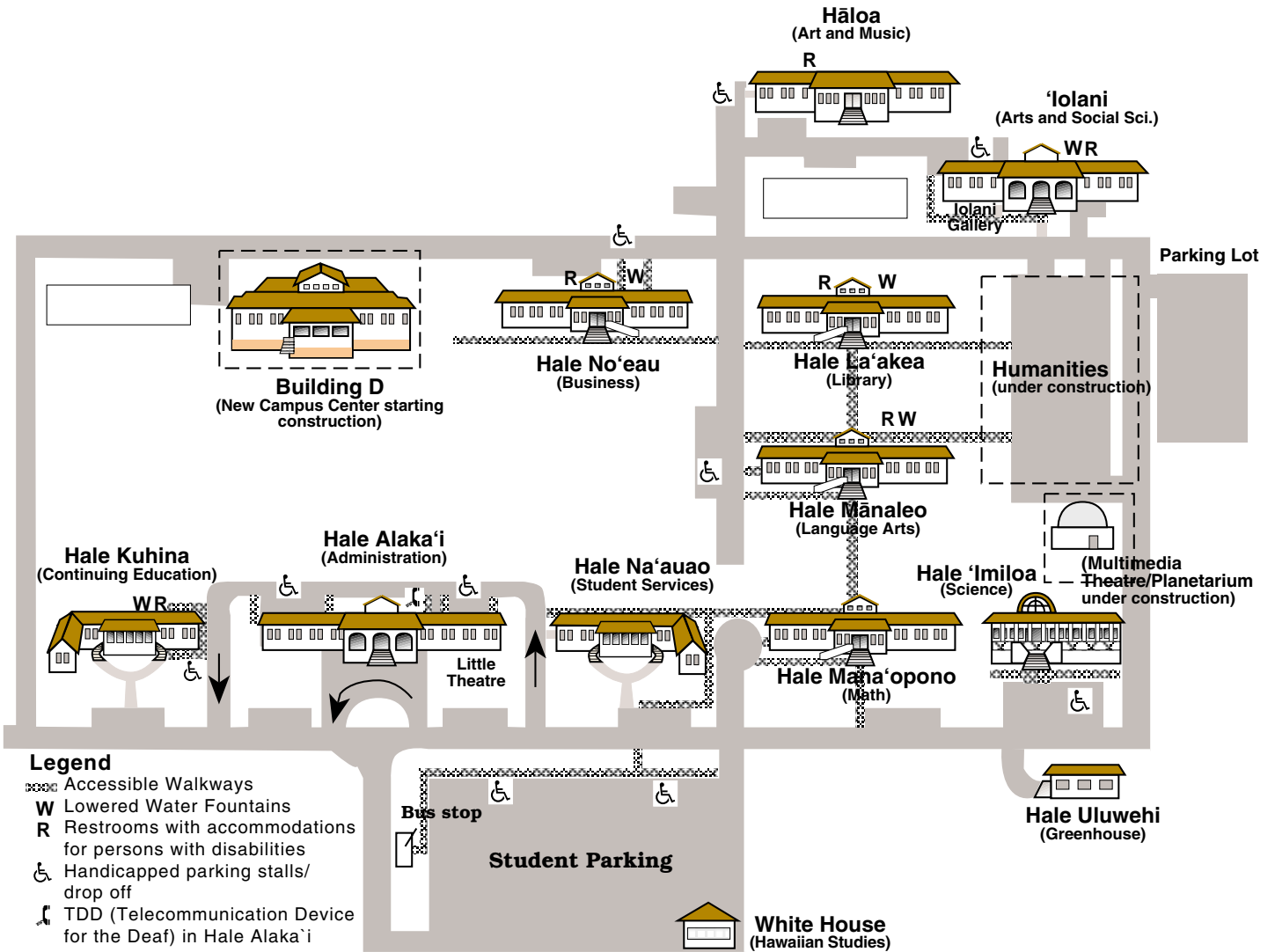
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- Haloa** Faculty Offices  
Music Classrooms  
Art Classrooms  
Business Classroom
- 'Iolani** Faculty Offices  
Ceramics Classroom/Lab  
Photography Lab  
'Iolani Gallery
- Hale La'akea** Library
- Hale No'eau** Faculty Offices  
PC Computer Lab  
Media Center
- Hale Kuhina** Continuing Education & Training
- Hale 'Imiloa** Macintosh Computer Lab  
Science Classrooms/Labs  
Aerospace Exploration Lab  
Hawai'i Space Grant Consortium - Windward  
Hoa'aina RS/GIS Center  
Kuhi Lā'au Plant Identification Center  
MOP Office  
Water Quality Lab

- Hale Mānaleo** Faculty Offices  
Classrooms  
English CAI Classrooms  
The Learning Center  
Math Lab  
TRIO
- Hale Mana'opono** Faculty Offices  
Classrooms
- Hale Na'auao** Faculty Offices  
Student Services  
Student Government/ Lounge  
Counseling  
Financial Aids  
Job Placement  
Native Hawaiian Program
- Hale Alaka'i** Faculty Offices  
Administrative Offices  
Registrar  
Business Office/Cashier  
WCC Theater  
Bookstore
- Hale Uluwehi** Agriculture Program
- White House** Hawaiian Language Classes

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# Quick Reference

## Absences

Contact your instructor or the Office of the  
Dean of Instruction ..... 235-7422

## Address Change

Office of the Registrar ..... 235-7432

Admissions ..... 235-7432

Aerospace Exploration Lab ..... 235-7321

## Art Gallery

Gallery Iolani ..... 235-7346

## Audio/Visual Services

Media Production Center ..... 235-7302

Bookstore ..... 235-7418

## Career Information

Career Center ..... 235-7471

Ceramics Lab ..... 235-7323

## Computer Labs

‘Imiloa Mac Lab ..... 235-7348

No‘eau PC Lab ..... 235-7314

Continuing Education ..... 235-7433

## Counseling Services

Counseling/Academic Advising .. 235-7413

## Disabilities, Services for Students with

STAAR Program ..... 235-7487

**Equal Opportunities Officer** ..... 235-7404

FAX ..... 247-5362

Financial Aids/Loans ..... 235-7449

## Foreign Students Information

Office of the Registrar ..... 235-7432

Fujio Matsuda Technology Training and

Education Center ..... 235-7433

Hawai‘i Backyard Aquaculture Prg. ... 235-7316

Hawai‘i Space Grant Consortium -

Windward ..... 235-7322

## Health Service/Medical Insurance Inquiries

Student Services ..... 235-7466

Job Placement ..... 235-7484

**Library Services** ..... 235-7436

## Literary Magazine (Student)

Rainbird ..... 235-7470

## Lost and Found

Business Office ..... 235-7407

Math Resource Center ..... 235-7485

Marine Options Program ..... 235-7497

## Newspaper (Student)

Ka ‘Ohana ..... 235-7333

Photo Lab ..... 235-7342

## Non-Credit Courses

Office of Continuing Education  
& Training ..... 235-7433

## Registration Information

Office of the Registrar ..... 235-7432

## Residency Regulations

Admissions Office ..... 235-7432

## Scholarships

Financial Aids Office ..... 235-7449

Science Lab ..... 235-7324

## Security

Business Office (day)/Cont. Ed. &  
Training (evenings & weekends)..... 235-7355

## Senior Citizen Program

Cont. Ed. & Training ..... 235-7433

## Student Government

Konohiki Council ..... 235-7469, 235-7473

## Study Skills for Students

The Learning Center ..... 235-7498

Switchboard ..... 235-7400

## Testing Information

Office of the Registrar ..... 235-7432

## Transfer Information

Academic Advising ..... 235-7413

## Tuition Refunds

Business Office ..... 235-7407

## Tuition Waivers

Financial Aids Office ..... 235-7449

## Tutors/Tutoring

The Learning Center ..... 235-7498

Veteran’s Certification ..... 235-7474

## Withdrawal, Classes, College

Office of the Registrar ..... 235-7432



Your future begins with us!

Windward Community College

45-720 Kea'ahala Road

Kāne'ohe, HI 96744

Tel: 808-235-0077

FAX: 808-247-5362

<http://www.wcc.hawaii.edu>