2002 • 2003 DATES TO REMEMBER
Please check a current
Schedule of Classes to confirm these dates.

FALL 2002

Academic advising begins for continuing students ........................................ Feb 1
Registration for continuing classified students .......................................... Apr 22-26, 29
Registration begins for continuing unclassified students ......................... Apr 29
Academic advising/registration begins for new
and returning students ................................................................................ May 10
Tuition waiver processing deadline .......................................................... Aug 15
Last day for 100% tuition refund ................................................................. Aug 23
Late registration .......................................................................................... Aug 26-30
Admission Day (Holiday) ........................................................................... Aug 16
First day of instruction .............................................................................. Aug 26
Last day to add semester courses and to declare
auditor for semester courses .................................................................. Aug 30
Labor Day (Holiday) .................................................................................. Sep 2
Last day for 80% tuition refund ................................................................. Sep 9
Last day for 100% activity fee refund for complete
withdrawal only ........................................................................................ Sep 9
Last day of erase period ............................................................................ Sep 16
Last day for 40% tuition refund ................................................................. Sep 23
Last day to petition for Fall graduation .................................................... Sep 27
Mid-semestere ............................................................................................ Oct 16
Election Day (Holiday) ............................................................................... Nov 5
Veterans’ Day (Holiday) ............................................................................ Nov 11

Spring 2003

Academic advising begins for continuing students ...................................... Sep 3 (2002)
Registration for continuing classified students ....................................... Nov 12-15, 18 (2002)
Registration begins for continuing students and unclassified students .... Nov 18 (2002)
Academic advising/registration begins for new
and returning students ............................................................................. Nov 20 (2002)
Tuition waiver processing deadline ........................................................ Jan 3 (2003)
Last day for 100% tuition refund ............................................................... Jan 10
Late registration ......................................................................................... Jan 13-17
First day of instruction .............................................................................. Jan 13
Last day to add semester courses and to declare
auditor for semester courses .................................................................. Jan 17

Annual Dates: Regrister for Spring 2003

Super Bowl Sunday ....................................................................................... Jan 27
End of semester .......................................................................................... Dec 20
**SPRING (continued)**

- Martin Luther King Day (Holiday) .......................... Jan 20
- Last day for 80% tuition refund ................................. Jan 27
- Last day for 100% activity fee refund for complete withdrawal only .......................................................... Jan 27
- Last day of erase period .................................................. Feb 3
- Last day for 40% tuition refund ......................................... Feb 10
- Presidents’ Day (Holiday) ................................................. Feb 17
- Last day to petition for Spring graduation ..................... Feb 28
- Faculty Excellence in Education Conference (no classes) .............................................................. Mar 7
- Mid-semester .................................................................. Mar 7
- Spring recess ................................................................. Mar 24-28
- Prince Kuhio Day (Holiday) ............................................ Mar 26
- Last day for changes: withdrawal from semester courses, credit/no credit option for semester courses, split-level changes, and incomplete grade changes .......................................................... Mar 21
- Good Friday (Holiday) ..................................................... Apr 13
- Last day of instruction ..................................................... May 7
- Evaluation/final examination days ................................ May 8-9, 12-14
- End of semester .............................................................. May 15
- Commencement ............................................................. May 16

**SUMMER 2003**

- Academic advising and registration for all students .......................................................... Jun 3-6, 9
- Last day for 100% tuition refund ....................................... Jun 9
- Kamehameha Day (Holiday) ............................................. Jun 10
- Late registration ............................................................... Jun 11-13
- First day of instruction ..................................................... Jun 11
- Last day to add courses and to declare auditor ............................. Jun 16
- Last day for 80% tuition refund ......................................... Jun 13
- Last day of erase period ..................................................... Jun 17
- Last day for 40% tuition refund ......................................... Jun 18
- Last day to petition for Summer graduation ......................... Jun 18
- Independence Day (Holiday) ............................................. Jul 4
- Last day for changes: withdrawal from standard term summer courses, credit/no credit option, split-level changes ......................................................... Jul 9
- Last day of instruction ......................................................... Jul 23
- Evaluation/final examination day ...................................... Jul 24
- End of summer ................................................................. Jul 24
On behalf of the faculty, staff and students of Kaua`i Community College, “Welcome!”

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

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

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

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

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

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

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

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

Welcome to your University of Hawai`i on Kaua`i. 

---

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

Each employee is part of a total College commitment to the value of human life and learning. In sharing our training and our active concern, we empower students in their reach toward their own visions. We offer opportunities to survey human cultures and their explorations in literature and the arts, philosophy, history, mathematics, and the sciences both for understanding and as preparation for further academic work. And we offer opportunities for development of job entry skills, career upgrading, and personal growth. We help students develop skills and attitudes of clear thinking, effective communication, and responsibility for human welfare that will let them flourish in their chosen spheres of meaning, whether island, state, nation, or world. We extend our unique community role as the only public institution of higher education on this island beyond the programs we offer, linking with other institutions that can help our community meet the needs of society and of self.
E-Commerce

Tim Stark is introducing a new course in the Fall 2002 semester on E-Commerce, ECOM 100. This course introduces you to the history of e-commerce and will step you through the process of creating a website from which you can conduct your business. It will include developing a business-style website, investigating business-to-business systems, and employing effective customer communication. Tim has had previous work experiences with AOL managing the development of mail-order and download stores. Mr. Stark’s educational experience includes an MBA in Management and Marketing from Seattle University and is currently seeking an additional degree in Psychology.

Want to learn to speak Spanish?

Meet our new Spanish instructor, Mary Fatora-Tumbaga. Mary grew up in New Jersey where it is not uncommon to hear Puerto Rican, Cuban, and other Spanish dialects. She chose to study Spanish in the 8th grade and did not stop until she gained a Master's at UH Manoa some years, a husband, and a major relocation later. She describes a year spent in Barcelona as an enjoyable and profitable submersion experience that all language students should have. After attending UH, Mary used her language skills in the tourist industry helping Spanish-speaking tourists navigate in English speaking Waikiki. She has taught here on Kaua`i for 10 years at Koloa Elementary, Waimea Canyon School, and Waimea High School. Mary enjoys teaching at all levels but is especially pleased to be teaching at the college level again.

A new course . . .

The Native Hawaiian-Serving Institutions Program is a Federal Grant under Title III of the Higher Education Act of 1965. One of the areas this grant supports is the development and improvement of Hawaiian-related academic programs.

Botany 130 was created through the Title III Grant initiative. The unique ecosystem of Hawai`i is used as a teaching tool to demonstrate concepts of biological science. The course is multi-disciplinary, touching upon geology, geography, environmental science and other areas that provide a holistic approach to the field of Botany.

Here students Theodore Kempf and Sara Yanowitz work in the field, replanting Kou trees. It is part of the Māhā`ulepū Reforestation Community Service Project.
What’s new at KCC?

**Come and join us . . .**

KCC’s unique Hula and Chant course (HWST 128) owes its existence to the Native Hawaiian-Serving Institutions Program. This course provides students with an opportunity to learn chants and perform hulas that were an integral part of Hawaiian performance culture. Voices, implements, and motion are blended to celebrate stories linked to Hawaiian genealogy. The course culminates in a Ho`ike, a sharing experience of hulas, chants and food. This course is taught by Wanda Aki.

**Kaua`i Community College cares about our environment . . .**

Alternative energy technology will soon be a part of KCC’s course offerings. Instructor Gregg Matsuo has been investigating several technologies in an effort to create a curriculum that is practical and beneficial for the community. Sustainable technologies relating to wind, sun, water, biomass, and fuelcells are being considered. Look for alternative energy in 2003.

Here (left to right) ETRO students Chad Plowman, Brian Rapozo, Shaun Arakaki, David Medeiros, Joel Tomacder, Ed Manansala & Kimberly Tanigawa stand behind a hydrogen fuelcell model.

**Food Service 100 Revamped**

Cooking and learning is a perennially popular combination. This course will introduce you to food service in its variety of forms from “fast foods” to “haute cuisine.” Extensive labs provide hands-on experience to learn food preparation techniques and allow you to explore the different career opportunities.

Here Culinary Arts student Taina Friere chats with fine dining clientele.
Look at our connections!

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

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

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

Chiba Keizai College students sing and perform a fan dance at their graduation reception at KCC’s fine dining room.

Study Abroad for the Native Hawaiian Vocational Education Program

Students traveled to Alaska to investigate vocational education opportunities for indigenous people. Their journey led from the University of Alaska in Fairbanks to Ilisagvik College in Barrow, Alaska in the Arctic slope region. The students were brought into contact with native peoples and programs that were serving their populations. An added treat was an invitation to a spring whaling feast where they had the opportunity to taste whale, sashimi-style.

Kaua`i Community College at Aotearoa!

Hawaiian Studies course 297 offers students the opportunity to rediscover Polynesian connections in Aotearoa (New Zealand). Students travel to Aotearoa and stay at a series of maraes (Maori cultural centers) to experience the native culture. They visit significant Maori sites and museums; participate in dance and other rituals; and even harvest food from the mountains and seaside to dine on.
So your goal is to live and work on Kaua’i while you earn a bachelor’s or graduate degree?

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

- BA Business Administration, UH West O’ahu
- BA English with Writing Emphasis, UH Hilo
- BA Information & Computer Sciences, UH Mānoa
- BA Liberal Studies, UH Mānoa
- BA Liberal Studies: Human Relations in Organizations, UH Mānoa
- BA Liberal Studies: Information Resource Management, UH Mānoa
- BA Social Sciences with Applied Track Theme, UH West O’ahu
- BED Elementary/Special Education, UH Mānoa
- BS Computer Science, UH Hilo
- BS Nursing, UH Mānoa
- Master of Accounting, UH Mānoa
- Master of Business Administration, UH Mānoa
- MED Educational Administration, UH Mānoa
- Master of Library & Information Studies, UH Mānoa
- MS Information & Computer Sciences, UH Mānoa
- MS Kinesiology & Leisure Science with Emphasis in Adapted Physical Education, UH Mānoa
- MS Nursing, UH Mānoa
- Certificate, Database Management, UH Mānoa
- Certificate, Post Baccalaureate Secondary Education, UH Mānoa
- Certificate, Substance Abuse & Addictions Studies, UH West O’ahu
- Certificate, Travel Industry Management, UH Mānoa
- Graduate Certificate, Telecommunication & Information Resource Management, UH Mānoa

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

April 11, 2002 • Kaua’i Community College’s hard-working and essential student assistants. (from left to right) Jarrae Tehani Puni, Malia Guerra, Jennifer Olpoc & Leila Fu. Jennifer was this year’s recipient for the top student assistant. She worked for KCC’s Health Education Department as a receptionist for the Wellness Center.

A panel of faculty and students selected Jim McFarland, (above) as the Kaua’i Community College 2002 Board of Regents Excellence in Teaching Award winner. Jim teaches Psychology at KCC and regards his early education in a small school where two grade levels were taught in a single classroom as the environment from which his teaching philosophy grew. From that point of view, he saw how learning built upon itself and saw rewards gained beyond test grades. “I am hopeful that my approach helps turn some students’ orientation to education away from being passive receptacles of knowledge to active learners…”

The Hung Wo and Elizabeth Lau Ching Faculty Service Award recognizes 4 outstanding UH faculty who have made significant contributions to the community and this year one of the awards was given to Ralph Kouchi (left) of Kaua’i Community College. Ralph, besides providing welding instruction, has performed a myriad of community services. He helped create an overlook area for Alekoko Fishpond with Kaua’i High School, he created a garden farm to be used as a training site for displaced sugar workers, he has worked with economically disadvantaged youth, the Kaua’i Correctional Community Center as well as the various trade unions. Ralph forged a partnership with the state and county Elections Offices to build an Elections Building on the campus to be used jointly by KCC and the County of Kaua’i. One of his supporters described him as “…capable of sizing up a worthy need, using his people skills to bring people and agencies together and….planning and implementing projects that benefit and impact a multitude of lives.”
# The College
Kaua’i Community College, a 2-year public community college, is the only college on the island of Kaua’i. Its 200-acre campus is located just west of the major town of Lihue. Begun in 1928 as a vocational school, it became a comprehensive community college in 1965.

# The Island
Kaua’i, with a population of about 58,000, lies 100 miles northwest of Honolulu, the State capitol and major population center of Hawai’i. The island retains many aspects of rural island life. The northermost and oldest of the major Hawaiian islands, it is 627 square miles in area with a diameter of 32 miles, yet the climate varies dramatically from desert to rain forest with altitudes ranging from sea level to 5,148 feet. The beauty, the diverse cultures, and the climate are major island resources.

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

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

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

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

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

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

## Health Service
A “Career-Ladder Nursing Program,” consisting of 2 levels (Practical Nursing and Registered Nursing), is offered. A student successfully completing the first level of the curriculum is awarded a Certificate of Achievement in Practical Nursing and is eligible to take the State Board examination for licensure as a Practical Nurse. Successful completion of the second level of the curriculum leads to an Associate in Science Degree in Nursing and eligibility to take the State Board examination for licensure as a Registered Nurse.

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

# Degrees & Certificates
Associate in Arts, various Associate in Applied Science and Associate in Science Degrees are awarded by Kaua’i Community College to students who successfully complete the requirements for graduation. Certificates of Achievement Certificates of Completion, and Certificates of Competence are awarded to students who complete the requirements of selected programs.

See Degrees & Certificates, page 51.

# Academic Year
The College operates on the semester system. Some courses are modular, ranging from 2 to 7 weeks. Day and evening classes are available for full-time and part-time credit and non-credit students from 8:00 am to 9:00 pm. Courses may meet 5 or fewer times per week.
A summer program includes limited on-campus offerings and courses delivered by other UH campuses by HITS (also known as ITV), Cable TV, and Internet. During the summer sessions, most courses must be self-supporting; therefore, tuition rates are higher than they are for fall and spring semesters.

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

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

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

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

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

The College is proud of its faculty. They are a dynamic group of committed professionals. In their individual ways, they help our students to achieve their educational goals and to lead richer lives.

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

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

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

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

As an island state, Hawai‘i is well-suited to distance education programs. Kaua‘i Community College serves as a University Center for the island of Kaua‘i, providing support for courses and programs made available from other institutions within the University of Hawai‘i System. Baccalaureate programs in Education, Liberal Studies, English, Computer Science and Social Science have been offered. Graduate degrees in Education, public and business administration, and nursing can be obtained. These programs are delivered via HITS (Hawai‘i Interactive Television, also known as ITV), Cable TV, Internet, and/or on-island delivery.
Kaua`i Community College offers many different experiences! (left photo) Hawaiian Studies students Fred Aki, Instructor Dennis Chun, Sara Yanowitz, and Brandy Filtzer prepare lau laus and pig to be cooked in the traditional kalua style. (bottom photo) KCC’s Performing Arts Center has many wonderful cultural displays. Here, the Kenny Endo Taiko Ensemble delights the audience with traditional taiko, as well as Edo Bayashi (festival music from old Tokyo) and the Edo Kotobuki Jishi (traditional Japanese good luck lion dance).

Clermontia fauriei - Campanulaceae

This plant is endemic. It grows in diverse mesic or wet forests on Kaua`i. It is a favorite source of food for native honeycreeper birds. The birds developed longer beaks to reach the nectar of the plant, and, in turn, the plant evolved a longer corolla.

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

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

OTHER
11 Bookstore
12 Cafeteria
13 Dining Room
14 Student Government
15 Student Lounge
GETTING STARTED AT KAUA’I COMMUNITY COLLEGE

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

Follow these steps to become a student at Kaua‘i Community College.

**Am I eligible to attend Kaua‘i Community College?**

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

**How do I enroll?**

1. **APPLICATION**

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

   **Programs with Special Admission Requirements:**

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

2. **TRANSCRIPTS**

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

3. **LETTER OF ACCEPTANCE**

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

4. **PLACEMENT TEST**

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

5. **TUBERCULOSIS (TB) CLEARANCE**

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

a. Born after 1956 and did not attend a Hawai‘i high school (not required of Hawai‘i GED graduates)

b. Foreign: students, immigrants, or visitors.

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

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

Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies. In addition to individual counseling, several classes are offered each semester on career exploration and student success (See IS 105 in the Course Description section of this catalog.).

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

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

The Schedule of Classes is distributed to island households in one of the local newspapers. You can pick up a Schedule of Classes in the Admissions & Records Office, the Library, The Learning Center, or the Business Office, or call the Admissions & Records Office to have one mailed to you.

9. REGISTRATION
Registration is the time when you select your classes and pay your tuition and fees. Class selection and payment are done on the same day. Registration is by appointment. If you are a classified student, you must complete academic advising before you will be allowed to register. Bring your Academic Planner to your registration appointment.

You are officially registered after payment of tuition and fees. Students who attend classes without completing the registration process are not officially enrolled. The Class Schedule and Statement Form (fee receipt) given to you during registration is required by the Bookstore for purchase of books and may be required by instructors to verify registration in their classes. For the schedule of tuition and fees and refund policies, check the Campus Policies section. The University of Hawai‘i does not allow deferred payment of tuition and fees. Failure to make full payment will result in cancellation of your registration for the semester.

How do I apply for financial aid?

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

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

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

If you attended Kaua‘i Community College in the past and you are not currently enrolled, you need to again submit an application for admission. You can call, e-mail, and request that a form be mailed, or you can come in to the Admissions & Records Office to pick one up.

How do I know if I am a resident?

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

Certain students are granted statutory exemption for the residency regulation. See the Residency entry in catalog for more specific residency information.

What if I transfer from another college?

Complete an application and provide official transcripts (copies sent directly from the school you previously attended to KCC’s Admissions & Records Office). Official transcripts become the property of the College and will not be forwarded to any other institution (outside of the University of Hawai‘i System) or individual or copied for students. In order for your transcripts to be reviewed, you need to fill out the Request for Transcript Evaluation Form.

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

What if I have CLEP or Advanced Placement Credits?

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

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

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

What do I do if I am an international student?

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

1. University of Hawai‘i Common Application Form.
2. University of Hawai‘i Supplementary Information Form for Foreign Applicants. Evidence of support in U.S. currency must be attached showing that adequate financial support will be provided during the entire period of enrollment.
3. Official TOEFL (Test of English as a Foreign Language) scores sent directly to Kaua‘i Community College by the Educational Testing Service. Minimum score for admission is 450.
What do I do if I am an international student? (continued)

Applicants exempt from taking the test are those:

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

b. Who have completed three years of high school education or 30 semester credits of college-level work (30 transfer semester credits for the Associate in Arts degree program) from an accredited college or university in the United States, Australia, Britain, Canada, Ireland, United Kingdom or New Zealand.

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

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

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

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

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

Contact the Office of the Dean of Students at 245-8212 for rules and regulations and admission requirements.

What if I have a disability?

Federal law prohibits the College from making pre-admission inquiry about disabilities, so we may not know if you have any special needs. Information regarding disabilities, voluntarily given or inadvertently received, will be kept confidential and will not affect admission decisions. If you inform us of disability-related needs, we can prepare appropriate support services. To discuss special needs, call the Disability Services Counselor at 245-8314.

Am I eligible for veteran’s educational benefits?

Kaua’i Community College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act (G.I. Bill), the Veterans’ Educational Readjustment Act, and the Dependents’ Act. Information regarding eligibility, entitlement, and types of education and training available for veterans may be obtained at the Admissions & Records Office or the Veterans’ Administration Regional Office.

What if I am in the military?

If you are an active member of the military (or a military dependent) stationed in Hawai’i, submit a copy of your military orders to Hawai’i and complete Item F of the application form.

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

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