



HAWAII TOKAI

INTERNATIONAL COLLEGE



2016-17 College Catalog

Hawaii Tokai International College

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2016-2017 College Catalog

Hawaii Tokai International College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org.

Hawaii Tokai International College is authorized to operate in the State of Hawaii under the Hawaii Post-Secondary Education Authorization Program, by the Hawaii State Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813, (808) 586-7327. Additional information about authorization, including the filing of complaints against institutions, can be found at cca.hawaii.gov/hpeap.

This catalog provides general information that is descriptive in nature and does not constitute an irrevocable contract between the student and Hawaii Tokai International College. The College reserves the right to at any time and without prior notice, withdraw courses, change fees, revise the academic calendar, change the rules regarding admission and graduation requirements, and amend other regulations affecting the student body. Such changes will become effective upon adoption by the Board of Trustees, and shall apply not only to prospective students but also to those who are matriculated in the College at that time. HTIC will make every effort to notify matriculated students of any such changes, and to maintain an up-to-date version of this catalog on its website (www.hawaiiitokai.edu) It is, however, the responsibility of the student to consult with the Office of Student Services for the most current and complete information regarding academic requirements, student rights, and other issues of relevance to the enrollment in or successful completion of any course of study offered by the College.

It is the policy of Hawaii Tokai International College to provide equal opportunity in higher education, both in educational mission and employment. The College does not discriminate on the basis of race, color, age, religion, sex, sexual orientation, national origin, or physical handicap or other disabling condition in its educational programs, admission, activities, or employment practices. The college is committed to complying with all state and federal statutes, rules, and regulations that prohibit discrimination.

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MESSAGE FROM THE CHANCELLOR

Aloha e,

Welcome to Hawaii Tokai International College (HTIC).

Originally founded by Japanese visionaries in the late 1930s, Tokai University in Japan quickly became noted for its international perspective. In pursuing this theme, Tokai University founded HTIC in Hawai'i in 1992. Since then the Hawai'i campus has been an academic home primarily to students from Asia, the United States, and Hawai'i. HTIC's goal is to promote a global vision and provide students with a gateway into the international arena. With small classes and a dedicated faculty and staff, students are the center of all of HTIC's activities.

You will find on the pages that follow an outline of many of HTIC's programs. What makes HTIC particularly exciting at this time is its move to new quarters from its campus overlooking Waikiki to the newly developed community of Kapolei in West O'ahu. At its new location, HTIC benefits from a vibrant partnership with the University of Hawai'i's newest campus. By sharing a common campus location, both HTIC and University of Hawai'i – West O'ahu students are afforded a dynamic international experience through studying, working, and relaxing together.

Through these pages we hope you will learn much about HTIC, and we also hope to someday welcome you to our beautiful Hawai'i campus.

Sincerely,



Takuya Yoshimura
Chancellor, Hawaii Tokai International College

HISTORY AND MISSION

Hawaii Tokai International College combines the philosophy of Dr. Shigeyoshi Matsumae, founder of the Tokai University Educational System, and the educational vision of Dr. Richard Kosaki, former University of Hawai'i Vice President and Chancellor of Community Colleges. The result is a unique institution that serves students as a bridge between Asia and the U.S. and as a gateway to their future as global citizens.

Tokai University Educational System



Dr. Tatsuro Matsumae
*President, Tokai University
Educational System*

The Tokai University Educational System (TES) had its genesis in a small, private high school founded in 1936 by Shigeyoshi Matsumae, based upon the educational philosophy of the Danish leader N.F.S. Gruntvig, whose ideas were introduced to Matsumae by famed Japanese educator Kanzo Uchimura. From these two men, Matsumae came to believe that schools were more than a place to acquire knowledge; they were where people could cultivate and develop their thoughts, ideas, and individuality.

Designed to engender an appreciation and understanding of the diverse cultures that exist on earth, the mission of TES is to promote and provide an internationally-oriented education that will result in a peaceful world. It is based upon the belief that education nurtures the development of ethical global citizens who are grounded in the liberal arts, technologically capable, protective of the environment, and respectful of the harmony that exists in nature.

Today, the Tokai University Educational System is composed of an extensive network of educational and research institutions throughout Japan, with overseas facilities in Denmark and Hawai'i. Major university campuses are located in Kanagawa, Kumamoto, and Hokkaido. Graduate and research training facilities include a medical school with four hospitals, a marine research center with ocean-going vessels, a space center, and an agricultural experiment station. In addition, there are six junior colleges and fourteen senior high schools.

In keeping with Matsumae's vision, TES has established educational institutions in many international locations -- Copenhagen, Denmark; Vienna, Austria; Seoul, Republic of Korea; Bangkok, Thailand; and Hawaii Tokai International College in Kapolei, Hawai'i. In addition, TES maintains student exchange programs and joint research projects with universities all over the world.

The Educational Creed of the Tokai University Educational System

Cultivate your thoughts in your early days

Nurture your body in your early days

Develop your intellect in your early days

Aim your hopes towards the stars in your early days

TES FOUNDER DR. SHIGEYOSHI MATSUMAE DECIDED TO BUILD A PEACEFUL NATION BASED ON A FOUNDATION OF EDUCATION

Hawaii Tokai International College



Dr. Richard Kosaki
*HTIC Founding President
and President Emeritus*

Hawaii Tokai International College (HTIC) was established on May 22, 1992, as an American two-year liberal arts college. HTIC is authorized to operate in the State of Hawai'i under the Hawaii Post-Secondary Education Authorization Program, and since June 1994, has been accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. HTIC offers an Associate in Arts degree. Graduates of HTIC are from Japan, Republic of China (Taiwan), Republic of Korea, People's Republic of China, Federated States of Micronesia, Peru, Brazil, Germany, Vietnam, Mongolia, and the United States.

Hawaii Tokai International College was founded Dr. Richard H. Kosaki, one of Hawai'i's most respected educators and a former University of Hawai'i Vice President and Chancellor for Community Colleges. In accordance with the educational mission of TES, Dr. Kosaki envisioned a small liberal arts college with a strong emphasis on the learning community concept and a deep appreciation for intercultural understanding. Dr. Kosaki retired as President of HTIC in 1997.

The concept of the learning community continues to be the hallmark of HTIC's educational programs, strengthening the College's role as a gateway for students interested in bridging the educational systems of the East and West.

Vision Statement

To educate students to become enlightened global citizens who contribute to world peace.

Mission

Hawaii Tokai International College is an international gateway for students interested in education bridging diverse international perspectives, especially in the Asia-Pacific region. HTIC graduates emerge as lifelong learners who contribute positively to the world.

Institutional Learning Outcomes

HTIC's Institutional Learning Outcomes are rooted in its mission to nurture students to become productive global citizens. These learning outcomes are an integral part of the courses, programs, services, and activities of the College. All courses offered at HTIC incorporate, as appropriate, these learning outcomes. (In addition, selected classes are designated each term as "intensive" classes and stress these three specific outcomes: writing, oral communication, and/or cooperative learning.)

- **Effective Communication Skills**

Students read analytically, listen discerningly, and communicate clearly, effectively, and creatively in both written and oral forms in a manner appropriate to the audience, situation, and context.

The areas of skills, knowledge, and values comprising this Institutional Learning Outcome in which students must achieve are:

- Oral
- Written
- Reading Comprehension

- **Intellectual and Practical Skills**

Students demonstrate intellectual and practical skills in different contexts and fields, interpreting and offering reasoned solutions to problems encountered both in the classroom and beyond. Students conduct quantitative and scientific analyses, and evaluate reasoning, claims, or information. Students also demonstrate creativity and an informed appreciation of the arts.

The areas of skills, knowledge, and values comprising this Institutional Learning Outcome in which students must achieve are:

- Critical Thinking
- Quantitative Reasoning
- Creativity
- Information and Technology Literacy
- Aesthetic Appreciation

- **Global Citizenship**

Students demonstrate a sense of awareness beyond the self that includes an appreciation of diversity and multilingualism. Students also practice cooperation, ethical behavior, and other behaviors that contribute to global understanding and world peace.

The areas of skills, knowledge, and values comprising this Institutional Learning Outcome in which students must achieve are:

- Cross-cultural Understanding
- Ethical Reasoning
- Second-language Proficiency
- Cooperative Learning
- Understanding Issues of World Peace

- **Core Body of Knowledge**

HTIC's faculty determines the appropriateness of courses for inclusion in the College's curricula based on each course's stated learning outcomes. Comprehensive learning outcomes ensure that students achieve an understanding of Core Body of Knowledge (i.e., the basic content and methodology) of the major areas of knowledge, including Language Arts and Literature, Arts and Humanities, Mathematics and Science, Social Sciences, and Interdisciplinary Studies.

The areas of skills, knowledge, and values comprising this Institutional Learning Outcome in which students must achieve are:

- Arts and Humanities
- Language Arts and Literature
- Math and Sciences
- Social Sciences
- Interdisciplinary Studies

OVERVIEW OF PROGRAMS, FACILITIES, AND SERVICES

Hawaii Tokai International College offers outstanding educational experiences for students interested in bridging the cultures, languages, and societies of Asia and the Pacific. This section introduces the programs, facilities, and services that help students create their futures.

Liberal Arts Program

HTIC is an accredited liberal arts junior college, awarding the Associate in Arts degree. Based upon the concept of the learning community, the Liberal Arts Program emphasizes active learning techniques, critical thinking, cross-cultural understanding, and integrated learning in a highly supportive setting. The low ratio of students to faculty in the classroom affords students with an optimal learning environment.

College Preparatory Program

Students who enter HTIC with limited English proficiency are enrolled in the College Preparatory Program. This five-level, integrated learning program emphasizes English as a Second Language (ESL) studies within the framework of liberal arts subject matter in a challenging, hands-on setting. Students who successfully complete the skills-based College Preparatory Program may apply to enter the Liberal Arts Program.

Academic Year

HTIC's academic year operates on a quarter system; however, to facilitate student transfer to four-year colleges, semester credit hours are awarded in the Liberal Arts Program. HTIC offers four terms: Fall, Winter, Spring, and Summer. Each term is approximately ten weeks long, except for the Liberal Arts Program's Summer Term, which is composed of two five-week sessions. For specific dates, see the Academic Calendar at the end of this catalog.

State Authorization

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Accreditation

HTIC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, California 94949, telephone 415-506-0234), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. At the discretion of the receiving school, students may transfer credits to and from other accredited American colleges and universities. Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org.

Campus Facilities

The HTIC campus is a multifaceted center for education in Hawai'i. In addition to the Liberal Arts and College Preparatory Programs, HTIC offers short-term International Programs combining English-language acquisition with exposure to local and Hawaiian cultural traditions. Spring 2015 marked the opening of HTIC's new campus located in the growing community of Kapolei on the west side of the

island of O'ahu. The Kapolei campus, constructed to better accommodate HTIC's recent increases in student enrollment, is adjacent to the University of Hawai'i – West O'ahu (UHWO). It is in close proximity to outdoor and ocean-related recreation, including the Ko Olina and Disney Aulani resorts and the famed North Shore, and a short distance by car or bus from the cosmopolitan area of Honolulu, with an abundance of museums and other cultural venues. The Kapolei campus is conveniently situated near a variety of services including shopping centers, restaurants, movie theaters, a public library and other municipal services, churches and temples, and hospitals and other health care services. The campus is also on a major city bus route.

Campus facilities include new classrooms equipped with multi-surface sliding whiteboards and projection systems, a newly-designed Library and Learning Center with expanded access to electronic resources, a student dormitory, auditorium, and parking. High speed wireless internet access is available throughout the campus. Students are provided with an email account for use both during their time at the College and in the future as alumni.

The campus consists of three buildings: a classroom building, which also houses the Library and Learning Center and administrative offices; a dormitory; and the Matsumae Auditorium. In addition, HTIC students have access to the library and cafeteria on the neighboring UHWO campus. The College complies with all building code regulations and a strict "No Smoking" policy is in effect for the entire campus, with smoking allowed only in a designated smoking area for persons 21 and older in accordance with Hawai'i state law.

Faculty and Staff

As a liberal arts college with an emphasis on teaching, HTIC values professional educators who embrace the College's Educational Mission. Faculty members hold post-baccalaureate degrees or certificates from accredited universities, and most have taught at other colleges and universities and have considerable international experience. Staff members are highly-qualified and experienced and, together with faculty, actively contribute to HTIC's learning community.

Student Activities

Student government allows the student body to become actively involved in the intellectual and social life of the learning community. A variety of student clubs are also available to encourage athletic and other extracurricular interests. In keeping with the College's mission to facilitate civic engagement and global citizenship, students are encouraged to participate in community service and service learning activities.

Housing

The students of HTIC are diverse in their interests and backgrounds. With a dormitory located on campus, students have the opportunity to make friends in a pleasant, secure setting.

The Office of Student Services can also assist interested students to arrange homestays. Inquiries regarding all housing options should be directed to the Office of Student Services.

Cafeteria and Food Services

A cafeteria is located on the adjacent UHWO campus, a few minutes' walk from the HTIC campus, offering full meal services on weekdays during each term. Vending machines are available on the first floors of the classroom building and the dormitory.

ADMISSIONS

As a small college with a restriction on student enrollment, admission to HTIC's College Preparatory and Liberal Arts Programs is competitive. Students who demonstrate educational excellence in their past academic record and high motivation are given priority for admission.

Admission Requirements for U.S. Citizens and Legal Residents

For admission or consideration for readmission, students must submit the following by the deadline date:

- Completed Application for Admission form and \$50 application fee
- Official Transcripts:
 - Submit high school transcripts and transcripts from all schools attended after graduating.
 - Transcript(s) must be sent by the issuing school(s) directly to the Director of Admissions and Recruitment
- 2.5 GPA is required for both freshman and transfer admission
- Admissions Essay: guidelines are provided in the application materials
- Medical Clearance Form
- Letter of recommendation (optional)
- Completed Housing Application form and \$20 application fee (if applying for on-campus housing)

An applicant may be contacted for a personal or telephone interview upon receipt of the application documents.

Admission Requirements for International Students

For admission or consideration for readmission, students must submit the following by the deadline date:

- Completed Application for Admission form and \$100 (US) application fee
- Financial Support Statement
 - Attach a current (within six months) bank statement from your sponsor showing a balance of at least \$23,985
- TOEFL score, International English Language Testing System (IELTS) score, or a copy of STEP EIKEN certificate
 - Admission into the Liberal Arts Program requires a minimum TOEFL score of 45 IBT or 450 PBT; IELTS score of 4.5 or higher; or a STEP EIKEN certificate at the Ni Kyu (2nd grade) or higher
 - For admission into the College Preparatory Program, submission of a TOEFL score, IELTS score, or a STEP EIKEN certificate is recommended
 - HTIC's TOEFL college code is 9831
- Official Transcripts:
- Submit high school transcripts and transcripts from all schools attended after graduating, including language schools
 - Transcript(s) from U.S. schools must be sent directly from the issuing school(s) to HTIC.
 - Applicants may submit official English transcript(s) from overseas schools together with other required documents.
 - A certificate demonstrating completion of high school level education must be submitted if transcripts are unavailable.
- 2.5 GPA is required for both freshman and transfer admission into the Liberal Arts Program

- Admissions Essay: guidelines are provided in the application materials
- Medical Clearance Form
- Copy of Passport
- Certificate of High School Graduation
- Letter of Recommendation, in English (optional)
- Housing Application form and \$20 application fee (if applying for campus housing)

An applicant may be contacted for a personal or telephone interview upon receipt of the application documents.

Application Deadlines

Application deadlines for the College Preparatory and Liberal Arts Programs are as follows:

| APPLICATION DEADLINES FOR: | U.S. CITIZENS AND LEGAL RESIDENTS | STUDENTS REQUIRING F-1 VISA | STUDENTS WITH VALID VISA |
|--|--|------------------------------------|---------------------------------|
| Fall 2016 (All Programs) September 29-December 9, 2016 | 8/1/16 | 6/1/16 | 8/1/16 |
| Winter 2017 (All Programs) January 12-March 24, 2017 | 11/1/16 | 9/1/16 | 11/1/16 |
| Spring 2017 (Liberal Arts Program) April 6-June 16, 2016 | 2/1/17 | 12/1/16 | 2/1/17 |
| Spring 2017 (College Preparatory Program) April 7-June 16, 2017 | 2/1/17 | 12/1/16 | 2/1/17 |
| Summer 2017 (College Preparatory Program) June 29-September 8, 2017 | 5/1/17 | 3/1/17 | 5/1/17 |
| Summer 2017 Session I (Liberal Arts Program) July 3-August 8, 2017 | 5/1/17 | 3/1/17 | 5/1/17 |
| Summer 2017 Session II (Liberal Arts Program) August 10-September 15, 2017 | 5/1/17 | 3/1/17 | 5/1/17 |
| Fall 2017 (All Programs) September 28-December 8, 2017 | 8/1/17 | 6/1/17 | 8/1/17 |

Application Procedures

Students may enter HTIC in any term. An application for admission may be made at any time, but no later than the published application dates indicated above for admission to a specific term. Every effort will be made to review and evaluate applications on a timely basis.

Prospective students will be informed of the action taken on the applications. Accepted international students receive a U.S. Immigration and Customs Enforcement SEVIS Form I-20AB. The Form I-20AB is used when applying for an F-1 student visa at the U.S. Consulate or Embassy nearest the student's home. Processing of a visa application may take several months, so international students are advised to

apply as soon as possible. The determination as to whether a visa will be issued is the sole responsibility of the consular office. Upon issuance of a visa, the student can complete arrangements for travel to Hawai'i and enrollment in the college. (Note: International students may not enter the U.S. more than 30 days prior to the program start date on the I-20.)

Acceptance may be deferred for up to one year. After one calendar year (the equivalent of four successive terms) has passed, the applicant must submit a new, complete application packet, including all fees, to be reconsidered for admission.

Pre-Registration Requirements:

Prior to registration students are required to have:

- **Proof of Health Insurance:** Every student must have medical insurance coverage for the length of the term in which the student is enrolled. Overseas travelers or student insurance is accepted. Additional information is available from the Office of Student Services.
- **Tuberculosis (TB) Clearance Certificate:** As required by state law, all students must present a valid TB certificate of a negative tuberculin test issued by the State of Hawai'i or from a physician using a Hawai'i State Department of Health approved form. The TB test must have been administered in Hawai'i within 12 months prior to the first day of class.
- **Record of Immunization:** Official record of two doses of measles vaccine, one in combination with measles-mumps-rubella (MMR), is required. Proof of immunization must be in English and certified by a physician or health/medical institute.
- **Meningococcal Vaccine:** Meningococcal Vaccine is recommended but not required. Students electing not to be inoculated must sign a waiver.

*The TB test and immunization may be arranged through the Office of Student Services.

Advanced Placement

HTIC will accept high school Advanced Placement and International Baccalaureate Diploma Programme course credit as transfer credit if an equivalent course is offered at HTIC. An official course description or course syllabus must be submitted for evaluation to confirm the equivalence to a course offered at HTIC.

Transfer Credits from Other Institutions

Students transferring to HTIC from other accredited American or foreign colleges or universities may request that credits earned at these institutions be evaluated for transfer to meet HTIC requirements. Generally, credit will be given for courses applicable to the Associate in Arts degree and comparable to those offered at HTIC, provided that the student completed the courses with a grade of "C" or higher.

Disability Support Services

Students needing disability support services are expected to identify themselves to the College. The College requires documentation regarding the nature and extent of their disability and recommendations for reasonable accommodations. Since accommodations may require additional time to arrange, requests should be received at least six weeks prior to the start of term.

COSTS

The cost of attending HTIC will vary with the program of study undertaken, living arrangements, and personal expenses. Please note that all tuition and fees are subject to change in accordance with requirements of state law or action by HTIC's Board of Trustees or administration.

Tuition and Fees

Tuition for students enrolled for the 2016-2017 academic year beginning in September 2016 for a full-time program of study and for students taking a part time course load is shown below.

- **College Preparatory Program:** \$4,050 per term for full-time students (18 contact hours per week required to be a full-time student)
- **Liberal Arts Degree Program:** \$4,050 per term for full-time students (9 credit hours are required to be a full-time student). \$475 per credit hour for part-time students (plus fees)

Liberal Arts and College Preparatory Program students are assessed \$245 in mandatory student and internet usage fees each term. In addition, Liberal Arts students in their final term of study will be assessed a \$100 graduation fee during the registration process.

Housing and Meal Plans

Housing. Double and quadruple occupancy rooms are available in HTIC's on-campus dormitory. Room rates per term for the 2016-2017 academic year beginning in September 2016 are as follows.

| DORMITORY ROOM RATES | | |
|----------------------|----------------|----------------|
| Occupancy | All Full Terms | Summer I or II |
| DOUBLE | \$2,200 | \$1,200 |
| QUADRUPLE | \$1,900 | \$1,050 |

A non-refundable processing fee of \$20.00 is required with all housing applications. Other housing costs include a \$100.00 security deposit, refundable upon successfully passing a room inspection at checkout, and a \$75.00 non-refundable charge for a set of bedding, including a pillow, blanket, and towels.

Note: All students residing in the dormitory must vacate the premises during the break between the Fall and Winter terms. Students moving out permanently and who wish to remain on the premises for more than three days following the end of the must make arrangements ahead of time, and will be charged a rate of \$40.00 per day beginning on the fourth day following the end of the term.

Additional information on housing may be requested from the Office of Student Services.

Meal plans. Meal plans are available for purchase by all students and are mandatory for all students living in the dormitory. The cost per term is shown below. (Additional meals may be purchased for \$9 per meal.)

- 100 meals \$ 900 per term
- 110 meals \$ 990 per term
- 120 meals \$1,080 per term

Student Financial Obligations

HTIC may withhold grades, transcripts, registration privileges, or a combination of these, if a student's financial obligations to the College are in arrears. The hold on student records will be removed when full payment is received.

Refund Policies

Official withdrawals must be completed by the appropriate deadlines noted in the Academic Calendar. Tuition and fee payments will be refunded in the form of a check that will be mailed to the permanent home address on file in the Office of Student Services.

Tuition refunds will be made in accordance with the following schedule. The schedule is applicable to all terms with the exception of Summer Session II. No refunds will be made for Summer Session II unless changes are made within the first 12 days of instruction during Summer Session I.

TUITION REFUND SCHEDULE

| For Withdrawal or Changes Made: | Refund |
|---------------------------------------|-----------|
| - Before the first day of instruction | 100% |
| - During the first 7 days of the term | 75% |
| - During days 8-12 of the term | 50% |
| - After day 12 of the term | No refund |

Housing refunds for cancellations made prior to check-in will be made in full minus a \$25.00 processing fee. Students cancelling after checking in will be refunded the balance remaining after a charge of \$40.00 per day, plus the \$25.00 processing fee, is deducted.

Meal plan refunds for cancellations made two weeks or more before the first day of classes will be made in full.

Estimated Total Costs

A sample one-term budget for full-time HTIC students enrolled in the College Preparatory or Liberal Arts Programs in the 2016-2017 academic year can be estimated as follows:

EDUCATIONAL COSTS

| | |
|-------------------------|---|
| Tuition | \$4,050 |
| Student Fees | 200 |
| Internet Usage Fee | 45 |
| Books/supplies | 400 |
| <u>Health Insurance</u> | <u>200</u> |
| Total | \$4,895 or \$14,685 per academic year (three terms) |

LIVING COSTS

| | |
|--------------------------|--|
| Double room | \$2,200 |
| <u>Meals (100 meals)</u> | <u>900</u> |
| Total | \$3,100 or \$9,300 per academic year (three terms) |

STUDENT SERVICES

The Office of Student Services is committed to assisting students in making their experience at HTIC a meaningful and unforgettable period of personal discovery.

Advising and Orientation

The Office of Student Services provides a full range of advising services so that students gain the most from their time at HTIC.

New Student Support

Each term, new students are welcomed to campus prior to the start of classes in order to participate in orientation and support services to assist them in making a positive adjustment to life at HTIC.

Orientation provides students with an introduction to the faculty and programs of HTIC and includes an overview of academic policies, a general description of the services available to students, and an introduction to strategies for student learning and academic success. An overview of the neighboring area is also given to acquaint students with the businesses, libraries, and learning opportunities in close proximity to HTIC.

Pre-term testing, academic advising, and registration are some of the other support services arranged for new students. Airport pickup and housing check-in are optional services that may be arranged.

Academic Advising

All students are assigned an academic advisor. Students meet with their advisor each term to consider course options for registration. The academic advisor counsels students on their overall educational progress towards the successful completion of their program.

Immigration Advising for International Students

The Office of Student Services offers advising assistance to students needing help in understanding and managing visa and U.S. Immigration and Customs Enforcement matters.

Transfer Advising

Transferring course credits from one college or university to another is a practice recognized by American colleges and universities. Many students transfer after completing the Liberal Arts degree program. The specific credits that will transfer vary and are decided by the school to which the student is applying. Agreements with Tokai University campuses and other institutions in Japan have been developed to assist students in transferring credits to these schools.

Career and Life Planning

Services to assist students in exploring personal interests and career options are available on an individual and group basis. These services include assessment of interests, values, skills, guidance in decision-making, and goal setting. In addition, a career/life exploration and planning course, IS 105, is offered in the scheduled rotation of classes.

Recordkeeping and Transcripts

Student records are maintained by the Office of Student Services using Populi, a web-based online database. Students and alumni seeking to examine their academic records or those who wish to challenge a grade should seek assistance from Student Services.

Students needing academic transcripts sent to other colleges, universities, or employers should contact Student Services for assistance. Transcripts are \$5.00 per copy (6-10 working days) and \$10.00 for rush requests (5 or fewer working days). Additional charges will be assessed if express mailing is requested.

In compliance with the Family Educational Rights and Privacy Act of 1974, HTIC transcripts are released only at the written request of the student with the understanding that they will not be released to other parties. Transcripts received from other schools become the property of HTIC and are never re-released.

Tuition Reductions and Scholarships

Merit-based tuition reductions are available to full-time classified Liberal Arts students who are U.S. citizens or legal residents and who are native or fluent speakers of English. Students with a cumulative high school or transfer GPA of 3.50 are eligible for a 50% tuition reduction for their first term of study. After completing one term in the Liberal Arts Program and ENG 22, students must maintain a minimum 3.50 term GPA and a cumulative 3.25 GPA, be compliant with the Code of Student Conduct, and participate in a minimum of 10 hours of service learning per term for continued eligibility for the 50% tuition reduction. Students with a 3.75 term GPA and cumulative 3.50 GPA and who meet all other criteria and submit a compelling application essay, are eligible for a one-time 75% tuition reduction.

International students are eligible to apply for the Gateway Scholarship after completing one term in the Liberal Arts Program and ENG 22. Up to eight Gateway Scholarships offering tuition reductions between 25% and 75% are awarded each term to students who best meet eligibility criteria. To qualify for consideration for the 75% scholarship, students must have a 3.75 GPA for the prior term and a cumulative GPA of 3.50 if applying after the second term of study at HTIC. A student is eligible to receive a 75% tuition scholarship one time only. To qualify for consideration for a 25% or 50% scholarship, students must have a 3.50 GPA for the prior term and a cumulative GPA of 3.25 if applying after the second term of study at HTIC. In addition to academic excellence, recipients of Gateway Scholarships must submit a personal essay, have performed a minimum of 10 hours of service learning per term, and contribute to the learning community, evidenced by participation in student government, student clubs, or College standing committees and task forces. Students' TOEFL scores and teacher evaluations will also be considered. In addition, all full-time international students who are non-native speakers of English who achieve a TOEFL score of 500 or more will receive a \$500 TOEFL 500 Club Scholarship for the following term (or a \$500 tuition refund if the TOEFL score is achieved during the last term of study at HTIC).

Any student who violates the Student Conduct Code resulting in disciplinary action is ineligible for the tuition reduction or scholarship programs for at least the immediate successive term. The student's future eligibility is contingent upon approval by the College's Executive Committee.

For more information on the tuition reduction and scholarship programs, contact the Office of Student Services.

Alumni Services

Upon graduation from the Liberal Arts Program, students are qualified to join the HTIC Alumni Association. Contact the Office of Student Services for more information.

ACADEMIC PROGRAMS

Placement in an Academic Program

The academic programs at HTIC are designed to meet the varying needs of students. Native English speakers are generally admitted as classified students and enter the Liberal Arts Program. In addition, non-native English speakers who have graduated from a U.S. high school and have the required English proficiency, or have successfully completed a full term of course study at the 100 level or above at an accredited U.S. institution of higher education (a minimum of nine quarter system credits or 12 semester system credits), also generally enter as classified students in the Liberal Arts Program. In certain cases, classified students may be advised to strengthen their skills by taking the foundation-level English 22 course for writing and/or the Math 22 course.

Upon entry to HTIC, all international and non-native English-speaking students undergo an English language evaluation process that involves a variety of measurements, including the Test of English as a Foreign Language (TOEFL), an essay test, and an oral interview. Based upon this assessment process, students enter the College Preparatory Program as unclassified students at a level appropriate to their English language ability or enter the Liberal Arts Program as classified students.

The College Preparatory Program

The College Preparatory Program is an academic English language curriculum designed for non-native English speaking students who lack the necessary skills to immediately pursue an Associate in Arts degree at HTIC. Courses within this curriculum introduce students to academic English and assist them to develop the skills necessary to succeed in an American institution of higher education.

The College Preparatory Program is divided into five levels, each with its own focus. The first level is pre-academic and focuses on the basic core skills of English listening, speaking, reading, writing, grammar, and vocabulary. Subsequent levels feature a unified approach to learning by cultivating the progressive development of students' English language skills in core courses that are linked to content-based courses intended to give students experience in studying academic subject material in English. With additional instruction in fundamental classroom and study skills, including critical thinking, discussion and presentation, information literacy, note-taking, and exam-taking, these courses prepare students for academic success in college-level study. College Preparatory content courses focus on the study of world history, sociology, intercultural communication, and American studies.

Entering College Preparatory Program students are placed in one of five levels based on performance in tests administered prior to the start of classes. Consideration is also given to past language training and previous TOEFL or other standardized test scores such as EIKEN, IELTS, and TOEIC.

The following Institutional Learning Outcomes are integral to the College Preparatory program:

- Effective Communication Skills
- Intellectual and Practical Skills
- Global Citizenship

Learning outcomes are defined at each level of instruction based on progressively challenging criteria of writing, speaking, reading, and oral comprehension.

Students engage in a minimum of 22 hours of instruction per week in the following courses:

Level I: Introductory

Courses

1. Core Writing
2. Core Listening and Speaking
3. Situational English and Study Skills
4. Introductory Grammar
5. Reading Skills and Discussion

Assessments

In addition to passing all course-based assessments with a minimum score of 70%, Level 1 students must also complete:

- TOEFL: Level 1 students take the TOEFL in Week 10. A score of 410* or higher is required to move up to Level 2.

Level 2: Elementary

Courses

1. Core Writing
2. Core Listening and Speaking
3. The Foundations of World History
4. Elementary Grammar
5. Reading Skills and Discussion

Assessments

In addition to weekly course-based assessments on which students must earn an average of 70% or higher, Level 2 students also must complete:

- Level 2 Speaking Evaluation: An interview-style speaking evaluation based on the content of the Foundations of World History course is held in the last week of the term. It comprises 25% of the class grade.
- Final In-Class Essay: Students complete a 60-minute timed writing using one of the organizational styles learned in the Core 2 Writing class. This assessment comprises 25% of the class grade.
- TOEFL: Level 2 students take the TOEFL in Week 10. A score of 420* or higher is required to move up to Level 3.

Level 3: Lower Intermediate

Courses

1. Core Writing
2. Core Listening and Speaking
3. The Foundations of Sociology
4. Lower Intermediate Grammar
5. Reading Skills and Discussion

Assessments

In addition to weekly course-based assessments on which students must earn an average of 70% or higher, Level 3 students also complete:

- Level 3 Speaking Evaluation: An interview-style speaking evaluation based on the content of the Foundations of Sociology course is held in the last week of the term. It comprises 25% of the class grade.
- Final In-Class Essay: Students complete a 60-minute timed writing using one of the organizational styles learned in the Core 3 Writing class. This assessment comprises 25% of the class grade.
- TOEFL: Level 3 students take the TOEFL in Week 10. A score of 430* or higher is required to move up to Level 4.

Level 4: Upper Intermediate

Courses

1. Core Writing
2. Core Listening and Speaking
3. The Foundations of Intercultural Communication
4. Upper Intermediate Grammar
5. Reading Skills and Discussion

Assessments

In addition to weekly course based assessments on which students must earn an average of 70% or higher, Level 4 students also complete:

- Level 4 Speaking Evaluation: An interview-style speaking evaluation based on the content of the Foundations of Intercultural Communication course is held in the last week of the term. It comprises 25% of the class grade.
- Final In-Class Essay: Students complete a 60-minute timed writing using one of the organizational styles learned in the Core 4 Writing class. This assessment comprises 25% of the class grade.
- TOEFL: Level 4 students take the TOEFL in Week 10. A score of 440* or higher is required to move up to Level 5.

Level 5: Advanced

Courses

1. Core Writing
2. Core Listening and Speaking
3. The Foundations of American Studies
4. Advanced Grammar
5. Reading Skills and Discussion

Assessments

In addition to weekly course-based assessments on which students must earn an average of 70% or higher, Level 5 students also complete:

- Level 5 Speaking Evaluation: An interview-style speaking evaluation based on the content of the American Studies course is held in the last week of the term. It comprises 25% of the class grade.
- Final In-Class Essay: Students complete a 60-minute timed writing using one of the organizational styles learned in the Core 5 Writing class. This writing is evaluated by two College Preparatory faculty using a timed writing rubric. It comprises 25% of the class grade.
- TOEFL: Level 5 students take the TOEFL in Week 10. A score of 450 or higher is required to successfully pass Level 5 and complete the College Preparatory program.

**For levels 1-4, scores of one to ten points under the target scores indicated above are accepted as fulfillment of the TOEFL requirement if the student has a cumulative GPA of 3.3 or higher.*

Any student who scores a 460 or better on the TOEFL and has a 3.7 or better cumulative GPA and the unanimous recommendations of instructors may skip one level (Level 2 to 4 or Level 3 to 5). Level 4 students who score 500 or higher on the TOEFL, have a 3.7 cumulative GPA, and successfully pass the Core 5 Speaking Evaluation, may be considered for direct admission into the Liberal Arts Program.

Students who fail to meet the learning outcomes for the level in which they are enrolled receive the grade entry "R" and must repeat the level of study. The grade "R" does not affect a student's GPA. Students receiving an "R" grade may repeat the level as follows:

- Levels 1 and 2 may each be repeated twice
- Levels 3-5 may be repeated only once.

Students who are unable to pass a level within the required number of attempts will be disenrolled and must apply for readmission into the College Preparatory Program. If admitted, they will go through placement procedures as new students.

College Preparatory students are required to meet the following criteria to complete the program:

- 70% or better score in learning outcome assessments for all courses in each level
- Minimum TOEFL test score of 450 (PBT or ITP) or 45 (IBT)
- Cumulative grade point average of 2.5 or better

Students who complete the program receive a Certificate of Completion and may apply for admission to the Liberal Arts Program.

The Liberal Arts Program

The Liberal Arts Program offers an Associate in Arts (A.A.) degree program that introduces students to various fields of knowledge, including the arts and humanities, language, social sciences, natural sciences, and mathematics. The program emphasizes the development of learning, critical thinking, and communication skills to foster a broad intellectual understanding of the individual and society, the natural environment, issues in the arts and humanities, and self-awareness.

While HTIC provides a general liberal arts education without major fields of emphasis for the A.A. degree, students may select from three degree requirement options based upon their goals:

- **The American University Plan:** This degree requirement plan is recommended for students who are interested in earning a baccalaureate degree from an American college or university, but who wish to start their program of study at HTIC and transfer after graduation.
- **The Japanese University Plan:** This degree requirement plan is recommended for students who are interested in earning a baccalaureate degree from a Tokai University Educational System or other Japanese college or university, but who wish to start their program of study at HTIC and transfer after graduation. This plan is open to all students with Japanese language fluency.
- **The General Education Plan:** This degree requirement plan is for students who are interested in the A.A. degree as their final educational goal. These students are interested in pursuing technical studies or employment after graduation.

Associate in Arts Degree Requirements

All students wishing to earn an Associate in Arts degree must:

- Complete a minimum of 60 credits in courses numbered 100 and above, including 12 courses (total of 36 credits) designated as meeting writing intensive, oral intensive, and cooperative learning outcomes, and all other required courses specified in each of the degree plans;
- Achieve a C- grade or better in ENG 100;
- Maintain a minimum cumulative grade point average of 2.0;
- Complete at least the last 18 credits of coursework at HTIC (other credits can be transferred from other accredited colleges);
- Take at least three terms of a single second language (for students who are native English speakers).

American University Plan. Specific course requirements for this plan are:

| | |
|---|--|
| Language Arts and Literature (12 credits minimum) | ENG 100 (“C-” grade or better required) SP 151 Any advanced writing course Any literature course |
| Arts and Humanities (12 credits minimum) | HUM 100 Any art or music course Any history course An elective course in art or the humanities |
| Mathematics and Science (9 credits minimum) | MATH 100, 115, or 140 Any science course An elective math or science course |
| Social Sciences (12 credits minimum) | AMST 201, 202, 211 or 212 (6 credits) Any social science course (6 credits) |
| Other Required Courses (4 credits) | IS 100 – Freshman Seminar IS 196 – Peace Studies ICS 100 – Introduction to Computers IS 200 – Sophomore Seminar/Capstone Course |
| Elective Courses (11 credits) | Any credit course in the Liberal Arts Program |

Japanese University Plan. Specific course requirements for this plan are:

| | |
|---|--|
| Language Arts and Literature (12 credits minimum) | ENG 100 (“C-” grade or better required) SP 151 Any advanced writing course Any literature course Any course in a second language |
| Arts and Humanities (9 credits minimum) | HUM 100 Any art or music course Any history course |
| Mathematics and Science (9 credits minimum) | MATH 100, 115, or 140 Any science course An elective math or science course |
| Social Sciences (12 credits minimum) | Any 4 social science courses |
| Other Required Courses (4 credits) | IS 100 – Freshman Seminar IS 196 – Peace Studies ICS 100 – Introduction to Computers IS 200 – Sophomore Seminar/Capstone Course |
| Elective Courses (14 credits) | Any credit courses in the Liberal Arts Program |

General Education Plan: Specific course requirements for this plan are:

| | |
|---|--|
| Language Arts and Literature (12 credits minimum) | ENG 100 (“C-” grade or better required) SP 151 Any advanced writing course Any literature course |
| Arts and Humanities (9 credits minimum) | HUM 100 Any art or music course Any history course |
| Mathematics and Science (6 credits minimum) | MATH 100, 115, or 140 Any science course |
| Social Sciences (6 credits minimum) | AMST 201, 202, 211, or 212 Any social science course |
| Other Required Courses (4 credits) | IS 100 – Freshman Seminar IS 196 – Peace Studies ICS 100 – Introduction to Computers IS 200 – Sophomore Seminar/Capstone Course |
| Elective Courses (23 credits) | Any credit course in the Liberal Arts Program |

Associate in Arts Degree

Students who successfully complete the above degree requirements with a cumulative grade point average of 2.0 or better, and who are free from all fiscal obligations to HTIC, will receive the Associate in Arts degree.

Freshman Experience Learning Community

All first-term freshmen must enroll in the integrated Freshman Experience Learning Community, a course-linked program designed to enhance the academic quality of life for new liberal arts students. This unique educational program integrates humanities content and language skill courses that allow students to see the connections that exist among the various subjects. Recognizing that the first term is an exciting but challenging time of adjustment for all new college students, the Freshman Experience Learning Community enhances the opportunities for intellectual growth, team building, and effective learning.

The Freshman Experience block of courses is comprised of English 22/100, Humanities 100, Speech 151, ICS 100, and IS 100. Freshman Experience students are limited to a course load of no more than 11 credits.

To ensure that learning outcomes are sequentially learned, second term students may only enroll in courses listed at the 100-level.

Writing Intensive (WI), Oral Intensive (OI), and Cooperative Learning Intensive (CLI) Courses

In order to facilitate student achievement of HTIC's Learning Outcomes, students must take the following, earning a "C-" or higher grade for the course to fulfill the requirement:

- Four writing intensive courses in addition to ENG 100 and an advanced writing class. (WI courses are three-credit courses requiring a minimum of 3,000 words of writing. The writing can be a combination of papers, essay answers on exams, journal writing, etc.)
- Two oral intensive courses in addition to SP 151. (OI courses are those three-credit courses that require a minimum of 20 minutes of oral presentation per student; the 20 minutes may be divided into smaller units of presentation of 4-5 minutes each. Presentations can be done individually, as part of a group, in debate, role playing, etc.; classroom discussion may not be considered as meeting the oral intensive requirement. Oral presentations should be given from notes and not include the reading of papers. Presentations made on Presentation Day also count in meeting the oral intensive criteria.)
- One cooperative learning intensive course. (CLI courses are those three-credit courses requiring group work, including at least one group project or team activity, such as a debate, for which the student is graded. The group project or team effort should require at least 10% of the total course hours, or the equivalent of one week of a 10-week term. Small group discussions are not considered a CLI activity.)
- Permanent writing intensive courses include all courses that fulfill the advanced writing requirement, all literature courses, and HUM 100. Other writing intensive courses will be identified on a term-by-term basis, pending instructor willingness to teach the course as writing intensive. Such courses will be identified as WI on the term's course schedule and on the course syllabus.

- Oral intensive and cooperative learning intensive courses will be identified in the same way. A course can be designated WI, OI, and CLI if it fulfills all three requirements. HUM 100 is taught as a WI and OI course and SP 231 is taught as an OI course.

Peace Studies Certificate Program

The Liberal Arts Program offers a Peace Studies Certificate Program for students interested in pursuing international relations with an emphasis on peace. In addition to meeting the requirements for any of the three degree options, students in the Peace Studies Program are required to take:

- IS 200 – Sophomore Seminar (1 credit), if the research paper is on a topic related to Peace Studies

AND 12 credits earned from the following courses:

- IS 196 Peace Studies Seminar (required for graduation and offered the Fall, Winter and Spring terms)
- ENG 259 Literature of Peace
- JOURN 105 The Press and Society
- SCI 210 Environmental Issues
- AMST 212 Contemporary American Issues: Global Issues
- POLSCI 220 International Relations
- POLSCI 222 Issues in International Relations
- POLSCI 273 Nonviolent Political Solutions
- SOC 256 Race and Ethnic Relations in Hawai'i
- IS 192 Service Learning
- And any other courses designated Peace Studies (PS)

Discover East Asia: Language and Culture Immersion Program

In keeping with its mission as a gateway bridging diverse international perspectives, HTIC offers the Discover East Asia: Language and Culture Immersion Program, which provides students the opportunity to pursue the study of Chinese, Japanese, or Korean language and culture as they complete their A.A. degrees. A special highlight of the program is the opportunity to study abroad – in China at Shenzhen University, in Japan at Tokai University, or in South Korea at Hanyang University – in intensive language classes. In addition to meeting the requirements for any of the three degree options, Discover East Asia Program participants must:

- Take Japanese 101, Chinese 101, or Korean 101 at HTIC, or pass a placement test demonstrating equivalent ability in one of these languages, before leaving for study;
- Earn three credits in one of the three languages during the study abroad;
- Take at least six additional credits at HTIC of East Asia-related, 3-credit courses in the fields of history, political science, art, religion, anthropology, or literature before or after the study abroad experience;
- Upon return to HTIC, give a presentation, in the language studied, at Presentation Day; and
- Submit a cross-cultural reflection paper or similar project discussing the study abroad experience.

Certificates of Completion

Students who successfully complete the Peace Studies or Discover East Asia Programs will receive Certificates of Completion with their Associate in Arts diplomas.

International Programs

International Programs (IP) at HTIC offers customized intensive English language programs that include classes on reading, writing, grammar, conversation, public speaking, and presentation skills. These programs, specially tailored to meet the specific needs and English level of each individual group, also include classes on American and Hawaiian culture. The length of IP programs ranges from a week to several months.

IP's small, interactive classes focus on group discussion to promote the development of students' critical thinking and cross-cultural awareness as well as their English language skills. While studying in an IP program, students have the opportunity to experience American college life and to engage in language exchanges with U.S. students. Field trips are an integral part of IP's curriculum, enhancing the students' studies with the opportunity to visit historic and culturally significant sites on the island of O'ahu.

International Programs' students come from the many secondary schools, junior colleges, universities, and graduate schools that are a part of the Tokai University Educational System, as well as from other institutions such as Hanyang University in South Korea and Shenzhen University in China.

A Certificate of Completion is awarded upon the successful conclusion of studies in an IP program.

ACADEMIC POLICIES AND PROCEDURES

HTIC's academic policies and procedures provide students with the support, encouragement, and guidance to achieve their educational potential and ensure the high quality of our educational programs.

Terms and the Academic Year

Classes at HTIC are offered on a term schedule. There are three full terms, each approximately ten weeks long, offered during the calendar year – Winter (January-March), Spring (April-June), Fall (September/October-December). The Summer (July-September) Term is composed of two sessions of intensive study that allow for special educational programs.

The regular academic year begins with the Fall Term and ends with the Spring Term. Students may, however, continue through the Summer Term and take classes year round. Students may enter HTIC in any of the four terms. For more details, see the Academic Calendar at the end of this catalog.

HTIC ACADEMIC YEAR 2016-2017

| TERM | FIRST DAY | LAST DAY |
|---|--------------------|--------------------|
| FALL 2016 | September 29, 2016 | December 9, 2016 |
| WINTER 2017 | January 12, 2017 | March 24, 2017 |
| SPRING 2017 (LIBERAL ARTS PROGRAM) | April 6, 2017 | June 16, 2017 |
| SPRING 2017 (COLLEGE PREPARATORY PROGRAM) | April 7, 2016 | June 16, 2017 |
| SUMMER 2017 (COLLEGE PREPARATORY PROGRAM) | June 29, 2017 | September 8, 2017 |
| SUMMER 2017 SESSION I (LIBERAL ARTS PROGRAM) | July 3, 2017 | August 8, 2017 |
| SUMMER 2017 SESSION II (LIBERAL ARTS PROGRAM) | August 10, 2017 | September 15, 2017 |

Credits for Coursework

Semester credits are awarded for successful completion of Liberal Arts classes. These credits are applicable to A.A. degree requirements. Credit courses that are offered below the 100-level are considered foundation-building classes and do not apply towards graduation requirements (e.g., ENG 22).

Generally, most lecture or seminar type courses are 3-credit courses, with classes meeting for a minimum of 45-48 hours each term. Students are expected to spend additional time outside of class on reading assignments, projects, and papers.

Enrichment, lab, or studio classes generally meet for 30-45 hours per term for each credit awarded. Three of these one-credit courses may not be substituted for a required three-credit course (e.g., three 1-credit art classes cannot substitute for ART 101).

Course/Alpha/Numbering System

Courses offered are given an alpha designation and a course number.

The alpha designation is an abbreviation of the subject field of the course, e.g., ESL for English as a Second Language, HIST for History.

Number designations range from 1-99 and from 100-299. Courses numbered 100 and above are degree-level courses. This means that these courses apply to the A.A. degree requirements and may be accepted for transfer by American colleges and universities offering bachelor's degree programs. Courses numbered below 100 are not applicable to Liberal Arts Program requirements and are generally not transferable to other colleges and universities.

Registration

New Liberal Arts and College Preparatory students register for classes at the beginning of each term. Continuing students register in the middle of the term for the following term. (Registration dates are shown in the Academic Calendar at the end of this catalog.)

An academic advisor is available to assist students in selecting courses. Liberal Arts Program students not in class on the first day of the term will be considered not registered and will be dropped from the class list. These students will need to reregister for the class. A late registration period is scheduled to accommodate late registrants; a late registration fee of \$50.00 is charged. Registered students may add or drop classes during this time at no additional cost.

A schedule of classes for each term, listing all of the courses to be offered in that term, is made available at the start of advising week. Outlines of courses offered are also available to provide students with information to make course selections.

Schedules, course outlines, and other information about registration are available from Student Services.

Recommended Course Load

While the recommended course load for full-time Liberal Arts Program students is 10 credits, the minimum number of credits required per term is 9 credits. Liberal Arts students in good academic standing with a grade point average of 3.0 or higher may request to take up to 13 credits per term. Only students receiving BOTH a cumulative GPA of 3.75 or higher AND the approval of the Dean of Instruction will be able to take 14 or more credits. (Exceptions to course load restrictions can be made during the student's final term with the Dean's permission.)

Auditing Courses

Students wishing to enroll in a course without earning credits or a grade may register for the course as an auditor on a space available basis. Auditing students must apply for admission for each term of study at HTIC. If an auditing student wishes to apply for admission as a matriculating or non-matriculating student, audited coursework will not be transferable for credit.

Auditors pay 50% of the tuition plus all fees paid by students enrolled for credit. Audited courses are designated AU on student transcripts. Once the course has begun, audit designations may not be converted to letter grades.

Concurrent Registration

Students may enroll at other accredited colleges while attending HTIC full-time. Credits earned at the other institutions may be transferred to meet A.A. degree requirements at HTIC. For more information contact the Office of Student Services.

In addition, College Preparatory and Liberal Arts students are encouraged to integrate as a learning community by registering in select one-credit, cross-listed enrichment courses. Credits earned by College Preparatory students who receive a grade of "C" or better in cross-listed courses are transferred when

they enter the Liberal Arts program. College Preparatory students may enroll in only one cross-listed course each term. Enrollment is on a space available basis with preference given to Liberal Arts students.

When credit is transferred from the College Preparatory Program to the Liberal Arts Program, only the credit transfers; the letter grade is dropped. Students in the Liberal Arts Program who wish to retake an enrichment course may do so as auditors.

Classes currently granted cross-listed status are:

- ART 13/ART 113 Intro to Drawing
- ART 80/Art 108 Intro to Digital Photography
- ART 23/ART 123 Introduction to Painting
- ART 39/ART 239 Hawaiian Quilting
- MUS 14/MUS 114 Chorus
- HPER 12/HPER 102 Aerobic Fitness: Beginning
- HPER 50/HPER 150 Introduction to Dance
- HPER 60/HPER 160* Judo
- HPER 70/ HPER 170 Beginning Yoga
- ICS 22/ICS 100 Introduction to Computers

*Liberal Arts students may take Judo as auditors or for credit and a grade. Students may earn up to a combined College Preparatory/Liberal Arts total of four credits in Judo.

Non-Matriculating Students

Non-matriculating students may apply to study at HTIC. Such students must meet the same admissions requirements as matriculating students and will be accepted on a space-available basis. Non-matriculating students must apply for admission for each term of study at HTIC. A non-matriculating student is defined as a student taking courses for credit but not pursuing the Associate in Arts degree. Such students may take a maximum of 9 credit hours, after which they must apply for status as a matriculating student to continue studies at HTIC. Tuition and fees for non-matriculating students are the same as those for matriculating students.

First Day Attendance Policy

HTIC requires all Liberal Arts students to be in attendance on the first day of classes each term. Absence on the first day of classes will result in a student being disenrolled from each class the student does not attend. If there is a waiting list for the course in which the absent student is disenrolled, the open seat will be offered to a student on the waiting list. HTIC does NOT guarantee the availability of a course once the student has been dropped due to absence on the first day. This may result in the student's inability to meet graduation requirements in a timely fashion.

Add/Drop/Withdraw Policy

Students may add a class during the first week of the term; students may drop a class with no grade appearing on their grade report during the first two weeks of the term; and students can withdraw from a class and receive a "W" on their grade report from the second to the sixth week of the term. The timing of adding, dropping, or withdrawing from classes is different for the Summer Sessions; refer to the Academic Calendar for deadlines. Students who are away from HTIC without authorization must apply for readmission.

Grades/Grade Points

Letter grades are given to signify the level of achievement attained in meeting the objectives of the course. Specific criteria used for each course are detailed in the course outlines and syllabi.

The following letter grades/grade points are used:

| | |
|----|---|
| A | <i>Excellent achievement</i> (4 grade points or 93-100%) |
| A- | (3.7 grade points or 90-92%) |
| B+ | (3.3 grade points or 87-89%) |
| B | <i>Above-average achievement</i> (3 grade points or 83-86%) |
| B- | (2.7 grade points or 80-82%) |
| C+ | (2.3 grade points or 77-79%) |
| C | <i>Average achievement</i> (2 grade points or 73-76%) |
| C- | (1.7 grade points 70-72%) |
| D+ | (1.3 grade points 67-69%) |
| D | <i>Minimal passing achievement</i> (1 grade point or 63-66%) |
| D- | (.7 grade points or 60-62%) |
| F | <i>Less-than-minimal passing achievement</i> (0 grade point or 59% and under) |

CR/NC (*Credit/No Credit*): A student who is not on academic probation may choose to take courses on a credit/no-credit basis, provided that the course is not one of the required general education courses. The grading option must be requested within one week of the start of the term. A student choosing this option will be awarded a grade of "CR" or "NC." Credit is awarded for a "CR" grade if a student has earned the equivalent of a "C" or better grade. "CR" and "NC" grades are not included in the calculation of GPA. No more than 18 credits in courses for which a grade of "CR" has been given can be applied toward an A.A. degree.

I (*Incomplete Grade*): Assigned as a temporary grade for a course in which a student has failed to complete a small, but important part of the work for reasons deemed legitimate by the instructor; usually illness or an emergency. A student receiving an "I" should consult with the instructor to determine what work must be done to remove the "I." The work required must be completed by the middle of the next academic term. (The exception to this deadline date is ENG 100, which must be cleared prior to the last day to add a class in the subsequent term.)

W (*Withdraw*): Given when students officially withdraw from a course within a prescribed period of time.

R (*Repeat*): Given to students in the College Preparatory Program who must repeat a level of study due to inability to achieve the appropriate learning outcomes.

Grade Reports

Grade reports reflect the grades and credits earned for a specific term. In compliance with student privacy rights, these reports are personally released to a student upon presentation of proper identification. Students wishing third party release or redirection of their grades must submit a request in writing prior to the generation of grade reports.

Any questions about grades should be directed to the instructor. Questions about credits earned and/or the grade report should be directed to the Office of Student Services.

Grade Point Average (GPA)

The GPA is calculated as follows:

- Translate the letter grade for each course to grade points (see above section on Grades/Grade Points).
- Multiply the grade points by the number of credits for the course to determine the points earned for a course.
- Add the number of points earned for all courses.
- Add the number of credits attempted for all courses.
- Divide the total number of points earned by the total number of credits attempted.
- This results in the term GPA.

The cumulative GPA of students who enter the Liberal Arts Program from the College Preparatory Program will be based entirely on their work in the Liberal Arts Program, although all courses and grades from both programs are recorded on student transcripts.

Repeating Courses

Liberal Arts courses in which a student receives lower than a “C” grade may be retaken only once, and both grades will be recorded on the student’s permanent record. (This policy does not apply to ENG 22 and ENG 100, which can be retaken more than once.) If a course has been repeated, the most recent grade is used in computing the GPA. Credit will only be granted once for any successfully completed course.

Academic Probation, Suspension, and Dismissal

Academic Probation: Students who fail to earn a GPA of 2.0 in any one term may be placed on academic probation for the next term. (For more detail, as well as for probation standards for students enrolled in the College Preparatory Program, please refer to the *Student Handbook*.)

Students on probation must earn a 2.0 or higher cumulative GPA in order to return to regular student status. A student who earns a GPA of 2.0 or higher, but whose cumulative GPA is below 2.0, will be placed on extended probation. Liberal Arts students on probation are limited to 9-10 credits of coursework. Students on probation will be monitored by their academic advisor and are encouraged to regularly take advantage of tutoring services provided by the Library and Learning Center.

Although not officially on probation, students failing to earn a 2.75 or better cumulative GPA will not be allowed to participate in extracurricular clubs or teams.

Suspension: Students who fail to earn a GPA of 2.0 in any term in which they are on probation may be placed on suspension for the next term. Students who have been suspended must apply for readmission. If readmitted, students will be placed on probation in their first full term back and must earn a cumulative GPA of 2.0 or higher in that term. If they do so, they will be returned to regular student status in the next term.

In special cases, students on probation may be required to earn “C” grades in courses at midterm or be withdrawn from these courses without a tuition refund. Students who must withdraw due to academic deficiency may risk a change in their eligibility for on-campus resident status. International students may face immigration problems.

Dismissal: Students who fail to successfully improve their GPA to move out of probationary status will face dismissal from HTIC.

All actions taken may be appealed to the HTIC Admissions Board. Information on appeal procedures is available from the Office of Student Services.

Convocation Ceremony

At the beginning of each term, a convocation ceremony is held to welcome new students, honor the accomplishments of continuing students, and celebrate the spirit of HTIC. The ceremony is an opportunity for students, faculty, and staff of the HTIC learning community to meet one another.

Presentation Day

Student Presentation Day is held at the end of each term, giving students an opportunity to share their academic accomplishments with the rest of the HTIC learning community.

Graduation Ceremony

Commencement ceremonies are conducted at the end of the Fall and Spring terms. The entire HTIC learning community of students, faculty, and staff are invited to participate in the graduation ceremonies.

Student Awards

Once a year, at the Spring Commencement, HTIC recognizes outstanding achievement by students during the preceding year.

- ***Tokai Presidential Award*** is given to the graduating student who exemplifies achievement through academic excellence and service to the HTIC learning community.
- ***Dr. Richard Kosaki Award*** is given to the student(s) earning the highest cumulative grade point average with all credits earned at HTIC.
- ***Betty Tokioka Service Award*** is awarded to the graduating student(s) who contributed extraordinary service to the learning community, in both academic and nonacademic activities.
- ***Bob Stach Excellence in Communication Award*** is given in honor of a special teacher who gave much to the educational spirit of HTIC. It acknowledges students who demonstrate outstanding growth in the acquisition and use of a second language.
- ***Service Learning Award*** is given to those students who have performed 100 or more hours of service learning while a student at HTIC.

Transfer Opportunities

- **American University Transfer.** The transfer function is a common practice of American colleges and universities. It permits students to move from one college to another, transferring course credit earned from the first institution attended to the one issuing the desired advanced degree. This provision gives students a chance to earn an Associate in Arts degree at a smaller college where personalized attention is more readily available, ensuring a successful adjustment to college life before moving to a larger institution where a greater variety of programs is offered.

This option is available for students wishing to earn a bachelor's degree in a specific field (such as Business, Computer Sciences, Engineering, the Health Sciences, and Education) or in the liberal arts (such as the Natural Sciences, Social Sciences, Humanities, and Language Studies). Many of the courses offered at HTIC are required as core undergraduate course requirements at most four-year colleges and universities awarding the bachelor's degree. Students interested in continuing their

education can, therefore, enroll in the Associate in Arts degree program at HTIC, take these core courses and then transfer to a four-year college or university. Credit should be given for most of the courses completed with a grade of "C" or better at HTIC, depending on the specific courses taken and the requirements of the college or university to which the student is transferring. Transfer advising assistance can be obtained at the Office of Student Services.

HTIC graduates have successfully transferred to many American colleges universities in Hawai'i and throughout the United States, earning baccalaureate and advanced degrees. HTIC currently maintains a number of active transfer relationships, including articulation agreements, with many institutions in the U.S. Among those institutions are the University of Hawai'i campuses at Mānoa, West O'ahu, and Hilo; University of Oregon; Northern Arizona University; Hawaii Pacific University, University at Albany-SUNY; Berkeley College; Minnesota State University, Mankato; and Temple University's Japan campus.

- **Japanese University Transfer.** Students earning Liberal Arts credits or an A.A. degree may have the opportunity to transfer credits to a university in Japan under HTIC's articulation agreements with Tokai University, International Budo University, and Kansai Gaidai University. These agreements are helpful to Japanese students wishing to complete their course of study in Japan. U.S. and other international students with advanced Japanese language skills may also be able to take advantage of this educational opportunity to complete their studies in Japan. Students planning to transfer to a Japanese university should consider earning 62 credit hours at HTIC. For more information contact the Office of Student Services.

STUDENT LIFE

Campus Facilities

The College campus consists of three buildings: the classroom building, which also houses the Library and Learning Center and administrative offices; the dormitory; and the Matsumae Auditorium. The campus complies with all building code regulations and a strict “No Smoking” policy is in effect for the entire campus, with smoking allowed only in a designated smoking area for persons 21 or older in accordance with Hawai'i state law. Wireless internet access is available throughout the campus.

Housing

The dormitory has two floors; males are located on the first floor and females on the second. Double and quadruple rooms are available. All rooms are furnished with loft bed modules with built-in desks and dressers and each room has its own air conditioning unit and refrigerator. Communal bathrooms with sinks, toilets, and showers are located on both floors. Vending machine and laundry facilities are located on the first floor. A dining area with sinks, microwaves, and shared refrigerators open 24 hours a day is located on the second floor. Purchase of a meal plan is mandatory for all students living in the dormitory.

The Office of Student Services can also assist interested students to arrange homestays. Inquiries regarding all housing options should be directed to the Office of Student Services.

Cafeteria and Food Services

A cafeteria is located on the adjacent UHWO campus, a few minutes' walk from the HTIC campus, offering full meal services on weekdays during each term. All students living in the dormitory are required to purchase a meal plan. The cafeteria serves three meals (breakfast, lunch, and dinner) in the cafeteria every weekday, and brunch and dinner are served on weekends in the dormitory. Vending machines are available on the first floors of the classroom building and the dormitory.

Health Services

All students are required to show proof of health insurance in order to register for classes. Health insurance provides for partial payment of medical services required if the student suffers a serious illness or injury while attending college. Although international students are encouraged to purchase health insurance in their home country, HTIC makes available a locally administered health plan for students without coverage. A listing of local health care providers is available from the Office of Student Services and bilingual physicians are included on the list for the convenience of HTIC's international students.

The State of Hawai'i requires that all students at an educational institution in Hawai'i be free of tuberculosis. Therefore, every student must have a tuberculosis test within six months prior to the start of school and submit a certificate, issued in Hawai'i, indicating that they are free of active tuberculosis. Documentation of measles, mumps, and rubella immunization, as prescribed by the laws of the State of Hawai'i, is also required of all students born after 1957. Assistance will be provided during orientation for students needing to obtain a Tuberculin test, certificate of clearance, and the required two Measles Mumps Rubella (MMR) immunizations. It is strongly recommended that all students bring a copy of their vaccination history to HTIC for review by relevant professionals. Although not required, the Centers for Disease Control and Prevention recommends that students living in a dormitory environment receive the meningococcal vaccine (meningitis).

Fiscal Services

The Fiscal Office collects tuition and fees, disburses refunds, and oversees the expenditure of all College funds, including student activity funds.

Textbook Purchases

All students are expected to have textbooks in hand on the first day of each term. Textbooks for all HTIC classes are available for purchase at the UHWO Bookstore. Most Liberal Arts Program textbooks are also available for purchase online.

Parking

Students, faculty, and staff are provided access to unassigned parking free of charge. All vehicles must be registered with the College for security purposes. Student parking privileges are based on academic merit and eligible students must hold a valid Hawai'i driver's license (acquired within six months of admission), registration, and insurance.

Security

Security personnel are on duty 24 hours a day, seven days a week. Security officers monitor entry to the campus and parking lot, review safety and fire procedures, and report violations of College rules and regulations. A 24-hour security desk is located on the first floor of the administration building.

Shuttle Service

The College operates a free shuttle service between the campus and the surrounding area, providing students with access to shopping, banking, restaurants, entertainment, and other local services.

Student Activities

Student government represents the interests of students and provides a forum for discussion of any concerns. It also sponsors social, recreational, and cultural events, including a sports day in the fall and school-wide barbecues to celebrate the start of each term. A variety of student clubs encourage athletic and other extracurricular interests (students must maintain a 2.75 cumulative GPA to participate in clubs and on teams). Students are also encouraged to contribute to the learning community by participating as members of the College's standing committees and task forces.

Phi Theta Kappa International Honor Society Chapter

In Spring 2010, the Beta Sigma Omicron Chapter of the Phi Theta Kappa International Honor Society was established at Hawaii Tokai International College. The largest honor society in American higher education, Phi Theta Kappa has over two million members and 1,200 chapters nationally and internationally.

Recognized in 1929 by the American Association of Community Colleges as the official honor society for junior colleges, Phi Theta Kappa was established in 1928. Its purpose is to "recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership, and service programming."

Students who earn a 3.70 grade point average and who, as students at HTIC, have contributed to the community both on and off campus are invited to join the Beta Sigma Omicron Chapter.

THE LIBRARY AND LEARNING CENTER

The Library and Learning Center provides students with the skills and resources to succeed in their studies and acquire the lifelong benefits of information literacy.

The mission of the Library and Learning Center is to support the educational aims of the College. Priority is given to the curricular needs of HTIC students and faculty and to the academic research needs of faculty, administrators, and staff.

The Library and Learning Center includes the library collection, a collaborative studying space, and an adjacent instructional classroom.

Containing over 7,000 books, videos, maps, newspapers, and journals, the collection can be searched through the Populi online catalog. In addition to connecting to the online catalog, the HTIC library homepage/web (http://www.hawaiiokai.edu/modules/learning_center_04/) provides access to:

- Subscription based research databases including Encyclopaedia Britannica, Credo Reference, Opposing Viewpoints in Context, and EBSCOHost, a collection of databases subscribed to through the Hawai'i Library Consortium.
- Non-subscription based online reference tools including newspapers, Bartleby, Merriam Webster Dictionary, World Fact Book, and others.

The 16 multimedia all-in-one computers meet the educational and research needs of students, faculty, and staff. The high-speed wireless network provides access to the same resources on personal computers and mobile devices.

The Librarian provides students with personalized reference services and offer assistance in the use of available library materials to assist them in their educational pursuits. Structured instruction sessions on the use of various library resources and research skills may also be scheduled.

Tutoring Program

The Tutoring Program offers academic support to students who need assistance with writing papers, doing homework, working on projects, preparing for exams, or developing better study skills. Tutors also serve as conversation partners and help international students improve their speaking and listening skills. Hours of operation vary and include afternoon and evening hours for the convenience of students.

Responsible Use of College Computers and College Network Access

The use of HTIC computers and its computer network is a privilege, not a right, and inappropriate use will result in disciplinary action and/or the cancellation of those privileges by College officials. By accessing the computers and network, users agree to abide by the College's policy that requires the appropriate, honest, and constructive use of the computers and network.

University of Hawai'i – West O'ahu Partnership

To support the learning environment and foster the cooperation between HTIC and UHWO, the Library and Learning Center has partnered with the UHWO library to allow the reciprocal use of library facilities. UHWO library cards are provided to HTIC students allowing them to borrow materials. Faculty and staff are extended the same privileges. All users are expected to abide by all policies of the respective library.

STUDENT RIGHTS AND RESPONSIBILITIES

HTIC strives to provide students with an intellectually stimulating environment with highly qualified and dedicated faculty and staff. Learning, however, is the responsibility of the student. It requires active participation and initiative, as well as good study habits, motivation, and commitment.

Student Rights

HTIC supports, as indispensable, the principles of academic freedom that allow and encourage free inquiry and expression for students and faculty in their pursuit of learning. Students are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

Academic Grievances: Students have protection, through institutional policies and procedures, against arbitrary or erroneous actions. Academic grievances between a student and faculty member should be resolved expediently by the parties involved; however, if the problem cannot be resolved at that level, the student may pursue other remedies outlined in the *Code of Student Conduct*.

Nondiscrimination and Sexual Harassment: The College is committed to a zero-tolerance policy regarding discrimination on the basis of race, gender, age, religion, color, national origin, ancestry, disability, marital status, or sexual orientation. Accordingly, students have protection against discrimination regarding admission to and participation in all College programs. Sexual harassment is viewed as a form of gender discrimination and is prohibited.

Educational Records: Students have the right to review and inspect their educational records, the right to request that records be amended, and the right of protection from disclosure of personally identifiable information in educational records without their written permission.

Student Responsibilities

HTIC students assume responsibility for their actions. Their basic responsibility is to take full advantage of the opportunity to learn and participate in activities of the College community. Students must respect the rights of others and provide assistance whenever possible. College property must be respected and rules and regulations followed.

Attendance: Attendance is considered integral to a student's success at HTIC. Grading policy regarding attendance for a class is determined by individual instructors and is clearly stated in their course syllabus.

Leave of Absence: Students enrolled in the College Preparatory and Liberal Arts programs at HTIC are expected (international students are required) to maintain continuous enrollment for at least three terms (not including the Summer Term) after which they are entitled to a vacation term. If a student needs to interrupt the student's academic studies due to off-site testing and interviews, health, personal, or emergency situations (family emergencies involve ONLY parents, siblings, spouse, or children), the student must request a leave of absence from the Vice Chancellor and Dean of Instruction. The student should consult with the student's academic advisor for assistance in completing a leave of absence request.

If the leave of absence interrupts a course of study, it is the student's responsibility to meet with instructor(s) to come to an agreement on how course requirements will be met. Instructors reserve the right to generate lower grades due to a student's absence from the classroom or failure to

satisfactorily complete significant assignments, especially if those assignments are dependent on group or in-class work.

If course requirements are not completed by end of term, Liberal Arts instructors may issue a grade of “I” (incomplete). This grade will remain on students’ transcripts until the middle of the following term; if course requirements are not completed by that time, a grade of “F” will be generated unless otherwise reported by the instructor. Liberal Arts students missing six weeks or more of any course will be advised to withdraw as missed coursework in excess of six weeks automatically generates a final grade of “F.” The College Preparatory program requires all coursework to be completed by the end of the term’s final day of instruction.

Approved leaves of absence permit students to resume their studies at under the same degree requirements that were in effect at the time they began their leave and, in the case of the College Preparatory Program, for students to resume studies at the latest level achieved. A leave of absence is limited to a maximum of one term. Absences in excess of one term require a student to reapply for admission under the policies and procedures in effect at the time of re-enrollment.

Academic Ethics: Commitment to academic ethics is expected of all HTIC students. Students are required to do their own work; cheating or plagiarism will not be tolerated.

Disciplinary action will be taken against students found to be academically dishonest. The nature of actions that may be taken, as well as the process employed, is detailed in the *Code of Student Conduct*.

Impermissible Behavior: HTIC students enjoy the basic rights of all members of society. They also have an obligation to fulfill responsibilities incumbent upon all citizens, as well as the responsibilities of their particular role within the academic community.

Students are expected to follow College rules and regulations and comply with local, state, and federal laws. These include regulations related to consumption of alcoholic beverages, possession of weapons, smoking, harassment, property damage, and the use, manufacture, or sale of illegal substances. Violations will be dealt with in accordance with the Student Conduct Code and applicable local, state, and federal laws.

Cross-Cultural Respect: Being a member of a multicultural learning community is a wonderful opportunity to experience new cultures, learn new languages, and make new international friends. Students are responsible to extend mutual respect and appreciation for cultural differences to all members of the community, to include others in discussions in and out of class through the use of a commonly-understood language, and make the effort to reach beyond the barriers of national differences. The reward is the rich new friendships and experiences a multicultural environment offers the entire learning community.

COURSE DESCRIPTIONS

These courses challenge students to seek new insights, discover fresh perspectives, and explore new knowledge while developing thinking and communication skills that will prepare them for the future.

Liberal Arts Courses

Language Arts and Literature

All courses listed below meet A.A. degree Language Arts and Literature requirements, unless otherwise noted.

CHN 101 / Elementary Mandarin I / 3

An introductory course to Mandarin Chinese. Emphasis will be placed on listening, speaking, reading, writing, and grammatical structure of the Chinese language. The class will be taught in the context of better understanding Chinese culture. Not offered every year.

CHN 102 / Elementary Mandarin II / 3

Continuation of CHN 101. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Students are expected to acquire a vocabulary of 500 to 700 words. Prerequisite: CHN 101 or consent of the instructor. Not offered every year.

CHN 103 / Elementary Mandarin III / 3

Continuation of CHN 102. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Students are expected to acquire a vocabulary of 800 to 1000 words. Prerequisite: CHN 102 or consent of the instructor. Not offered every year.

ENG 22 / Introduction to Expository Writing / 3

Extensive practice in writing clear college-level prose including identifying ideas for an essay, deriving a thesis, developing effective paragraphs, revising, and editing. Course should not be taken if ENG 100 or equivalent expository writing course has been taken previously with a grade of "C" or better. Word processing skills may be required. This course is a "basic skills" level course and does not meet A.A. degree requirements.

ENG 100 / Expository Writing / 3

Practice in writing clear and effective college-level prose. Emphasis on skills in critical thinking, organizational effectiveness, revision, and editing. Includes writing a research paper. Word processing skills required. Prerequisite: ENG 22 or placement by test. Must be completed with a grade of C or better.

ENG 109 / Expository Writing II / 3

Continuation of ENG 100 for students who want additional opportunities for developing expository writing skills. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required. Fulfills advanced writing course requirement.

ENG 200 / Research Writing / 3

Development of skills needed for research and term papers. Provides instruction on library resources, methods of evaluating evidence, and clear, logical prose. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required. Fulfills advanced writing course requirement.

ENG 204 / Creative Writing / 3

Practice in writing poems and short stories with special attention to the effective presentation of personal observations and original ideas. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required. Fulfills advanced writing course requirement.

ENG 209 / Business Writing / 3

Practice in writing clear, informative, and persuasive prose for business purposes. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required. Fulfills advanced writing course requirement.

ENG 250 / American Literature / 3

Study of major American authors from the colonial period to the present. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

ENG 251 / British Literature / 3

Study of major works in British literature. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

ENG 253 / World Literature I (to 1600) / 3

Selected literary classics from the different cultures of the world to 1600. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

ENG 254 / World Literature II (after 1600) / 3

Selected literary classics from the different cultures of the world from 1600. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

ENG 257 / Special Studies in Literature / 3

Various specific themes in literature. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

ENG 258 / Science Fiction Classics / 3

Study of novels and short stories that are classics of science fiction. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

ENG 259 / Literature of Peace / 3

Study of short stories, poetry, novels, and other forms of literature that focus on the importance of peace as an alternative to war. Prerequisite: ENG 100. Writing Intensive: a minimum of 3,000 words of writing is required.

ENG 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required. Prerequisite: ENG 100.

JPN 101 / Elementary Japanese I / 3

An introductory course to Japanese. Emphasis will be placed on listening, speaking, reading, writing, and the grammatical structure of the Japanese language. The class will be taught in the context of better understanding Japanese culture. Not offered every term.

JPN 102 / Elementary Japanese II / 3

Continuation of JPN 101. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. The class will be taught in the context of better understanding Japanese culture. Prerequisite: JPN 101 or consent of instructor. Not offered every term.

JPN 103 / Elementary Japanese III / 3

Continuation of JPN 102. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Prerequisite: JPN 102 or consent of instructor. Not offered every term.

JPN 201 / Intermediate Japanese I / 3

Additional training in oral-aural skills designed to build listening comprehension and fluency. Development of proficiency in reading and writing Japanese. Prerequisite: JPN 103 or consent of instructor. Not offered every term.

JPN 202 / Intermediate Japanese II / 3

Continuation of JPN 201. Prerequisite: JPN 201 or consent of instructor. Not offered every term.

JPN 203 / Intermediate Japanese III / 3

Continuation of JPN 202. Prerequisite: JPN 202 or consent of instructor. Not offered every term.

JOURN 105 / The Press and Society / 3

An appraisal and critique of the news and opinion media (newspapers, magazines, radio, television, and advertising) and their role in the world, North America, and Hawai'i. Theory, practice, development, influence, rights, responsibilities, problems, issues, and trends are reviewed and discussed.

JOURN 205 / Newswriting / 3

Fundamentals of gathering and writing news, and instruction in the rationale underlying professional journalism. Prerequisite: ENG 100. Writing intensive: requires a minimum of 3,000 words of writing. Fulfills advanced writing course requirement.

KOR 101 / Elementary Korean I / 3

An introductory course to Korean. Emphasis will be placed on listening, speaking, reading, writing, and the grammatical structure of the Korean language. The class will be taught in the context of better understanding Korean culture. Offered once a year.

KOR 102 / Elementary Korean II / 3

Continuation of KOR 101. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Prerequisite: KOR 101 or consent of instructor. Not offered every year.

KOR 103 / Elementary Korean III / 3

Continuation of KOR 102. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Prerequisite: KOR 102 or consent of instructor. Not offered every year.

SP 151 / Personal and Public Speech / 3

Study of major elements of speech; intended to help student develop oral communication skills to function effectively in modern society. Participation in one-on-one situations, group activities, and public speaking to develop competency in personal and group communication.

SP 231 / Performance of Literature / 3

Introduction to the study of literature through performance. Practice in rhetorical and literary analysis culminating in solo or group performance of literary selections or original writing for an audience. May include the writing of original works for presentation. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

Arts and Humanities

All courses listed below meet A.A. degree Arts and Humanities requirements, unless otherwise noted.

ART 101 / Introduction to the Visual Arts / 3

Study of the nature of various visual arts and their expression in different forms. Develop appreciation for the influence of art on quality of life. Field trips may be required.

ART 108/ART 80 / Introduction to Digital Photography / 1

Introduction to photography through use of digital cameras and photography software. Digital camera required.

ART 113/ART 13 / Introduction to Drawing / 1

Foundations exploration in basic and advanced drawing techniques, including the descriptive, expressive, and formal aspects of visual language.

ART 123/ART 23 / Introduction to Painting / 1

Theory and practice of painting, material and technical procedures.

ART 171 / Introduction to Western Art I / 3

Historical survey of Western art from prehistory to the Middle Ages. Works of architecture, painting, sculpture, and other art forms will be studied.

ART 172 / Introduction to Western Art II / 3

Historical survey of Western art from the Renaissance to the present. Works of architecture, painting, sculpture, and other art forms will be studied.

ART 180 / Introduction to Eastern Art / 3

Historical survey of visual arts produced in Asia such as painting, sculpture, and architecture.

ART 239/ART 39 / Hawaiian Quilting / 1

The fundamentals of Hawaiian quilting.

HIST 151 / World Civilizations I (to 1500) / 3

Study of civilizations and their developments from prehistoric origins to 1500. Emphasis is placed on cultural, political, socio-economic, and religious changes.

HIST 152 / World Civilizations II (from 1500) / 3

Study of civilizations and their interconnectedness from 1500. Emphasis on cultural, political, socio-economic, and religious changes.

HIST 209 / East Asian Civilizations I / 3

General study and survey of the three East Asian Civilizations (China, Japan, Korea) from prehistoric origins to 1800. Emphasizes political, economic, social, religious, and cultural institutions.

HIST 210 / East Asian Civilizations II / 3

General study and survey of the three East Asian Civilizations (China, Japan, Korea) from 1600 to the present. Emphasizes political, economic, social, religious, and cultural institutions.

HIST 251 / History of Japan / 3

A survey of the history of Japan from ancient times to the present. Emphasizes political, economic, social, religious, and cultural institutions, as well as relations with East Asia.

HIST 281 / Introduction to American History I (to Civil War) / 3

Review of political, social, and cultural history of the United States from the pre-colonial era and Revolutionary War, through the development of a national government, frontier settlement, and issues of slavery and sectionalism that culminated in the Civil War.

HIST 282 / Introduction to American History II (from Civil War) / 3

Introduction to the emergence of modern American society from the period of the Reconstruction following the Civil War through the industrial revolution, immigration, the social changes of the early 20th century, the Great Depression, World War II, and the postwar developments that have influenced the United States in the modern era.

HIST 284 / History of the Hawaiian Islands / 3

Study of the cultural and social heritage of the Hawaiian Islands from early Polynesian settlement through the modern period.

HIST 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required.

HUM 100 / Themes in the Humanities / 3

An introduction to the humanities drawing upon various multicultural themes as expressed in art, music, performing arts, and literature. The course is offered as the core subject of the Freshman Learning Experience in linkage with English 22/100, Speech 151, and IS 100. Writing Intensive: requires a minimum of 3,000 words of writing; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

MUS 106 / Introduction to Music Literature / 3

Elements, styles, and forms of music from listener's standpoint. Music appreciation course. May require attendance at concerts or other musical performances.

MUS 107 / Music in World Cultures / 3

Folk, popular, and art music from major regions of the world, with emphasis on Asia and the Pacific, representing styles and regional characteristics. Music appreciation course. May require attendance at concerts or other musical performances.

MUS 114 / MUS 14 / Chorus / 1

Performance of choral literature from Renaissance to present. Previous choral experience not required.

PHIL 100 / Introduction to Philosophy: Survey of Problems / 3

Great philosophical issues, theories, and controversies.

PHIL 102 / Asian Traditions (3)

Universal themes and problems from the Asian Perspective.

REL 150 / Introduction to the World's Major Religions / 3

Study of the origins of Buddhism, Christianity, Confucianism, Daoism, Hinduism, Islam, Judaism, Shintoism, and the indigenous traditions of Hawai'i and Oceania.

Mathematics and Science

All courses listed below meet A.A. degree Mathematics and Science requirement unless otherwise noted.

GEOG 101 / The Natural Environment / 3

Survey of the natural environment; distribution and interrelationships of climates, vegetation, soils, landforms.

MATH 22 / Basic Algebra / 3

Introduction to basic algebra and math required for some college-level mathematics courses. Topics to include long division of decimals, finding the greatest common factor and the least common multiple of two or more numbers, calculating square roots, performing operations on polynomials, solving linear equations and inequalities, solving systems of two linear equations in two unknowns, factoring polynomials, simplifying rational expressions, solving rational equations, simplifying expressions containing exponents and roots and solving quadratic equations. This course does not meet A.A. degree requirements as it is a “basic skills” level course.

MATH 100 / Survey of Mathematics / 3

Survey of mathematics that highlights the power of mathematics as a deductive discipline. The use of deductive arguments, both in formal and natural languages, will be emphasized. Topics taught include elementary symbolic logic, the algebra of sets, numeration systems, number theory, application of functions, modular arithmetic, and elementary combinatorics and probability.

MATH 115 / Introduction to Statistics / 3

Study of descriptive and inferential statistics. Topics will include exploratory data analysis, methods of visualizing data using Excel, descriptive statistics, central limit theorem, normal and binomial distributions, estimations, probability, hypothesis testing, correlation and regression, and chi-square statistics.

MATH 140 / Precalculus/ 3

Functions, with special attention to polynomial, rational, exponential, logarithmic, and trigonometric functions, complex numbers, plane trigonometry, polar coordinates, and conic sections.

SCI 121 / Biology and Society / 3

Introduction to the basic concepts of biology (e.g., genetics, evolution, ecology) and of the natural environment. Develops an understanding of scientific framework and the impact of science on society.

SCI 122 / Introduction to Science: Physical / 3

Introduction of the characteristics of science, the historical development of scientific concepts, and of the physical environment. Focus is on topics from physics, chemistry, astronomy, geology, and oceanography.

SCI 123 / Introduction to Science: Hawaiian Environment / 3

Characteristics of science and its interaction with society as illustrated by topics in geology, astronomy, oceanography, and biology of the Hawaiian Islands. Field trips may be required.

SCI 210 / Environmental Issues / 3

Study of global environmental issues from physical, biological, and socio-cultural perspectives. Topics will include biological processes; ecological principles; chemical cycling; ecosystem vulnerability; human population; environmental policies; and relationships between social, economic, and environmental problems.

Social Sciences

All courses listed below meet A.A. degree Social Science requirements, unless otherwise noted.

AMST 201 / The American Experience / 3

Study of dominant American values and institutions (political, social, legal, and economic), and their influence on individuals living in the United States.

AMST 202 / Diversity in American Life / 3

Study of diversity and variety in contemporary American life. Develops an understanding of a multicultural, multiracial society.

AMST 211 / Contemporary American Issues: Domestic Issues / 3

Exploration of American domestic issues including economics, politics, civil rights, family life, health care, and the environment.

AMST 212 / Contemporary American Issues: Global Issues / 3

Exploration of American international affairs that involves global issues such as trade, environmental protection, national security, arms control, and human rights.

AMST 299 / Directed Reading and Research / 1-4 credits

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required.

ANTH 200 / Cultural Anthropology / 3

Study of the nature of culture and the basic tools for analyzing cultural behavior. Develops an understanding of the interrelationships between culture and personality, and of the process of cultural change.

ANTH 201 / Japanese Culture / 3

Study of Japanese culture using the basic tools for analyzing cultural behavior. Compares Japanese and U.S. cultures through examining rites and rituals, religions, family and social life.

COM 140 / Introduction to Intercultural Communication / 3

Introduction to learning effective communication in a variety of intercultural contexts. Emphasis on theory, research, and managing intercultural communication. Problems such as culture shock and opportunities to overcome cultural barriers are presented and examined.

COM 201 / Introduction to Communication / 3

An overview of communication emphasizing the interpersonal, intercultural, organizational, and international communication, management, multimedia, mass media, and telecommunications perspectives.

ECON 120 / Introduction to Economics / 3

Survey of the principles of microeconomics and macroeconomics to enable students in all disciplines to understand current economic events.

GEOG 102 / World Regional Geography / 3

Study of the geography of the major cultural regions with a focus on the interrelationships of geography and current political, social, and economic conditions.

GEOG 151 / Geography and Contemporary Society / 3

Study of resource management and population geography and their application to contemporary problems in a worldwide perspective.

POLSCI 130 / American Government and Politics / 3

Introduction to the organization and functioning of American political systems at the local, state, and national levels. Topics discussed include how the present American political system was formed and what political issues exist today.

POLSCI 220 / International Relations / 3

Study of concepts and theories in international relations and of contemporary world politics. Topics include the analysis of the causes of war and international conflicts, peacekeeping strategies, and various global issues.

POLSCI 222 / Issues in International Relations / 3

Study of historical and current issues in world politics, e.g., U.S.-Japan relations, causes of war and peace, international relations in Asia and the Pacific, and the analysis of international conflict.

POLSCI 273 / Nonviolent Political Solutions / 3

Exploration and analysis of nonviolent and non-killing political theories and movements including the theories of Immanuel Kant, Henry David Thoreau, and Woodrow Wilson, Jr., and the practices of Mohandas Gandhi and Martin Luther King, Jr.

POLSCI 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required.

PSY 100 / Survey of Psychology / 3

Introduction to basic principles of human behavior. Topics include biological foundations of behavior, motivation, emotion, learning, memory and thought processes, personality, development, social behavior, stress, abnormal behavior, and methods of therapy.

PSY 170 / Psychology of Adjustment / 3

Understanding, evaluating and improving adjustment. Ideas and techniques concerning behavior change and personal growth. Topics include developmental theory, gender, conflict resolution, and contrasting cultural views of mental health.

SOC 100 / Introduction to Sociology / 3

The fundamental concepts, theories, and methods of research of sociology with emphasis on basic social relationships, social structures, and processes.

SOC 256 / Race and Ethnic Relations in Hawai'i / 3

Introduction to the historical, social, and cultural dynamics of ethnic and race relations in Hawai'i with an emphasis on cultural identity formation in a multicultural island community.

Interdisciplinary and Other Studies**HPER 102/HPER 12/Aerobic Fitness: Beginning / 1**

Aerobic fitness improvement. Learning and practicing safe total body workout routines to music.

HPER 104/ Pilates / 1

Introduction to Pilates technique.

HPER 150/HPER 50 / Introduction to Dance / 1

Survey of the development of major dance styles and their relationship to contemporary choreography.

HPER 160-163/HPER 60 / Judo / 1-4

Introduction to the fundamentals of judo. Four levels of study from beginning to advanced.

HPER 170/HPER 70 / Beginning Yoga / 1

Introduction to yoga through practice of yoga postures and breathing techniques.

ICS 100/ICS 22 / Introduction to Computers / 1

Introduction to computer and technological literacy skills with a focus on social and ethical issues, communication, research, and use of technology to access, evaluate, and present information. Students may test out of course. (Required class.)

ICS 101/ Digital Tools for the Information Age / 3

An introductory survey of computers and their role in the information world emphasizing computing terminology, hardware, and software. Opportunities for hands-on experience using applications software may include spreadsheets, word processing, presentations, communications, and databases.

ICS 190 / Video Editing/Making Films / 1

Introduction to use of video editing in making films. Prerequisite: ICS 100 or consent of the instructor.

ICS 198 / Webpage Design: Publishing / 1

Fundamentals of webpage design. Prerequisite: ICS 100 or consent of the instructor.

ICS 199/Making a Magazine: Desktop Publishing/ 1

Fundamentals of desktop publishing. Prerequisite: ICS 100 or consent of the instructor.

IS 100 / Freshman Seminar: An Introduction to Higher Education / 1

Introduction to American higher education and the concept of a "learning community." An integral part of the Freshman Experience, the course assists students' transition into the Liberal Arts program. Required for A.A. degree; must be taken in the first term of study in the Liberal Arts program. (Credit/no credit.)

IS 105 / Career/Life Exploration and Planning / 1

An introductory course to assist students in becoming more self-directed in the career/life development process.

IS 192 / Service Learning (1-4 credits)

Practicum course that provides students with an opportunity to do volunteer work at a community service agency or business to secure practical understanding of social issues.

IS 196 / Seminar on Peace Studies / 1

Introduction to the concepts of peace, war, and security through the study of historical and current conflicts and conflict resolution. Required for A.A. degree. (Not offered in Summer.)

IS 200 / Sophomore Seminar: The Capstone Course / 1

A special research seminar to be taken during the student's last term. Required for the A.A. degree.

College Preparatory Program Courses

Level 1 Courses

CORE 1LS / Integrated English Studies: Intro. Listening & Speaking / 5 hours

An introduction to academic listening and speaking skills.

CORE 1 W / Integrated English Studies: Introductory Writing / 5 hours

An introduction to academic writing.

College Prep E 58 / Reading Skills & Discussion I / 3 hours

An introduction to academic reading skills, vocabulary, and discussion.

College Prep E 61 / Situational English & Study Skills / 4 hours

An integrated-skills approach to practical language functions, structure, and vocabulary used in everyday situations. Includes weekly lectures on study skills and college life in the U.S.

GR 50/ Introductory Grammar / 4 hours

Introduction in introductory grammar.

Level 2 Courses

CORE 2 LS / Integrated English Studies: Elementary Listening & Speaking / 5 hours

Instruction in elementary academic listening and speaking skills.

CORE 2 W / Integrated English Studies: Elementary Writing / 5 hours

Instruction in elementary academic writing.

HIST 22 / Foundations of World History / 4 hours An introduction to geography, world history, economics, and government.

College Prep E 68 / Reading Skills & Discussion II / 4 hours

A course focusing on elementary academic reading skills, vocabulary, and discussion.

College Prep E 60 / Grammar I / 4 hours

Instruction in elementary grammar.

Level 3 Courses

CORE 3 LS / Integrated English Studies: Lower-Intermediate Listening & Speaking / 5 hours

Instruction in lower-intermediate academic listening and speaking skills.

CORE 3 W / Integrated English Studies: Lower-Intermediate Writing / 5 hours

Instruction in lower-intermediate academic writing.

SOC 22 / The Foundations of Sociology / 4 hours

An introduction to the basic social structures of society.

College Prep E 78 / Reading Skills & Discussion III / 4 hours

A course focusing on lower-intermediate academic reading skills, vocabulary, and discussion.

GR 70 / Grammar: Lower-Intermediate / 4 hours

Instruction in lower-intermediate grammar.

Level 4 Courses

CORE 4 LS / Integrated English Studies: Upper Intermediate Listening & Speaking / 5 hours

Instruction in upper-intermediate instruction in academic listening and speaking skills.

CORE 4 W / Integrated English Studies: Upper Intermediate Writing / 5 hours

Instruction in upper-intermediate academic writing.

COM 22 / The Foundations of Intercultural Communication / 4 hours

An introduction to communication studies with an emphasis on intercultural communication.

College Prep E 88 / Reading Skills & Discussion IV / 4 hours

A course focusing on upper-intermediate academic reading skills, vocabulary, and discussion.

GR 80 / Grammar: Upper Intermediate/ 4 hours

Instruction in upper-intermediate grammar.

Level 5 Courses

CORE 5 LS / Integrated English Studies: Advanced Listening & Speaking / 5 hours

Instruction in advanced academic listening and speaking skills.

CORE 5 W / Integrated English Studies: Advanced Writing / 5 hours

Instruction in advanced academic writing.

AMST 22 / The Foundations of American Studies / 4 hours

An introduction to culture, history, and issues related to the United States.

College Prep E 98 / Reading Skills and Discussion IV / 4 hours

A course focusing on advanced academic reading skills, vocabulary, and discussion.

GR 90 / Grammar: Advanced / 4 hours

Instruction in advanced grammar.

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2016-2017 ACADEMIC CALENDAR

Fall Term 2016

| | | |
|-----------------|-----------|---|
| June 1 | Wednesday | Admission Application Deadline: Students Requiring Visa |
| August 1 | Monday | Admission Application Deadline: Students Not Requiring Visa |
| August 1-5 | Mon-Fri | Fall Term Advising for Continuing Students |
| August 8-12 | Mon-Fri | Fall Term Registration for Continuing Students |
| September 26-28 | Mon-Wed | Orientation Activities |
| September 28 | Wednesday | Advising and Registration for All New Students |
| September 29 | Thursday | First Day of College Prep and Liberal Arts Classes |
| | | Tuition Payment Deadline for All Students |
| October 6 | Thursday | End of Late Registration |
| | | Last Day of to Add Liberal Arts Classes |
| October 7 | Friday | Last Day to Add/Drop College Prep Classes |
| October 10 | Monday | Holiday: Discoverers' Day |
| October 11 | Tuesday | Fall Convocation |
| October 14 | Friday | Last Day of to Drop Liberal Arts Classes |
| October 19 | Wednesday | Town Hall Meeting |
| Oct 31-Nov 4 | Mon-Fri | Winter Term Advising for Continuing Students |
| November 7-10 | Mon-Thurs | Winter Term Registration for Continuing Students |
| November 10 | Thursday | Last Day to Withdraw from Classes |
| November 11 | Friday | Holiday: Veterans' Day |
| November 24 | Thursday | Holiday: Thanksgiving Day |
| November 25 | Friday | Instructional Holiday |
| November 30 | Wednesday | Student Presentation Day |
| December 7 | Wednesday | IS 200 Capstone Presentations |
| December 8-9 | Thurs-Fri | Final Examinations for Liberal Arts Classes |
| December 9 | Friday | Institutional TOEFL Testing |
| December 9 | Friday | Last Day of Fall Term |
| December 10 | Saturday | Commencement Ceremony |

Winter Term 2017

| | | |
|-------------------|-----------|---|
| September 1, 2016 | Thursday | Admission Application Deadline: Students Requiring Visa |
| November 1, 2016 | Tuesday | Admission Application Deadline: Students Not Requiring Visa |
| Oct 31-Nov 4 | Mon-Fri | Winter Term Advising for Continuing Students |
| November 7-10 | Mon-Thurs | Winter Term Registration for Continuing Students |
| January 9-11 | Mon-Wed | Orientation Activities |
| January 11 | Wednesday | Advising and Registration for all New Students |
| January 12 | Thursday | First Day of College Prep and Liberal Arts Classes |
| | | Tuition Payment Deadline for All Students |
| January 16 | Monday | Holiday: Martin Luther King, Jr. Day |
| January 19 | Thursday | End of Late Registration |
| | | Last Day to Add Liberal Arts Classes |
| January 20 | Friday | Last Day to Add/Drop College Prep Classes |
| January 23 | Monday | Winter Convocation |
| January 27 | Friday | Last Day to Drop Liberal Arts Classes |
| February 1 | Wednesday | Town Hall Meeting |
| February 13-17 | Mon-Fri | Spring Term Advising for Continuing Students |
| February 20 | Monday | Holiday: Presidents' Day |
| February 21-24 | Tues-Fri | Spring Term Registration for Continuing Students |
| February 24 | Friday | Last Day to Withdraw from Classes |
| March 15 | Wednesday | Student Presentation Day |
| March 22 | Wednesday | IS 200 Capstone Presentations |
| March 23-24 | Thurs-Fri | Final Examinations for Liberal Arts Classes |
| March 24 | Friday | Institutional TOEFL Testing |
| March 24 | Friday | Last Day of Winter Term |

Spring Term 2017

| | | |
|------------------|-----------|---|
| December 1, 2016 | Thursday | Admission Application Deadline: Students Requiring Visa |
| February 1, 2017 | Wednesday | Admission Application Deadline: Students Not Requiring Visa |
| February 13-17 | Mon-Fri | Spring Term Advising for Continuing Students |
| February 21-24 | Tues-Fri | Spring Term Registration for Continuing Students |
| April 3-5 | Mon-Wed | Orientation Activities |
| April 5 | Wednesday | Advising and Registration for all New Students |
| April 6 | Thursday | First Day of Liberal Arts Classes |
| | | Tuition Payment Deadline for all Students |
| April 7 | Friday | First Day of College Prep Classes |
| April 13 | Thursday | End of Late Registration |
| | | Last Day to Add Liberal Arts Classes |
| April 14 | Friday | Last Day to Add/Drop College Prep Classes |
| April 17 | Monday | Spring Convocation |
| April 21 | Friday | Last Day to Drop Liberal Arts Classes |
| April 26 | Wednesday | Town Hall Meeting |
| May 8-12 | Mon-Fri | Summer Term Advising for Continuing Students |
| May 15-19 | Mon-Fri | Summer Term Registration for Continuing Students |
| May 19 | Friday | Last Day to Withdraw from Classes |
| May 29 | Monday | Holiday: Memorial Day |
| June 7 | Wednesday | Student Presentation Day |
| June 12 | Monday | Holiday: Kamehameha Day |
| June 14 | Wednesday | IS 200 Capstone Presentations |
| June 15-16 | Thurs-Fri | Final Examinations for Liberal Arts Classes |
| June 16 | Friday | Institutional TOEFL Testing |
| June 16 | Friday | Last Day of Spring Term |
| June 17 | Saturday | Commencement Ceremony |

Summer Term 2017

| | | |
|--------------|-----------|--|
| March 1 | Wednesday | Admission Application Deadline: Students Requiring Visa |
| May 1 | Monday | Admission Application Deadline: Students Not Requiring Visa |
| May 8-12 | Mon-Fri | Summer Term Advising for Continuing Students |
| May 15-19 | Mon-Fri | Summer Term Registration for Continuing Students |
| June 26-28 | Mon-Wed | Orientation Activities for College Prep Students |
| June 28 | Wednesday | Advising and Registration for New College Prep Students |
| June 29 | Thursday | First Day of College Prep Classes |
| June 30 | Friday | Advising and Registration for New Liberal Arts Students |
| July 3 | Monday | First Day of Liberal Arts Classes (Session I) |
| | | Tuition Payment Deadline for All Students |
| July 4 | Tuesday | Holiday: Independence Day |
| July 5 | Wednesday | Last Day to Add Liberal Arts Classes (Session I) |
| July 6 | Thursday | Last Day to Add/Drop College Prep Classes |
| | | End of Late Registration for All Students |
| July 10 | Monday | Summer Convocation |
| July 12 | Wednesday | Last Day to Drop Liberal Arts Classes (Session I) |
| July 21 | Friday | Last Day to Withdraw from Liberal Arts Classes (Session I) |
| Jul 31-Aug 4 | Mon-Fri | Fall Term Advising for Continuing Students |
| August 8 | Tuesday | Final Examinations/Last Day of Liberal Arts Classes (Session I) |
| August 10 | Thursday | First Day of Liberal Arts Classes (Session II) |
| August 11 | Friday | Last Day to Withdraw from College Prep Classes |
| August 7-11 | Mon-Fri | Fall Term Registration for Continuing Students |
| August 15 | Tuesday | Last Day to Add Liberal Arts Classes (Session II) |
| August 18 | Friday | Last Day to Drop Liberal Arts Classes (Session II) |
| August 25 | Friday | Last Day to Withdraw from Liberal Arts Classes (Session II) |
| September 4 | Monday | Holiday: Labor Day |
| September 8 | Friday | Institutional TOEFL Testing |
| September 8 | Friday | Last Day of College Prep Classes |
| September 15 | Friday | Final Examinations/Last Day of Liberal Arts Classes (Session II) |