



# **HAWAII TOKAI**

## INTERNATIONAL COLLEGE

---



## **2021-22 College Catalog**

**Hawaii Tokai International College**

91-971 Farrington Highway, Kapolei, Hawaii 96707

(808) 983-4100

htic@tokai.edu

www.htic.edu

2021-2022 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: [accjc.org](http://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](http://cca.Hawaii.gov/hpeap).

# Table of Contents

|  |           |
|--|-----------|
| <b>MESSAGE FROM THE CHANCELLOR</b> .....                                     | <b>5</b>  |
| <b>HISTORY AND MISSION</b> .....   | <b>6</b>  |
| TOKAI UNIVERSITY EDUCATIONAL SYSTEM.....                                     | 6         |
| HAWAII TOKAI INTERNATIONAL COLLEGE .....                                     | 7         |
| VISION STATEMENT.....  | 7         |
| MISSION.....   | 7         |
| HTIC'S COMMITMENT TO PEACE .....   | 7         |
| INSTITUTIONAL LEARNING OUTCOMES.....   | 8         |
| <b>OVERVIEW OF PROGRAMS AND FACILITIES</b> .....                             | <b>9</b>  |
| LIBERAL ARTS PROGRAM .....   | 9         |
| COLLEGE PREPARATORY PROGRAM .....  | 9         |
| ACADEMIC YEAR.....   | 9         |
| STATE AUTHORIZATION .....  | 9         |
| ACCREDITATION.....   | 9         |
| CAMPUS FACILITIES .....  | 10        |
| FACULTY AND STAFF.....   | 10        |
| <b>ADMISSIONS</b> .....  | <b>11</b> |
| ADMISSION REQUIREMENTS FOR U.S. CITIZENS AND LAWFUL PERMANENT RESIDENTS..... | 11        |
| ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS .....                      | 11        |
| APPLICATION DEADLINES .....  | 12        |
| APPLICATION PROCEDURES .....   | 12        |
| PRE-REGISTRATION REQUIREMENTS: .....   | 13        |
| ADVANCED PLACEMENT .....   | 13        |
| TRANSFER CREDITS FROM OTHER INSTITUTIONS.....                                | 13        |
| DISABILITY SUPPORT SERVICES .....  | 13        |
| <b>COSTS</b> .....   | <b>14</b> |
| TUITION AND FEES.....  | 14        |
| HOUSING AND MEAL PLANS.....  | 14        |
| STUDENT FINANCIAL OBLIGATIONS .....  | 15        |
| VETERANS AFFAIRS EDUCATIONAL ASSISTANCE.....                                 | 15        |
| REFUND POLICIES.....   | 15        |
| ESTIMATED TOTAL COSTS.....   | 15        |
| <b>STUDENT SERVICES</b> .....  | <b>16</b> |
| NEW STUDENT SUPPORT .....  | 16        |
| ACADEMIC ADVISING.....   | 16        |
| HO'OMAU COUNSELING CENTER.....   | 16        |
| MALAMA PROGRAM.....  | 16        |
| IMMIGRATION ADVISING FOR INTERNATIONAL STUDENTS.....                         | 16        |
| TRANSFER ADVISING.....   | 17        |
| RECORDKEEPING AND TRANSCRIPTS .....  | 17        |

|  |           |
|--|-----------|
| SCHOLARSHIPS.....  | 17        |
| ALUMNI SERVICES .....  | 17        |
| <b>ACADEMIC PROGRAMS.....</b>  | <b>18</b> |
| PLACEMENT IN AN ACADEMIC PROGRAM .....   | 18        |
| THE COLLEGE PREPARATORY PROGRAM .....  | 18        |
| THE LIBERAL ARTS PROGRAM .....   | 21        |
| ASSOCIATE IN ARTS DEGREE REQUIREMENTS.....   | 21        |
| FRESHMAN EXPERIENCE LEARNING COMMUNITY .....   | 22        |
| WRITING INTENSIVE (WI), ORAL INTENSIVE (OI), AND COOPERATIVE LEARNING INTENSIVE (CLI) COURSES... | 22        |
| CONCENTRATIONS .....   | 22        |
| PEACE STUDIES CONCENTRATION .....  | 23        |
| DISCOVER EAST ASIA CONCENTRATION.....  | 23        |
| HOSPITALITY AND TOURISM CONCENTRATION .....  | 24        |
| BUSINESS FOUNDATION CONCENTRATION.....   | 25        |
| SUMMARY OF HAWAII TOKAI INTERNATIONAL COLLEGE DEGREE PROGRAMS .....                              | 25        |
| INTERNATIONAL PROGRAMS .....   | 26        |
| <b>ACADEMIC POLICIES AND PROCEDURES.....</b>   | <b>27</b> |
| TERMS AND THE ACADEMIC YEAR.....   | 27        |
| CREDITS FOR COURSEWORK.....  | 27        |
| COURSE/ALPHA/NUMBERING SYSTEM .....  | 28        |
| REGISTRATION.....  | 28        |
| RECOMMENDED COURSE LOAD .....  | 28        |
| AUDITING COURSE.....   | 28        |
| CONCURRENT REGISTRATION.....   | 29        |
| NON-MATRICULATING STUDENTS .....   | 29        |
| FIRST DAY ATTENDANCE POLICY .....  | 29        |
| ADD/DROP/WITHDRAW POLICY .....   | 30        |
| GRADES/GRADE POINTS .....  | 30        |
| GRADE REPORTS.....   | 31        |
| GRADE POINT AVERAGE (GPA).....   | 31        |
| REPEATING COURSES.....   | 31        |
| ACADEMIC PROBATION, SUSPENSION, AND EXPULSION.....   | 31        |
| CONVOCATION CEREMONY.....  | 32        |
| PRESENTATION DAY.....  | 32        |
| GRADUATION CEREMONY .....  | 32        |
| STUDENT AWARDS.....  | 32        |
| TRANSFER OPPORTUNITIES.....  | 33        |
| <b>STUDENT LIFE .....</b>  | <b>34</b> |
| SECURITY.....  | 34        |
| CAMPUS FACILITIES .....  | 34        |
| HOUSING.....   | 34        |
| CAFETERIA AND FOOD SERVICES.....   | 34        |
| PARKING .....  | 34        |
| SHUTTLE SERVICE .....  | 34        |
| TEXTBOOK PURCHASES .....   | 34        |
| HEALTH SERVICES.....   | 35        |
| FISCAL SERVICES .....  | 35        |

|  |           |
|--|-----------|
| STUDENT ACTIVITIES.....  | 35        |
| PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY CHAPTER .....            | 35        |
| <b>THE LIBRARY AND LEARNING CENTER .....</b>                         | <b>36</b> |
| TUTORING PROGRAM.....  | 36        |
| RESPONSIBLE USE OF COLLEGE COMPUTERS AND COLLEGE NETWORK ACCESS..... | 36        |
| UNIVERSITY OF HAWAII – WEST OAHU PARTNERSHIP .....                   | 36        |
| <b>STUDENT RIGHTS AND RESPONSIBILITIES .....</b>                     | <b>37</b> |
| STUDENT RIGHTS .....   | 37        |
| STUDENT RESPONSIBILITIES.....  | 37        |
| <b>COURSE DESCRIPTIONS.....</b>                                      | <b>39</b> |
| LIBERAL ARTS COURSES.....  | 39        |
| COLLEGE PREPARATORY PROGRAM COURSES .....                            | 47        |
| <b>BOARD OF TRUSTEES, FACULTY, AND STAFF .....</b>                   | <b>49</b> |
| <b>2021-2022 ACADEMIC CALENDAR .....</b>                             | <b>52</b> |
| <b>FUTURE ACADEMIC CALENDARS .....</b>                               | <b>54</b> |

## MESSAGE FROM THE CHANCELLOR

Aloha and welcome to Hawaii Tokai International College (HTIC), a gateway for students interested in education bridging diverse international perspectives. Here at HTIC, we offer our “classroom without walls” philosophy, which encourages our students to extend their learning outside the classroom through various events, field trips, and activities. Our students, faculty, and staff work together to create a supportive learning community, where students are encouraged to explore new ventures and to develop their intellectual interests. Every class offers a low student-to-instructor ratio.

Your experiences at HTIC will help you accomplish your academic goals and develop life skills. We believe that your time at HTIC will greatly enhance your academic and personal growth which will serve you well in your future pursuits wherever they may lead you.

In order to live as a global citizen who contributes to society in positive ways, it’s important for you to obtain the ability to understand contemporary issues using enhanced communication and critical thinking skills. The experiences you will gain living in Hawaii, where East, West, and Pacific cultures meet, will help you deepen your understanding of diverse lifestyles and people.

I look forward to getting to know each and every one of you during your time at HTIC. “E komo mai”\* — my door is always open to all members of the HTIC learning community.

Sincerely,

Dr. Gene Awakuni  
Chancellor



*\*E komo mai – Hawaiian phrase meaning welcome.*

## 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 Hawaii 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. Shigeyoshi Matsumae**  
*Founder, 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 a Hawaii Tokai International College 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 Hawaii. 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, Hawaii. 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 Hawaii 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 by Dr. Richard H. Kosaki, one of Hawaii's most respected educators and a former University of Hawaii 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 earn Associate in Arts degrees and emerge as lifelong learners who contribute positively to the world.

### HTIC's Commitment to Peace

Tokai University Educational System founder Shigeyoshi Matsumae was a committed pacifist. Following World War II, Dr. Matsumae made a commitment to global understanding as a vehicle for achieving peace. As such, Hawaii Tokai International College approaches peace education through the study of philosophies and strategies of historical icons of peace movements, examines disparity and ways to achieve economic and political parity, teaches models of mediation and conflict resolution, and promotes the personal and emotional development of students who will become proprietors of peace.



## 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

# OVERVIEW OF PROGRAMS AND FACILITIES

*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**

HTIC 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](http://cca.Hawaii.gov/hpeap).

## **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](http://www.accjc.org).

## **Campus Facilities**

The HTIC campus is a multifaceted center for education in Hawaii. 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 Oahu. The Kapolei campus, constructed to better accommodate HTIC's recent increases in student enrollment, is adjacent to the University of Hawaii – West Oahu (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 smoking is only allowed in the designated smoking area on campus.

## **Faculty and Staff**

As a liberal arts college with an emphasis on teaching, HTIC values professional educators who embrace the College's 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.

## ADMISSIONS

HTIC welcomes applications from all individuals who have the ambition to benefit from its educational offerings. Students with an academic record of educational excellence and high motivation are given priority for admission.

### Admission Requirements for U.S. Citizens and Lawful Permanent Residents

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

- Completed [Application for Admission](#), which includes Admissions Essay (guidelines are provided in the application materials), Student Health Clearance Form, letter of recommendation (optional), and non-refundable US\$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
- 2.5 GPA is required for both freshman and transfer admission
- Completed Housing Application form and non-refundable \$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](#), which includes Admissions Essay (guidelines are provided in the application materials), Student Health Clearance Form, letter of recommendation in English (optional), and non-refundable US\$100 application fee
- Financial Support Statement
  - Attach a current (within six months) bank statement from your sponsor showing an available balance of at least \$24,345
- TOEFL (Test of English as a Foreign Language) score, IELTS (International English Language Testing System) score, or a copy of EIKEN certificate
  - TOEFL score of 61 iBT or 500 PBT; IELTS score of 6.0 or higher; or an EIKEN Grade Pre-1 certificate or higher required to be considered for admission into the Liberal Arts Program
  - For admission into the College Preparatory Program, submission of a TOEFL score, IELTS score, or an EIKEN certificate is recommended but not required
  - 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
- Certificate of High School Graduation
- Copy of Passport
- 2.5 GPA is required for both freshman and transfer admission into the Liberal Arts Program

- Completed Housing Application form and non-refundable \$20 application fee (International students are required to live in the on-campus housing for the first 2 terms).

## Application Deadlines

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

| <b>APPLICATION DEADLINES FOR:</b>  | <b>U.S. CITIZENS AND<br/>LEGAL RESIDENTS</b> | <b>STUDENTS<br/>REQUIRING F-1 VISA</b> | <b>STUDENTS WITH<br/>VALID VISA</b> |
|--|--|--|-------------------------------------|
| Fall 2021 (Both Programs)<br>September 23-December 3, 2021                     | 8/2/21                                       | 6/1/21                                 | 8/2/21                              |
| Winter 2022 (Both Programs)<br>January 6-March 18, 2022                        | 11/1/21                                      | 9/1/21                                 | 11/1/21                             |
| Spring 2022 (Liberal Arts Program)<br>March 31-June 9, 2022                    | 2/1/22                                       | 12/1/21                                | 2/1/22                              |
| Spring 2022 (College Preparatory<br>Program)<br>April 4-June 9, 2022           | 2/1/22                                       | 12/1/21                                | 2/1/22                              |
| Summer 2022 (College Preparatory<br>Program)<br>June 23-September 2, 2022      | 5/2/22                                       | 3/1/22                                 | 5/2/22                              |
| Summer 2022 Session I (Liberal<br>Arts Program)<br>June 27-August 2, 2022      | 5/2/22                                       | 3/1/22                                 | 5/2/22                              |
| Summer 2021 Session II (Liberal<br>Arts Program)<br>August 4-September 9, 2022 | 5/2/22                                       | 3/1/22                                 | 5/2/22                              |
| Fall 2022 (Both Programs)<br>September 22-December 2, 2022                     | 8/1/22                                       | 6/1/22                                 | 8/1/22                              |

## 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-20. The Form I-20 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 Hawaii 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:** All students must present a valid TB (Tuberculosis) clearance provided within 12 months of the start of the program of study.
- **Immunization Record:** The following immunizations are required:
  - MMR (Measles, Mumps, Rubella): 2 doses
  - Varicella (Chickenpox): 2 doses
  - TDAP (Tetanus, Diphtheria, Pertussis): 1 dose
  - MCV (Meningococcal Conjugate) \*: 1 dose at age 16 or older

*\* Required for first-year students living in on-campus housing*

## Advanced Placement

HTIC will accept high school Advanced Placement (AP) 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. To receive AP credit, the student must earn a final grade of “C” or higher in the AP course and receive a minimum score of 3 (on a scale of 1-5; 5 being the highest) on the AP exam.

## 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. All VA beneficiaries are required to submit all transcripts of prior education. HTIC will evaluate those transcripts and provide the student with an assessment. The time and cost of the degree program will be decreased appropriately, based on the credits granted.

## 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 2021-2022 academic year beginning in September 2021 for a full-time program of study and for students taking a part time course load is shown below.

- **College Preparatory Program (International students):** \$4,250 per term for full-time students (18 contact hours per week required to be a full-time student)
- **College Preparatory Program (U.S. citizens\*/U.S. Legal Permanent Residents\*):** \$3,600 per term for full-time students (18 contact hours per week required to be a full-time student)
- **Liberal Arts Degree Program (International students):** \$4,250 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 Degree Program (U.S. citizens\*/U.S. Legal Permanent Residents\*):** \$3,600 per term for full-time students (9 credit hours are required to be a full-time student). \$400 per credit hour for part-time students (plus fees)

\*Graduated from a U.S. high school or international school where English is the language of instruction

Liberal Arts and College Preparatory Program students are assessed \$265 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 2021-2022 academic year beginning in September 2021 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 is required with all housing applications. Other housing costs include a \$100 non-refundable in & out fee, and a \$75 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 of the dormitory permanently and who wish to remain on the premises for more than three days following the end of the term must plan with the Office of Student Services ahead of time and will be charged a rate of \$40 per night beginning on the fourth day following the end of the term. Students moving into the dormitory can check in on the first day of orientation. If a student wishes to move in earlier than the official check-in date, he/she needs to arrange with the Office of Student Services and will be charged a rate of \$40 per night.

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.

- \$ 800 per term
- \$ 900 per term
- \$1,000 per term

## Student Financial Obligations

HTIC may withhold grades, transcripts, registration privileges, or a combination of these, if a student has not fulfilled their financial obligation due to the College. The hold on student records will be removed when full payment is received.

## Veterans Affairs Educational Assistance

Per the requirements of 38 USC 3679(e), for any covered individual who provides a certificate of eligibility for entitlement to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits, HTIC will not impose any penalty due to the delayed disbursement of funding from VA. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.)

## 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 ay 12 of the term             | No refund |

**Housing refunds** for cancellations made prior to check-in will be made in full minus a \$25 processing fee. Students cancelling after checking in will be refunded the balance remaining after a charge of \$40 per night, plus the \$25 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. No meal plan refunds after the two-week prior.

## Estimated Total Costs

A sample one-term budget for full-time HTIC students can be estimated as follows:

|                    | International Students | U.S. Citizens/Permanent Resident |
|--------------------|------------------------|----------------------------------|
| Tuition            | \$ 4,250               | \$ 3,600                         |
| Fees               | \$ 220                 | \$ 220                           |
| Internet Usage Fee | \$ 45                  | \$ 45                            |
| Housing            | \$ 2,200*              | \$ 2,200*                        |
| Meals              | \$ 800**               | \$ 800**                         |
| Books and Supplies | \$ 400 (estimated)     | \$ 400 (estimated)               |
| Health Insurance   | \$ 200 (estimated)     | \$ 200 (estimated)               |



|                |   |   |
|----------------|---|---|
| Other expenses | \$ 400 (estimated)  | \$ 400 (estimated)  |
| <b>Total</b>   | <b>\$ 8,515 or \$25,545</b> per academic year (three terms) | <b>\$ 7,865 or \$23,595</b> per academic year (three terms) |

\* Standard Double Occupancy Rate (Quadruple Occupancy Room: \$1,900)

\*\* Additional purchases may be made if desired

## **STUDENT SERVICES**

*The Office of Student Services (OSS) is committed to assisting students in making their time at HTIC a meaningful and positive experience.*

### **New Student Support**

Prior to the start of each term, all new students are welcomed to the school and are expected to participate in Orientation Week.

Each program has its own schedule and helps students feel comfortable and ready before the start of the term. There will be orientations covering information and policies about the respective program they are in, housing information, and services offered by the College.

Placement examinations, course registration, and required vaccinations are some of the other support services also arranged during the week.

### **Academic Advising**

There is an academic advisor for both the College Preparatory and Liberal Arts Programs that students can reach out to respectively. The academic advisor provides guidance and advice to students' overall progress towards the completion of their program and future goals after graduation.

Students in the Liberal Arts Program are required to meet with their academic advisor in the middle of each term for an academic advising session in order to register for the following term. Please refer to pages 28 - 31 to see the registration policies.

### **Ho'omau Counseling Center**

The Ho'omau Counseling Center provides a safe environment to help current HTIC students develop more effective ways to address academic and personal stressors that impact school, work, family, friends and other relationships. Bilingual counselors offer one-on-one sessions, along with topic specific groups and student support groups. Career and life planning could be addressed in the context of the counseling sessions and groups.

### **Malama Program**

The Malama Program provides students with the support they need to be successful. Students can be referred to the program by instructors or they can elect to participate of their own accord. Participating students first meet with the Learning Center staff to determine a plan of action which may include regular appointments with dedicated tutors, faculty and/or staff.

### **Immigration Advising for International Students**

International students who need assistance with a student visa (F-1) and U.S. Immigration and Customs Enforcement matters are welcome to come into the office to ask or email questions.

## Transfer Advising

Students who are looking to transfer to another 4-year college or university after completing the Liberal Arts degree program can seek advice from the academic officers or visit OSS to see brochures of universities. Refer to page 33 to learn about "Transfer Opportunities."

## Recordkeeping and Transcripts

Student records are maintained by the Office of Student Services using an online college management system called Populi. Current students and alumni are able to view their academic record and export unofficial transcripts from their Populi account. Current students who wish to challenge a grade from a course should seek assistance from Student Services.

Students requesting to pick up or have their official academic transcripts be sent to other colleges, universities, or employers should complete the [Transcript Request Form](#). The form is available at the Office of Student Services and on the College's official website.

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.

## Scholarships

- **Gateway Scholarship:**

New applicants to Hawaii Tokai International College who are U.S. citizens or legal permanent residents and who graduated from a U.S. high school or an international school where English is the language of instruction, with a cumulative GPA of 3.0 or higher or have a transfer GPA of 3.0 or higher are eligible for a Gateway Scholarship covering up to 50% of tuition their first term of study.

- **Global Citizenship Scholarship:**

Full-time classified Hawaii Tokai students who have completed at least one term in the Liberal Arts program (at least 11 credits and ENG 100), have a cumulative GPA of 3.5 or higher, have participated in a minimum of 10 hours of volunteer service learning during the term, and who are in compliance with the Code of Student Conduct are eligible for a Global Citizen Scholarship covering up to 50% of tuition. Students must apply each term to be eligible to receive the scholarship the following term.

- **TOEFL Scholarships:**

In addition, international students who achieve a TOEFL score of 500 or higher will receive a scholarship

for the following term. Each TOEFL scholarship can only be received once.

500+ Score - TOEFL 500 Club Scholarship: \$500

550+ Score - TOEFL 550 Club Scholarship: \$1,000

600+ Score - TOEFL 600 Club Scholarship: 50% tuition reduction

Any student who violates the Code of Student Conduct resulting in disciplinary action is ineligible for the scholarship program 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 scholarship program, contact the Office of Student Services.

## Alumni Services

All HTIC graduates are automatically enrolled in the Alumni Association. No dues or registration are required.

# 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. Based on a Placement Test, classified students may be placed into the foundation-level ENG 22 course to strengthen their writing skills prior to taking the ENG 100 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, earth science, 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 20 - 22 hours of instruction per week in the following courses. Due to the COVID-19 pandemic, the Classroom without Walls course is cancelled until further notice.

## **Level I: Introductory**

### **Courses**

1. Core Writing
2. Core Listening and Speaking
3. Situational English and Study Skills
4. Reading Skills and Discussion
5. Introductory Grammar
6. Classroom without Walls I

### **Assessments**

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

- TOEFL: All students take the TOEFL in Week 8. A score of 410\* or higher is required to meet the level 1 TOEFL benchmark. If a student does not meet the benchmark, he/she will be required to take the TOE I supplementary TOEFL class the following term.
- Maintain a cumulative GPA of 2.5 or higher.

## **Level 2: Elementary**

### **Courses**

1. Core Writing
2. Core Listening and Speaking
3. US History
4. Reading Skills and Discussion
5. Elementary Grammar
6. Classroom without Walls II

### **Assessments**

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

- Level 2 Speaking Evaluation: An interview-style speaking evaluation based on the content of the US 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: All students take the TOEFL in Week 8. A score of 420\* or higher is required to meet the level 3 TOEFL benchmark. If a student does not meet the benchmark, he/she will be required to take the TOE I supplementary TOEFL class the following term.
- Maintain a cumulative GPA of 2.5 or higher.

## **Level 3: Lower Intermediate**

### **Courses**

1. Core Writing
2. Core Listening and Speaking
3. The Foundations of Earth Science
4. Reading Skills and Discussion
5. Lower Intermediate Grammar
6. Classroom without Walls III

### **Assessments**

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

- Level 3 Speaking Evaluation: An interview-style speaking evaluation based on the content of the Foundations of Earth Science 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: All students take the TOEFL in Week 8. A score of 430\* or higher is required to meet the level 3 TOEFL benchmark. If a student does not meet the benchmark, he/she will be required to take the TOE I supplementary TOEFL class the following term.
- Maintain a cumulative GPA of 2.5 or higher.

## Level 4: Upper Intermediate

### Courses

1. Core Writing
2. Core Listening and Speaking
3. The Foundations of Sociology
4. Reading Skills and Discussion
5. Upper Intermediate Grammar
6. Classroom Without Walls IV

### Assessments

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

- Level 4 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 4 Writing class. This assessment comprises 25% of the class grade.
- TOEFL: All students take the TOEFL in Week 8. A score of 440\* or higher is required to meet the level 4 TOEFL benchmark. If a student does not meet the benchmark, he/she will be required to take the TOE I supplementary TOEFL class the following term.
- Maintain a cumulative GPA of 2.5 or higher.

## Level 5: Advanced

### Courses

1. Core Writing
2. Core Listening and Speaking
3. The Foundations of American Studies
4. Reading Skills and Discussion
5. Advanced Grammar
6. Classroom Without Walls V

### Assessments

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

- 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 120-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: All students take the TOEFL in Week 8. A score of 450\* or higher is required to meet the level 5 TOEFL benchmark. If a student does not meet the benchmark, he/she will not be eligible to enter the Liberal Arts Program.
- Maintain a cumulative GPA of 2.5 or higher.

Level 1-3 students who score a 460 or better on the TOEFL and have a 3.7 or better cumulative GPA and the recommendations of instructors may skip one level. 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 maintain a cumulative GPA of 2.5 or higher and/or 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.

If a student is unable to pass a level within the required number of attempts, the Admissions Board will meet to determine the appropriate course of action.

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

- An average of 70% or higher in 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. Through our curriculum, students develop the foundation to bridge diverse international perspectives to contribute positively to world peace.

## Associate in Arts Degree Requirements

In order to be eligible to graduate, students are required to complete the degree requirements defined in the catalog year when you started the Liberal Arts Program at HTIC.

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

- Complete a minimum of 60 credits in courses numbered 100 and above;
- Complete 6 Writing-intensive (WI) courses, 3 Oral-Intensive (OI) courses, 1 Cooperative Learning Intensive (CLI) course, 1 three-credit Creativity course, 1 foreign language course for Language Proficiency (LP), and 1 Cross-Cultural Understanding (CCU) course;
- Achieve a grade of “C-” or higher in ENG 100 and ENG 200;
- 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); and
- Have no financial obligations due to the College.

Note: Students transferring to a Japanese university will be advised to take 62 credits or more.

|   |   |
|---|---|
| <b>Language Arts and Literature</b><br>(15 credits minimum) | ENG 100 (“C-” grade or better required)<br>ENG 200 (“C-” grade or better required)<br>Any literature course<br>SP 151<br>Any foreign language course  |
| <b>Arts and Humanities</b><br>(6 credits minimum)           | Any history course<br>Any art or music course   |
| <b>Mathematics and Science</b><br>(6 credits minimum)       | Any math course<br>Any science course   |
| <b>Social Sciences</b><br>(6 credits minimum)               | Any two 3-credit courses from two different subjects  |
| <b>Degree Specific Requirements</b><br>(6 credits)          | IS 100 – Freshman Seminar<br>IS 200 – Sophomore Seminar/Capstone Course<br>ICS 100 – Introduction to Computers<br>(requirement may be met via placement test)<br>SUST 100 – Introduction to Sustainable Development |
| <b>Elective Courses</b><br>(21 credits)                     | Any credit courses in the Liberal Arts Program  |

## **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 comprises ENG 22/100, SUST 100, SP 151, ICS 100, and IS 100. Freshman Experience students are limited to a course load of no more than 11 credits, unless approval from the Dean of Liberal Arts is provided.

## **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 grade of "C-" or higher for the course to fulfill the requirement:

- Six writing intensive courses including ENG 100, ENG 200 and SUST 100 classes. (WI courses are three-credit courses that require a minimum of 3,000 words of writing. The writing can be a combination of papers, essay answers on exams, journal writing, etc.)
- Three oral intensive courses including SP 151 and SUST 100. (OI courses are 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 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 advanced writing courses, all literature courses, and SUST 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 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.

## **Concentrations**

HTIC also offers four concentrations in Peace Studies, Language and Culture Immersion, Hospitality and Tourism, and Business Foundations.

Starting from the Fall 2021 term, Liberal Arts students must submit the Concentration Intent Form to the Office of Student Services by the end of Week 5 of their first term in the program. Failure to do so will result in not being able to pursue the concentration.

## Peace Studies Concentration

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

- IS 200 – Sophomore Seminar (1 credit); research paper must be on a topic related to Peace Studies

AND 12 credits earned from the following courses:

- AMST 212 Contemporary American Issues: Global Issues
- ENG 259 Literature of Peace
- HIST 284 History of the Hawaiian Islands
- IS 192 Service Learning
- POLSCI 150 Introduction to Global Politics
- POLSCI 220 International Relations
- REL 150 Introduction to the World's Major Religions
- SCI 122 Introduction to Science: Physical
- SCI 210 Environmental Issues
- SOC 256 Race and Ethnic Relations in Hawaii
- IS295 Business Internship
- Any other courses designated Peace Studies (PS)

Students must be able to fulfill the following learning outcomes for this concentration:

- Demonstrate the ability to distinguish between different definitions and perspectives of peace;
- Use conflict resolution and peace-building tools to achieve effective cross-cultural communication skills; and
- Analyze and discuss issues relating to peace including: human rights, environmental protection, biodiversity, and sustainable resource development.

## Discover East Asia Concentration

In keeping with its mission as a gateway bridging diverse international perspectives, HTIC offers the Discover East Asia Concentration, 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 degree requirements, Discover East Asia students must:

- Take JPN 101, CHN 101, or KOR 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. Course offerings include the following:

ANTH 201 Japanese Culture\* Japan focus  
AMST 212 Contemporary American Issues: Global Issues  
COM 140 Introduction to Intercultural Communication  
COM 201 Introduction to Communication  
ENG 253 World Literature I  
ENG 254 World Literature II



HIST 209 East Asian Civilizations I  
HIST 210 East Asian Civilizations II  
HIST 251 History of Japan \*Japan focus  
POLSCI 220 International Relations  
PHIL 102 Asian Traditions  
REL 150 Introduction to the World's Major Religions

- 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.

Students must be able to fulfill the following learning outcomes for this concentration:

- Demonstrate the ability to distinguish between cultures by writing a 5-page paper describing the cultural differences experienced during the study abroad experience;
- Demonstrate the ability to recognize cultural differences by presenting these differences in the content of the 10-minute oral presentation; and
- Demonstrate elementary speaking abilities in the target language by presenting in that language in the 10-minute oral presentation.

## **Hospitality and Tourism Concentration**

A Concentration in Hospitality and Tourism combined with an Associate in Arts degree in Liberal Arts from Hawaii Tokai International College provides a comprehensive, competitive edge in the ever-changing job market with hands-on experience in the industry. In addition to meeting the degree requirements, Hospitality and Tourism students are required to take:

- HOSP 100 Customer Service and Career
- HOSP 101 Introduction to Hospitality and Tourism

AND 6 credits earned from the following courses:

ACC 201 Principles of Financial Accounting  
ACC 202 Principles of Managerial Accounting  
ANTH 201 Japanese Culture  
COM 140 Introduction to Intercultural Communication  
COM 201 Introduction to Communication  
ECON 130 Principles of Microeconomics  
ECON 131 Principles of Macroeconomics  
ENG 209 Business Writing  
IS 295 Business Internship  
POLSCI 220 International Relations  
SOC 256 Race and Ethnic Relations in Hawaii

Students must be able to fulfill the following learning outcomes for this concentration:

- Demonstrate the ability to distinguish between various careers in the hospitality and tourism industry including an awareness of the multiple segments or sectors that make up the travel and tourism industry, such as visitor attractions and events, accommodations, food and beverage providers, and transportation;
- Demonstrate the ability to recognize basic customer service in the tourism industry, including the Aloha Spirit that is unique to the Hawaiian islands;

- Demonstrate an understanding of the fundamentals of travel including common terminology, the main principles of marketing, policy, planning, and development and classifications of the major types of destinations and the profiles of the travelers that visit them; and
- Demonstrate an understanding of the historical, economic, political, socio-cultural, demographic, psychological, sociological, geographical, and environmental impacts of the travel and tourism industry.

## **Business Foundation Concentration**

The Liberal Arts Program offers a concentration on Business Foundation for students interested in pursuing degrees with an emphasis on business. The business foundation concentration combined with an Associate of Arts degree in Liberal Arts from Hawaii Tokai International College aims to foster an entrepreneurial mindset to students by providing essential skills and knowledge needed in global business.

This concentration requires a total of 15 credits of study.

- ACC 201 Principles of Financial Accounting
- ACC 202 Principles of Managerial Accounting
- ECON 130 Principles of Microeconomics
- ECON 131 Principles of Macroeconomics
- ENG 209 Business Writing or MATH 115 Introduction to Statistics

Students must be able to fulfill the following learning outcomes for this concentration:

- Demonstrate the understanding of the fundamentals of microeconomics and apply microeconomic theories and concepts to contemporary issues.
- Demonstrate the understanding of the fundamentals of macroeconomics and apply macroeconomic theories and concepts to contemporary issues.
- Demonstrate the understanding of the fundamentals of financial accounting and apply knowledge to prepare Financial Statements (balance sheet, statement of cash flow, and income statement) and financial schedules in accordance with Generally Accepted Accounting.
- Demonstrate the understanding of the fundamentals of managerial accounting and apply the knowledge to identify problems associated with the accounting information for internal decision making.
- Demonstrate proficient communication skills including technical writing in a business setting.
- Demonstrate the ability to apply theoretical knowledge and effectively communicate in the global business setting.
- Demonstrate the ability to identify ethical issues in business and understand professional responsibility to make ethical business and professional decisions.

## **Summary of Hawaii Tokai International College Degree Programs**

A.A. in Liberal Arts

A.A. in Liberal Arts: with Peace Studies Concentration

A.A. in Liberal Arts: with Discover East Asia Concentration

A.A. in Liberal Arts: with Hospitality and Tourism Concentration

A.A. in Liberal Arts: with Business Foundation Concentration

## **International Programs**

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

Participants include students from primary and secondary schools, junior colleges and universities that are associated with the Tokai University Educational System or other educational institutions.

IP's small, interactive classes focus on group discussion and in-class activities to promote the development of students' critical thinking and cross-cultural awareness, as well as their language skills. While studying in a program, students have the opportunity to experience American college life and to engage in language exchanges with U.S. and Japanese 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 Oahu.

A Certificate of Completion is awarded from IP to participating individuals upon the successful conclusion of studies.

## 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 Term (July-September) is composed of two sessions of intensive study. The regular academic year begins with the Fall Term and ends with the Summer Term. For more details, see the Academic Calendar at the end of this catalog.

#### HTIC ACADEMIC YEAR 2021-2022

| TERM  | FIRST DAY          | LAST DAY          |
|---|--------------------|-------------------|
| Fall 2021                                     | September 23, 2021 | December 3, 2021  |
| Winter 2022                                   | January 6, 2022    | March 18, 2022    |
| Spring 2022 (Liberal Arts Program)            | March 31, 2022     | June 9, 2022      |
| Spring 2022 (College Preparatory Program)     | April 4, 2022      | June 9, 2022      |
| Summer 2022 (College Preparatory Program)     | June 23, 2022      | September 2, 2022 |
| Summer 2022 Session I (Liberal Arts Program)  | June 27, 2022      | August 2, 2022    |
| Summer 2022 Session II (Liberal Arts Program) | August 4, 2022     | September 9, 2022 |

### 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 12-13 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 2.7 or higher may request approval of the Dean of Liberal Arts to take up to 15 credits or more per term.

## **Auditing Course**

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.

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:

- |                       |                                     |
|-----------------------|-------------------------------------|
| • ART108 / ART18      | Introduction to Digital Photography |
| • ART 239 / ART 39    | Hawaiian Quilting                   |
| • HPER 102 / HPER 12  | Aerobic Fitness: Beginning          |
| • HPER 104 / HPER 14  | Pilates                             |
| • HPER 150 / HPER 50  | Introduction to Dance               |
| • HPER 160* / HPER 60 | Judo                                |
| • HPER 161 / HPER 61  | Judo II                             |
| • HPER 162 / HPER 62  | Judo III                            |
| • HPER 163 / HPER 63  | Judo IV                             |
| • HPER 170 / HPER 70  | Beginning Yoga                      |
| • ICS 100 / ICS 22    | Introduction to Computers           |
| • MUS 114 / MUS 14    | Chorus                              |

\*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 College Preparatory and 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 transcript 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 end of Week 5 in the following 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

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, ENG 100, ENG 200 and Freshman Experience courses, which can be retaken more than once. If a course has been repeated, the highest grade is used in computing the GPA. Credit will only be granted once for any successfully completed course.

## Academic Probation, Suspension, and Expulsion

Academic Probation: Students who earn below a term and/or cumulative GPA of 2.0 will be placed on academic probation for the following term. They will be monitored by their academic advisor and are encouraged to regularly take advantage of tutoring services provided by the Library and Learning Center. Liberal Arts students are limited to 9-10 credits of coursework, while College Preparatory students have their own standards.

In order to be removed from probationary status, students must earn a cumulative GPA of 2.0 or higher in the term they were placed on probation. Students who earn a term GPA of 2.0 or higher but whose cumulative GPA is below 2.0, will be placed on extended probation.

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

Suspension: Students who fail to earn a cumulative GPA of 2.0 in any term, in which they are on probation, will be placed on suspension for the following term. The steps, criteria, and date of return are outlined in a formal suspension document. In the first full term back to HTIC, students will be placed on probation and must earn a cumulative GPA of 2.0 or higher in that term. If the condition is met, they will be removed from probationary status in the next term.

Expulsion: Students who fail to successfully improve their GPA in multiple probationary status and/or suspension could face expulsion from HTIC. Students who are expelled will not be allowed to apply for readmission.



All actions taken may be appealed to the HTIC Academic Conduct and Grievance Board. Information on appeal procedures is outlined in the *Student Handbook*.

## 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

HTIC recognizes the following outstanding achievements by graduating students:

- ***Tokai Presidential Award*** is given once every year to the graduating student who exemplifies achievement through academic excellence and service to the HTIC learning community.
- ***Dr. Richard H. 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.
- ***Chancellor's Volunteer Service Award*** is given to those students who have performed 100 or more hours of volunteer service learning during the Liberal Arts Program.

## Transfer Opportunities

### • *American University Transfer:*

Transferring from one institution to another is a common practice in the United States, especially from a two-year to a four-year institution. This process permits students who have credits earned from their current or previous institution to be transferred into the next one, where they can continue his/her education to receive a baccalaureate in the major of choice. The benefit in transferring credits is that students are able to start at a Junior standing, based on the number of credits transferred, and focus mainly on major courses while taking undergraduate and institutional requirements.

HTIC is a recognized American institution, so it is relatively effortless to transfer credits to other American institutions. In order to transfer credits, students need to send their official transcript to the institution (see page 17) and will be reviewed to see if all or some credits will be transferred. Some institutions may ask to submit all syllabi of courses taken at HTIC to determine if there are courses that could possibly fulfill their institutional and/or major requirements, so it is a good practice to keep record of course syllabi.

Many of the courses offered at HTIC are generally recognized and fulfill as core undergraduate course requirements for the Bachelor of Arts (B.A.) degree, which are usually taken during the Freshman and Sophomore years at a four-year institution. To have a greater possibility in transferring credits, courses should be completed with at least a grade of "C" or above because many American institutions do require courses to be completed at that grade equivalent.

There are many HTIC graduates who have successfully transferred to American four-year colleges and universities throughout Hawaii and the continental United States. HTIC currently maintains a number of active transfer relationships and articulation agreements with institutions, including the University of Hawaii at Manoa; Hawaii Pacific University; St. Cloud State University; Angelo State University; etc. Although located in Japan, Temple University's Japan campus is a recognized American institution and HTIC has an agreement with the campus.

Students can reach out to the Liberal Arts Academic Officer and Vice Chancellor for Student Affairs for information regarding articulation agreements and advice on transferring to American institutions

### • *Japanese University Transfer:*

HTIC graduates who are looking to continue their education at a Japanese institution are also able to do so with the articulation agreements made with a few institutions, such as Tokai University, and Kansai Gaidai University. These agreements help HTIC graduates be able to transfer credits and, depending on the agreement, usually start at a Junior standing. American and other international students with advanced Japanese language skills may also be able to take advantage of this opportunity to complete their four-year degree in Japan. Students planning to transfer to a Japanese institution should consider earning 62 credits or more at HTIC to help transfer as many credits as possible.

Students can reach out to the International Student Advisor and Vice Chancellor for Student Affairs for information regarding articulation agreements and advice on transferring to Japanese institutions.

# STUDENT LIFE

## 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. To reach a security officer, call (808) 983-4102.

## 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 Tatsuro Matsumae Auditorium. The campus complies with all building code regulations and smoking is only allowed in the designated smoking area on campus. 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. 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. 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 meal services on weekdays during each term. Due to the COVID-19 pandemic, the UHWO Cafeteria is closed until January 2022. All students living in the dormitory are required to purchase a meal plan. Vending machines are available on the first floor of the classroom building and on the first and second floor of the dormitory.

## Parking

Liberal Arts Program students, faculty, and staff are provided access to unassigned parking free of charge. All vehicles must be registered with the College for security purposes with a refundable \$50 deposit for an HTIC parking tag. Students must hold a valid Hawaii driver's license, registration, and insurance.

## 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.

## 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.

## **Health Services**

All students are required to show proof of health insurance in order to register for classes and all students must have health insurance for the duration of their enrollment at HTIC. Health insurance provides for partial payment of medical services required if a student suffers a serious illness or injury while attending college. 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.

Health care professionals from St. Luke's Clinic are on campus at scheduled days and time. The campus clinic days and hours are emailed to students at the beginning of each term and posted in various locations around campus. Students may call to schedule an appointment at 808-945-3719.

## **Fiscal Services**

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

## **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 committee such as Curriculum Committee and Governance Committee.

## **Phi Theta Kappa International Honor Society Chapter**

The Phi Theta Kappa (PTK) Honor Society is a recognized organization for two-year institutions in the United States, with a history of more than 100 years. The honor society recognizes students with high academic success in their current institution and promotes student leadership skills. Members of the organization receive honors recognition after graduation and are eligible for exclusive scholarships from the organization and certain institutions.

In Spring 2010, the Beta Sigma Omicron Chapter of the PTK Honor Society was established at HTIC.

Students, who have achieved a term grade point average of 3.7 or above for two terms and a current cumulative grade point average of 3.5 or above, are invited to join the Chapter by the Liberal Arts Academic Officer, who is the contact advisor. Students who are invited to the organization are welcomed to join meetings. However, to become an "Official" member to the organization, the student will need to pay the one-time membership fee.

The Chapter encourages members to lead meetings and organize community service events for the student body. All members are expected to participate in the Chapter's meetings and planned events, especially if the student wishes to receive a recommendation letter from one of the Chapter's advisors.

For more information about the PTK organization and/or the Chapter, students can reach out to the Liberal Arts Academic Officer.

## THE LIBRARY AND LEARNING CENTER

*The Library and Learning Center provides students with the skills and resources they need to succeed in their studies and develop their information literacy proficiency.*

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, individual study carrels, a collaborative study space, and an adjacent instructional classroom.

Containing over 7,000 books, videos, maps, newspapers, and periodicals, 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.htic.edu/resources/library-and-learning-center/>) provides access to:

- Subscription based research databases including Encyclopedia Britannica, Credo Reference, Opposing Viewpoints in Context, Films on Demand, and EBSCOhost.
- Non-subscription based online reference tools, tutorials, faculty resources, and much more.

The Library and Learning Center's 30 multimedia all-in-one computers meet the educational and research needs of students, faculty, and staff. The high-speed wireless network provides access to online resources on personal computers and mobile devices.

The Librarian provides students with personalized reference services and offers assistance in the use of available library materials to assist students 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 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 Hawaii – West Oahu Partnership**

To support the learning environment and foster cooperation between HTIC and UHWO, the Library and Learning Center has partnered with the UHWO library to allow reciprocal use of library resources. UH researcher cards are provided to HTIC Liberal Arts students, allowing them to borrow UHWO materials. Full-time Faculty and staff are extended the same privileges. All users are expected to abide by all policies of the respective library. Additionally, HTIC students have access to group study rooms located in the UHWO library. They can also access UHWO subscription databases through the public access computers located within the UHWO 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* in the *Student Handbook*.
- **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 their 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 for Student Affairs and advisor. 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.

Approved leaves of absence permit students to resume their studies at HTIC 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.

- **Grades:** If course requirements are not completed by the end of term, Liberal Arts instructors may issue a grade of "I" (incomplete). This grade will remain on students' transcripts until the end of Week 5 in 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.

- **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 Code of Student Conduct 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. Word processing skills may be required. Prerequisite: placement in ENG 22 by test. 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. Writing Intensive: a minimum of 3,000 words of writing is required.

#### **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. Must be completed with a grade of C- or better.

#### **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; and Cooperative Learning Intensive: requires group work, including at least one group project or team activity.

#### **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.

#### **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 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 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.

**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.

**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. 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/ART18 / Introduction to Digital Photography / 1**

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

**ART 113 / Introduction to Drawing / 3**

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

**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. Writing Intensive: a minimum of 3,000 words of writing is required. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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 20<sup>th</sup> century, the Great Depression, World War II, and the postwar developments that have influenced the United States in the modern era. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student. Satisfies Cross-Cultural Understanding requirement.

**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 108 / Music Fundamentals/ 3**

Explore music theory fundamentals through 'ukulele and popular songs. Learn through hands-on activities. Compose original music and learn basic notation in music software. Previous musical experience not required.

**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. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**PHIL 102 / Asian Traditions / 3**

Universal themes and problems from the Asian Perspective. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**PHIL 190 / Critical Thinking / 3**

Examines and analyzes critical and effective thinking processes with applications in individual and group projects to solve ethical, societal, cultural, environmental, and other practical problems. This course will target essential critical thinking skills such as reasoning, judgment, persuasion, argumentation, and analysis through frequent specific, written exercises, essays and oral presentations, giving the student ample opportunity to practice each skill and be evaluated by both the instructor and peers. Writing Intensive: requires a minimum of 3,000 words of writing. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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 Hawaii and Oceania. Writing Intensive: a minimum of 3,000 words of writing is required. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student. Satisfies Cross-Cultural Understanding requirement.

**Mathematics and Science**

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

**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 103 / College Algebra / 3**

This course follows the elementary algebra sequence and will prepare students for pre-calculus, statistics, or other courses requiring algebraic, geometric or symbolic thinking and deduction. Students will apply algebraic and geometric techniques to solve problems, including simplifying, factoring, and/or solving radical expressions; linear, quadratic, absolute value, and literal equations; and working with inequalities, complex numbers, quadratic systems, logarithms, and introductory functions and graphs.

**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.

**MATH 241 / Calculus I / 4**

A course in single variable calculus which emphasizes limit, continuity, derivative, and integral. Primary focus is on the derivative with an introduction to the integral and elementary applications of the integral. Differentiation topics include: chain rule, implicit differentiation, curve sketching and maxima and minima problems. Integration topics include: fundamental theorem of calculus, method of substitution, area between curves, and volumes of revolution.

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity.

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity.

**SCI 122L / Introduction to Science: Physical Lab / 3**

Science Lab: Introduction to experimental methods (physics). Topics include Hooke's law, falling bodies, collisions, Boyle's law, electric and magnetic fields, induction, waves, optics. Pre: SCI 122 (or concurrent).

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**AMST 202 / Diversity in American Life / 3**

Study of diversity and variety in contemporary American life. Develops an understanding of a multicultural, multiracial society. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity. Satisfies Cross-Cultural Understanding requirement.

**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. Satisfies Cross-Cultural Understanding requirement.

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity. Satisfies Cross-Cultural Understanding requirement. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity. Satisfies Cross-Cultural Understanding requirement. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**ECON 130 / Principles of Microeconomics / 3**

A general introduction to microeconomics. The course introduces the study of individual consumers, groups of consumers, and firms. This course examines demand theory, the theory of the firm, demand for labor, market theory, interaction between markets, and welfare economics.

**ECON 131 / Principles of Macroeconomics / 3**

A general introduction to macroeconomics. The course introduces the study of the overall economy. This course examines the determination of national income, causes and effects of inflation, unemployment, and income inequality, causes and consequences of international differences in economic growth, sources of business cycle expansions and contractions; role of government policy in stabilizing the economy and promoting long-term growth, financial markets and monetary policy, taxes, spending, consequences of budget deficits, determination of trade imbalances, exchange rate fluctuations, and balance of payment crises.

**HOSP 100 / Customer Service and Career / 3**

Introduction to basic principles of customer service skills, work-related situations and career planning in the tourism industry.

**HOSP 101 / Introduction to Travel and Tourism / 3**

Overview of tourism and various sectors of the travel industry that covers historical, behavioral, societal, and business components. This course is a survey of travel and tourism in a global context, including economic, political, socio-cultural, demographic, and environmental impacts that tourism has on communities and the world. This course will also examine the current and future trends in the industry and the need to plan in its development.

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity.

**POLSCI 150 / Introduction to Global Politics / 3**

Introduction to global politics from political, historical, and multicultural perspectives.

**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. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student. Satisfies Cross-Cultural Understanding

requirement. Cooperative Learning Intensive: requires group work, including at least one group project or team activity.

**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. Cooperative Learning Intensive: requires group work, including at least one group project or team activity. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

**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. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student; and Cooperative Learning Intensive: requires group work, including at least one group project or team activity.

**SOC 256 / Race and Ethnic Relations in Hawaii / 3**

Introduction to the historical, social, and cultural dynamics of ethnic and race relations in Hawaii with an emphasis on cultural identity formation in a multicultural island community. Writing Intensive: a minimum of 3,000 words of writing is required; and Oral Intensive: requires a minimum of 20 minutes of oral presentation per student. Satisfies Cross-Cultural Understanding requirement.

**Interdisciplinary and Other Studies**

**ACC 201: Principles of Financial Accounting / 3**

Introduction to financial accounting and methods used to record and report financial information to decision makers external to the firm. Pre: Sophomore Standing.

**ACC 202: Principles of Managerial Accounting / 3**

Introduction to managerial accounting and methods used to record and report financial information to decision makers internal to the firm. Pre: ACC 201 with a C- or better, and sophomore standing.

**HPER 102/HPER 12 / Aerobic Fitness: Beginning / 1**

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

**HPER 104 HPER 14 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/HPER 60 / Judo / 1**

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

**HPER 161/HPER 61 / Judo II / 1**

Introduction to the fundamentals of judo. Level II

**HPER 162/HPER 62 / Judo III / 1**

Introduction to the fundamentals of judo. Level III

**HPER 163/HPER 63 / Judo IV / 1**

Introduction to the fundamentals of judo. Level IV.

**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 192 / Service Learning / 1-4**

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. Satisfies Cross-Cultural Understanding requirement.

**IS 200 / Sophomore Seminar: The Capstone Course / 1**

A special research seminar to be taken during the student's last term. Prerequisite: ENG 200. Required for the A.A. degree.

**IS 295 / Business Internship / 3**

Internship with local businesses in Kapolei that applies textbook examples to real-life work experiences in an office environment and establishes rapport with the community. Unpaid internship provides value-added practical academic and work experience. Five hours minimum work commitment and one-hour class time per week required. Practice with customer/client services and teamwork in a business setting. Word processing, general computer and business writing skills required. Students must provide their own transportation to the internship site. Satisfies Cross-Cultural Understanding requirement. Prerequisite: HOSP 100, HOSP 101, or ENG 209.

**SUST 100 / Introduction to Sustainable Development / 3**

The course explores interaction of environment, economics, and public policy in context of peace and sustainable development. Course topics include: No Poverty, Zero Hunger, Good Health and Well-being, Quality Education, Gender Equality, Clean Water and Sanitation, Affordable and Clean Energy, Decent Work and Economic Growth, Industry, Innovation and Infrastructure, Reduced Inequalities, Sustainable Cities and Communities, Responsible Consumption and Production, Climate Action, Life Below Water, Life on Land, Peace, Justice and Strong Institutions, and Partnerships for the Goals. 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. Required for the A.A. degree.

# College Preparatory Program Courses

## Level 1 Courses

### **CORE 1LS / Integrated English Studies: Introductory Listening & Speaking / 4 hours**

An introduction to academic listening and speaking skills.

### **CORE 1W / Integrated English Studies: Introductory Writing / 4 hours**

An introduction to academic writing.

### **CPE 51 / Situational English, Study Skills, & Conversation / 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. –or– Beginning instruction in TOEFL study with lessons in structure, reading, vocabulary, and listening comprehension.

### **CPE 58 / Reading Skills & Discussion I / 4 hours**

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

### **GR 50 / Grammar: Introductory / 4 hours**

Introduction in introductory grammar.

### **CWW 50 / Classroom Without Walls I / 2 hours**

Explorative class that provides students with an opportunity to participate in a learning experience that combines classroom instruction and field experiences related to local life.

## Level 2 Courses

### **CORE 2LS / Integrated English Studies: Elementary Listening & Speaking / 4 hours**

Instruction in elementary academic listening and speaking skills.

### **CORE 2W / Integrated English Studies: Elementary Writing / 4 hours**

Instruction in elementary academic writing.

### **HIST 31 / US History II / 4 hours**

An introduction to U.S. history from 1865 to the present date.

### **CPE 68 / Reading Skills & Discussion II / 4 hours**

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

### **GR 60 / Grammar: Elementary / 4 hours**

Instruction in elementary grammar.

### **CWW 60 / Classroom Without Walls II / 2 hours**

Explorative class that provides students with an opportunity to participate in a learning experience that combines classroom instruction and field experiences related to US History.

## Level 3 Courses

### **CORE 3LS / Integrated English Studies: Lower Intermediate Listening & Speaking / 4 hours**

Instruction in lower-intermediate academic listening and speaking skills.

### **CORE 3W / Integrated English Studies: Lower Intermediate Writing / 4 hours**

Instruction in lower-intermediate academic writing.

### **ES 22 / The Foundations of Earth Science / 4 hours**

Introductory course covering the study of Earth Sciences.

### **CPE 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.

### **CWW 70 / Classroom Without Walls III / 2 hours**

Explorative class that provides students with an opportunity to participate in a learning experience that combines classroom instruction and field experiences related to Hawaiian Nature.



### **Level 4 Courses**

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

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

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

Instruction in upper-intermediate academic writing.

**SOC 22 / The Foundations of Sociology / 4 hours**

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

**CPE 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.

**CWW 80 / Classroom Without Walls IV / 2 hours**

Explorative class that provides students with an opportunity to participate in a learning experience that combines classroom instruction and field experiences related to Career Exploration.

### **Level 5 Courses**

**CORE 5LS / Integrated English Studies: Advanced Listening & Speaking / 4 hours**

Instruction in advanced academic listening and speaking skills.

**CORE 5W / Integrated English Studies: Advanced Writing / 4 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.

**CPE 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.

**CWW 90 / Classroom Without Walls V / 2 hours**

Explorative class that provides students with an opportunity to participate in a learning experience that combines classroom instruction and field experiences related to American Culture.

### **Supplementary Courses**

**TOE I / TOEFL Preparation I / 2 hours**

This course prepares students to take the TOEFL ITP. The TOEFL ITP measures a student's ability to use and understand English at the university level. This course includes instruction of English grammatical structure, reading, vocabulary, and listening comprehension.

# BOARD OF TRUSTEES, FACULTY, AND STAFF

## Board of Trustees

|   |   |
|---|---|
| <p><b>Kiyoshi Yamada</b>, Chairperson<br/>Chancellor, Tokai University<br/>Executive Trustee, Tokai University Educational System</p> <p><b>Joji Seta</b>, Vice Chairperson<br/>Senior Advisor, International Banking, Central Pacific Bank</p> <p><b>Bonny Amemiya</b><br/>Chief Financial Officer, AIO</p> <p><b>Lonny Carlile</b><br/>Associate Professor of Asian Studies, University of Hawaii at Manoa; Director, Center for Japanese Studies</p> | <p><b>Koji Nakamura</b><br/>Isehara Campus and University Hospital Head Office Director, Management and Planning Office, Tokai University</p> <p><b>Marcia Roberts-Deutsch</b><br/>Professor Emerita, ART<br/>University of Hawaii–Honolulu Community College</p> <p><b>Haruhisa Uchida</b><br/>Professor of Human Development, School of Humanities and Culture, Tokai University; Director General, Executive Planning Division, Tokai University</p> |
|---|---|

## Office of the Chancellor

|  |  |
|--|--|
| <p><b>Gene Awakuni</b><br/>Chancellor<br/>Ph.D., M.Ed., Harvard University<br/>M.S.W., B.A., University of Hawaii at Manoa</p> | <p><b>Aulani Pang</b><br/>Assistant to the Chancellor<br/>A.A., Hawaii Tokai International College</p> |
|--|--|

## Office of Student Services

|  |  |
|--|--|
| <p><b>Kumiko Yabe-Domingo</b><br/>Vice Chancellor for Student Affairs<br/>M.A., University of Illinois at Chicago<br/>B.A., University of Ryukyus (Japan)</p> <p><b>David Aller</b><br/>Student Support Officer<br/>Disaster Preparedness and Emergency Management Certificate, University of Hawaii–West Oahu<br/>B.B.A., University of Hawaii at Manoa</p> | <p><b>Hazel Parish</b><br/>Liberal Arts Academic Officer<br/>M.S., Chaminade University<br/>B.A., University of Hawaii at Manoa</p> <p><b>Mika Sasamoto</b><br/>College Preparatory Academic Officer and International Student Advisor<br/>B.S., University of Hawaii at Manoa</p> <p><b>Yumiko Spears</b><br/>Student Services Assistant<br/>B.A., University of Hawaii–West Oahu</p> |
|--|--|

## Admissions and Recruitment

|   |  |
|---|--|
| <p><b>Marissa Rohlifing</b><br/>Enrollment and Admissions Officer<br/>B.A., University of Hawaii at Manoa</p> | <p><b>Lauren Shimizu</b><br/>Admissions Assistant<br/>M.Ed., B.A., University of Hawaii at Manoa</p> |
|---|--|

### **Library and Learning Center**

|  |  |
|--|--|
| <p><b>Christopher Kopp</b><br/>Head Librarian<br/>B.S., University of Hawaii at Hilo</p> | <p><b>Joshua Dela Rosa</b><br/>Library Learning Center Coordinator<br/>B.A., University of Hawaii at Manoa</p> |
|--|--|

### **Faculty**

|  |   |
|--|---|
| <p><b>Naoto Yoshikawa</b><br/>Executive Vice Chancellor<br/>Ph.D., University of Hawaii at Manoa<br/>M.A., University of Chicago<br/>B.A., Chuo University (Japan)</p> <p><b>Sandra Wu-Bott</b><br/>Dean of Liberal Arts<br/>Interim Vice Chancellor for Academic Affairs<br/>Ph.D., M.Ed., University of Hawaii at Manoa<br/>B.A., Fu-Jen Catholic University (Taiwan)</p> <p><b>Rosalie Paradise</b><br/>Director, College Preparatory Program<br/>Professor, English as a Second Language<br/>ITTT TESOL Certification, International TEFL and TESOL Training<br/>Graduate Diploma in Management, B. E., Swinburne University of Technology (Australia)</p> <p><b>Ricky Domingo</b><br/>Associate Professor, English as a Second Language<br/>M.A., B.A., University of Hawaii at Manoa</p> <p><b>Danilo Marrone</b><br/>Professor, English as a Second Language<br/>ITTT TESOL Certification, International TEFL and TESOL Training<br/>M.A., Uppsala University (Sweden)<br/>B.A., St. John's College</p> | <p><b>Cynthia Mathews</b><br/>Associate Professor, English as a Second Language<br/>M.A., Florida International University<br/>B.S., Florida State University</p> <p><b>Yukiko Ohki</b><br/>Associate Professor, English as a Second Language<br/>M.A., Hawaii Pacific University<br/>B.A., University of the Sacred Heart (Japan)</p> <p><b>Jaysievel Pacpaco</b><br/>Associate Professor, English as a Second Language<br/>M.A., B.A., Hawaii Pacific University</p> <p><b>Kristina Smith</b><br/>Associate Professor<br/>M.A., B.A., University of Hawaii at Manoa</p> <p><b>Shintaro Taniguchi</b><br/>Associate Professor<br/>M.B.A., University of Wisconsin<br/>M.S., M.E., B.S.E., University of Michigan</p> |
|--|---|

### **International Programs**

|  |  |
|--|--|
| <p><b>Casey Bales</b><br/>International Programs Senior Coordinator<br/>M.Ed., B.B.A., University of Hawaii at Manoa</p> | <p><b>Mika Kuriyama</b><br/>International Programs Coordinator<br/>M.A., University of Hawaii at Manoa<br/>B.A., Kwansai Gakuin University (Japan)</p> |
|--|--|

**Institutional Research**

|  |  |
|--|--|
| <p><b>Masako Xu-Sugahara</b><br/>Institutional Research and Academic Officer<br/>M.A., B.A., Dokkyo University (Japan)</p> |  |
|--|--|

**Ho'omau Counseling Center**

|  |   |
|--|---|
| <p><b>Tia Hoffer</b><br/>College Life Coordinator/Counselor<br/>Ph.D., M.A., Alliant International University<br/>B.A., California State University, Northridge</p> <p><b>Yuki Floyd</b><br/>Counselor<br/>M.A., Hawaii Pacific University<br/>B.A., Waseda University (Japan)</p> | <p><b>Yoko Kitami</b><br/>Counselor<br/>M.Ed., University of Hawaii at Manoa<br/>B.A., University of Oregon</p> |
|--|---|

**Administrative Services**

|  |  |
|--|--|
| <p><b>Lloyd Unebasami</b><br/>Vice Chancellor for Administrative Affairs<br/>B.B.A., University of Hawaii at Manoa</p> <p><b>Fernando Bautista</b><br/>Facility Maintenance Manager<br/>B.S., Luzon Colleges (Philippines)</p> <p><b>Miho Bradley</b><br/>Fiscal Department Manager<br/>B.A., Ferris University (Japan)</p> <p><b>Ken Janson</b><br/>Human Resources/School and Dormitory Facilitator<br/>B.B.A., University of Hawaii–West Oahu</p> <p><b>Rosalynne Kakogawa-Wong</b><br/>Director of Human Resources<br/>SHRM-CP Certificate<br/>B.B.A., University of Hawaii at Manoa</p> | <p><b>Andrew Lowe</b><br/>Information Technology Support and Media Specialist<br/>B.A.S., University of Hawaii–West Oahu<br/>A.S., Honolulu Community College</p> <p><b>Ernie Lumantas</b><br/>Facility Maintenance Technician</p> <p><b>Peter Paelma</b><br/>Facility Maintenance Technician</p> <p><b>Sherwood Petersen</b><br/>Dormitory Manager/Shuttle Supervisor</p> <p><b>Atsumi Toner</b><br/>Accounting Office Facilitator<br/>B.B.A., University of Hawaii–West Oahu</p> |
|--|--|

## 2021-2022 ACADEMIC CALENDAR

### **FALL TERM 2021**

|                 |           |  |
|-----------------|-----------|--|
| June 1          | Tuesday   | Admission Application Deadline: Students Requiring Visa            |
| Jul 26- 30      | Mon-Fri   | Fall Term Advising for Continuing Students                         |
| August 2        | Monday    | Admission Application Deadline: Students Not Requiring Visa        |
| August 2-6      | Mon-Fri   | Fall Term Registration for Continuing Students                     |
| September 20-22 | Mon-Wed   | Orientation Activities, Advising and Registration for New Students |
| September 23    | Thursday  | First Day of College Prep and Liberal Arts Classes                 |
|                 |           | Tuition Payment Deadline for All Students                          |
| September 27    | Monday    | Fall Convocation   |
| September 30    | Thursday  | End of Late Registration   |
|                 |           | Last Day to Add Liberal Arts Classes                               |
| October 1       | Friday    | Last Day to Add/Drop College Prep Classes                          |
| October 6       | Wednesday | Town Hall Meeting  |
| October 8       | Friday    | Last Day to Drop Liberal Arts Classes                              |
| October 11      | Monday    | Holiday: Discoverers' Day  |
| October 25-29   | Mon-Fri   | Winter Term Advising for Continuing Students                       |
| November 1-5    | Mon-Fri   | Winter Term Registration for Continuing Students                   |
| November 5      | Friday    | Last day to withdraw from a class (LA&CP)                          |
| November 11     | Thursday  | Holiday: Veterans' Day   |
| November 19     | Friday    | Institutional TOEFL Testing  |
| November 24     | Wednesday | Student Presentation Day   |
| November 25     | Thursday  | Holiday: Thanksgiving Day  |
| November 26     | Friday    | Instructional Holiday  |
| December 1      | Wednesday | IS 200 Capstone Presentations                                      |
| December 2-3    | Thurs-Fri | Final Examinations for Liberal Arts Classes                        |
| December 3      | Friday    | Last Day of Fall Term  |
| December 4      | Saturday  | Commencement Ceremony  |

### **WINTER TERM 2022**

|                   |           |  |
|-------------------|-----------|--|
| September 1, 2021 | Wednesday | Admission Application Deadline: Students Requiring Visa            |
| October 25-29     | Mon-Fri   | Winter Term Advising for Continuing Students                       |
| November 1        | Monday    | Admission Application Deadline: Students Not Requiring Visa        |
| November 1-5      | Mon-Fri   | Winter Term Registration for Continuing Students                   |
| January 3-5, 2022 | Mon-Wed   | Orientation Activities, Advising and Registration for New Students |
| January 6         | Thursday  | First Day of Classes (LA&CP)                                       |
|                   |           | Tuition Payment Deadline for All Students                          |
| January 10        | Monday    | Winter Convocation   |
| January 13        | Thursday  | End of Late Registration   |
|                   |           | Last Day to Add Liberal Arts Classes                               |
| January 14        | Friday    | Last Day to Add/Drop College Prep Classes                          |
| January 17        | Monday    | Holiday: Martin Luther King, Jr. Day                               |
| January 19        | Wednesday | Town Hall Meeting  |
| January 21        | Friday    | Last Day to Drop Liberal Arts Classes                              |
| February 7-11     | Mon-Fri   | Spring Term Advising for Continuing Students                       |
| February 14-18    | Mon-Fri   | Spring Term Registration for Continuing Students                   |
| February 18       | Friday    | Last Day to Withdraw from Classes                                  |
| February 21       | Monday    | Holiday: Presidents' Day   |
| March 4           | Friday    | Institutional TOEFL Testing  |
| March 9           | Wednesday | Student Presentation Day   |
| March 16          | Wednesday | IS 200 Capstone Presentations                                      |

|             |           |   |
|-------------|-----------|---|
| March 17-18 | Thurs-Fri | Final Examinations for Liberal Arts Classes |
| March 18    | Friday    | Last Day of Winter Term                     |

## **SPRING TERM 2022**

|                  |           |  |
|------------------|-----------|--|
| December 1, 2021 | Wednesday | Admission Application Deadline: Students Requiring Visa            |
| February 1, 2022 | Tuesday   | Admission Application Deadline: Students Not Requiring Visa        |
| February 7-11    | Mon-Fri   | Spring Term Advising for Continuing Students                       |
| February 14-18   | Tues-Fri  | Spring Term Registration for Continuing Students                   |
| Mar 28-Apr 1     | Mon-Fri   | Orientation Activities, Advising and Registration for New Students |
| March 31         | Thursday  | First Day of Liberal Arts Classes                                  |
|                  |           | Tuition Payment Deadline for all Students                          |
| April 4          | Monday    | First Day of College Prep Classes                                  |
| April 5          | Tuesday   | Spring Convocation   |
| April 7          | Thursday  | End of Late Registration   |
|                  |           | Last Day to Add Liberal Arts Classes                               |
| April 8          | Friday    | Last Day to Add/Drop College Prep Classes                          |
| April 13         | Wednesday | Town Hall Meeting  |
| April 16         | Friday    | Last Day to Drop Liberal Arts Classes                              |
| May 2-6          | Mon-Fri   | Summer Term Advising for Continuing Students                       |
| May 9-13         | Mon-Fri   | Summer Term Registration for Continuing Students                   |
| May 13           | Friday    | Last Day to Withdraw from Classes                                  |
| May 27           | Friday    | Institutional TOEFL Testing  |
| May 30           | Monday    | Holiday: Memorial Day  |
| June 1           | Wednesday | Student Presentation Day   |
| June 7           | Tuesday   | Final Examinations for Liberal Arts Classes                        |
| June 8           | Wednesday | IS 200 Capstone Presentations                                      |
| June 9           | Thursday  | Final Examinations for Liberal Arts Classes                        |
|                  |           | Last Day of Spring Term  |
| June 10          | Friday    | Holiday: Kamehameha Day (observed)                                 |
| June 11          | Saturday  | Commencement Ceremony  |

## **SUMMER TERM 2022**

|            |           |   |
|------------|-----------|---|
| March 1    | Tuesday   | Admission Application Deadline: Students Requiring Visa             |
| May 2      | Monday    | Admission Application Deadline: Students Not Requiring Visa         |
| May 2-6    | Mon-Fri   | Summer Term Advising for Continuing Students                        |
| May 9-13   | Mon-Fri   | Summer Term Registration for Continuing Students                    |
| June 20-22 | Mon-Wed   | Orientation Activities for New College Prep Students                |
| June 22    | Wednesday | Advising and Registration for New College Prep Students             |
| June 23    | Thursday  | First Day of College Prep Classes                                   |
| June 23-24 | Thurs-Fri | Advising and Registration for New Liberal Arts Students             |
| June 27    | Monday    | First Day of Liberal Arts Classes (Session I)                       |
|            |           | Tuition Payment Deadline for All Students                           |
| June 30    | Thursday  | Last Day to Add Liberal Arts Classes (Session I)                    |
|            |           | Last Day to Add/Drop College Prep Classes                           |
|            |           | End of Late Registration for All Students                           |
| July 4     | Monday    | Holiday: Independence Day   |
| July 5     | Tuesday   | Summer Convocation  |
| July 6     | Wednesday | Last Day to Drop Liberal Arts Classes (Session I)                   |
| July 15    | Friday    | Last Day to Withdraw from Liberal Arts Classes (Session I)          |
| July 25-29 | Mon-Fri   | Fall Term Advising for Continuing Students                          |
| August 1-5 | Mon-Fri   | Fall Term Registration for Continuing Students                      |
| August 2   | Tuesday   | Final Examinations and Last Day of Liberal Arts Classes (Session I) |
| August 4   | Thursday  | First Day of Liberal Arts Classes (Session II)                      |
| August 5   | Friday    | Last Day to Withdraw from College Prep Classes                      |

|             |         |   |
|-------------|---------|---|
| August 9    | Tuesday | Last Day to Add Liberal Arts Classes (Session II)             |
| August 12   | Friday  | Last Day to Drop Liberal Arts Classes (Session II)            |
| August 19   | Friday  | Institutional TOEFL Testing                                   |
|             |         | Last Day to Withdraw from Liberal Arts Classes (Session II)   |
| September 2 | Friday  | Last Day of College Prep Classes                              |
| September 5 | Monday  | Holiday: Labor Day  |
| September 9 | Friday  | Final Exams and Last Day of Liberal Arts Classes (Session II) |

## FUTURE ACADEMIC CALENDARS

### 2022-23 ACADEMIC CALENDAR

#### FALL TERM 2022

|                 |           |  |
|-----------------|-----------|--|
| June 1          | Wednesday | Admission Application Deadline: Students Requiring Visa            |
| July 25-29      | Mon-Fri   | Fall Term Advising for Continuing Students                         |
| August 1        | Monday    | Admission Application Deadline: Students Not Requiring Visa        |
| August 1-5      | Mon-Fri   | Fall Term Registration for Continuing Students                     |
| September 19-21 | Mon-Wed   | Orientation Activities, Advising and Registration for New Students |
| September 22    | Thursday  | First Day of College Prep and Liberal Arts Classes                 |
|                 |           | Tuition Payment Deadline for All Students                          |
| September 26    | Monday    | Fall Convocation   |
| September 29    | Thursday  | End of Late Registration   |
|                 |           | Last Day to Add Liberal Arts Classes                               |
| September 30    | Friday    | Last Day to Add/Drop College Prep Classes                          |
| October 5       | Wednesday | Town Hall Meeting  |
| October 7       | Friday    | Last Day to Drop Liberal Arts Classes                              |
| October 10      | Monday    | Holiday: Discoverers' Day  |
| October 24-28   | Mon-Fri   | Winter Term Advising for Continuing Students                       |
| Oct 31-Nov 4    | Mon-Fri   | Winter Term Registration for Continuing Students                   |
| November 4      | Friday    | Last day to withdraw from a class (LA&CP)                          |
| November 11     | Friday    | Holiday: Veterans' Day   |
| November 18     | Friday    | Institutional TOEFL Testing  |
| November 23     | Wednesday | Student Presentation Day   |
| November 24     | Thursday  | Holiday: Thanksgiving Day  |
| November 25     | Friday    | Instructional Holiday  |
| November 30     | Wednesday | IS 200 Capstone Presentations                                      |
| December 1-2    | Thurs-Fri | Final Examinations for Liberal Arts Classes                        |
| December 2      | Friday    | Last Day of Fall Term  |
| December 3      | Saturday  | Commencement Ceremony  |

#### WINTER TERM 2023

|                   |          |  |
|-------------------|----------|--|
| September 1, 2022 | Thursday | Admission Application Deadline: Students Requiring Visa            |
| October 24-28     | Mon-Fri  | Winter Term Advising for Continuing Students                       |
| November 1        | Tuesday  | Admission Application Deadline: Students Not Requiring Visa        |
| Oct 31-Nov 4      | Mon-Fri  | Winter Term Registration for Continuing Students                   |
| January 2-4, 2023 | Mon-Wed  | Orientation Activities, Advising and Registration for New Students |
| January 5         | Thursday | First Day of Classes (LA&CP)                                       |
|                   |          | Tuition Payment Deadline for All Students                          |
| January 9         | Monday   | Winter Convocation   |
| January 12        | Thursday | End of Late Registration   |
|                   |          | Last Day to Add Liberal Arts Classes                               |

|                |           |  |
|----------------|-----------|--|
| January 13     | Friday    | Last Day to Add/Drop College Prep Classes        |
| January 16     | Monday    | Holiday: Martin Luther King, Jr. Day             |
| January 18     | Wednesday | Town Hall Meeting                                |
| January 20     | Friday    | Last Day to Drop Liberal Arts Classes            |
| February 6-10  | Mon-Fri   | Spring Term Advising for Continuing Students     |
| February 13-17 | Mon-Fri   | Spring Term Registration for Continuing Students |
| February 18    | Friday    | Last Day to Withdraw from Classes                |
| February 20    | Monday    | Holiday: Presidents' Day                         |
| March 3        | Friday    | Institutional TOEFL Testing                      |
| March 8        | Wednesday | Student Presentation Day                         |
| March 15       | Wednesday | IS 200 Capstone Presentations                    |
| March 16-17    | Thurs-Fri | Final Examinations for Liberal Arts Classes      |
| March 17       | Friday    | Last Day of Winter Term                          |

### **SPRING TERM 2023**

|                  |           |  |
|------------------|-----------|--|
| December 1, 2022 | Thursday  | Admission Application Deadline: Students Requiring Visa            |
| February 1, 2023 | Wednesday | Admission Application Deadline: Students Not Requiring Visa        |
| February 7-11    | Mon-Fri   | Spring Term Advising for Continuing Students                       |
| February 14-18   | Tues-Fri  | Spring Term Registration for Continuing Students                   |
| March 27         | Monday    | Holiday: Prince Kuhio Day (observed)                               |
| March 28-31      | Tues-Fri  | Orientation Activities, Advising and Registration for New Students |
| March 30         | Thursday  | First Day of Liberal Arts Classes                                  |
|                  |           | Tuition Payment Deadline for all Students                          |
| April 3          | Monday    | First Day of College Prep Classes                                  |
| April 4          | Tuesday   | Spring Convocation   |
| April 6          | Thursday  | End of Late Registration   |
|                  |           | Last Day to Add Liberal Arts Classes                               |
| April 7          | Friday    | Last Day to Add/Drop College Prep Classes                          |
| April 12         | Wednesday | Town Hall Meeting  |
| April 15         | Friday    | Last Day to Drop Liberal Arts Classes                              |
| May 1-5          | Mon-Fri   | Summer Term Advising for Continuing Students                       |
| May 8-12         | Mon-Fri   | Summer Term Registration for Continuing Students                   |
| May 12           | Friday    | Last Day to Withdraw from Classes                                  |
| May 26           | Friday    | Institutional TOEFL Testing  |
| May 29           | Monday    | Holiday: Memorial Day  |
| May 31           | Wednesday | Student Presentation Day   |
| June 7           | Wednesday | IS 200 Capstone Presentations                                      |
| June 8-9         | Thurs-Fri | Final Examinations for Liberal Arts Classes                        |
| June 9           | Friday    | Last Day of Spring Term  |
| June 10          | Saturday  | Commencement Ceremony  |

### **SUMMER TERM 2023**

|            |           |   |
|------------|-----------|---|
| March 1    | Wednesday | Admission Application Deadline: Students Requiring Visa     |
| May 1      | Monday    | Admission Application Deadline: Students Not Requiring Visa |
| May 1-5    | Mon-Fri   | Summer Term Advising for Continuing Students                |
| May 8-12   | Mon-Fri   | Summer Term Registration for Continuing Students            |
| June 19-21 | Mon-Wed   | Orientation Activities for New College Prep Students        |
| June 21    | Wednesday | Advising and Registration for New College Prep Students     |
| June 22    | Thursday  | First Day of College Prep Classes                           |
| June 22-23 | Thurs-Fri | Advising and Registration for New Liberal Arts Students     |
| June 26    | Monday    | First Day of Liberal Arts Classes (Session I)               |
|            |           | Tuition Payment Deadline for All Students                   |
| June 29    | Thursday  | Last Day to Add Liberal Arts Classes (Session I)            |
|            |           | Last Day to Add/Drop College Prep Classes                   |



|              |           |  |
|--------------|-----------|--|
| July 3       | Monday    | End of Late Registration for All Students<br>Summer Convocation                            |
| July 4       | Tuesday   | Holiday: Independence Day  |
| July 5       | Wednesday | Last Day to Drop Liberal Arts Classes (Session I)  |
| July 14      | Friday    | Last Day to Withdraw from Liberal Arts Classes (Session I)                                 |
| July 24-28   | Mon-Fri   | Fall Term Advising for Continuing Students   |
| Jul 31-Aug 5 | Mon-Fri   | Fall Term Registration for Continuing Students   |
| August 1     | Tuesday   | Final Examinations and Last Day of Liberal Arts Classes (Session I)                        |
| August 3     | Thursday  | First Day of Liberal Arts Classes (Session II)   |
| August 4     | Friday    | Last Day to Withdraw from College Prep Classes   |
| August 8     | Tuesday   | Last Day to Add Liberal Arts Classes (Session II)  |
| August 11    | Friday    | Last Day to Drop Liberal Arts Classes (Session II)   |
| August 18    | Friday    | Institutional TOEFL Testing<br>Last Day to Withdraw from Liberal Arts Classes (Session II) |
| September 1  | Friday    | Last Day of College Prep Classes   |
| September 4  | Monday    | Holiday: Labor Day   |
| September 8  | Friday    | Final Exams and Last Day of Liberal Arts Classes (Session II)                              |

