### College Achievement and Retention Experience (CARE)

**Office & Website:**
- Student retention support services
- Academic success strategies
- Connect to campus resources
- Success Skills presentations
- Math Refresher program (EdReady)
- Peer Coaching, website:  [http://www.honolulu.hawaii.edu/CAREcoach](http://www.honolulu.hawaii.edu/CAREcoach)

**Contact, Email, Phone:**
- **Office:** (808) 845-9290
- **Academic Success Coordinators**
  - **Ina Miller-Cabasug**
    - (808) 844-2353
    - inamc@hawaii.edu
  - **Donald Frost**
    - (808) 845-9284
    - (808) 636-0270 (cell)
    - dfrost@hawaii.edu
  - **Derick Pang**
    - (808) 845-9279
    - derickp@hawaii.edu
  - **Jan Vierra**
    - (808) 845-9281
    - jan7@hawaii.edu
  - **Kristi Teruya**
    - (808) 844-2381
    - teruyak@hawaii.edu

**Location & Hours:**
- **Office:** Bldg. 7, Rm. 325
- **Hours:** M-F: 8:00 am – 4:30 pm

### Admissions Office

**Office & Website:**
- General campus information
- New student admissions
- Change of Home Institution
- Medical Clearances
- Counseling check-in

**Contact, Email, Phone:**
- **Office:** (808) 845-9129
- **honcc@hawaii.edu**

**Location & Hours:**
- **Office:** Bldg. 6, 1st Floor
- **Hours:** M-F: 8:00 am – 4:30 pm
<table>
<thead>
<tr>
<th>Office &amp; Website</th>
<th>Contact, Email, Phone</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| **Advising/Academic Counseling**  
www.honolulu.hawaii.edu/counseling | Office:  
(808) 845-9129  
honcouns@hawaii.edu  
Make Appointments through My Success:  
• Log into MyUH portal  
• Click on UHCC MySuccess Tab  
• Click on My Success Network  
For assistance, please visit or call the office. | Bldg. 6, 1st Floor  
To make an appointment, schedule through MySuccess. |
| • Admissions process  
• Program information  
• Transfer information and credits  
• Academic plan  
• Course selection for registration  
• Placement test results  
• Change of major  
• Graduation check  
• Course substitutions  
• Financial Aid Academic Progress form  
• Veteran’s Academic Review form | | |
| **Banking**  
• Bank of Hawaii ATM  
• University of Hawaii FCU | Phone Number:  
(808) 845-9211  
UH FCU:  
(808) 983-5500 | ATM:  
Bldg. 6, 1st Floor  
M-F: 8:00 am – 4:30 pm  
UH FCU Rep visits:  
*Library #112, Thursdays 12:30 pm – 2:30 pm  
*during Library operating hours |
| **Bookstore**  
www.bookstore.hawaii.edu/hcc | Phone Number:  
(808) 845-9105  
hccbooks@hawaii.edu | Bldg. 2, Rm. 107  
Hours:  
M-Th: 8:00 am – 5:00 pm  
F: 8:00 am – 12:00 pm |
| • Online: Order books online and pick-up in-store the first week of school. Got to website and click “Textbooks.”  
• In-Store: Purchase textbooks, textbooks rental, office/art supplies, snacks, computers and software at educational discount prices, UH and HonCC logo merchandise  
• Textbook Return Policy: Please refer to website. | | |
## HONOLULU CC
### CAMPUS RESOURCES
### FALL 2017 HOURS

<table>
<thead>
<tr>
<th>Office &amp; Website</th>
<th>Contact, Email, Phone</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business and Cashier’s Office</strong></td>
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</tr>
<tr>
<td>• Tuition/Fees payments and refunds (Cash, Check or Debit Card)</td>
<td>Business Office Staff (808) 845-9102</td>
<td>Bldg. 6, 1st Floor</td>
</tr>
<tr>
<td>• Parking Permit</td>
<td>Parking (808) 845-9145</td>
<td>Hours: Cashier</td>
</tr>
<tr>
<td><a href="http://www.honolulu.hawaii.edu/parking">www.honolulu.hawaii.edu/parking</a></td>
<td></td>
<td>M-F: 8:00 am – 4:00 pm</td>
</tr>
<tr>
<td>• University Bus Pass or UPASS (reduced rate)</td>
<td>General inquiries: (808) 845-9204 <a href="mailto:honcs@hawaii.edu">honcs@hawaii.edu</a></td>
<td>Business Office</td>
</tr>
<tr>
<td><a href="http://www.honolulu.hawaii.edu/upass">www.honolulu.hawaii.edu/upass</a></td>
<td></td>
<td>M-F: 7:45 am – 4:30 pm</td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
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<tr>
<td><a href="http://www.honolulu.hawaii.edu/career">www.honolulu.hawaii.edu/career</a></td>
<td>Office: (808) 845-9204</td>
<td>Bldg. 7, Rm 320</td>
</tr>
<tr>
<td>• Career Counseling: Career/major exploration, assessment</td>
<td>Career Counselor Silvan Chung (808) 845-9404 <a href="mailto:silvan@hawaii.edu">silvan@hawaii.edu</a></td>
<td>Hours: M-F: 8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>• Job Preparation: Resume/cover letter, mock interview</td>
<td>Student Employment Services Coordinator (on-campus jobs) Carol Kagimoto (808) 845-9207 <a href="mailto:carol.kagimoto@hawaii.edu">carol.kagimoto@hawaii.edu</a></td>
<td></td>
</tr>
<tr>
<td>• Employment: On and Off-campus job referrals, employment guidance for federal, apprenticeship and state jobs, annual Spring Career Fair</td>
<td>Employment Services Specialist (off-campus jobs) Hillary Brown (808) 844-2356 <a href="mailto:habrown@hawaii.edu">habrown@hawaii.edu</a></td>
<td></td>
</tr>
<tr>
<td>Office &amp; Website</td>
<td>Contact, Email, Phone</td>
<td>Location &amp; Hours</td>
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</tbody>
</table>
| **Children’s Center**  
(Keiki Hau’oli Children’s Center)  
www.honolulu.hawaii.edu/keiki | Site Director  
Nina Martin  
(808) 845-9206  
martin@hawaii.edu  
Office Assistant  
Beverly Chang  
(808) 845-9466  
changbev@hawaii.edu | Center: Bldg. 11A, 11B  
Office: Bldg. 2, Rm 212  
Childcare hours:  
M-Th: 7:30 am – 4:00 pm  
F: 7:30 am – 2:00 pm |
|  
- Childcare for infants, toddlers and preschoolers of Honolulu CC students, faculty and staff (fees apply)  
- Accredited by NAEYC  
- Staffed by Early Childhood Education Teachers and supervised student teacher trainees  
- Financial Aid may apply for childcare expenses (Contact the Financial Aid Office at 845-9116)  
- Students must have a min. of 6 credits and no outstanding balance. Also open to community members and other U.H. students. |  |  |
| **Computer Lab**  
www.honolulu.hawaii.edu/computerlab | Phone Number:  
(808) 845-9293 | Bldg. 2, 4th floor, Rm. 405  
Hours:  
M-Th: 8:00 pm – 4:30 am  
F: 8:00 am – 12:00 pm |
|  
- Windows, Macintosh systems, printers and scanners.  
- The campus wireless network is also accessible so please feel free to bring your own devices.  
- Please provide your own paper for any printing needs.  
- Paper packets for printing are available from the Honolulu CC Bookstore.  
- Computer labs are for currently enrolled students and require a valid UH ID and login account.  
- Help with resetting password  
- Help to place WIFI on Phone & Computer |  |  |
### Domestic Violence Action Center (Campus Survivor Advocacy Program)

- Working with the UH system to help fulfill Title IX requirements of providing advocacy services for gender-based violence impacting campus community
- CSAP services include
  - short & long-term case management services
  - court accompaniment
  - advocating with faculty members to provide the proper accommodations needed to ensure client safety
  - confidentiality in seeking services without initiating a full Title IX investigation and proceeding

<table>
<thead>
<tr>
<th>Office &amp; Website</th>
<th>Contact, Email, Phone</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Domestic Violence Action Center  
(Campus Survivor Advocacy Program)  
http://www.domesticviolenceactioncenter.org/ | Campus Survivor Advocate  
**Chelsey Stewart, MS**  
Cell: (808) 294-5483  
Office: (808) 534-0040  
[chelseys@stoptheviolence.org](mailto:chelseys@stoptheviolence.org) | Bldg 6, Rm 107  
Hours:  
Wed/Thurs: 9 am – 5 pm |

### Financial Aid

- All students are encouraged to apply for financial aid
- All students may apply for scholarships
- Financial Aid awards may assist with tuition, fees, books, supplies and living expenses depending on eligibility
- Fill applications in January for the next academic year

<table>
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<tr>
<th>Office &amp; Website</th>
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<th>Location &amp; Hours</th>
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</thead>
</table>
| Financial Aid  
[www.honolulu.hawaii.edu/finaid](http://www.honolulu.hawaii.edu/finaid) | Financial Aid Office:  
(808) 845-9116  
[honccfao@hawaii.edu](mailto:honccfao@hawaii.edu) | Bldg 6, 1st floor  
(See website for current hours of operation) |
## HONOLULU CC
### CAMPUS RESOURCES
#### FALL 2017 HOURS

<table>
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<tr>
<th>Office &amp; Website</th>
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<th>Location &amp; Hours</th>
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</thead>
</table>
| **Hawaiian Center**  
www.honolulu.hawaii.edu/hawaiian  
- Career, academic and Financial Aid advising  
- Peer mentoring and tutoring  
- Computer Lab  
- Workshops and cultural events  
- Po‘i Na Nalu: The Native Hawaiian Career and Technical Education Program (NHCTEP) supports Native Hawaiian students in career and technical education programs (www.honolulu.hawaii.edu/nalu)  | **Computer Lab:**  
(808) 844-2345  
Fax: 844-2367  
hccnhcl@hawaii.edu  
**Hulili Ke Kukui**  
Hawaiian Center Coordinator  
**Kaleialoha Lum-Ho**  
(808) 845-9176  
lumho@hawaii.edu  | **New Fall 2017 Location:**  
Bldg. 5, Rm 201-204  
Hours:  
M-Th: 8 am – 4:30 pm  
F: 8 am – 2 pm |
| **Academic Support Coordinator**  
**Greg Kashigi**  
(808) 844-2322  
gkashigi@hawaii.edu  | **Academic Support Specialist**  
**Debralyn Arellano**  
(808) 844-2323  
debralyn@hawaii.edu  |  
| **Counselor**  
**Faith Kahale Saito**  
(808) 845-9112  
fsaito@hawaii.edu  |  
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<tr>
<th>Office &amp; Website</th>
<th>Contact, Email, Phone</th>
<th>Location &amp; Hours</th>
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<tbody>
<tr>
<td><strong>Health Office</strong>&lt;br&gt;www.honolulu.hawaii.edu/health</td>
<td>Health Nurse&lt;br&gt;Lorri Taniguchi&lt;br&gt;<a href="mailto:hcchlth@hawaii.edu">hcchlth@hawaii.edu</a></td>
<td>Bldg. 2, Rm. 108A&lt;br&gt;Hours: M-F: 8:00 am – 4:30 pm</td>
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<tr>
<td>• First aid assistance&lt;br&gt;• CPR and first aid training&lt;br&gt;• Health Screening (BP, height, weight)&lt;br&gt;• Health/safety information&lt;br&gt;• UH Medical Insurance Plan information</td>
<td>Emergencies: 911; then (808) 284-1270 (Security)&lt;br&gt;Non-Emergencies: (808) 845-9282&lt;br&gt;Campus Security: (808) 284-1270 or (808) 271-4836</td>
<td></td>
</tr>
<tr>
<td><strong>Housing (Oahu)</strong>&lt;br&gt;www.honolulu.hawaii.edu/node/724</td>
<td>University of Hawaii at Manoa, Central Residential Line&lt;br&gt;Office: (808) 956-7356</td>
<td>255 Dole Street&lt;br&gt;Honolulu, HI 96822</td>
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<tr>
<td>• Off-Campus housing resources (ONLY)</td>
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<tr>
<td><strong>Library</strong>&lt;br&gt;www.honolulu.hawaii.edu/library</td>
<td>Professor, Head Librarian&lt;br&gt;Irene Mesina&lt;br&gt;Reference Desk: (808) 845-9199&lt;br&gt;Circulation Desk: (808) 845-9221&lt;br&gt;<a href="mailto:honcclib@hawaii.edu">honcclib@hawaii.edu</a></td>
<td>Bldg. 7&lt;br&gt;1st and 2nd Floors&lt;br&gt;Hours: M-Th: 8 am – 7 pm&lt;br&gt;F: 8 am – 3 pm</td>
</tr>
<tr>
<td>• Access library materials and research databases&lt;br&gt;• A valid UH ID Card is required for library services (See Student Life)&lt;br&gt;• Study rooms available for 2-6 students&lt;br&gt;• Computers available (hours vary and depend if they are holding classes)&lt;br&gt;• B/W and Color printing&lt;br&gt;• Digital Scanner</td>
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# HONOLULU CC
## CAMPUS RESOURCES
### FALL 2017 HOURS

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<tbody>
<tr>
<td><strong>Math Lab (Tutoring)</strong></td>
<td>Manager Glen Tengan</td>
<td>Bldg. 7, Rm. 421</td>
</tr>
<tr>
<td><a href="http://www.honolulu.hawaii.edu/mathlab">www.honolulu.hawaii.edu/mathlab</a></td>
<td>(808) 845-9403 <a href="mailto:gtengan@hawaii.edu">gtengan@hawaii.edu</a></td>
<td>Hours: M &amp; W 7:30 am – 4 pm T &amp; Th: 7:30 am – 5:30 pm</td>
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<tr>
<td>• Tutoring for all levels of Math</td>
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<tr>
<td>• No appointment necessary</td>
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<td>*The Math Lab tutoring is not a replacement</td>
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<td>for attending class or instructor consultation.</td>
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<td><strong>Mental Health Wellness</strong></td>
<td>LCSW Counselor Kimberley Gallant</td>
<td>Bldg. 6, 1st Floor</td>
</tr>
<tr>
<td><a href="http://www.honolulu.hawaii.edu/wellnesscenter">www.honolulu.hawaii.edu/wellnesscenter</a></td>
<td>(808) 845-9180 <a href="mailto:hccwell@hawaii.edu">hccwell@hawaii.edu</a></td>
<td>Hours: 8 am – 4 pm Apt Hours: 9 am – 2 pm</td>
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<tr>
<td>Confidential Services:</td>
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<tr>
<td>• Crisis Counseling</td>
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<td>• Short Term Counseling</td>
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<td>• Referrals to Community Agencies</td>
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<td>• Enrichment Groups</td>
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<td>• Educational Workshops/Activities</td>
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<td>• Consultation Services (faculty/staff)</td>
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<tr>
<td><strong>Outreach</strong></td>
<td>Outreach Coordinator: Pearl Wu</td>
<td>Bldg. 71D, Room 1</td>
</tr>
<tr>
<td><a href="http://www.honolulu.hawaii.edu/outreach">www.honolulu.hawaii.edu/outreach</a></td>
<td>Outreach Office (808) 844-2309</td>
<td>Hours: M-F: 8 am – 4:30 pm</td>
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<tr>
<td>• Offers services to local schools and community</td>
<td><a href="mailto:hccreach@hawaii.edu">hccreach@hawaii.edu</a></td>
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<td>organizations.</td>
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<tr>
<td>• Secondary educational programs within the Hawai’i</td>
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<td>Department of Education, charter, and private schools</td>
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<tr>
<td>are welcome to request our services.</td>
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<tr>
<td>• Offers campus tours, College Success Workshops, and</td>
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<td>off-campus visits to include program classroom visits</td>
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<td>and other participation in appropriate educational</td>
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<td>functions.</td>
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## HONOLULU CC CAMPUS RESOURCES FALL 2017 HOURS

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</thead>
</table>
| **Records Office**  
www.honolulu.hawaii.edu/records | Registrar/ Records Office  
(808) 845-9120 | Bldg. 6, 1st Floor  
Hours: M-F: 7:45 am – 4:30 pm |
| - Student records updates  
- Registration, Add/Drop Courses  
- Transcript requests  
- Transfer credit evaluation  
- Graduation application processing  
- Veterans Affairs services  
- Requests forms available on website | |

| **Security, Campus**  
www.honolulu.hawaii.edu/security | Safety & Security Manager:  
**Rick Murray**  
(808) 845-9273  
Security Phone Numbers  
(808) 284-1270 or  
(808) 271-4836 | Bldg. 72B Room 101  
Escort Services:  
M-F: 6:00 am – 10:00 pm  
Sat.: 6:00 am – 2:30 pm  
Sun.: Closed  
Hours: Security available 24 hours everyday |
| - Campus safety  
- Campus emergencies  
- First responder (fire, police, ambulance) liaison  
- Evening escort to any facility or vehicle parked on campus | |

| **Student Life & Development (SLD)**  
http://programs.honolulu.hawaii.edu/studentlife/ | SLD Director  
**Emily Kukulies**  
Office:  
(808) 845-9498  
hccsld@hawaii.edu | Bldg. 2 Rm. 112  
Hours: M-F 8:00 am - 3:30 pm  
*Office closed during events and weekends. |
| - Student IDs  
- Locker Rentals  
- Lost & Found  
- Bulletin Boards (In order for you to put fliers or poster, you would have to go through SLD) | |

Last Updated: 8/17/17
# HONOLULU CC
## CAMPUS RESOURCES
### FALL 2017 HOURS

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</thead>
<tbody>
<tr>
<td><strong>Student ACCESS</strong>&lt;br&gt;www.honolulu.hawaii.edu/disability/</td>
<td>Cassandra Kam&lt;br&gt;(808) 845-9272&lt;br&gt;<a href="mailto:cyikam@hawaii.edu">cyikam@hawaii.edu</a>&lt;br&gt;Beth Nishimura&lt;br&gt;(808) 844-2392&lt;br&gt;<a href="mailto:bethn@hawaii.edu">bethn@hawaii.edu</a></td>
<td>Bldg. 7 Rm. 301 and 302&lt;br&gt;Hours: M-F: 7:45 am – 4:30 pm</td>
</tr>
<tr>
<td><strong>TRIO-SSS</strong>&lt;br&gt;www.honolulu.hawaii.edu/trio</td>
<td>Program Director&lt;br&gt;Jolene Suda&lt;br&gt;TRIO-SSS Office: (808) 844-2366</td>
<td>New Fall 2017 Location&lt;br&gt;Bldg 7, Rm 309&lt;br&gt;Hours: M-F: 8:00 am – 4:30 pm</td>
</tr>
</tbody>
</table>

Student ACCESS is committed to assuring equal access to Honolulu Community College facilities, programs, activities, and services by students with disabilities. Its goals are:

- To provide reasonable accommodations to qualified students.
- To promote an informed and hospitable learning community.
- To advocate for campus-wide ADA/Section 504 compliance.

TRIO-SSS

- Strives to provide a range of academic support, career guidance, transfer planning, and professional development opportunities.
- To qualifying community college students who are first-generation in college, must have a financial need, and/or disability and demonstrate strong academic potential.
- Students receive guided individualized assessment and planning, small group tutoring, mentoring, cultural and educational workshops, club and community service activities, and other academic support.
# HONOLULU CC
## CAMPUS RESOURCES
### FALL 2017 HOURS

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| **Testing and Tutoring**  
[www.honolulu.hawaii.edu/testingandtutoring](http://www.honolulu.hawaii.edu/testingandtutoring)  
- FREE tutoring services  
- Drop-in Tutoring by CSC staff and peer tutors  
- Online tutoring (Brainfuse)  
- Testing (Accuplacer Placement, DE and make-up)  
- Math & English Compass brush-up classes (non-credit)  
| Charles Miller  
(808) 845-9232  
chmiller@hawaii.edu  
Hanwell Kaakimaka /Varouny Sybounmy  
(808) 845-9130  
honccdet-l@lists.hawaii.edu  | Bldg. 7, Rm. 313  
Hours*:  
M-Th: 9:00 am – 6:30pm  
F: 9:00 am – 1:00 pm  
(Tutoring)  
M-Th: 9:00 am – 6:30 pm  
F: 9:00 am – 1:00 pm  
(Testing)  
*Times subject to change |
| **Writing Center**  
[www.honolulu.hawaii.edu/writingcenter](http://www.honolulu.hawaii.edu/writingcenter)  
- One-on-one tutoring in the lab  
- Online consultation (through web cam)  
- Handouts on all aspects of the writing process  
- Grammar guidelines  
- Discipline specific writing guides  
- Offers seminars on citations, revising, paragraph development, subject/verb agreement, among others  
| Kenneth Quilantang  
(808) 845-9415  
quilanta@hawaii.edu  
Jeff Stearns  
(808) 845-9276  
stearns@hawaii.edu  | Bldg. 7 Rm. 520  
Hours:  
M-Th: 8:00 am – 2:00 pm  
F: By appointment only |

Make an appointment online:  
- Log into MySuccess.hawaii.edu  
- Click on Services  
- Search for Honolulu CC Writing Center