# HonCC Campus Resource

## C.A.R.E.

**College Achievement and Retention Experience**
- Student retention support services
- Academic success strategies
- Connect to campus resources
- Success Skills presentations
- Peer Coaching

Contact:
- (808) 845-9290
- honccare@hawaii.edu
- Bldg 7, Rm 325
- www.honolulu.hawaii.edu/CARE
- M-F: 8AM - 4:30PM
- Zoom Express
- W: 1 - 3PM, go.hawaii.edu/4tA

## Admissions Office

- General campus information
- New student admissions
- Change of Home Institution
- Medical Clearances
- Placement Scores/Self-Reported Scores
- Submit documents by using UH File Drop or fax (808 847-9872). Please notify if documents are being sent.

Contact:
- (808) 845-9129
- honcc@hawaii.edu
- Blding 6, 1st Floor
- www.honolulu.hawaii.edu/admissions
- M-F: 7:45AM - 4:30PM

## Advising/Academic Counseling

- Academic process
- Program information
- Transfer/credit information
- Academic/course plan
- Placement test result
- Change of major
- Graduation check
- Course substitution
- Financial Aid Academic Progress

Contact:
- (808) 845-9162
- Fax: (808) 356-0962
- honccouns@hawaii.edu
- Bldg 5, Rm 102
- www.honolulu.hawaii.edu/counseling
- M-F: 8AM - 4:30PM (via phone, zoom, or email)
- Express Advising: M-R 9AM - 3PM *10-15mins only*

## Apprenticeship

- Contribute to the development and maintenance of a properly trained Hawaii workforce.
- Promote excellence and professionalism in Apprenticeship instructors, staff, and students.
- Provide effective and efficient services to Honolulu Community College apprenticeship training programs and the College.
- Serve as a vital and integral component in the College’s instructional and service programs.

Contact:
- (808) 845-9245
- Bldg 4, Rm 115
- www.honolulu.hawaii.edu/apprenticeship

## Additional Information

### HonCC Counseling
- **Ina Miller-Cabasug**, (808) 844-2353, inamc@hawaii.edu
- **Don Frost**, (808) 845-9284, (808) 636-0270 (c), dfrost@hawaii.edu
- **Derick Pang**, (808) 845-9279, derickp@hawaii.edu
- **Kristi Teruya**, (808) 844-2381, teruyak@hawaii.edu

### Admissions Office Contact
- **Appointments via STAR Balance.**
- For instructions go to: [https://www.honolulu.hawaii.edu/academic-counseling/star/star-balance/](https://www.honolulu.hawaii.edu/academic-counseling/star/star-balance/)

### Advising/Academic Counseling Contact
- **Ralph Gallogly**, (808) 844-2382, rgallogl@hawaii.edu
- Advising appointments via STAR Balance: www.star.hawaii.edu/appointment
- For other assistance, call the office.

### Apprenticeship Contact
- **James Niino**, (808) 845-9245, jniino@hawaii.edu
- **Guy Shibayama**, (808) 845-9245, guyts@hawaii.edu

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Updated: October 1, 2021, CARE
### Banking
Bank of Hawaii ATM

### Contact
(808) 845-9211  
Bldg. 6, 1st Floor  
M-F: 8AM - 4:30PM

### Bookstore
- **Due to COVID-19, HonCC Bookstore highly encourages online purchases of textbooks and course materials online.**
- **Online:** Order books online and pick up in-store during normal business hours.
- **In-Store:** For those who do not have a credit/debit card or would like to visit us in-person, the bookstore will continue to be open to assist you.
- **Textbook Return Policy:** Please refer to website.

### Business & Cashier's Office
- **Tuition/Fees payment and refunds (Cash, Check, or Debit Card)**
- **Parking Permit**
- **University Bus Pass**
- **Students are highly encouraged to pay bills via MyUH Services and payment information will be sent to your UH email address.**

### Contact
(808) 845-9211  
Bldg 6, 1st Floor via Diamond Head Mall  
M-F: 8AM - 4PM

### Additional Information
- **Parking Pass Info:**  
  [www.honolulu.hawaii.edu/parking](http://www.honolulu.hawaii.edu/parking)
- **Parking Pass Purchase:**  
  [https://portal.honolulu.hawaii.edu/](https://portal.honolulu.hawaii.edu/)
- **UPASS Info:**  
  [https://www.honolulu.hawaii.edu/upass](https://www.honolulu.hawaii.edu/upass)

### Career Services
- **Career Counseling:**  
  Career/major exploration, assessment
- **Job Preparation:**  
  Resume/cover letter, mock interview
- **Employment:**  
  On and Off-campus job referrals, employment guidance for federal, apprenticeship and state jobs, annual Career Job Fairs
- **HINET Ho’ola’ike Program:**  
  - Food Assistance  
  - Workforce Training  
  - Bus Pass/Gas Money  
  - Book & Fees  
  - Tuition Assistance

### Contact
(808) 845-9204  
honcs@hawaii.edu  
Bldg 7, RM 320  
[www.honolulu.hawaii.edu/career](http://www.honolulu.hawaii.edu/career)

HINET  
(808) 844-2391  
hinethon@hawaii.edu  
Bldg 7, RM 319  
[https://hinethawaii.org/](https://hinethawaii.org/)

Available virtually via Zoom, Google Hangouts, Skype

In-Person hours:  
M-F: 8AM - 4:30PM

### Additional Information
- **Career Counselor**  
  Silvan Chung, (808) 845-9404  
  silvan@hawaii.edu
- **Student Employment Specialist**  
  Hillary Brown, (808) 844-2356  
  habrown@hawaii.edu
- **HINET Ho’ala’ike Program Coordinator**  
  Rovelyn Hermoso, (808) 844-2395  
  rhermoso@hawaii.edu
Children's Center (Keiki Hau' oli)
- Early childhood care and education 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
- UH System scholarships for child care assistance available as well as federal, state and private funded child care assistance

Contact
Center: Bldg 11A/11B
Office: Bldg 2, RM 212
www.honolulu.hawaii.edu/keiki
M-R: 7:45AM - 3:15PM
F: 7:45AM - 2PM
Site Coordinator: Caroline Soga, (808) 845-9289
caroline.soga@hawaii.edu

Computer Lab
- 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
- eFax service (within the United States)
- Laptop Loan out program

Contact
(808) 845-9293
honcclab@hawaii.edu
Bldg 2, 4th Floor, RM 405
www.honolulu.hawaii.edu/computerlab
M-F: 8:30AM - 4PM

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 October for the next academic year
- Express Advising for questions about financial aid forms, requirements for financial aid, and/or your financial aid status

Contact
(808) 845-9116
Fax: (808) 356-0942
honccfao@hawaii.edu
Bldg 5, RM 102
www.honolulu.hawaii.edu/finaid
M-F: 8AM - 4:30PM

Appointments as requested (FAFSA, appeals, loans): STAR Balance

(Due to staff schedules, appointments to meet with a Financial Aid Officer are highly encouraged.)
HonCC Campus Resource

Hulili Ke Kukui Hawaiian Center

- Services available by appointment via STAR Balance
  - Career and academic advising
  - Personal counseling
  - Assistance applying for financial aid and scholarships
- Virtual cultural workshops and presentations (see events calendar for updates)
- Poʻi Nā Nalu Services for Native Hawaiian students in Career & Technical Education programs (www.honolulu.hawaii.edu/nalu)

Contact
(808) 844-2345
Fax: (808) 844-2367
hulilik@hawaii.edu
Bldg 5, RM 201-204
www.honolulu.hawaii.edu/hawaiian

M-F: 8 AM - 4:30 PM

The Hawaiian Center currently offers limited in-person services. We encourage you to email us or schedule an appointment via STAR Balance.

Hulili Ke Kukui Hawaiian Center Coordinator
Kaleialoha Lum-Ho, (808) 845-9176
lumho@hawaii.edu

Additional Information
Poʻi Nā Nalu
Program Coordinator
Greg Kashigi, (808) 844-2322
gkashigi@hawaii.edu

Native Hawaiian Counselor
Faith Kahale Saito, (808) 845-9112
fasito@hawaii.edu

Ola Niulelewai Program Specialist
Jo Ann Tuifanu
tuifanu@hawaii.edu

Library

- Books (print and electronic)
- Magazines (print and digital)
- Online Research Databases
- Streaming Video Collections
- Course Reserves
- Online Research Guides
- Computing, printing, digital scanning

Safety Policy
- Student must scan their UH ID upon entering; Masks are to be worn at all times
- No food or drinks allowed

Contact
(808) 845-9199
honcclib@hawaii.edu
Bldg 7, 1st Floor
https://library.honolulu.hawaii.edu/home

Walk in hours
M/R: 9 AM - 3 PM
F: 9 AM - 1 PM

Online Services (phone, chat, email, or appointment):
M-F: 8 AM - 4:30 PM

Access and hours are subject to change without prior notice.

Additional Information
Associate Professor/ Head Librarian
Stefanie Sasaki, (808) 845-9463
sasaki@hawaii.edu

Library users are required to get clearance prior to visiting by completing the LumiSight UH.

See library website for what to expect when visiting in person.

Math Lab (Tutoring)

- Zoom Tutoring for all levels of Math
- HCC Math courses only
- The math lab tutoring is not a replacement for attending class or instructor consultation

Contact
Bldg 7, RM 421
www.honolulu.hawaii.edu/mathlab
M-R: 8:30AM - 4:30PM

Manager:
Glen Tengan, (808) 845-9403
gtengan@hawaii.edu

Additional Information
Requesting an appointment:
Request an appt. by 4PM for the next working day.

1) Email: gtengan@hawaii.edu
2) Subject line: Math Tutor Request
3) LIST:
   - HCC Math Course/HCC Instructor
   - Top 3 appt. times (on the hour. Ex: 1pm, 9am or 8am) in order of preference
   - Topic or type of problems you want to work on.
HonCC Campus Resource

Outreach

- Services for Students:
  - Help for new incoming students from application to registration
  - Support for Early College/Dual Credit high school students
  - General questions about our HonCC programs and our campus
- Services for Faculty & Staff:
  - Outreach kits for recruitment events
  - Supporting Outreach events such as high school/community organization visits, virtual meet and greets, let us know how we can support you
- New Student website:
  - https://www.honolulu.hawaii.edu/newstudent

Contact
(808) 844-2309
hcreach@hawaii.edu
Bldg 6, 1st Floor
www.honolulu.hawaii.edu/outreach
M-F: 8AM - 4:30PM

Additional Information
Outreach Coordinator
Pearl Wu
(808) 847-9805
pearlwu@hawaii.edu
Educational Specialist
Evelyn Bartley
(808) 844-2301
evelynmc@hawaii.edu

PCATT

- Mission Statement: To provide leadership and innovative training solutions that inspire lifelong learning.
- Offers testing services — Kryterion and Pearson VUE Authorized Testing Center (HonCC)
- Services:
  - Advanced Technology Training Classes and Continuing Education Programs
    - PCATT provide hands-on, industry certified training for people going into the tech. industry or looking to upgrade their skills.
  - Contract Training
    - PCATT provides contract training for companies and organizations.
  - Training Facilitation
    - PCATT has a tech savvy staff to help you with facilitated training. We have state-of-the-art computer labs and presentation classrooms equipped with the latest audio/visual equipment to support your needs.

Contact
(808) 845-9296
pcatt@hawaii.edu
Bldg 2, 5th Floor, RM 507
https://pcatt.org
M-F: 8AM - 4:30PM

Records Office

- Student records updates
- Registration, Add/Drop Courses
- Transcript requests
- Transfer credit evaluation
- Graduation application processing
- Veterans Affairs services
- Requests forms available on website

Contact
(808) 845-9120
Bldg 6, 1st Floor
www.honolulu.hawaii.edu/records
M-F: 7:45AM - 4:30PM
HonCC Campus Resource Fall 2021

Security
- Campus safety
- Campus emergencies
- First responder (fire, police, ambulance) liaison
- Evening escort to any facility or vehicle parked on campus
- Sign up for UH Alert Notifications at https://www.hawaii.edu/alert/

Contact
(808) 284-1270 or (808) 271-4836
Bldg 72B, RM 101
www.honolulu.hawaii.edu/security

Security available 24 hours everyday

Escort Services:
M-F: 6 am – 10 pm
Sat: 6 am – 5 pm
Sun: Closed

Contact Additional Information
In case of emergency:
1. Call 911
2. Call (808) 284-1270 Or Call Vice Chancellor of Administrative Services (808) 294-9123
Call the security manager (808) 845-9459

Student Life & Development
- Student IDs
- Locker Rentals
- Lost & Found
- Bulletin Boards
- Student Organizations - Student Government, Student Media Board & Student Activities Board
- Student Lounge

Contact
(808) 845-9498
hhccslf@hawaii.edu
Bldg 2, RM 111/113
programs.honolulu.hawaii.edu/studentlife/

Hours subject to change.
Please contact SLD.
Office closed during events.

Contact Additional Information
SLD Director
Emily Kukulies,
(808) 845-9219
kukulies@hawaii.edu

Student Access
- 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.

Contact
(808) 845-9272
accesshhcl@lists.hawaii.edu
Bldg 7, RM 311
www.honolulu.hawaii.edu/disability
M-F: 8AM - 4:30PM

Contact Additional Information
Testing Center
Hanwell Kaakimaka / Varouny Sybounmy
(808) 845-9130 honccdetl@lists.hawaii.edu

Tutoring
Charles Miller
(808) 845-9232 chmiller@hawaii.edu

No walk-in testing. Email honccdetl@lists.hawaii.edu to coordinate an appointment

Visit www.honolulu.hawaii.edu/testingandtutoring for additional instructions

Tutoring
Email chmiller@hawaii.edu to schedule an appointment

Testing and Tutoring
- FREE tutoring services
- Drop-in Tutoring by CSC staff and peer tutors
- Tutor.com
- Testing (Accuplacer Placement, DE and make-up)
- Placement test preparation (noncredit)

Contact
Bldg 7, RM 313
www.honolulu.hawaii.edu/testingandtutoring

Please check website for most up to date hours.
Title IX

- As part of Honolulu CC's commitment to providing a safe and nondiscriminatory environment for all students, the Title IX Coordinator:
  - Serves as a resource for questions about sex discrimination and gender-based violence, and the University's related policy and procedure, EP 1.204.
  - Receives information about allegations of sex discrimination and gender-based violence and assists with filing complaints.
  - Assists with requests for and implementation of interim measures, such as a no contact orders or academic assistance.
  - Conducts education and training, and collaborates with the UH System to ensure a consistent approach to compliance with any laws, guidance, or policies related to sex discrimination and gender-based violence.

Contact

- Bldg 7, RM 324
- https://www.honolulu.hawaii.edu/node/1242
- Title IX Coordinator
  - David Uranaka-Yamashiro, (808) 845-9174
  - david.yamashiro@hawaii.edu
  - M-F: 7:45AM - 4:30PM

At this time, virtual meetings are encouraged.

TRIO-SSS

- Serves as a resource for questions about sex discrimination and gender-based violence, and the University's related policy, EP 1.204.
- Receives information about allegations of sex discrimination and gender-based violence and assists with filing complaints.
- Assists with requests for and implementation of supportive measures, such as no contact orders or academic assistance.
- Conducts education and training, and collaborates with the UH System to ensure a consistent approach to compliance with any laws, guidance, or policies related to sex discrimination and gender-based violence.

Contact

- (808) 844-2366
- Bldg 7, RM 309
- www.honolulu.hawaii.edu/trio

Email: hontrio@hawaii.edu

M-F: 8AM - 4:30PM

Additional Information

- Program Director
  - Jolene Suda, (808) 844-2394
  - jolenes@hawaii.edu

- Academic Support Coordinator
  - Jan Vierra, (808) 844-2386
  - jan7@hawaii.edu

- Education Specialist
  - Jennifer Kelikulii, (808) 844-2366
  - jpk6@hawaii.edu

UH Confidential Advocacy

- Provides confidential advocacy services and case management to victims of sex discrimination and gender-based violence.
- Please note that UH Advocates may have confidentiality limitations if the responding party (alleged perpetrator, offender, or abuser) is an employee, as the University may have a duty to respond. However, the victim's privacy will be upheld to the extent permitted by law.

Contact

- Work Cell: (808) 341-4952
- Program Email: advocate@hawaii.edu
HonCC Campus Resource Fall 2021

Veteran Resource Center
- The Veterans Resource Center (VRC) focuses on providing an excellent atmosphere and network for the success of student veterans.
- Current service members, dependents, and spouses are welcome, as well.
- VRC staff members work to help explain the various rights and benefits that prior service members have earned for themselves and their families.

Contact
Bldg 5, RM 140
www.honolulu.hawaii.edu/veterans
M-F: 8AM - 4PM

Additional Information
VA Counselor
Scot Parry, (808) 845-9172
sparry@hawaii.edu

Wellness Center
- Confidential Services:
- Crisis Counseling
- Short Term Counseling
- Referrals to Community Agencies
- Educational Workshops/Activities
- Consultation Services (faculty/staff)

Contact
Bldg 5, Rm 117
www.honolulu.hawaii.edu/wellnesscenter
M-F: 8AM - 4PM
Appointment Hours
M-F: 9AM - 2PM

Additional Information
Mental Health Professional
Carlene F. Flores - LMHC, NCC, (808) 845-9180
hccwell@hawaii.edu

Writing Center
- 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

Contact
Bldg 7, RM 520
www.honolulu.hawaii.edu/writingcenter
Mon-Fri: 9AM - 3PM
Make an appt. online using STAR Balance. Click on the "+" icon next to Learning Services

Additional Information
April Ching, (808) 847-9840
april.ching@hawaii.edu
Derek Otsuji, (808) 844-2348
dotsuji@hawaii.edu
Jeff Stearns, (808) 845-9276 stearns@hawaii.edu

Veteran Resource Center
The Veterans Resource Center (VRC) focuses on providing an excellent atmosphere and network for the success of student veterans.

Veteran Resource Center

Additional Information
VA VITAL: Dr. Jonny
Dr. Jonny Mueller can be contacted by telephone at (808) 940-4287.
Veterans can also meet with Dr. Jonny in a secure chatroom on a telehealth webpage.

Wellness Center
Confidential Services:
Crisis Counseling
Short Term Counseling
Referrals to Community Agencies
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