# HONOLULU CC
## CAMPUS RESOURCES
### SPRING 2018 HOURS

<table>
<thead>
<tr>
<th>Office &amp; Website</th>
<th>Contact, Email, Phone</th>
<th>Location &amp; Hours</th>
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</thead>
</table>
| **College Achievement and Retention Experience (CARE)** www.honolulu.hawaii.edu/care | **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 | **Bldg. 7, Rm. 325**  
**Hours:** M-F: 8:00 am – 4:30 pm |
| **Admissions Office** www.honolulu.hawaii.edu/admissions | **Office:** (808) 845-9129  
**honcc@hawaii.edu** | **Bldg. 6, 1st Floor**  
**Hours:** M-F: 8:00 am – 4:30 pm |

- 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)

- General campus information
- New student admissions
- Change of Home Institution
- Medical Clearances
- Counseling check-in
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<tr>
<td><strong>Advising/Academic Counseling</strong>&lt;br&gt;www.honolulu.hawaii.edu/counseling</td>
<td>Office: (808) 845-9129 <a href="mailto:houncoun@hawaii.edu">houncoun@hawaii.edu</a> Make Appointments through My Success:&lt;br&gt;• Log into MyUH portal&lt;br&gt;• Click on UHCC MySuccess Tab&lt;br&gt;• Click on My Success Network&lt;br&gt;For assistance, please visit or call the office.</td>
<td>Bldg. 6, 1st Floor&lt;br&gt;To make an appointment, schedule through MySuccess.</td>
</tr>
<tr>
<td>• Admissions process&lt;br&gt;• Program information&lt;br&gt;• Transfer information and credits&lt;br&gt;• Academic plan&lt;br&gt;• Course selection for registration&lt;br&gt;• Placement test results&lt;br&gt;• Change of major&lt;br&gt;• Graduation check&lt;br&gt;• Course substitutions&lt;br&gt;• Financial Aid Academic Progress form&lt;br&gt;• Veteran's Academic Review form</td>
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<tr>
<td><strong>Apprenticeship</strong>&lt;br&gt;www.honolulu.hawaii.edu/apprenticeship</td>
<td>Contact, Email, Phone Coordinator: James Niino: (808) 845-9245 <a href="mailto:jniino@hawaii.edu">jniino@hawaii.edu</a></td>
<td>Bldg. 4, Rm. 115&lt;br&gt;<strong>Fall and Spring semesters:</strong>&lt;br&gt;M-Th: 8:00am - 8:00pm&lt;br&gt;F: 8:30 am - 5:30 pm&lt;br&gt;Saturday: 6:30am - 1:00pm&lt;br&gt;<strong>Christmas and Summer breaks:</strong>&lt;br&gt;M - F: 8:30am - 5:30pm&lt;br&gt;<strong>NOTE:</strong> Office and campus may be closed during Christmas Breaks. Advance notification will be posted. The office is closed on Federal and State holidays. Please call 845-9245 if you have any questions about office hours.</td>
</tr>
</tbody>
</table>
# Spring 2018 Hours

## 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  
- Online: Order books online and pick-up in-store the first week of school. Go 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.

**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
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<tr>
<td><strong>Business and Cashier’s Office</strong></td>
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</table>
| • Tuition/Fees payments and refunds (Cash, Check or Debit Card) | Cashier  
(808) 845-9102 | Bldg. 6, 1st Floor |
| • Parking Permit  
[www.honolulu.hawaii.edu/parking](http://www.honolulu.hawaii.edu/parking) | Parking  
(808) 845-9145 | Hours:  
Cashier  
M-F: 8:00 am – 4:00 pm |
| • University Bus Pass or UPASS (reduced rate)  
[www.honolulu.hawaii.edu/upass](http://www.honolulu.hawaii.edu/upass) | Switchboard/Mailroom  
(808) 845-9211 | Business Office  
M-F: 7:45 am – 4:30 pm |
| | Email:  
[Honcs@hawaii.edu](mailto:Honcs@hawaii.edu) | |
| **Career Services** | | |
| [www.honolulu.hawaii.edu/career](http://www.honolulu.hawaii.edu/career) | Office:  
(808) 845-9204 | Bldg. 7, Rm 320 |
| • Career Counseling: Career/major exploration, assessment | Career Counselor  
[Silvan Chung](mailto:silvan@hawaii.edu)  
(808) 845-9404 | Hours:  
M-F: 8:00 am – 4:30 pm |
| • Job Preparation: Resume/cover letter, mock interview |  | |
| • Employment: On and Off-campus job referrals, employment guidance for federal, apprenticeship and state jobs, annual Spring Career Fair | Student Employment Services Coordinator  
(Off-campus jobs)  
[Carol Kagimoto](mailto:carol.kagimoto@hawaii.edu)  
(808) 845-9207 |  |
| | Employment Services Specialist  
(On-campus jobs)  
[Hillary Brown](mailto:habrown@hawaii.edu)  
(808) 844-2356 |  |
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<tr>
<td><strong>Children’s Center</strong>&lt;br&gt;(Keiki Hau’oli Children’s Center)  <a href="http://www.honolulu.hawaii.edu/keiki">www.honolulu.hawaii.edu/keiki</a></td>
<td>Site Director&lt;br<em>Nina Martin</em>&lt;br&gt;(808) 845-9206&lt;br&gt;<a href="mailto:martin@hawaii.edu">martin@hawaii.edu</a>  &lt;br&gt;Office Assistant&lt;br<em>Beverly Chang</em>&lt;br&gt;(808) 845-9466&lt;br&gt;<a href="mailto:changbev@hawaii.edu">changbev@hawaii.edu</a></td>
<td>Center: Bldg. 11A, 11B  &lt;br&gt;Office: Bldg. 2, Rm 212  &lt;br&gt;Childcare hours:&lt;br&gt;M-Th: 7:30 am – 4:00 pm  &lt;br&gt;F: 7:30 am – 2:00 pm</td>
</tr>
<tr>
<td>• Childcare for infants, toddlers and preschoolers of Honolulu CC students, faculty and staff (fees apply)&lt;br&gt;• Accredited by NAEYC&lt;br&gt;• Staffed by Early Childhood Education Teachers and supervised student teacher trainees&lt;br&gt;• Financial Aid may apply for childcare expenses (Contact the Financial Aid Office at 845-9116)&lt;br&gt;• Students must have a min. of 6 credits and no outstanding balance. Also open to community members and other U.H. students.</td>
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<tr>
<td><strong>Computer Lab</strong>&lt;br&gt;www.honolulu.hawaii.edu/computerlab</td>
<td>Phone Number:&lt;br&gt;(808) 845-9293</td>
<td>Bldg. 2, 4th floor, Rm. 405  &lt;br&gt;Hours:&lt;br&gt;M-Th: 8:00 pm – 4:30 am  &lt;br&gt;F: 8:00 am – 1:00 pm</td>
</tr>
<tr>
<td>• Windows, Macintosh systems, printers and scanners.&lt;br&gt;• The campus wireless network is also accessible so please feel free to bring your own devices.&lt;br&gt;• Please provide your own paper for any printing needs.&lt;br&gt;• Paper packets for printing are available from the Honolulu CC Bookstore.&lt;br&gt;• Computer labs are for currently enrolled students and require a valid UH ID and login account.&lt;br&gt;• Help with resetting password&lt;br&gt;• Help to place WIFI on Phone &amp; Computer&lt;br&gt;• eFax service (within the United States)</td>
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### 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>
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<tr>
<th>Office &amp; Website</th>
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<tbody>
<tr>
<td>Domestic Violence Action Center</td>
<td>Campus Survivor Advocate Chelsey Stewart, MS Cell: (808) 294-5483 Office: (808) 534-0040 <a href="mailto:chelseys@stoptheviolence.org">chelseys@stoptheviolence.org</a></td>
<td>Bldg 6, Rm 107 Hours: Wed/Thurs: 9 am – 5 pm</td>
</tr>
</tbody>
</table>

### 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

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<tr>
<th>Office &amp; Website</th>
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<th>Location &amp; Hours</th>
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<tbody>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office: (808) 845-9116 <a href="mailto:honccfao@hawaii.edu">honccfao@hawaii.edu</a></td>
<td>Bldg 6, 1st floor</td>
</tr>
<tr>
<td>(See website for current hours of operation)</td>
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<tr>
<td>Office &amp; Website</td>
<td>Contact, Email, Phone</td>
<td>Location &amp; Hours</td>
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| Hawaiian Center  
www.honolulu.hawaii.edu/hawaiian | Computer Lab:  
(808) 844-2345  
Fax: 844-2367  
hccnhcl@hawaii.edu | New Fall 2017  
Location:  
Bldg. 5, Rm 201-204  
Hours:  
M-Th: 8 am – 4:30 pm  
F: 8 am – 2 pm |
|  • 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) | Hulili Ke Kukui  
Hawaiian Center Coordinator  
Kaleialoha Lum-Ho  
(808) 845-9176  
lumho@hawaii.edu | |
|  | 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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## CAMPUS RESOURCES  
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<th>Office &amp; Website</th>
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| **Health Office**  
[www.honolulu.hawaii.edu/health](http://www.honolulu.hawaii.edu/health)  
- First aid assistance  
- CPR and first aid training  
- Health Screening (BP, height, weight)  
- Health/safety information  
- UH Medical Insurance Plan information | Health Nurse  
Lorri Taniguchi  
hcchlth@hawaii.edu  
Emergencies: 911; then (808) 284-1270  
(Security)  
Non-Emergencies:  
(808) 845-9282  
Campus Security:  
(808) 284-1270 or  
(808) 271-4836 | Bldg. 2, Rm. 108A  
Hours:  
M-F: 8:00 am – 4:30 pm |
| **Housing (Oahu)**  
[www.honolulu.hawaii.edu/node/724](http://www.honolulu.hawaii.edu/node/724)  
- Off-Campus housing resources (ONLY) | University of Hawaii at Manoa, Central Residential Line  
Office:  
(808) 956-7356 | 255 Dole Street  
Honolulu, HI 96822 |
| **Library**  
[www.honolulu.hawaii.edu/library](http://www.honolulu.hawaii.edu/library)  
- Access library materials and research databases  
- A valid UH ID Card is required for library services (See Student Life)  
- Study rooms available for 2-6 students  
- Computers available (hours vary and depend if they are holding classes)  
- B/W and Color printing  
- Digital Scanner | Professor, Head Librarian  
Irene Mesina  
Reference Desk:  
(808) 845-9199  
Circulation Desk:  
(808) 845-9221  
honcclib@hawaii.edu | Bldg. 7  
1st and 2nd Floors  
Hours:  
M-Th: 8 am – 7 pm  
F: 8 am – 3 pm |
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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</td>
<td>Hours: M &amp; W 7:30 am – 4 pm</td>
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<tr>
<td></td>
<td>g <a href="mailto:tengan@hawaii.edu">tengan@hawaii.edu</a></td>
<td>T &amp; Th: 7:30 am – 5:30 pm</td>
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<tr>
<td><em>The Math Lab tutoring is not a replacement for attending class or instructor consultation.</em></td>
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<tr>
<th>Mental Health Wellness</th>
<th>LCSW Counselor Kimberley Gallant</th>
<th>Bldg. 6, 1st Floor</th>
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</thead>
<tbody>
<tr>
<td><a href="http://www.honolulu.hawaii.edu/wellnesscenter">www.honolulu.hawaii.edu/wellnesscenter</a></td>
<td>(808) 845-9180</td>
<td>Hours: 8 am – 4 pm</td>
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<tr>
<td></td>
<td><a href="mailto:hccwell@hawaii.edu">hccwell@hawaii.edu</a></td>
<td>Appt. Hours: 9 am – 2 pm</td>
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<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>
<th>Outreach</th>
<th>Outreach Coordinator: Pearl Wu</th>
<th>Bldg. 71D, Room 1</th>
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<tbody>
<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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<td><a href="mailto:hccreach@hawaii.edu">hccreach@hawaii.edu</a></td>
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<td>• Offers services to local schools and community organizations.</td>
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<td>• Secondary educational programs within the Hawai‘i Department of Education, charter, and private schools are welcome to request our services.</td>
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<td>• Offers campus tours, College Success Workshops, and off-campus visits to include program classroom visits, college fairs and other participation in appropriate educational functions.</td>
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PCATT
https://pcatt.org

- **Mission:** Provide leadership and expert training solutions for the State of Hawai‘i and the Pacific Rim to meet personal and professional development needs.
- **Offers testing services – Kryterion (HonCC)**
- **Services:**
  - Training Classes and Programs
    - PCATT provide hands-on training for people going into the tech. industry
  - Contract Training
    - PCATT provides contract training for companies and organizations.
  - Training Facilitation
    - PCATT have tech savvy staff to help facilitate training with computer labs., presentation classrooms equipped with video projection systems.

Phone: (808) 845-9464 or (808) 845-9296
Email: pcatt@hawaii.edu

Bldg. 2, 5th Floor, Room 507

**Hours:**
M-F: 8:00 am – 4:30 pm
Closed for lunch: 12 pm – 1 pm
Closed: Holidays
# HONOLULU CC  
**CAMPUS RESOURCES**  
**SPRING 2018 HOURS**

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| **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 | Security Phone No:  
(808) 284-1270  
In case of emergency:  
1. Call 911  
2. Call (808) 284-1270  
Or  
Call Vice Chancellor of Administrative Services  
(808) 294-9123 | Bldg. 72B Room 101  
Escort Services: M-F: 6:00 am – 10:00 pm  
Sat.: 6:00 am – 5:00 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) | |
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<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></td>
<td>Bldg. 7 Rm. 301 and 302&lt;br&gt;Hours: M-F: 7:45 am – 4:30 pm</td>
</tr>
<tr>
<td>Student ACCESS is committed to assuring equal access to Honolulu Community College facilities, programs, activities, and services by students with disabilities. Its goals are:</td>
<td>Beth Nishimura&lt;br&gt;(808) 844-2392&lt;br&gt;<a href="mailto:bethn@hawaii.edu">bethn@hawaii.edu</a></td>
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<td>• To provide reasonable accommodations to qualified students.&lt;br&gt;• To promote an informed and hospitable learning community.&lt;br&gt;• To advocate for campus-wide ADA/Section 504 compliance.</td>
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<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>Bldg 7, Rm 309&lt;br&gt;Hours: M-F: 8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>TRIO-SSS strives to provide a range of academic support, career guidance, transfer planning, and professional development opportunities&lt;br&gt;To qualifying community college students who are first-generation in college, must have a financial need, and/or disability and demonstrate strong academic potential.&lt;br&gt;Students receive guided individualized assessment and planning, small group tutoring, mentoring, cultural and educational workshops, club and community service activities, and other academic support.</td>
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<tr>
<td>Testing and Tutoring</td>
<td><strong>Charles Miller</strong>&lt;br&gt; (808) 845-9232&lt;br&gt;<a href="mailto:chmiller@hawaii.edu">chmiller@hawaii.edu</a>&lt;br&gt;&lt;br&gt;<strong>Hanwell Kaakimaka</strong>&lt;br&gt; (808) 845-9130&lt;br&gt;<a href="mailto:honccdet-l@lists.hawaii.edu">honccdet-l@lists.hawaii.edu</a></td>
<td>Bldg. 7, Rm. 313&lt;br&gt; Hours*:&lt;br&gt; M-Th: 9:00 am – 6:30 pm&lt;br&gt; F: 9:00 am – 1:00 pm (Tutoring)&lt;br&gt; M-Th: 9:00 am – 6:30 pm&lt;br&gt; F: 9:00 am – 1:00 pm (Testing)&lt;br&gt;*Times subject to change</td>
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<tr>
<td><a href="http://www.honolulu.hawaii.edu/testingandtutoring">www.honolulu.hawaii.edu/testingandtutoring</a></td>
<td><strong>Charles Miller</strong>&lt;br&gt; (808) 845-9232&lt;br&gt;<a href="mailto:chmiller@hawaii.edu">chmiller@hawaii.edu</a>&lt;br&gt;&lt;br&gt;<strong>Hanwell Kaakimaka</strong>&lt;br&gt; (808) 845-9130&lt;br&gt;<a href="mailto:honccdet-l@lists.hawaii.edu">honccdet-l@lists.hawaii.edu</a></td>
<td>Bldg. 7, Rm. 313&lt;br&gt; Hours*:&lt;br&gt; M-Th: 9:00 am – 6:30 pm&lt;br&gt; F: 9:00 am – 1:00 pm (Tutoring)&lt;br&gt; M-Th: 9:00 am – 6:30 pm&lt;br&gt; F: 9:00 am – 1:00 pm (Testing)&lt;br&gt;*Times subject to change</td>
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<td>• FREE tutoring services</td>
<td><strong>Charles Miller</strong>&lt;br&gt; (808) 845-9232&lt;br&gt;<a href="mailto:chmiller@hawaii.edu">chmiller@hawaii.edu</a>&lt;br&gt;&lt;br&gt;<strong>Hanwell Kaakimaka</strong>&lt;br&gt; (808) 845-9130&lt;br&gt;<a href="mailto:honccdet-l@lists.hawaii.edu">honccdet-l@lists.hawaii.edu</a></td>
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<td>• Drop-in Tutoring by CSC staff and peer tutors</td>
<td><strong>Charles Miller</strong>&lt;br&gt; (808) 845-9232&lt;br&gt;<a href="mailto:chmiller@hawaii.edu">chmiller@hawaii.edu</a>&lt;br&gt;&lt;br&gt;<strong>Hanwell Kaakimaka</strong>&lt;br&gt; (808) 845-9130&lt;br&gt;<a href="mailto:honccdet-l@lists.hawaii.edu">honccdet-l@lists.hawaii.edu</a></td>
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<td>• Testing (Accuplacer Placement, DE and make-up)</td>
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<td>Writing Center</td>
<td><strong>Kenneth Quilantang</strong>&lt;br&gt; (808) 845-9415&lt;br&gt;<a href="mailto:quilanta@hawaii.edu">quilanta@hawaii.edu</a>&lt;br&gt;&lt;br&gt;<strong>Jeff Stearns</strong>&lt;br&gt; (808) 845-9276&lt;br&gt;<a href="mailto:stearns@hawaii.edu">stearns@hawaii.edu</a></td>
<td>Bldg. 7 Rm. 520&lt;br&gt; Hours:&lt;br&gt; M-Th: 8:00am – 2:00pm, after 2:00 pm – by appointment only&lt;br&gt; F: By appointment only</td>
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<td>• One-on-one tutoring in the lab</td>
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<td>• Handouts on all aspects of the writing process</td>
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<td>• Offers seminars on citations, revising, paragraph</td>
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