Kaua‘i Community College

Kaua‘i Community College
3 -1901 Kaumuali‘i Highway
Lihu‘e, Kaua‘i, Hawai`i  96766

Telephone: (808) 245 • 8311

TDD Payphone: Located in front of Library. Outgoing access is free of charge.
WHERE TO GET MORE INFORMATION

Academic Divisions
Business Education ............................................. 245-8321
Health Education ................................................. 245-8325
Language, Arts, and Humanities ........................... 245-8278
Science and Mathematics ..................................... 245-8223
Trade Technology .................................................. 245-8264
Admissions and Records ...................................... 245-8225
Bookstore .............................................................. 245-8273

Campus Administration
Chancellor .............................................................. 245-8210
Vice Chancellor for Academic Affairs ..................... 245-8229
Vice Chancellor of Student Affairs ......................... 245-8274
Vice Chancellor for Administrative Services ............. 245-8230
Director of Continuing Education and Training ....... 245-8355
Director of the University Center and Academic Support 245-8336

Campus Public Safety Manager / Campus Public Safety
Department ........................................................... 245-8393
Continuing Education and Training ......................... 245-8318
Counseling and Advising .......................................... 245-8212
Disability Access ..................................................... 245-8323
Disability Services Counselor .................................. 245-8314
EEO/AA ................................................................. 245-8323
Financial Aid Office .................................................. 245-8360
Hawaiian Student Counselor .................................... 245-8260
International Students ............................................ 245-8259
Library ................................................................. 245-8233
‘Oihana ‘Imi Loa Center (Career Exploration Center) .... 245-0132
Performing Arts Center .......................................... 245-8270
Single Parent/Displaced Homemaker Counselor ........... 245-8245
Student Life Center .................................................. 245-0112
Tutoring Services ..................................................... 245-8341
VA Certifying Official .............................................. 245-8225
Campus Operator ...................................................(808) 245-8311
Campus FAX ..........................................................(808) 245-8220

UNIVERSITY OF HAWAI’I
BOARD OF REGENTS
Randolph G. Moore, Chair
Jan Naoe Sullivan, Vice Chair
Eugene Bal III, Vice Chair
Simeon Acoba, Interim
Chuck Y. Gee
Wayne S. Higaki
David Iha
Benjamin A. Kudo
Coralie Matayoshi
Barry T. Mizuno
Helen Nielsen, Interim
Jeffery Portnoy
Lee Putnam
Michelle Tagorda
Stanford Yuen

UNIVERSITY OF HAWAI’I
CENTRAL ADMINISTRATION
David Lassner, President
Nainoa Thompson, Advisor on Hawaiian Affairs
Risa E. Dickson, Vice President for Academic Affairs
Jan Gouveia, Vice President for Administration
Kalbert Young, Vice President for Budget and Finance/ CFO
John Morton, Vice President for Community Colleges
Garret Yoshimi, Vice President for Information Technology / CIO
Darolyn Lendio, Vice President for Legal Affairs / University General Counsel
Vassilis Syrmos, Vice President for Research and Innovation

KAUA’I COMMUNITY COLLEGE
ADMINISTRATION
Helen A. Cox
Chancellor
James R. Dire
Vice Chancellor for Academic Affairs

Earl K. Nishiguchi
Vice Chancellor of Student Affairs

Brandon Shimokawa
Vice Chancellor for Administrative Services

Ramona Kincaid
Director of the University Center and Academic Support

Bruce Getzan
Director of the Office of Continuing Education and Training

Home Page: kauai.hawaii.edu
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHERE TO FIND US</td>
<td>1 - 2</td>
</tr>
<tr>
<td>CAMPUS CALENDAR</td>
<td>5 - 6</td>
</tr>
<tr>
<td>A MESSAGE FROM OUR CHANCELLOR</td>
<td>7</td>
</tr>
<tr>
<td>OUR MISSION, GOALS, AND STUDENT LEARNING OUTCOMES</td>
<td>8 - 11</td>
</tr>
<tr>
<td>FACULTY AND STAFF AWARDS</td>
<td>12</td>
</tr>
<tr>
<td>KAUAʻI COMMUNITY COLLEGEʼS CONNECTIONS</td>
<td>13</td>
</tr>
<tr>
<td>KAUAʻI COMMUNITY COLLEGEʼS DISTANCE LEARNING</td>
<td>14</td>
</tr>
<tr>
<td>KAUAʻI COMMUNITY COLLEGE, GENERAL INFORMATION</td>
<td>15 - 16</td>
</tr>
<tr>
<td>GETTING STARTED AT KAUAʻI COMMUNITY COLLEGE</td>
<td>17 - 21</td>
</tr>
</tbody>
</table>

- Here’s everything you need to know to start attending classes at Kauaʻi Community College:
- How to apply for admission and how to get officially registered.

| COLLEGE COSTS AND FINANCIAL INFORMATION                                 | 22 - 28|

- Figure out the cost of your tuition and fees and see what financial aid opportunities are available.

| CAMPUS RESOURCES AND SERVICES                                           | 29 - 37|

- Turn to this section to find out about the different services available to assist you in reaching your educational goals. Services to students include admissions, registration, financial aid, counseling, child care, job placement, library, computer labs, tutoring, and others. Among the student activities are student government and a variety of clubs. Special services and programs range from apprenticeship programs to non-credit courses and customized training, from the Performing Arts Center to international education and opportunities to earn a Baccalaureate or graduate degree via distance education.

| COLLEGE POLICIES AND PROCEDURES                                        | 38 - 50|

- This is the “fine print” section with the information about tuition and fees and the rules and regulations that govern your academic life at Kauaʻi Community College.

| INSTRUCTIONAL PROGRAMS                                                  | 51 - 101|

- Check this section to find out which program is for you: Certificate and degree programs designed to teach practical marketable skills or courses leading to a 2-year degree program and/or transfer to a 4-year institution. Program sheets help track your progress toward your goal.

| COURSE DESCRIPTIONS                                                     | 102 - 169|

- Turn to this section for detailed information about course content, prerequisites, number of credits, and the number of hours per week that the class meets.

| STUDENT ACADEMIC AND NON-ACADEMIC GRIEVANCE PROCEDURES, POLICIES, AND FORM | 170 - 176|

| OFFICE OF CONTINUING EDUCATION AND TRAINING                             | 178    |

- The Office of Continuing Education and Training (OCET) offers flexible, timely responses to needs beyond the traditional college curriculum.

| WHO WE ARE                                                              | 179 - 182|

| INDEX                                                                   | 183 - 184|
OUR CREDENTIALS

- Kaua’i Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), 10 Commercial Blvd Ste 204, Novato CA 94949, telephone (415) 506-0234, email accjc@accjc.org. Accreditation was reaffirmed in 2013 for six years. Should you have any complaints, the appropriate forms and process are listed on the ACCJC website.

- The Kaua’i Community College Nursing Program is fully accredited by the Accreditation Commission of Education in Nursing (ACEN). This commission may be reached by mail at: Accreditation Commission of Education in Nursing, 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326; by internet at: www.acenursing.org or by telephone at (404) 975-5000. The last accreditation self study can be viewed by contacting the nursing program director. Accreditation for the program was reaffirmed in 2009.

- The Kaua’i Community College Culinary Arts program is fully accredited by the American Culinary Federation Education Foundation Accrediting Commission. This commission may be reached by contacting Candice Childers at (904)484-0220 or by email to cchildren@acfchefs.net. The last accreditation self study can be viewed by contacting the culinary program director. Accreditation for the program was reaffirmed in 2010 for seven years.

- The Kaua’i Community College Automotive Program is fully accredited by the National Automotive Technician Education Foundation (NATEF). This Master Accreditation was affirmed in 2013. This commission may be reached at: NATEF, 101 Blue Seal Drive, S.E., Suite 101, Leesburg, VA, 20175, or telephone at (703) 669-6650.

- Kaua’i Community College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act (G.I. Bill), the Veterans’ Readjustment Act, and the Dependents’ Educational Act.

- This catalog provides general information about Kaua’i Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.

- The University of Hawai’i is an Equal Opportunity/Affirmative Action Employer.

Several symbols reflecting College and community values have been associated with Kaua’i Community College. In keeping with being your University on Kaua’i, the College’s official seal is now the same seal used by all the UH campuses.

The College logo, created by Graphic Artist Suesue Okada in 1988, and the 1980 Bumpei Akaji sculpture at the entrance of the campus both place high value on Kaua’i’s natural environment. The logo is symbolic of Kaua’i: “The sun, the winds, the mountain, the ocean — all are important aspects of Kaua’i. This island world colors our being, affects what we become. In the same way, the College fosters our pursuit of knowledge, awareness, and growth, helping us attain serenity and completeness.” The sculpture is associated with the KCC Foundation: “Nani Kaua’i: Ke mau nei ke ea o Kaua’i i Pahi “aina malu” (Beautiful Kaua’i: The spirit of Kaua’i thrives in the peaceful land of Pahi). The KCC Alumni Association uses as its symbol the kukui or candlenut tree whose nut was used by ancient Hawaiians as a candle; thus kukui means light and the tree symbolizes enlightenment and education.

The taro leaf is the logo for Ho’ouluwehi, The Sustainable Living Institute on Kaua’i. This logo is included in the Course Description section of the catalog to identify courses with sustainable concepts. Sustainability is defined as fostering the long-term maintenance of well-being, while respecting the balance of environmental, economic, social, and cultural aspects of any one endeavor. In respecting the College’s ambition, Ho’ouluwehi narrowed down its scope and focus to four areas: 1) food production, 2) renewable energy, 3) affordable housing/sustainable living, and 4) waste elimination. To determine which courses should be awarded the taro leaf logo, five topic areas were used: 1) Economics, 2) Social, cultural, historic, 3) Science and technology, 4) Environmental, and 5) Written, oral, and artistic.
2015 • 2016 DATES TO REMEMBER
Please check a current Academic Calendar to confirm these dates.

<table>
<thead>
<tr>
<th>FALL</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic advising begins for continuing students</td>
<td>Feb 2</td>
</tr>
<tr>
<td>Registration begins for continuing students</td>
<td>Apr 13</td>
</tr>
<tr>
<td>Academic advising/registration begins for new and returning students</td>
<td>Apr 20</td>
</tr>
<tr>
<td>Statehood Day (Holiday)</td>
<td>Aug 21</td>
</tr>
<tr>
<td>First day of instruction</td>
<td>Aug 24</td>
</tr>
<tr>
<td>Begin fee charges for late registration:</td>
<td>Aug 24</td>
</tr>
<tr>
<td>$5 registration fee for in-person transaction (no charge for transaction done on the web)</td>
<td>Aug 24</td>
</tr>
<tr>
<td>$30 late registration fee for all transactions</td>
<td>Aug 24</td>
</tr>
<tr>
<td>Last day to add semester courses</td>
<td>Aug 28</td>
</tr>
<tr>
<td>Last day for 100% tuition refund for semester length course</td>
<td>Aug 28</td>
</tr>
<tr>
<td>Labor Day (Holiday)</td>
<td>Sep 7</td>
</tr>
<tr>
<td>Last day for 50% tuition refund for semester length course</td>
<td>Sep 14</td>
</tr>
<tr>
<td>Last day to withdraw from semester courses without “W” grade</td>
<td>Sep 14</td>
</tr>
<tr>
<td>Last day for changes: withdrawal from semester courses with “W” grade, credit/</td>
<td>Oct 30</td>
</tr>
<tr>
<td>no credit option for semester courses, declare auditor for semester courses,</td>
<td>Nov 11</td>
</tr>
<tr>
<td>and incomplete grade changes</td>
<td>Nov 26</td>
</tr>
<tr>
<td>Veterans’ Day (Holiday)</td>
<td>Nov 26</td>
</tr>
<tr>
<td>Thanksgiving Day (Holiday)</td>
<td>Nov 26-27</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Nov 26-27</td>
</tr>
<tr>
<td>Last day to petition for semester graduation</td>
<td>Dec 10</td>
</tr>
<tr>
<td>Last day of instruction</td>
<td>Dec 10</td>
</tr>
<tr>
<td>Evaluation/final examination days</td>
<td>Dec 11, 14-17</td>
</tr>
<tr>
<td>End of semester</td>
<td>Dec 18</td>
</tr>
</tbody>
</table>
2015 • 2016 DATES TO REMEMBER
Please check a current Academic Calendar to confirm these dates.

### SPRING

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 8 (2015)</td>
<td>Academic advising begins for continuing students</td>
</tr>
<tr>
<td>Nov 2</td>
<td>Registration begins for continuing students</td>
</tr>
<tr>
<td>Nov 9</td>
<td>Academic advising/registration begins for new and returning students</td>
</tr>
<tr>
<td>Jan 11</td>
<td>First day of instruction</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Begin fee charges for late registration:</td>
</tr>
<tr>
<td></td>
<td>$5 registration fee for in-person transaction</td>
</tr>
<tr>
<td></td>
<td>$30 late registration fee for all transactions</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Last day to add semester courses</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Last day for 100% tuition refund for semester length course</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Martin Luther King Day (Holiday)</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day for 50% tuition refund for semester length course</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day to withdraw from semester courses without “W” grade</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Presidents’ Day (Holiday)</td>
</tr>
<tr>
<td>May 4</td>
<td>Faculty Excellence in Education Conference (no classes)</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Last day for changes: withdrawal from semester courses, with “W” grade</td>
</tr>
<tr>
<td></td>
<td>credit/no credit option for semester courses, declare auditor for semester courses,</td>
</tr>
<tr>
<td></td>
<td>split-level changes, and incomplete grade changes</td>
</tr>
<tr>
<td>Mar 21-25</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Kuhio Day (Holiday)</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Good Friday (Holiday)</td>
</tr>
<tr>
<td>May 4</td>
<td>Last day to petition for semester graduation</td>
</tr>
<tr>
<td>May 4</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td>May 5-6, 9-11</td>
<td>Evaluation/final examination days</td>
</tr>
<tr>
<td>May 13</td>
<td>End of semester</td>
</tr>
<tr>
<td>TBA</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### SUMMER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 11</td>
<td>Academic advising and registration for all students</td>
</tr>
<tr>
<td>Jun 10</td>
<td>Kamehameha Day (Holiday)</td>
</tr>
<tr>
<td>Jun 13</td>
<td>First day of instruction</td>
</tr>
<tr>
<td></td>
<td>Begin fee charges for late registration:</td>
</tr>
<tr>
<td></td>
<td>$5 registration fee for in-person transaction</td>
</tr>
<tr>
<td></td>
<td>$10 late registration fee for all transactions</td>
</tr>
<tr>
<td>Jun 15</td>
<td>Last day to add semester courses</td>
</tr>
<tr>
<td>Jun 15</td>
<td>Last day for 100% tuition refund for semester length course</td>
</tr>
<tr>
<td>Jun 21</td>
<td>Last day for 50% tuition refund for semester length course</td>
</tr>
<tr>
<td>Jun 21</td>
<td>Last day to withdraw from semester courses without “W” grade</td>
</tr>
<tr>
<td>Jun 21</td>
<td>Independence Day (Holiday)</td>
</tr>
<tr>
<td>Jul 4</td>
<td>Last day for changes: withdrawal from semester courses, with “W” grade</td>
</tr>
<tr>
<td>Jul 8</td>
<td>credit/no credit option for semester courses, and declare auditor for semester courses</td>
</tr>
<tr>
<td>Jul 25</td>
<td>Last day to petition for semester graduation</td>
</tr>
<tr>
<td>Jul 25</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td>Jul 26</td>
<td>Evaluation/final examination days</td>
</tr>
<tr>
<td>Jul 26</td>
<td>End of semester</td>
</tr>
</tbody>
</table>
Aloha and welcome to Kaua‘i Community College, your University of Hawai‘i on Kaua‘i. We’re glad to have you with us! You’ve taken a very important step to reach your education and career goals. A college education also opens a window onto a broader world and gives you the skills to be an actor in your own life and in your community’s future. You will certainly learn the technical and specialized skills and knowledge relevant to your chosen field, but you will also be challenged to master the campus-wide Student Learning Outcomes listed on page 11.

Since most people change careers several times in their lifespan, general education may be the most important part of your education with us! By mastering these learning outcomes in addition to the skill set specific to your field of study you will equip yourself to succeed on any path you choose. Your work with us will require time, effort, and self-discipline, but your rewards will be great. The instructors, counselors, and staff at Kaua‘i Community College are all here to help you reach your goals. I look forward to seeing you at KCC, your place to start, your place to grow.
MISSION:

Kaua‘i Community College provides open access education and training in an ethical and innovative student-centered and community-focused environment, nurturing life-long learners who appreciate diversity and lead responsible and fulfilling lives.

To demonstrate our commitment to this mission, Kaua‘i Community College:

• supports students of all ages, cultures, and backgrounds to achieve their educational goals
• perpetuates appreciation and understanding of Hawaiian culture and develops programs to support native Hawaiian students
• cultivates appreciation for artistic, intellectual, and technical pursuits
• creates curricula and programs responsive to the community’s changing needs for career and work force development
• fosters partnerships with schools, the University of Hawai‘i system, and local, state, national, and global communities
• leads the community toward greater social, economic, and environmental sustainability, and
• maintains a healthy and safe learning environment that enhances student and employee growth and success.

Kaua‘i Community College Goals

1. Access
To provide open access to educational excellence for a diverse student population.

1.1 Outreach: Increase access to and participation in college programs through coordinated and continually improving marketing and recruitment activities.
1.2 Enrollment: Enhance educational success through retention initiatives.
1.3 Placement and Scheduling: Enhance utilization of placement testing and course scheduling processes.
1.4 Support Services for Access: Strengthen support services processes to better meet student needs.

2. Learning & Teaching
To promote excellence in learning and in teaching for transfer, career/technical, remedial/developmental education and life-long learning.

2.1 Articulation: Improve communication and articulation processes with other KCC programs as well as secondary and postsecondary institutions.
2.2 Curriculum: Ensure quality, relevancy, and currency of curriculum to meet the needs of our diverse student population and community.
Kaua‘i Community College Goals (continued)

2.3 Remediation/Developmental: Review the College’s current strategies for dealing with remedial students and, based on the findings, modify offerings to meet their needs.

2.4 Student Learning Outcomes: Develop, implement and sustain an assessment process that fosters innovative and continuous improvement of student learning outcomes at the College, program, and course level.

2.5 Academic Support: Support student success through accessible, reliable, and user-focused academic support services.

2.6 Faculty and Staff: Create an environment that attracts, retains, and supports qualified personnel.

2.7 Facilities: Maintain facilities, equipment, and technological infrastructure to support institutional and student needs.

2.8 Financial Resources: Strengthen processes to develop and better utilize fiscal resources.

3. Workforce Development
To provide a trained workforce by offering programs that prepare students for both employment and future career development.

3.1 Articulate educational programs with workforce needs by utilizing input from advisory groups and other relevant sources of information.

3.2 Meet workforce needs, increase students’ rates of certification, licensure, job placement, and/or transfer to appropriate baccalaureate programs by providing relevant education and training programs.

4. Personal Development
To provide life-long learning opportunities in the areas of personal and professional development.

4.1 Foster faculty and staff currency of expertise in their areas of responsibility through support of professional development activities.

4.2 Foster personal enrichment of students by providing opportunities that broaden their college experience.

5. Community Development
To contribute to community development and enrichment through campus leadership and collaboration.

5.1 Establish active collaborative arrangements to support community goals and needs.

6. Diversity
To foster global understanding and appreciation for diversity.

6.1 Support diversity and cultural awareness through campus programs.

6.2 Foster global understanding, develop partnerships with communities and organizations both within and beyond Hawai‘i.
Institutional Student Learning Outcomes (General Education)

Here at Kaua‘i Community College, we believe that all of our graduates should possess a solid grounding in the major areas of knowledge, the capability to be productive individuals and life-long learners, and an understanding of what it means to be ethical and effective citizens. All C.A., A.A.S., A.S., and A.A. curricula at KCC include study of the cultural, social, and/or natural environment (humanities/fine arts, social sciences, and natural sciences), and all programs ensure that students receive expert instruction in and capable assessment of their achievement of the following institutional student learning outcomes:

1. **Written Communication**: Write in clear and organized Standard American English to present, explain, and evaluate ideas, to express feelings, and to support conclusions, claims, or theses.

2. **Oral Communication**: Speak in understandable and organized Standard American English to explain ideas, to express feelings, and to support conclusions, claims, or theses. Receive, construct meaning from, and respond to spoken and/or nonverbal messages.

3. **Reading**: Read, evaluate, and interpret written material critically and effectively.

4. **Symbolic Reasoning**: Use appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.

5. **Integrative Thinking**: Use problem-solving skills and creative thinking strategies to make connections among ideas and experiences and to synthesize and transfer learning to new and varied situations.

6. **Information Literacy**: Locate, retrieve, evaluate, and interpret the value of information gained from reading text materials, making observations, and using electronic media, and reflectively use that information.

7. **Technological Competency**: Identify, allocate, and utilize technological resources effectively.

8. **Teamwork**: Participate proactively and interact cooperatively and collaboratively in a variety of settings.

9. **Respect for Diversity**: Demonstrate cognitive, affective, and behavioral skills and characteristics that are respectful of others’ opinions, feelings, values, and individual expression.

10. **Ethics**: Demonstrate an understanding of ethical issues in public and personal contexts that can be used to make sound judgments and decisions.
**What Are These Outcomes?**

**Written Communication** is the development and expression of ideas in writing. It involves learning to work with different writing styles and technologies, and can include combining texts, data, and images in order to communicate clearly and effectively. All students receive instruction in written communication and have opportunities to develop their writing abilities through iterative experiences across the curriculum.

**Oral Communication** encompasses speaking, non-verbal, and active listening skills. Speaking is the process of transmitting ideas and information orally in a variety of situations. Effective oral communication involves generating messages and delivering them in a manner suitable to the topic, purpose, and audience, with attention to paralanguage and non-verbal signals. Effective listening includes both literal and critical comprehension of ideas and information transmitted in oral language. All students receive instruction in effective oral communication.

**Reading** is the process of simultaneously extracting and constructing meaning through interaction and involvement with written language. Skilled readers are able to peruse written material fluently and are also able to control their reading in relation to their purpose, the nature of the material, and their level of comprehension. Students become skilled readers through continuous practice, development, and refinement in experiences across the curriculum, learning to reason about written material using knowledge from everyday life and from their individual fields of study.

**Symbolic Reasoning – also known as Quantitative Reasoning** – is the ability to reason logically and solve quantitative problems from a wide array of authentic contexts and everyday life situations. It also involves understanding, creating, and communicating arguments supported by quantitative evidence in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate). All students receive instruction in logical and / or mathematical reasoning, and have opportunity to develop competency and comfort in working with numerical data.

**Integrative Learning** is characterized by synthesizing relevant issues, ideas, artifacts, events, and expertise in original, innovative, and imaginative ways. Students develop this understanding and disposition through experiences across the curriculum, from making simple connections among ideas and experiences, to transferring learning to new and varied situations, to critically considering issues and ideas before accepting or formulating opinions or conclusions, to designing, evaluating, and implementing strategies to achieve desired goals.

**Information Literacy** is the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand. It involves extracting and evaluating meaning from a variety of sources and using a variety of methods, including critically reading written texts, actively listening to audiovisual materials and oral presentations, analyzing interpersonal communication, and making observations. Students receive information literacy training in a variety of settings, and have opportunity to apply their skills across the curriculum.

**Technological Competency** is the ability to utilize equipment and technology appropriately and confidently. Depending upon a student’s area of study, this may include computer operating systems and software, business technology, musical instruments, scientific laboratory equipment, agricultural technology, specialized medical technology, and / or tools and equipment utilized in specialized trades and technologies.

**Teamwork** is the ability to use individual skills collaboratively and cooperatively within a group, despite any personal conflict between individuals, in order to achieve a goal. Individuals have personal responsibility for the effort and initiative they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to the team. Good teamwork skills also involve knowing how to determine when team efforts are and are not most likely to be effective. Students have opportunity to learn individually and as members of a team in a variety of settings and courses.

**Respect for Diversity** is an understanding of and respect for other people and cultures. Individuals demonstrate intercultural knowledge and competence by effectively and appropriately interacting in a variety of social and cultural contexts. Students participate actively in a multicultural learning community which values diversity in all forms, and have opportunity to receive formal instruction in social sciences, interpersonal and intercultural communication, and comparative religion, among other fields.

**Ethics** involves reasoning about right and wrong human conduct in matters of personal and public concern. It requires students to be able to assess their own ethical values and the social context of problems, to recognize ethical issues in a variety of settings, to think about how different ethical perspectives might be applied to ethical dilemmas, and to consider the ramifications of alternative actions. Students’ ethical self-identities evolve as they develop the combination of knowledge, skills, values, and motivation to engage in activities of personal and public concern that are both individually life-enriching and socially beneficial to their communities.
Board of Regents Excellence in Teaching Award: Victoria Mathis

Victoria Mathis is an assistant professor of nursing at Kaua’i Community College.

Mathis was born and raised in Bolton, Lancashire, England until she emigrated to New Zealand at 17 with her parents. She left home and went back to England at 19 and started her nursing training.

In 1992, she came to Hawai‘i to begin her graduate studies at UH Mānoa and earned a masters degree in the Nurse Practitioner program. She will receive a doctorate in clinical practice from UH Mānoa in 2015.

After completing graduate school and becoming a Geriatric Nurse Practitioner, she then spent four years in Columbus, Georgia and moved back to Hawai‘i and Kaua‘i in 2005. Mathis also established Kaua‘i CC’s Medical Assisting Program where students earn a certificate of achievement.

Her philosophy of teaching focuses on providing students with opportunities to learn and promoting empowered, self directed learners.

CCLC: Mario Ruiz

The mission of the University of Hawai‘i Community Colleges Leadership Champions (CCLC) is to identify, encourage, develop, and support the next generation of community college leadership. Providing employees within the UHCC system an opportunity to learn what leadership within a community college. Growing our own leaders, and strengthening the college from within.

Wo Learning Champions: Colleen Kaiminaauao & Justin Carvalho

The Wo Learning Champions initiative focuses on professional development for faculty and staff in Hawai‘i’s two-year institutions. With a focus on learning and an eye on leadership development, the Wo Learning Champions program invests in junior members of the academic community, renews its senior faculty, and promotes the enrichment of all at the State’s community colleges.
Look at our connections!

Kaua`i Community College has agreements with the following colleges and universities:

In Hawai`i:
- UH Community Colleges
- Brigham Young University in Hawai`i
- Chaminade University
- Hawai`i Pacific University
- UH Hilo
- UH Manoa
- UH Maui College
- UH West Oahu

In U.S. Mainland:
- Tarrant County College, Texas

In Japan:
- Chiba Keizai College
- Higashi Nippon International University / Iwaki Junior College
- Ishigaki City – Okinawa
- Nagasaki University
- National Institute of Technology, Hiroshima College
- National Institute of Technology, Oshima College
- National Institute of Technology, Toba College
- National Institute of Technology, Toyama College
- National Institute of Technology, Yuge College
- Okinawa Christian University /
  - Okinawa Christian Junior College
- Okinawa Prefectural College of Nursing
- University of the Ryukyus

In China:
- International College – Yunnan Agricultural University

In New Zealand:
- University of Waikato
- Christ Church Polytechnic Institute of Technology

Contact the Academic Affairs Office @ 245-8203 for information
So your goal is to live and work on Kaua`i while you earn a bachelor’s or graduate degree?

The University Center at Kaua`i Community College wants to provide distance education programs that meet your needs.

Programs that are helping people earn and learn-study and stay on Kaua`i:

AA, Liberal Arts
AS, Accounting
ATT Teacher Education
BA Business Administration, Accounting
BA Business Administration, General Business Administration
BA Business Administration, Marketing
BA Public Administration, Disaster Preparedness & Emergency Management
BA Public Administration, General Public Administration
BA Public Administration, Health Care Administration
BA Public Administration, Justice Administration
BA Social Sciences, Applied Track
BA Social Sciences, Early Childhood Education
BA Social Sciences, Political Science
BA Social Sciences, Psychology
BED Early Childhood & Special Education
BED Elementary Education
RN to BSN - Nursing
Master of Business Administration
Master of Human Resources Management
Master of Library and Information Sciences
Master of Social Work
MA Indigenous Language and Culture Education
MA Music Education
MED Curriculum Studies, Middle & Secondary Level
MED Educational Foundation, Private School
MED Learning Design & Technology
MED Special Education
MED Teaching
MS Computer Sciences
MS Kinesiology & Rehabilitation Science
MS Nursing
DNP Nursing
PhD Nursing
Certificate, Accounting
Certificate, Administrative Support Hospitality Legal
Certificate, Business Essentials
Certificate, Disaster Preparedness & Emergency Management
Certificate, Health Care Administration
Certificate, Management
Certificate, Management Essentials
Certificate, Management Foundations
Certificate, Retail Foundations
Certificate, Risk Management & Insurance
Certificate, Substance Abuse and Addiction Studies
Certificate, Substance Abuse Counseling Program
Certificate, Sustainable Tourism
Certificate, Telecommunication & Information Resources Management
Certificate, Travel Industry Management
Certificate, Writing Business Track
Certificate, Post Baccalaureate in Secondary Education
Certificate, Post Baccalaureate in Special Education
Graduate Certificate, Disability and Diversity Studies
Graduate Certificate, Kahuawaiola Indigenous Teacher Education Program
Graduate Certificate, Online Teaching and Learning
Graduate Certificate, Reading K-12

Phone: 245-8330
Email: uhckauai@hawaii.edu
Mail: University Center, OSC Rm 206
Kaua`i Community College
3-1901 Kaumuali`i Highway
Lihu`e, HI 96766

[subject to change]
KAU`I COMMUNITY COLLEGE

The College

Kaua`i Community College, a 2-year public community college, is the only college on the island of Kaua`i. Its 200-acre campus is located just west of the major town of Lihu`e. Begun in 1928 as a vocational school, it became a comprehensive community college in 1965.

The Island

Kaua`i, with a population of about 68,000, lies 100 miles northwest of Honolulu, the State capitol and major population center of Hawai`i. The island retains many aspects of rural island life. The northernmost and oldest of the major Hawaiian islands, it is 627 square miles in area with a diameter of 32 miles, yet the climate varies dramatically from desert to rain forest with altitudes ranging from sea level to 5,243 feet. The beauty, the diverse cultures, and the climate are major island resources.

The UH System

Kaua`i Community College is 1 of 10 campuses in the University of Hawai`i System. There are 7 community colleges (1 on Kaua`i, 4 on O`ahu, 1 on the Big Island of Hawai`i, and 1 on Maui, which also services Lana`i and Moloka`i) and 3 universities (Mānoa, West O`ahu, and Hilo).

Administrative Organization

The University of Hawai`i is governed by a Board of Regents appointed by the Governor of the State. The President of the University serves as the executive officer of the Board. The Chancellor of Kaua`i Community College is responsible to the President of the University and Vice President for Community Colleges. Faculty Senate and the Associated Students of the University of Hawai`i at Kaua`i Community College Student Government, together with the Chancellor’s regular staff, provide advisory services to the Chancellor on matters of campus operation.

The College has 5 academic divisions: Business Education; Health Education; Language, Arts, and Humanities; Science and Mathematics; and Trade Technology. The College also offers non-credit courses through the Office of Continuing Education and Training and access to advanced degrees through the University Center.

Curricula

Kaua`i Community College offers lower-division, transfer-level courses for students who plan to transfer to a 4-year college or university, occupational courses for students seeking competency or improvement in employable skills, and general education courses for all students to provide them with awareness of the ideas and ideals of our society.

Liberal Arts: The program provides transfer-level general education through courses in communications, humanities, mathematics, natural sciences, and social sciences. Successful completion of the 2-year Liberal Arts program leads to an Associate in Arts degree. Students who follow the prescribed sequence of transfer courses will be able to meet the general education “core” requirements at Mānoa, Hilo, and West O`ahu campuses of the University of Hawai`i, as well as those of most other 4-year colleges and universities, should they decide to continue their education at a 4-year institution. While most of the transfer courses offered are in the Liberal Arts area, a few transfer courses are also offered in business education. Certain business and trade technology courses that are normally regarded as non-transfer may also be considered as transfer courses since they are accepted by some mainland colleges and also by the University of Hawai`i’s College of Education for those students who are prospective secondary school teachers in business, industrial arts, and industrial technology (see the Instructional Programs section in this catalog).

The Associate in Arts in Hawaiian Studies is intended to either provide the first two years of a baccalaureate program in Hawaiian Studies or prepare the student for study in other, broader fields of science, humanities, arts, and social sciences.

Additionally, there are a few certificates under the Liberal Arts program. The Hawaiian Studies, Marine Option Program, Plant Biology and Tropical Agriculture, and Polynesian Voyaging programs will lead to an Academic Subject Certificate. The Hawaiian Botany program will lead to a Certificate of Competence. A new Associate in Science in Natural Science (ASNS) degree with a concentration in Biological Science and in Physical Science is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution.

Business Education: Major areas include Accounting, Business, Business Technology, Culinary Arts, and Hospitality and Tourism. These areas of emphasis may lead to a Certificate of Competence, a Certificate of Achievement, an Associate in Applied Science degree, or an Associate in Science degree.

Health Service: The Adult Residential Care Home Operator program will lead to a Certificate of Competence. The Massage Therapy program is a two-semester integrated curriculum of credit and non-credit courses which will lead to a Certificate of Competence. The Medical Assisting program will lead to a Certificate of Achievement. A Nurse Aide course provides entry-level care with a Certificate of Competence. The Career Ladder Nursing program consists of 2 levels (Practical Nursing and Registered Nursing). A student successfully completing the first level of the curriculum is awarded a Certificate of Achievement in Practical Nursing and is eligible to take the State Board examination for licensure as a Practical Nurse. Successful completion of the second level of the curriculum leads to an Associate in Science degree in Nursing and eligibility to take the State Board examination for licensure as a Registered Nurse.
Curricula
(continued)  

Public Service: The Early Childhood Education program offers a Certificate of Competence, a Certificate of Achievement, and an Associate in Science degree.

Trade Technology: Offerings include Auto Body Repair and Painting, Automotive Technology, Carpentry Technology, Electrical Installation and Maintenance Technology, Electronics Technology, Facilities Engineering Technology. The College also offers CISCO-certified training as an option in Electronics Technology. These programs may lead to a Certificate of Competence, a Certificate of Achievement, or an Associate in Applied Science Degree. Electronics Technology has an Associate in Science degree.

The Digital Media Arts programs (Digital Film and Digital Graphic Design) are currently housed under the Electronics Technology program and will lead to a Certificate of Competence.

Degrees and Certificates

Associate in Arts, as well as various Associate in Applied Science and Associate in Science degrees are awarded by Kaua`i Community College to students who successfully complete the requirements for graduation. Certificates of Achievement, Certificates of Competence, and Academic Subject Certificates are awarded to students who complete the requirements of selected programs. For more information on the degrees and certificates offered, see pages 51-53.

Academic Year

The College operates on the semester system. Some courses are modular, ranging from 2 to 7 weeks. Day and evening classes are available for full-time and part-time credit and non-credit students from 8:00 a.m. to 9:00 p.m. Courses may meet 5 or fewer times per week.

A summer program includes limited on-campus offerings and courses delivered by other UH campuses via HITS (Hawai`i Interactive Television System), also known as ITV (Interactive Television), cable TV, and internet. During the summer sessions, most courses must be self-supporting; therefore, tuition rates are higher than they are for the fall and spring semesters.

Core Courses

The College catalog is published yearly and does not always reflect the most recent campus actions involving core courses. For the most recent information about core courses, check with a counselor.

International Education

Experiences gained while learning in a new cultural environment can truly change lives. In addition, cross-cultural competence is a necessary ingredient to creating a more peaceful, prosperous, and sustainable world. The College welcomes international students and also provides our local students with opportunities for international experiences both abroad and at home. International students interested in enrolling at the College, see the Getting Started and College Policies and Procedures sections of the catalog. For further information, go to https://sites.google.com/a/hawaii.edu/international-education/ or contact Kyoko Ikeda at 245-8368.

Student Services

The College provides excellent student support services, including academic advising, career planning, personal counseling, financial aid, Veterans’ benefits, student life, and assistance with admissions and registration.

Faculty

The faculty is composed of highly qualified educators who have completed advanced training and degrees in their fields. Each has demonstrated subject matter competency, the ability to teach that subject matter, the motivation to remain current in his/her discipline, and concern for students.

Academic Freedom

The College is proud of its faculty. They are a dynamic group of committed professionals. In their individual ways, they help our students to achieve their educational goals and to lead richer lives. Faculty members are entitled to freedom in the classroom in discussing subjects of their expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research. Faculty members, in speaking and writing outside the University upon subjects beyond the scope of their own field of study, are entitled to precisely the same freedom and are subject to the same responsibility as attaches to all other citizens. When thus speaking as a citizen, they should be free from censorship or discipline. The commitment to academic freedom in the conduct of research does not imply that a faculty member’s research is not subject to critical review and judgment as to its quality and significance.

Kaua`i Community College Training
(Office of Continuing Education & Training)

Flexible, timely responses to needs beyond the traditional college curriculum are the hallmark of Kaua`i Community College Training or the Office of Continuing Education and Training (OCET). Instructional courses focus on training programs in the business and visitor industries, vocational upgrading, and study personal enhancement and development. Special programs include re-training for dislocated workers, international tours, and cultural performances staged at the College’s Performing Arts Center. A variety of distance learning, green and sustainable training, instructional, cultural, recreational, vocational, problem-solving, and general informational services are available.

Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE. For more information, see page 172.

University Center

As an island state, Hawai`i is well-suited to distance learning programs. Kaua`i Community College serves as a University Center for the island of Kaua`i, providing support for courses and programs made available from other institutions within the University of Hawai`i System. Baccalaureate, graduate degrees, and certificates can be obtained on Kaua`i. Programs are delivered via cable TV, interactive TV, online, and/or videoconferencing.
Follow these steps to become a student at Kaua`i Community College.

**Am I eligible to attend Kaua`i Community College?**

Any U.S. high school graduate (or equivalent), or any person 18 years or older who shows evidence of being able to benefit from instruction, is eligible for admission to Kaua`i Community College, subject to the availability of resources.

**How do I enroll?**

1. **APPLICATION**
   Go to [http://kauai.hawaii.edu/apply](http://kauai.hawaii.edu/apply) to complete and submit the University of Hawai`i System Application.

   Students that discontinue enrollment for at least one semester must reapply for a subsequent semester.

   **Programs with Special Admission Requirements:**

   Applicants for the Electronics Technology, Facilities Engineering Technology, Culinary Arts, Nurse Aide, and Career Ladder Nursing programs must meet additional admission requirements. Specific information regarding application procedures and admission requirements may be obtained from the Counseling and Advising Office.

2. **LETTER OF ACCEPTANCE**
   After your application is complete, you will receive an acceptance letter. The letter will verify your (a) major, (b) tuition status, and (c) information about academic advising and registration. You may call the Admissions and Records Office if you have any questions about your acceptance letter. All documents, transcripts, and forms submitted become the property of the College; they will not be returned to you.

3. **PLACEMENT TEST**
   Take the COMPASS placement test prior to your academic advising appointment. You must demonstrate English and math placement levels. You will need to schedule an appointment with the Counseling and Advising Office to take the test.

   Students with SAT Verbal score of 510 or higher meet the placement requirement for English 100 or equivalent. Effective fall 2015, a score of 18 on the ACT English Subject area places students in English 100 or equivalent.

   Students with SAT Math score of 510 or higher, or ACT Math score of 22 or higher, meet the placement requirements for Math 100, Math 103, Math 111, or Math 115 effective fall 2013.

4. **POST-SECONDARY SCHOOL TRANSCRIPTS**
   Transcripts are required only if you wish to transfer those credits. You must have official transcripts from EACH non-UH school sent directly by EACH school to the Admissions and Records Office. Transcripts sent via fax or personally delivered/mailed are not acceptable.

   You may be exempt from submitting transcripts if you are applying as an unclassified (non-degree seeking) student, and you do not plan to enroll in English or math courses or in courses with English or math prerequisites. You may be exempt from submitting high school transcripts if high school attendance was over 10 years ago and you are not applying for admission into the Nursing program.

   After official acceptance to the college, you may submit a Transcript Evaluation Request Form to the Admissions and Records Office to have your transcripts evaluated. The form is available at the Admissions and Records Office. Transfer credits granted will be added to your Kaua`i transcript after you have completed a semester at Kaua`i Community College. Transcripts of courses taken at any of the 10 UH campuses need not be requested.

   **Veterans Administration (VA) Students:** Transcripts are required for VA Students. However, VA students do not need to submit a Transcript Evaluation Request Form. Kaua`i Community College will automatically evaluate and grant prior credit for previous education and training, if appropriate.
5. TUBERCULOSIS (TB) CLEARANCE
Submit proof of TB clearance to the Admissions and Records Office prior to registration. All students in the UH System must provide a TB clearance. You will not be allowed to register without the required TB clearance. Refer to Health Requirements in the College Policies and Procedures section. If you attended Kaua‘i Community College in the past and submitted a TB clearance, contact the Admissions and Records Office to verify the validity of the clearance.

6. MEASLES, MUMPS AND RUBELLA (MMR) CLEARANCE
Submit proof of MMR clearance to the Admissions and Records Office prior to registration. All students in the UH System must provide a MMR clearance. You will not be allowed to register without the required MMR clearance. If you attended Kaua‘i Community College in the past and submitted the MMR clearance, contact the Admissions and Records Office to verify the validity of the clearance.

MMR required of individuals born after 1956, or foreign immigrant.
Refer to Health Requirements in the College Policies and Procedures section.

7. ACADEMIC ADVISING
Meet with a counselor to develop an academic plan. Academic advising is by appointment. Academic advising is provided when you have decided on a particular major so you can plan the things you need to do and how long it will take you to reach your goal. If you are an unclassified (non-degree seeking) student, you do not have to go through academic advising, but it is available if you would like it. It is highly recommended for unclassified students wishing to work towards a certificate or degree but who are undecided about a major/program.

Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies. In addition to individual counseling, several classes are offered each semester on career exploration and student success.

8. CLASS AVAILABILITY
The Check Class Availability sites reflect the most current information about classes. Check to see how many seats are still available in a class and view course reference numbers, instructors, times, locations, etc. The sites are organized by institution and term at http://myuhinfo.hawaii.edu/page/checkclass.html.

9. REGISTRATION
UH Community College students are able to register online through the MyUH Portal. The website is: http://myuh.hawaii.edu. You can also register in person. All new classified students are required to see a counselor for academic advising prior to registration.

How do I apply for financial aid?

The Free Application for Federal Student Aid (FAFSA) is a primary form used by the College to determine student eligibility for need-based financial aid. Please remember to put KCC's federal school code: 001614 on your application. You must reapply each school year to receive financial aid.

The FAFSA can be completed by going online to the following website: http://www.fafsa.gov. The student and one parent (if dependent) must apply for FSA User ID/Password.

A Student Aid Report (SAR) is generated by the Central Processor and sent electronically to the College. The College will review your application and determine your eligibility for financial aid. KCC's priority deadline is April 1st. You may check on your financial aid status by logging onto your MyUH Portal.

What if I am a returning KCC student?

If you attended Kaua‘i Community College in the past and you are not currently enrolled, you need to submit a new online UH System Application. All University of Hawai‘i campuses use the same system application for undergraduate enrollment, but admission is handled separately by each campus. Students must ensure that they select the right term and campus that they wish to enroll.

How do I know if I am a resident?

An official determination of your residency status will be made after you submit your application. You may be required to provide documentation to verify your residency status. If you do not qualify as a bona fide resident of the state of Hawai‘i, according to the University of Hawai‘i rules and regulations in effect at the time you register, you must pay non-resident tuition. Once you are classified as a non-resident, you will continue to be classified as a non-resident until you can present satisfactory evidence to the Registrar that proves otherwise.

Certain students are granted statutory exemption for the residency regulation. See the Residency entry in this catalog, pages 47 and 48 for more specific residency information.
What if I transfer from another college?

Complete the UH System Application and provide official transcripts (sent directly from the school you previously attended to KCC’s Admissions and Records Office). Transcripts are required if you wish to transfer those credits and/or qualify for specific course prerequisites. Official transcripts become the property of the College and will not be forwarded to any other institution (outside of the University of Hawai‘i System) or individuals or copied for students. In order for your transcripts to be reviewed, you need to fill out the Transcript Evaluation Request Form.

Credit for courses completed at regionally accredited colleges and universities may be accepted toward meeting graduation requirements only if courses completed are substantially equivalent to offerings at the College. In addition, the grade earned must be a “D” or higher. If you completed courses within the University of Hawai‘i System, you must have earned a grade of “D” or higher.

Prior Learning Assessment (PLA)

The Prior Learning Assessment (PLA) Program is defined in University of Hawai‘i Community Colleges Policy 5.302. PLA is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and/or fine arts).

For all forms of PLA, applicants must be enrolled classified students; must present evidence that they have a mastery of the content of the courses for which credit is sought (but have not already received college credit for those courses); must apply, with department approval, to the VCAA’s office by the specified deadline; and must pay the current fee. Applications are available on the PLA website, at the Registrar’s Office, and in the Counseling Office. PLA is not generally available during the summer session. For more details, see: [http://www.kauai.hawaii.edu/pla](http://www.kauai.hawaii.edu/pla)

The four most common options for requesting PLA credits are the following:

A. **Equivalency Examination** - Standardized national exams may be equated to equivalent courses. The equivalency examination must be approved by appropriate faculty and/or Division Chairperson. Requests for credit by equivalency exam can be submitted at any time during the semester, up until week 12 of instruction. Examples of such examinations include the following:
   - AP – Advanced Placement Examination
   - CLEP – College-Level Examination Program
   - DSST – DANTES Subject Standardized Tests
   - IB – International Baccalaureate

B. **Non-Collegiate-Sponsored Education Credit (NCSE)** - This evaluates learning from courses completed in non-collegiate settings (e.g., professional licenses, labor union courses, agency training programs, professional workshops, and military courses) whose course content is equivalent to offerings from a college. The non-collegiate-sponsored education credit must be approved by appropriate faculty and/or Division Chairperson. Students must initiate requests for NCSE credit by the end of the add/drop period. Examples of such education credit include the following:
   1. Military (e.g., Joint Services Transcript)
   2. American Council on Education (ACE) College Credit Recommendation Service
   3. Professional Licenses or Industry Certifications (nationally- or state-certified professionals)

C. **Course Challenge / Credit by Institutional Examination (CBIE)** - Students who feel confident that their background/learning experiences have adequately prepared them in certain subject areas may challenge instructor-prepared examinations. In a Course Challenge/CBIE, students must demonstrate competency in a specific course and meet all Course Student Learning Outcomes (CSLOs) by completing, without instruction or tutorial assistance, a comprehensive written test, performance test, special project, and/or interview in the subject matter. The credit by examination must be approved by appropriate faculty and/or Division Chairperson. Note: Course Challenge option is not available for all courses. Courses for which credit is awarded based on Course Challenge/CBIE do not carry grades or grade points. Students must initiate requests for CBIE within 30 days of the first day of instruction.
Prior Learning Assessment (continued)

D. **Portfolio-based Assessment** - Prior learning must be documented with verifiable evidence of the concepts learned, relevant skills acquired, and the achievement level attained. Testimonial statements and/or references are required from qualified individuals (content experts, such as supervisors, co-workers, or personnel staff) who must also provide their credentials and qualifications of expertise. Credit for such prior learning must be approved by appropriate faculty and/or Division Chairperson. Note: Courses for which credit is awarded based on Portfolio-based Assessment do not carry grades or grade points. Students must initiate requests for credit by Portfolio-based Assessment by the end of the add/drop period.

**What do I need to do if I am an immigrant student?**

If you are an immigrant (permanent resident alien), submit a copy (front and back) of your permanent resident alien registration card.

**What do I do if I am an international student?**

Kaua`i Community College is authorized under Federal law to enroll non-immigrant alien students. Interested F-1 visa students who are overseas and those who are already in the United States of America, need to submit the following:

1. University of Hawai‘i System Application.
2. University of Hawai‘i Supplementary Information Form for Undergraduate International Applicants.
3. Attach evidence of support in U.S. currency. You must show, personally or through a sponsor, that adequate financial support will be provided during your entire period of enrollment. Submit current bank and/or financial statements in U.S. currency.
4. Official TOEFL (Test of English as a Foreign Language) scores. Scores must be from a test taken within the last two years. Register for the TOEFL Test by visiting the following website: [https://www.ets.org/toefl](https://www.ets.org/toefl). Test scores must be sent directly to our Admissions and Records Office. Scores submitted by you will not be accepted. Minimum score for admission is 450 (paper based testing), 133 (computer-based testing), or 45 (internet-based testing).
5. High school and college transcripts translated into English by either a school official or a U.S. consular official, mailed directly from the school(s) to our Admissions and Records Office. Transcripts submitted by you will not be accepted.
6. Kaua‘i Community College Health Clearance Form. Hawai‘i State Law requires all students to meet examination and immunization requirements before they attend any post-secondary school in the state. The Tuberculosis (TB) clearance must be issued by a U.S. licensed MD, DO, APRN, or PA and submitted prior to registration. The Measles, Mumps, and Rubella (MMR) record must be submitted with the University of Hawai‘i System Application. For more information, please refer to Health Requirements.
7. $25 non-resident application fee (nonrefundable, nontransferable).

**TOEFL Exemptions:** You are exempt from taking the test if:

- Your native language is English and you are from Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, or the U.S.
- You have completed three years of high school education or 30 semester credits of college level work (30 transfer semester credits for the Associate in Arts degree program) from an accredited college or university in the U.S., Australia, Britain, Canada, Ireland, United Kingdom or New Zealand.
- You are transferring from an accredited college or university in the U.S., Australia, Britain, Canada, Ireland, United Kingdom or New Zealand, and you have completed the equivalent of freshman level English with a grade of C or better.

**Application Deadline**

As an international student, you must submit the University of Hawai‘i System Application and all required admission documents to our Admissions and Records Office by the following deadlines:

- Fall semester: July 1
- Spring semester: November 1

Once all documents are received, an admissions decision will be made. If accepted, an acceptance letter and a Form I-20 will be mailed to you. You will need the Form I-20 to apply for a student VISA (F-1) through the U.S. Embassy or Consulate in your country.
What do I do if I am an international student? (continued)

Program Major Selection and Credit Load
Your selection of a program major is a very important decision and will determine your length of stay in the United States as well as your career goals. As an international student, you will be required to take a minimum of 12 credit hours each semester toward your program.

Before you may register for courses, you must:
Demonstrate proof of enrollment in a health and accident insurance plan before registration. This insurance is mandatory. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness. Additional information on student health insurance plans may be obtained from the student resources website, or by contacting the Office of the Vice Chancellor of Student Affairs at (808) 245-8313.

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policies of the UH Board of Regents and the policies of the Kaua`i Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kaua`i Community College is authorized under Federal law to enroll non-immigrant alien students.

Contact the Admissions and Records Office at (808) 245-8225 for rules and regulations and admission requirements.

What if I have a disability?
Federal law prohibits the College from making pre-admission inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, is confidential and does not affect admission decisions. Contact the Office for Students with Disabilities at (808) 245-8314 or (808) 245-8212. You can also email Marilyn Hashisaka at hashisak@hawaii.edu.

Am I eligible for any veteran educational benefits?
Kaua`i Community College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act (G.I. Bill), the Veterans’ Educational Readjustment Act, and the Dependents’ Act. Information regarding eligibility, entitlement, and types of education and training available for veterans, contact the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov.

What if I am in the military?
If you are an active member of the military (or a military dependent) stationed in Hawai`i, submit a copy of your military orders to Hawai`i.

Can I enter college while I am still attending high school?
If you are an academically-accomplished or vocationally-gifted high school junior or senior who has successfully completed all relevant secondary curriculum offerings available in your high school, you may enroll at Kaua`i Community College on a space-available basis while attending high school. Written approval from the high school and parents must be submitted with your application (Early Admissions Parent/School Approval Form). Complete information and procedures are available from your high school counselor or from KCC’s Admissions and Records Office. Submit your application listing “SPEA” as your major together with the Early Admissions Parent/School Approval Form.

Running Start is a statewide program that provides an opportunity for academically qualified juniors and seniors to enroll in college classes through the University of Hawai`i System as part of their high school coursework. This unique partnership between the Department of Education and the University of Hawai`i System allows public high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits. Students should contact their high school counselor for more information and to see if they qualify.

The Jump Start Program allows public high school seniors to enroll full-time in career and technical education programs. At the end of the school year, the student will graduate from high school with a diploma AND have completed one year of college. Interested high school juniors should contact their high school counselor. Go to: http://www.uhcc.hawaii.edu/jumpstart to find out more about it.

The Early College High School Program (ECHS) is an initiative designed to allow more high school students to earn six or more college credits before they graduate from high school. Over the next three years, Hawai`i P-20 Partnerships for Education, with the support of the Harold K.L. Castle Foundation and GEAR UP Hawai`i, will invest more than $1.2 million of resources to fund tuition and expenses and provide technical assistance to selected high schools working in partnership with University of Hawai`i campuses, to provide high school-based early college courses. For more information, go to http://www.p20hawaii.org.