This document is an attempt to summarize applicable policies of the University of Hawaii concerning various aspects of student admissions, enrollment and registration. Students should check with the College concerning any other policies which could affect their specific enrollment, registration, schedule of courses or special fees.

The University reserves the right to make changes in certain fees, faculty assignments and time schedules; to cancel classes where necessary; and to set maximum limits for enrollment in certain classes. Notice of such changes will be given where possible.
ACADEMIC CALENDAR

FALL SEMESTER 1978

Application deadline Fall Semester ........................................... July 25 (T)
Faculty Report for Duty .......................................................... Aug. 17 (TH)
ADMISSIONS DAY HOLIDAY ..................................................... Aug. 18 (F)
+Registration: Fall Semester* .................................................. Aug. 15-17 (T-F)
Fall Semester Term I**
First Day of Instruction: Fall Semester* .................................... Aug. 28 (M)
Fall Semester Term I**
LABOR DAY HOLIDAY ............................................................. Sept. 4 (M)
Application deadline Fall Term II** ......................................... Oct. 4 (W)
DISCOVERERS' DAY HOLIDAY .................................................. Oct. 9 (M)
+Registration Fall Term II** ................................................... Oct. 18 (W)
Fall Semester Term I** ends ..................................................... Oct. 18 (W)
(End of the Fall Semester)
Exam Period Term I** classes .................................................. Oct. 20, 23 (F, M)
Fall Term II** begins .............................................................. Oct. 25 (W)
GENERAL ELECTION HOLIDAY .............................................. Nov. 7 (T)
VETERANS DAY HOLIDAY ....................................................... Nov. 10 (F)
THANKSGIVING RECESS ....................................................... Nov. 23-24 (TH-F)
Fall Semester*/Fall Term II** ends .......................................... Dec. 18 (M)
Last Day of Instruction .......................................................... Dec. 18 (M)
(End of the Fall Semester)
Exam Period: Fall Semester* .................................................. Dec. 19-22 (T-F)
Fall Semester Term II**
End of Fall Semester ............................................................ Dec. 22 (F)

SPRING SEMESTER 1979

Application deadline Spring Semester ....................................... Dec. 13 (W)
+Registration: Spring Semester* ............................................. Jan. 3-5 (W-F)
Spring Semester Term III**
First Day of Instruction: Spring Semester* ................................ Jan. 15 (M)
Spring Semester Term III**
Application deadline Spring Semester Term IV** ....................... Feb. 16 (F)
PRESIDENTS' DAY HOLIDAY ................................................... Feb. 19 (M)
+Registration Spring Term IV** .............................................. Mar. 2 (F)
Spring Semester Term III** ends .............................................. Mar. 5 (M)
(End of the Spring Semester)
Exam Period Term III** .......................................................... Mar. 7, 9 (W, F)
Spring Term IV** begins ......................................................... Mar. 12 (M)
SPRING RECESS ................................................................. Mar. 26-30 (M-F)
PRINCE KUHIO DAY HOLIDAY .................................................. Mar. 26 (M)

+check schedule of courses for exact dates/times
*16 week classes
**8 week classes
GOOD FRIDAY HOLIDAY .............................. April 13 (F)
Spring Semester*/Spring Term IV** ends ......................... May 9 (W)
Last Day of Instruction ........................................ May 9 (W)
   (Last Day for withdrawals from classes)
Exam Period: Spring Semester* ............................. May 10–15 (Th–T)
            Spring Semester Term IV**
End of Spring Semester .................................... May 15 (T)
Faculty Last Day ............................................. May 16 (W)
Graduation ...................................................... May 20 (SUN)

SUMMER SESSION 1979

Application deadline ........................................ May 21 (M)
Registration ..................................................... June 4 (M)
KAMEHAMEHA DAY HOLIDAY ................................. June 11 (M)
First Day of Instruction ................................. June 13 (W)
INDEPENDENCE DAY HOLIDAY ............................... July 4 (W)
Last Day of Instruction .................................. Aug. 1 (W)
   (Last Day for withdrawals from classes)
Exam Period ................................................ Aug. 3 (F)
End of Summer Session .................................. Aug. 3 (F)
Faculty Last Day ............................................ Aug. 6 (M)

*16 week classes
**8 week classes
**FALL Semester 1978**

**EXAM PROJECT/PAPER DEADLINE SCHEDULE**

### Fall Semester Term I**

<table>
<thead>
<tr>
<th>Time</th>
<th>Class Days</th>
<th>Date</th>
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<tbody>
<tr>
<td>8:15 a.m.</td>
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### Fall Semester*/Fall Semester Term II**

<table>
<thead>
<tr>
<th>Time</th>
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<th>Date</th>
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<td>10:15 a.m.</td>
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<td>Dec. 22 (F)</td>
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<tr>
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</tr>
<tr>
<td>3:00 p.m.</td>
<td>MW(F)</td>
<td>Dec. 22 (F)</td>
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<tr>
<td>6:00 p.m.</td>
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<td>Dec. 20 (W)</td>
</tr>
<tr>
<td>7:30 p.m.</td>
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<td>Dec. 22 (F)</td>
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<tr>
<td>8:15 a.m.</td>
<td>T-TH</td>
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<tr>
<td>9:45 a.m.</td>
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### SPRING Semester 1979**

**EXAM PROJECT/PAPER DEADLINE SCHEDULE**

### Spring Semester Term III**

<table>
<thead>
<tr>
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### Spring Semester*/Spring Semester Term IV**

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*16 week classes  **8 week classes
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### COURSES

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### CAMPUS MAP

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Welcome
Welcome

I bid you welcome to the newest of Hawaii’s community colleges. I hope that your experience with us—whether it is new or a recurring one—will result in the identification of new, equitable, human, yet realistic levels of aspiration toward which you wish to move.

As an emerging educational institution much of the role that has been mandated for us and that we have mapped for ourselves is undergoing practical application on a phased basis.

We recognize that human beings are uniquely individual; they grow and learn at different rates; have had different life experiences which influence their self concepts and aspirations for the future. Consequently, the influence the college seeks to exert reflects these differences and does not include uniform group academic and social performance standards.

New building construction should begin in 1981; significant expansion of the vocational education program was realized in 1977; acquisition of additional land will be contingent upon the enrollment; resolution of the campus parking problem is under way, etc. On the theoretical and/or philosophical side of the house, our sense of accomplishment is more pronounced. We (in a collective sense since, student, faculty, staff and the members of the nearby communities made contributions) have developed a sense of direction which is designed to be the foundation for future actions. None of the concepts we adhere to is new. The significance lies in the emphasis we attempt to place upon them. Some of the operational fundamentals Windward Community College adheres to are:

Via maximum possible exposure to various options available to an individual, we offer assistance in the development of life roles that promise satisfaction and dignity.

We foster community-based work/learning situations which enhance the value of the student to the community and of the student to himself/herself.

We view the community at large as an extension of educational experience and seek to utilize it as a mutually satisfactory learning resource.

We believe that learning is never ending and will structure our educational offerings so that regardless of chronological age or life situation, students will be able to gain mental and emotional stimulation as desired or needed. Humanistic and technological changes will demand a constant updating of skills in order that individuals may continue to function as effective members of society. Because educational needs at 40, 60, 70, and beyond are just as real as those at 18, 25, or 30, we want to be able to react to the challenge of education as a continuous process.

We subscribe to the precept that learning occurs in a variety of ways. Consequently, our motto will be multi-dimensional. Cooperative education, computer assisted instruction, media (TV, radio, audio-tutorial) modes, programmed self-instructional material, and assessment of experiential educational achievements will be utilized to augment the more traditional inventory of learning forms.
To the extent that is feasible, we plan to implement an exploratory learning program that will provide students with a look and do opportunity prior to making long range career commitments. This will enable students to realistically select socially useful occupations and provide desired rewards rather than pursue jobs that may prove less fulfilling.

Basic to all of our philosophies is the one that advocates equal access to educational opportunities for all persons. We see the University of Hawaii community college open door policy as consisting of two doors. One is the entrance way that is enterable at many points in an individual's lifetime—the term "college dropout" is not in our vocabulary. The other is an exit way that may also be used many times—and on each occasion the user will have enhanced her/his ability to function on a participatory/contributory basis in society.

The above gives you some idea what Windward Community College is all about from the view of things the College offers to you. However, as the ancient philosopher said so succinctly, "There are no free lunches," or something of value received must be counter-balanced by something given. That which you are expected to give has not been mentioned but it is of equal value or greater importance. We hope and expect that your experience at Windward will include active involvement by and contributions from you as a person, a student and as a member of both internal college community and the external community at large. Expressed another way, we hope that your attendance at Windward will prove beneficial to you as an individual and to the College and community collectively.

LeRoy J. King, Provost
General Information
The College

Windward Community College is one of seven public community colleges in Hawaii governed by the Board of Regents of the University of Hawaii. The college is situated in Kaneohe, on the island of Oahu. It opened in the Fall of 1972, with an enrollment of 525 students and had a Fall 1977 enrollment of more than 1,300 students. The college offers both liberal arts and vocational educational programs. The program of courses offered, particularly in the vocational education fields, is slated for further expansion.

A program of non-credit courses is also offered; public affairs forums and cultural presentations are planned throughout the year. Courses are offered during the day and evenings, both on and off campus.

Purposes

Windward Community College seeks to be a comprehensive community college. Its purpose is to serve the post-secondary educational needs of individuals residing in the communities served by the College. The College fulfills this purpose by offering:

- a wide variety of liberal arts courses for individuals seeking to further their knowledge of themselves and their social and physical environments, (and to meet the requirements of a baccalaureate degree program at a 4 year institution);

- vocational courses in selected areas for individuals seeking to acquire pre-service, entry level skills, or those seeking to upgrade existing skills;

- public services programs of non-credit courses, forums, and cultural activities for those individuals seeking to further develop leisure time skills and further their understanding of topics of current interest, and of their ethnic heritage.

Supportive services such as counseling and advising, and the maintenance of library services are also provided.

Emphasis, at the college, is placed on individualizing the activities and services provided. This is reflected in the variety of courses offered, learning tasks the student can choose from, the different ways the courses are taught and the times at which they are offered. Accessibility is also stressed, as is assessment. Courses are planned for both on-campus and off-campus and are offered during the evenings and days. Eight week terms enable anyone, to enter the College with a minimum of delay between semesters. A behavioral or performance objective mode of instruction is employed in all of the courses offered and pre-tests/post-tests are used to measure student achievement.

Accreditation

Windward Community College has been fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.
Admission

The College is open to all Hawaii residents who are 18 or older or who are high school graduates and can benefit from the educational programs offered. Individuals declaring a foreign country or other state as their place of permanent residence, or who are in the military services or are military dependents, or who in other ways fail to meet Hawaii State residency requirements, are, for purposes of admission to the College, classified as non-residents. Under Board of Regent policy the number of non-residents who can be admitted must not exceed 10% of the number of Hawaii residents enrolled at the College. (The basic rule determining residency is that adults and minors are considered resident students if the adults or the parents or guardians of minors have been bona fide residents of this state for at least twelve consecutive months preceding the first day of classes in the term). For clarification of what constitutes bona fide, you may see the Registrar.

High school seniors are permitted to register for a limited number of classes under certain conditions through an early admissions program. Registration is limited to 1 course per semester on a space available basis after regular registration. See counselors at local high schools or Registrar for more information.

Foreign students must also meet other special health and English proficiency requirements (TOEFL score of 550 or over). Application forms may be obtained at any high school or public community college in Hawaii. Deadlines for each term vary; please check with the College for details.

To apply for admission, a student must submit a copy of the University of Hawaii Common Admissions Form, and a tuberculosis clearance certificate. High school transcripts must be submitted by all those under 18, to verify graduation. Transcripts from other colleges should be submitted by those desiring evaluation. Foreign student applicants must submit high school transcripts.

Each applicant must complete a Residency form as part of the application process. The information provided on this form will be used to make a determination of the residency status of the applicant by the College. An applicant who has been declared a non-resident but wishes to challenge the determination has an avenue of appeal. For more information about appeal procedures, contact the Acting Coordinator of Student Services or the Registrar.

Tuition and Fees

Credit courses, per semester/term:

<table>
<thead>
<tr>
<th></th>
<th>1-11 credits</th>
<th>12+ credits</th>
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<tr>
<td>Hawaii residents*</td>
<td>$3.50/credit</td>
<td>$40</td>
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<tr>
<td>tuition</td>
<td>$5 (optional)</td>
<td>$5 (mandatory)</td>
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<td>student activity fee</td>
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</table>

| non-Hawaii residents | tuition | $38/credit | $450.00 |
| student activity fee | $5 (optional) | $5 (mandatory) |

All new students must, prior to being permitted to register and returning students who have not taken it before, must take a Nelson Denny Reading Test. They must also attend a College orientation at the same date. Prospective students can call the Admissions Office at 235-0132 for dates of the tests and orientation.

*includes military personnel and dependents and most foreign students.
Payments

For registration to be official, all fees must be paid on the day of registration. No provisions are made for deferral of tuition payment.

Dishonored Check Fee: Checks tendered to Windward Community College and dishonored by the bank for any cause will be charged:
- Drawn on bank within State of Hawaii ......................... $ 5.00
- Drawn on bank outside State of Hawaii ....................... $10.00

Late Registration Fee: A late registration fee of $2 is charged (in addition to tuition and student activity fees) for registering after the announced regular registration period.

Course Change Fee: A registration change fee of $1 is charged for each course change made.

Graduation Fee: A $5 graduation fee is payable at the time of application for graduation. Diplomas will not be released without this payment.

Transcript Fee: No fee is charged for a transcript sent to another college within the University of Hawaii system. A $1 fee is charged for each transcript sent elsewhere.

Tuition Refunds

Students who formally withdraw from course(s) or completely from the College may apply for a tuition refund according to the following schedule:
- withdrawal from College or change to part-time status within the 1st two weeks of a semester-long course; or the 1st week of an 8 week term course—80% refund.
- withdrawal from College or change to part-time status within the 3rd and 4th weeks of a semester-long course; or the 2nd week of an 8 week term course—40% refund.
- withdrawal from College or change to part-time status after the 4th week of a semester-long course; or after the 2nd week of an 8 week term course—no refund.

Tuition refunds must be applied for after formal withdrawal from classes. For details, check with the Registrar’s Office.
A separate schedule is maintained for non-credit courses. Details are available in the course announcement brochure.
A minimum of 6 weeks is required for the processing of tuition refunds.
This policy is presently being reviewed and may be changed for 1978-79.

Drops and Adds Policy

Students intending to drop classes are advised to do so as soon as possible so the maximum amount of tuition can be refunded (if applicable) and punitive grading can be avoided. Students withdrawing from classes formally (by making the change through the Registrar’s Office) by the 2nd week of
classes if the class is a 16 week class, or the 1st week of classes if it is an 8 week class will have these classes erased from their registration file. The courses then will not appear on the transcript as courses from which a student has withdrawn. After that date, students will receive a W for the class providing they were making satisfactory progress (D level or better) at the time they dropped the class. An earned letter grade will apply in all other instances.

The College maintains a policy of no adds once classes are closed at registration. This policy is intended to alleviate confusion during the first week of classes. Classes are generally “overbooked” beyond maximum effective class sizes to reflect anticipated withdrawal rates at the time of registration to accommodate as many students as possible.

Students who are registered for courses and do not attend the first 2 class sessions will be dropped from the course. The last day a student may withdraw from a class is the last day of instruction (not exam period).

Non-credit Courses

Tuition and fees vary, depending on the length of the course. Please see non-credit course announcement brochures for detailed information.

Senior Citizen Tuition Exemption Program. Residents of the State of Hawaii, 60 years or older, are entitled to attend any institution of the University of Hawaii system without payment of tuition and fees on a space-available basis. Eligible senior citizens, who have met all general admissions procedures and appropriate prerequisites for regular courses offered on a credit basis during the academic year, may register for classes in which space available after the close of late registration.

Conduct

The Board of Regents of the University of Hawaii has established the following policy on conduct which applies to students and staff at this College.

A member of the academic community may not behave toward another member, even in the name of his convictions or his rights to academic freedom, in a manner denying or interfering with another member's expression of convictions, right to academic freedom or the performance of his legitimate duties or functions.

Behavior intended directly or indirectly to interfere with or disrupt the processes of teaching, learning or research or those processes or conditions furthering or facilitating these activities is impermissible behavior. An interference or disruption exists when any of these processes can no longer take place in the planned, normal, or customary form given to them by those legitimately responsible for them, or when any of these conditions has essentially ceased to exist. Processes or conditions furthering or facilitating teaching, learning or research as used in the first sequence of this paragraph include the administration of the University.

In addition to restitution where restitution is appropriate, the sanctions for a member of the academic community who has engaged in impermissible behavior shall range from reprimand and censure, through suspension for a definite period of time to expulsion or dismissal.
Student Conduct Code

The College has adopted a Student Conduct Code in accordance with the "Statement of Rights and Responsibilities of the University of Hawaii Community" issued by the University of Hawaii Board of Regents.

The purpose of this code is to define those acts of impermissible behavior which if committed by students at Windward may lead to the imposition of sanctions and to establish a procedure for determining whether such acts had indeed been committed and the nature of the sanction to be imposed.

Categories of impermissible behavior covered under this Code include the following:

1) The interference with another College community member's expression of convictions, right to academic freedom, or the performance of legitimate duties or functions.
2) Engaging in conduct which directly or indirectly interferes with or disrupts the process of teaching, learning, research or the normal operation and administration of the College including:
   a) providing false, fraudulent or omitted information;
   b) violating campus regulations;
   c) engaging in academic dishonesty;
   d) engaging in theft or mutilation of library materials;
   e) engaging in disruptive behavior in general.

Copies of the code which detail the policy and procedures are available at the offices of the Acting Coordinator of Student Services, Assistant Deans for Instruction, Dean for Educational Services and the Provost.

Family Educational Rights and Privacy Act

Notification Requirement

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the campuses of the University of Hawaii are hereby notified of the following:

1. It is the administrative policy of the University of Hawaii to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
   a) The right to inspect and review education records.
   b) The right to request to amend education records.
   c) The right of protection from disclosure by the University of Hawaii of personally identifiable information contained in education records without permission of the student involved.
   d) The right to waive certain rights under the Act.
   e) The right to file complaints concerning alleged failure by the University of Hawaii to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Business Manual Instruction 1614, *Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974 for Students Enrolled in Postsecondary Programs of the University of Hawaii*. Copies of BMI 1614 may be obtained from the Office of the Dean for Student Services, the Dean for Student Affairs, or the Dean for Academic Services, at the campuses of the University of Hawaii at which a student is in attendance.

4. Directory Information

Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information.

(a) Name of student.
(b) Local address and zip code maintained in the campus locator printout.
(c) Local telephone number maintained in the campus locator printout.
(d) Major field of study.
(e) Fact of participation in officially recognized activities and sports.
(f) Weight and height of members of athletic teams.
(g) Dates of attendance.
(h) Most recent educational institution attended.
(i) Degrees and awards received.
(j) Educational Level (freshman, sophomore) as part of Directory Information.

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform each Campus Registrar at each campus he or she is attending which of the above items are not to be disclosed without the prior consent of that student.

5. Parents of students are advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to them without the prior written consent of their sons and daughters.

6. Any student who requests copies of his/her student records in exercising FERPA rights will be assessed a fee of $1.00 on each occasion a copy of such a record is requested.

*Use of Social Security Number*

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.
Accordingly, each applicant is advised that disclosure of his or her social security account number (SSAN) is required as a condition for making application to any of the campuses of the University of Hawaii system, in view of the practical administrative difficulties which the University of Hawaii system would encounter in maintaining adequate student records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant, and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number the SSAN is used in such activities as: reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes; registration and academic record-keeping; use of library materials; student affairs programs requiring verification of enrollment for the purpose of providing services; and alumni affairs.

Authority for requiring the disclosure of an applicant's SSAN is grounded in Section 304.2 and Section 304.4, Hawaii Revised Statutes as amended, which provides that the Board of Regents of the University of Hawaii system shall have general management and control of the affairs of the University. The University of Hawaii system has, for several years, consistently required the disclosure of SSAN numbers on the Common Admission Forms and other necessary University documents.

In addition, it should be noted that the SSAN of a parent, guardian, or spouse, of an applicant is also requested if the applicant claims residency on the basis of the residency of the parent, guardian, or spouse. A parent, guardian or spouse is advised that disclosure of his or her SSAN for the above purpose is mandatory. Failure to provide it may affect the applicant’s admission to the University and the tuition charged the applicant when such applicant registers for classes. Parent’s, guardian’s, or spouse’s SSAN will be recorded only on the Common Admission Form (Residence Form) itself and will not be maintained in any other system of records. Its use will be restricted to further verification of information reported on the Common Admission Form (Residence Form) by the applicant and/or parent, guardian, or spouse.

**Notice to Handicapped Persons—State of Hawaii**

In accordance with Section 84.8 of the federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, the State Office for Affirmative Action on behalf of all State agencies and departments (including the University of Hawaii) which are recipients of the federal assistance, hereby provides notice to the public that no otherwise qualified handicapped person shall, solely on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.

Copies of State agency, department and University of Hawaii policies on non-discrimination and affirmative or voluntary action are available for inspection at the respective agency, department, or university. An employee in each of these offices has been designated to provide information about programs, services, activities and facilities which are accessible and usable by handicapped persons.
Any person requiring assistance in identifying the appropriate individual, agency, department or university, may contact the:

State Office of Information
State Capitol, Room 442
Honolulu, Hawaii 96813
Telephone: (808) 548-6222

Non-Discrimination and Affirmative Action

It is the policy of the University of Hawaii to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to comply with all State and Federal Statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, the Equal Pay Act of 1963, and Executive Order 11246, as amended.

The University shall promote full realization of equal opportunity through a positive, continuing program on each campus. Individuals designated to coordinate the effort for Windward Community College are:

**Employment Matters**
Keiji Kukino
Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744
Ph. 235-0077

**Educational Matters**
Craig Yim
Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744
Ph. 235-0077

Student Academic Grievance Procedures

The College maintains formal procedures for hearing grievances brought by students against faculty and administrative staff on academic matters, including grading.

Details as to how a grievance may be filed is available through the offices of the Acting Coordinator of Student Services, Assistant Deans for Instruction, Dean for Educational Services and the Provost.
Instructional Programs/
Academic Regulations
The Instructional Program

The instructional program at the College reflects an emphasis on individualizing learning, and the assumption that people differ in interest, motivation and ability and learning styles. Thus, alternatives are stressed; alternatives in the kinds of courses offered, the levels at which they are offered and the ways in which they are offered.

Courses offered are intended to meet the needs of individuals:
- intending to earn an Associate in Arts degree in the liberal arts;
- intending to earn a Certificate of Completion, Certificate of Achievement and/or an Associate in Science degree in a vocational program;
- intending to transfer to a four year college to earn a bachelor’s degree;
- interested only in taking a few courses for personal enrichment;
- interested in acquiring or brushing up on skills and knowledge needed for employment in selected occupational fields;
- interested in reinforcing basic learning and study skills, e.g. reading, writing, note-taking, memory/concentration skills;
- interested in acquiring or updating skills and knowledge for employment in certain vocational fields.

These courses are offered on 8 and 16 week terms, with the varying length of terms designed to accommodate the different learning styles of the students enrolled.

Modes of instruction also vary, and students may enroll in group-learning, lecture oriented classes, or highly individualized classes in which programmed instruction materials are used extensively, or for independent studies projects.

Most are single subject courses, but a few take an interdisciplinary approach to a topic or problem providing a student with an opportunity to view it from the perspective of several different discipline areas.

Coordinated studies “packages” are also offered. Here, instructors offering interrelated courses team up to integrate their courses minimizing duplication of topics and enabling students to develop and carry out single projects to meet the objectives of two courses.

“Piggyback courses” are also offered. A student enrolling in one of these courses has the option of selecting the level at which he/she wants to work—college transfer or non-college transfer levels. In a few of these courses, where self instructional materials are used, the student can opt to meet the objectives of different courses, working at his/her own rate of speed and proceeding to a second course or level within the term, depending on their own abilities.

Throughout, courses are designed for flexibility, providing a student with options in terms of tasks through which they can demonstrate achievement of course objectives. A behavioral objective orientation is also maintained, and objectives for each course, outlining what the student is expected to learn and the activities and requirements planned, are distributed during the first class session.

A pre-test will also be given in most classes. These are intended to help the instructor identify the knowledge and skills already possessed by the student, enabling him/her to tailor the course to meet the special needs or interest of the class. (Pre-tests are not used in grading students.)
Degree Programs

The College offers the Associate in Arts Degree in the Liberal Arts, and an Associate in Science Degree in Accounting, Finance, Secretarial and Social Justice.

Associate in Arts Degree

The Associate in Arts Degree is awarded to students who complete a general program of liberal arts courses which may be applied to meet baccalaureate degree requirements at a four year college or simply fulfill the general education interests of the student.

To earn an Associate in Arts Degree the student must satisfactorily complete a minimum of 60 credits of coursework, or equivalent, subject to the following conditions:

1. At least 2 courses (6 credits), in different discipline fields must be taken in the broad areas of: Humanities, Arts and Related Fields; the Social Sciences and Related Fields; the Natural Sciences; and Communications. Additionally, one of the natural science courses taken must be in a biology related field, the other, in a physical science related subject field. Also, one of the courses in communications must be in expository writing.
2. At least one course (3 credits) in mathematics or quantitative reasoning (Math 100, 202, Phil 210, or an introductory course in statistics or computer science) is required.
3. At least 12 credits, (the last 12 taken to meet degree requirements) must be completed at Windward.
4. Up to 12 credits in Applied Sciences and Arts and related fields courses (vocational-tech related) may be applied to meet the 60 credit requirement.
5. Up to 12 credits in independent study/cooperative education courses may be applied to meet the 60 credit requirement.
6. Up to 12 credits in non-college transfer level courses may be applied to meet the 60 credit requirement.
7. A minimum grade point average of 2.0.

Advising forms identifying the specific courses which can be applied to meet requirements are available.

These requirements have been in effect since 1974. Students who first enrolled in prior years may opt to meet the requirements of the degree program in effect at that time or the existing requirements, but must declare their intentions to do one or the other before filing for graduation.

The requirements listed are those applicable to the Associate in Arts Degree program in liberal arts at this College. Each public community college maintains some difference in requirements and the student intending to transfer to another community college or to the University of Hawaii, Manoa or Hilo should develop a program of study which meets the requirements of the institution transferred to as well as those of Windward.
Associate in Science Degree

The Associate in Science Degree is awarded to students who successfully complete one of the vocational programs. These programs are designed primarily to prepare students for immediate employment.

To earn an Associate in Science Degree the student must satisfactorily complete a minimum of 60 credits of coursework, or equivalent, subject to the following conditions:

1. Completion of the required “core” courses—30-33 credits. (Check program requirements for specific courses.)
2. Completion of 15 to 16 credits in an area of specialization.
3. Completion of 12 credits in General Education (including the Liberal Arts) courses.
4. At least 12 credits, (the last 12 taken to meet degree requirements) must be completed at Windward.
5. A minimum grade point average of 2.0.

Specific course requirements for the vocational programs for which the Associate in Science Degree is offered were being revised at the time the catalog was being assembled. Consequently, these requirements have not been included in the catalog. Program advising sheets for these programs will be included in a supplement to the catalog and will be available through instructors in the various fields and student services staff.

Certificate Programs

The College offers certificate level programs which are designed to prepare students for entry level employment or upgrading of work skills in several vocational fields. These include Automotive Technology, Business Clerical-Typing, Business Clerical-Stenography, Accounting, Finance and Social Justice.

Two types of certificates are awarded: a Certificate of Completion and a Certificate of Achievement, depending on the breadth of the program of study completed.

Credits completed in Certificate level programs may be applied to meet Associate in Science Degree program requirements, and Associate in Arts Degree program requirements under certain conditions.

Students completing Certificate program requirements must generally successfully complete from 15 to 33 credits in specified fields, and maintain a grade point average of 2.0. Residency requirements must also be met.

Specific course requirements for the certificate level programs were being revised at the time the catalog was being assembled. Consequently, these requirements have not been included in this catalog. Program advising sheets for these programs will be included in a supplement to the catalog and will be available through instructors in the various fields and student services staff.

Majors

Currently, the College offers students the opportunity to major in the following fields:

1. Liberal Arts (Associate in Arts Degree program)
2. Automotive Technology (Certificate of Completion and Certificate of Achievement program)
3. Finance (Certificate of Achievement and Associate in Science Degree program)
4. Social Justice (Certificate of Achievement and Associate in Science Degree program)
5. Secretarial (Associate in Science Degree program)
6. Business Clerical-Typing (Certificate of Completion)
7. Business Clerical-Stenography (Certificate of Achievement)

Students intending to go on to a four year degree granting institution and those working toward the requirements of the Associate in Arts Degree program are considered Liberal Arts majors. The designation of more specific program majors, e.g. Psychology major or Mathematics major, does not take place until the student transfers to a four year college and is in his or her junior year.

Students who are taking courses for enrichment purposes only and do not intend to work toward a degree or certificate or those who are undecided as to the field they want to specialize in are considered as having an unclassified major.

**Marine Option Program**

The Marine Option Program promotes an awareness and understanding of the marine environment and of the impact of the marine sciences on all facets of life through academic study and the acquisition of a marine skill. The program enriches the general education of participating students and is available to students of all disciplines.

Students completing a prescribed program of study and demonstrating possession or acquisition of a marine skill may earn a Certificate of Completion in the Marine Option Program. Students complete either OCEAN 201 or ZOOL 200 and two other approved marine-related courses. In addition, students must demonstrate possession or acquisition of an approved “marine skill” involving “hands-on” practical training in a marine-related activity.

For information about the program contact the Coordinator, Marine Option Program.

**Military Science Courses**

Military science courses are offered through the military science programs at the University of Hawaii at Manoa. A student will be concurrently enrolled in these courses. For further information, contact the military departments at the Manoa Campus.

**Independent Studies/Cooperative Education/Community Service**

Students may arrange to work on individually designed independent study projects under the supervision of an instructor. These projects may take the form of directed reading and/or research, field work experience (community service), or a career related experience (cooperative education).

The independent studies project is intended to serve the student who, after completing the requirements for an introductory course, may wish to continue an in-depth study of a particular topic or issue previously covered, or, who may wish to reinforce understanding of concepts or relationships cov-
ered by involvement in a project when these can be applied. Credits awarded vary and the projects may be pursued on a college transfer or non-college transfer level.

Independent study projects may take the form of cooperative education experiences where the student may receive academic credit while being employed in a paying position. Students may utilize this format to explore career areas. Students who are already employed in a job related to a career choice, or to a course offered at the College are encouraged to explore the possibility of structuring the work experience into a cooperative education projects. Credits awarded vary and the projects may be pursued on a college transfer or non-college transfer level.

The community service project is similar to the cooperative education project except that the emphasis is on rendering some services by participating in an organization on a voluntary basis. These projects are variable credit individualized learning experiences, with the number of credits awarded the student reflecting the level of difficulty of achievement of objectives, tasks and an estimate of time required by the student to achieve these objectives. These projects may be pursued at the college transfer or non-college transfer level.

Independent studies projects must be directly supervised by an instructor at the College and must have some relevance to program of courses offered. The approval of the Assistant Dean is also required. The total number of credits which can be applied to meet the Associate Degree requirements is limited to twelve credits. Procedural details may be obtained through an instructor or the Assistant Dean’s office.

Testing

A testing program is provided by the College to assist students in assessing their strengths and deficiencies in the basic skills necessary for college learning. A realistic assessment of skills provides the student with a good basis for planning a program of study that will maximize the likelihood of his/her succeeding at the College.

Currently a reading test, a study skills survey, and an algebra placement test are available regularly through the learning skills lab and students are encouraged to take all three tests. Because skill in reading is so fundamental, however, all students are required to complete the reading test before they may register for classes. The results of the reading test may be used by the student and his/her advisor in planning a reasonable schedule of classes, including courses to develop the student’s reading ability when this appears advisable. The Career Advising Center also offers tests to assist students in assessing career options and occupational choices.

College Credit Equivalency

Opportunities for obtaining college credit for learning competencies gained as a result of non-college classroom experience is available on a limited basis through credit by examination.

Credit by Examination

Any student who presents evidence of having achieved the objectives of
any course offered by the College through prior experience may apply for
credit by examination.

With the permission of the instructor and the Assistant Dean for Instruc-
tion, the student will be permitted to register for the course and take the exami-
nation prepared. The examination will be sufficiently comprehensive to estab-
lish the student's mastery of all of the objectives of the course. Where
demonstration of achievement of these objectives require the completion of a
task other than an examination, the student will be required to complete these
tasks or any alternative ones established by the instructor before receiving
credit for the course.

Details of the procedure may be obtained through the Registrar's office.

The College is presently evaluating award of credit for successful completion
of College Level Examination Program (CLEP) examinations.

Terms

Courses offered by the College vary in the length of terms. Basically, a 16-
week semester schedule is maintained; within, courses are scheduled for 8-
week terms. These variations are intended to accommodate the particular
learning styles of students at the College.

Eight-week classes are intended for a student who learns best by
concentrating on a few courses at a time over a relatively short period. A full-
time load consists of from two to three courses during an 8-week term.

Sixteen-week classes are intended for the student who prefers to take
several courses simultaneously, but over a longer period. A full-time load
consists of from four to five courses taken during the 16-week term.

Students may develop a program of courses consisting solely of 8 or 16-
week classes or may include classes of varying lengths depending on the
courses taken and individual predispositions. Students receiving VA benefits
are advised to consult with the College Veterans advisor or VA representatives
to assure that combinations of 8 and 16-week courses will result in the desire
eligibility for benefits.

Concurrent Registration

Under certain conditions, students at the College may register concurrently for courses at other community colleges or at the University of Hawaii,
Manoa.

Courses taken under this arrangement must not be offered by the College,
and generally, concurrent registrants are permitted to register only after regu-
lar students. Application must be made to the other institution, and the approv-
al of the Windward academic advisors secured. A minimum of 9 credits is
usually required to be taken at Windward before concurrency permission is
granted. Students must take at least half of their credits at Windward.

Windward students registered concurrently at another institution must
make arrangements to have their transcript of completed course work trans-
ferred to the College so they may be given credit for these courses.

The policy and procedures apply to students at other institutions wishing
to register concurrently at Windward.

Details regarding the procedure may be obtained through the Registrar's
office.
Returning Students

Individuals who had been students at the College but who have missed a term or semester and not been continuously enrolled at the College must reapply for admission if they wish to return to the College. These individuals will be considered as being returning students for purposes of registration during the initial term or semester.

Students who are enrolled and continuously at the College are considered continuing students and do not need to reapply for each term or semester.

Transfer of Credits from Other Institutions

From Other Campuses of the University of Hawaii to Windward

Credits earned for any course taken at any of the public community colleges in Hawaii, or at the University of Hawaii, Manoa and Hilo are transferable to this College and may be applied to meet requirements of degree and certificate programs at this College, subject to the specific requirements in each program. Some, however, may come under "elective" classification if Windward has no equivalent.

From Other Institutions to Windward

Course credits earned at any other institution either in Hawaii or another state or country may be transferable and applied to meet program requirements at Windward.

Students transferring to this College should request evaluation of previous work by the Registrar. Transfer level credits so awarded are applicable to meet requirements of this College, but may not necessarily be accepted by any other institution upon transfer of the student from Windward, without prior review by that institution.

Transfer of Credits from Windward

A student intending to transfer at some point in time to any other institution should familiarize himself/herself with the requirements of the college he/she wishes to transfer to. The program of study developed while at Windward should reflect the requirements of the college to be transferred to (as well as Windward, if a degree or certificate is desired from this college).

While credits earned through completion of college transfer courses at Windward are generally transferrable to any other institution, the prerogative to grant credits or not remains with that institution and not Windward.

Transcripts can only be released upon the duly signed request of the student. Telephone requests cannot be honored.

To the University of Hawaii, Manoa

Any student who has not successfully completed at least 24 credits in transfer level courses at this College is subject to the same requirements as entering freshmen applying to Manoa. Transfer is not automatic, and the student must apply to the University and submit a transcript of satisfactory high school work and achieve the minimum score on the Scholastic Aptitude Test (SAT).
Any Windward student who had been originally admitted to the University but chose instead to come to this College may transfer to the University at any time, regardless of the number of credits earned at Windward. Such a student must meet the grade point average required of Manoa students for continued registration.

Any Windward student, whether or not he/she was able to meet Manoa's admission requirements as an entering freshman, is eligible to transfer to the University after spending a full academic year at this College and earning a minimum of 24 credits in college transfer level courses, with a grade point average of at least 2.0. While these are minimum requirements, studies of transferring students have indicated that the community college student completing two years before transferring shows a significantly higher level of academic achievement at the University. Accordingly, students at Windward are encouraged to stay at this institution and transfer after completing an Associate in Arts Degree program.

The University does not establish a limit as to the number of credits which can be transferred. However, students intending to transfer with more than 60 credits are advised to check with a College academic advisor regarding major and general undergraduate requirements of the University. The credits may/may not be applied toward the baccalaureate degree.

Beginning Spring 1978, grade point averages earned while completing college transfer level courses at Windward are not transferable to the University of Hawaii, Manoa. However, credits earned for the courses accepted by the receiving college/department are transferred. Students intending to transfer to a four year institution such as the University of Hawaii, Manoa are advised that some of these institutions do not accept a grade of CR (Credit) for academic major courses and core requirements; also, that a long record of W's (Withdrawals) and N's (No credit) may act against the student applying for admission to a graduate department.

To Other Institutions

Generally, credits earned at Windward are transferable to any other community college in the University of Hawaii system and any other similar colleges. However, students are advised to check with the college they wish to transfer to regarding special requirements and procedures.

Grading

Letter grades and grade points are awarded to a student to reflect successful achievement of the objectives of a course. At the College, the letter grades which can be awarded include the following:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent achievement</td>
<td>4 grade points given (course credits awarded)</td>
</tr>
<tr>
<td>B</td>
<td>Above average achievement</td>
<td>3 grade points given (course credits awarded)</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement</td>
<td>2 grade points given (course credits awarded)</td>
</tr>
</tbody>
</table>

27
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Minimal passing achievement</td>
<td>1 grade point given (course credits awarded)</td>
</tr>
<tr>
<td>F</td>
<td>Less than minimal passing achievement</td>
<td>0 grade points given (no course credits awarded)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete This is a temporary grade given at the instructors' option when student has failed to complete a small part of a course because of circumstances beyond his or her control. The student is expected to complete the course by the end of the succeeding semester. If this is not done, then I will revert to the contingency grade identified by the instructor.</td>
<td>No grade points given and no course credits awarded until student completes course</td>
</tr>
<tr>
<td>Cr</td>
<td>Achievement of objectives of course at minimal passing level or higher</td>
<td>No grade points given (course credits awarded)</td>
</tr>
<tr>
<td>NC</td>
<td>Achievement of objectives of course at less than minimal passing achievement</td>
<td>No grade points given (no course credits awarded)</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal after the first week of an 8-week course or the second week of a 16-week course and prior to the last day of instruction, achieving at the D level or higher at the time of withdrawal.</td>
<td>No grade points given (no course credits awarded)</td>
</tr>
<tr>
<td>WF</td>
<td>Official withdrawal after the first week of an 8-week course or the second week of a 16-week course and prior to the last day of instruction, achieving at less than the D level at the time of withdrawal.</td>
<td>No grade points given (no course credits awarded)</td>
</tr>
</tbody>
</table>
If a student officially withdraws within the first two weeks of a 16-week course or the first week of an 8-week course the record of the registration will not appear on the transcript.

**Credit/No Credit Option**

The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point averages. No grade points are given for courses taken under this grading option. Course credit is awarded for courses completed at Cr levels and the credits earned may be applied to meet program requirements at Windward with certain restrictions. This grading option is not offered in all courses, and students majoring in a particular program are not permitted to take a major required course with the Cr/NC grading option.

Faculty have the prerogative of offering this grading option. The College has the responsibility and authority to establish the uniform conditions that apply whenever this faculty option is exercised.

Students considering transferring to another college are advised to check with the institution as to whether courses taken at Windward under the Cr/NC option can be transferred.

**Scholastic Standard**

A 2.0 grade point average is required for award of the Associate in Arts Degree, Associate in Science Degree and the Certificates of Achievement.

**Grade Reports**

Grade reports will be mailed to students at the end of each semester. Students shall assume the responsibility of reporting any errors on their grade report to the Registrar as soon as possible.

**Grade Point Average**

A student's grade point average is computed by dividing the student's total grade points earned by the total credits attempted, excluding the credits for classes which grades of I, W, WF, Cr, and NC were awarded.

Although I, W, WF, and NC are not included in the grade point average, students are advised that some colleges, especially graduate and professional schools, do not look with favor upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors. Students should also realize that dropping of courses may jeopardize their chance for registration in the same courses in succeeding semesters.

**Probationary Student Policy**

Any student failing to complete more than one-half of classes taken in a semester (providing more than 2 classes are taken) at an achievement level of D or Cr, may be placed on academic probation during the following semester. Waiver of probation may be approved when a student provides evidence of mitigating circumstances.

If a student does not complete 75% or more of the credits taken in the semester in which he/she has been placed on probation, he/she will be viewed
as not making satisfactory progress toward educational goals and will not be permitted to enroll for classes in the succeeding semester. The fact of this probationary status will be noted in the student's transcript record.

After an interval of 1 semester, the student may petition for readmission to the College.

If after 1 semester the readmitted student completes all of the classes in which enrolled (provided more than 2 classes are taken) with a GPA of 2.0 or better, reference to the probationary status will be expunged from the student's transcript record upon written request by the student.

This policy is presently under review and may be changed.

Repeating Courses

Students are permitted to repeat a course in which W, WF, F, NC grades have been recorded. Students will receive credit for a repeated course only once, with grade points awarded for one successful completion of the course. Courses may be repeated only once.

This policy is presently under review and may be changed.

Course Abbreviations/Numbers

All courses offered at the College are given an alpha abbreviation designating the broad subject area of the course and a course number designating, in general, the level of the course.

Courses numbered 100 and above are college transfer level courses. Generally, the credits earned for achievement of the objectives of these courses are transferable to baccalaureate degree granting institutions. The prerogative to grant credits or not remains with that institution and not Windward.

Courses numbered below 100 are non-college transfer level courses, and credits earned for these courses are not normally transferable to a baccalaureate granting institution (though sometimes accepted to meet special four-year program requirements). Credits earned for these courses (up to a maximum of 12) can be applied to meet the Associate in Arts Degree requirements at this College.

Independent study or field service courses are given a 199 or 049 number designation depending on the level of the projects undertaken. Cooperative education courses are given a 093/193 or 293 number designation depending on the level of the projects undertaken. Experimental courses are numbered 197 or 097 depending on the level of the course.

Student Classification/Courseload

Students are considered classified students if they are working to meet the requirements of a degree or certificate program at the College, expecting to complete these requirements either within a one or two-year period, or some future time.

Students who are not working to meet the requirements of any program and are taking courses at the College only for enrichment purposes are considered unclassified students.

Courseload

A student carrying 12 or more credits in a semester or 6 or more credits
during any 8-week term is considered a full-time student.
Definitions vary, however, for students receiving VA benefits and other social services assistance. Check with a College Academic Advisor for details.

Class Sizes
Most classes at the College range in size from 20 to 40 students. A few classes, particularly lecture/lab type classes, are scheduled to accommodate forty or more students.

Attendance
Regular class attendance is expected of all students and instructors should be notified of any absences.
Students missing the first two classes in any term without informing the instructor, in writing, of their intention to continue in the class will be assumed to have withdrawn from the class and will be automatically dropped.
This policy is presently under review and may be changed.

Student Responsibility
Although advisory services are provided and students are encouraged to take advantage of them, the students themselves, are ultimately responsible for following the proper procedures and completing the work required in their programs.

Change of Address
Students are responsible for keeping the Registrar's office informed of their correct mailing address.

Graduation Information
Students should consult with their counselors/advisors prior to registering for their final semester of study.
For specific graduation requirements see programs of study listed in the catalog.
Candidates for graduation must file an application with the Registrar's Office as follows:
Fall Semester .......................... file by October 15, 1978
Spring Semester .......................... file by February 15, 1979
Applications received after the deadline will be processed in the following semester.
The graduation fee of $5.00 is payable upon submission of the application for graduation.

Audit
Presently, the College does not permit a student to enroll in a class as an auditor.
This policy is presently under study and may be changed during the academic year.

Summer Session
The College offers a limited program of courses during the summer. Selected vocational programs are offered on a year round basis.
Related Services
Student Activities
Students at the College have organized themselves into a coordinating
council, the Windward College Konohiki Council (WCKC), to develop a pro-
gram of activities for the students of the College and members of the commu-
nity. The Council administers the use of student activity fees and last year
included the sponsorship of the College newspaper, O Ka Ohana, a spring
hoolaulea, film showings, student discount services, a dance and other social
activities. Furnishings for the lounge and outdoor picnic tables were also
purchased for student use by the Council. Elections for Council seats are held
in the Fall and interested students are invited to participate in these activities.
An intramural and intercollegiate sports program is being developed and
a few clubs have been established.

Student Participation in College Governance
Students at the College are encouraged to participate in institutional
policy making and in implementing the program of activities offered.
A number of College committees provide a vehicle for student participa-
tion in policy making. Among these: the ad hoc personnel committee which
assists in the selection of College faculty and staff; the curriculum committee
which reviews courses offered by the College; the program planning commit-
tee which is charged with responsibilities for assisting in the development of
program and staffing plans.
Students are also actively involved in implementing many of the activities
of the College, serving as instructors for non-credit courses, peer counselors
and academic advisors, classroom and lab assistants, and assisting in the
development of a public services program.
Students interested in getting involved in these activities should contact a
member of the Windward College Konohiki Council (WCKC) or the Acting
Coordinator of Student Services.

Academic Advising/Orientation
A staff of academic advisors, comprised of student services staff, design-
nated instructors and students at the College (who have been specially trained
for these responsibilities) is available to help the student develop a program of
study reflecting his/her educational objectives.
Orientation and small group advising sessions are held during the period
preceding registration for each term. One-to-one meetings can be arranged
on an appointment basis.
Special orientation programs are planned for women returning to college,
veterans and students transferring to the University of Hawaii, Manoa.
For information concerning orientation, and advising, call 235-0113 or
235-0114 and ask for an advisor.

Personal Counseling
Help on personal matters is available through the College counseling
staff. A list of referral agencies providing more specialized personal counsel-
ing and related social services is available should these services be required.
Financial Assistance

Financial assistance is available to students who would be unable to pursue their education without such help. Students who find that it is unlikely that they can rely solely on parents' or their own financial resources to meet college expenses, are urged to apply for financial aid. Assistance is available in the form of scholarships, grants, loans, and employment from State, Federal and private sources.

Students who wish to apply for financial aid must submit (1) the Financial Aid Form (FAF) and (2) the Statewide Supplementary Financial Aid application. The deadline date for Fall semester is June 1st and for Spring semester November 1st. Applications received after these dates will be considered as long as funds are available.

Applications and information are available from the Financial Aid Office, Eckerdt 121C.

State Financial Aid Programs

The State Higher Education Loan (SHEL) Program is a long-term program available to qualified full-time resident students. Repayment begins one year after a student leaves school or drops to less than full-time student status.

Hawaii State Scholarships (HSS) and Hawaii Student Incentive Grants (HSIG) cover tuition for qualified full-time resident students.

Federal Financial Aid Programs

Basic Grants are federal grants available to qualified undergraduate students who are enrolled at least half-time.

Supplemental Educational Opportunity Grants are federal grants available to qualified undergraduate students with exceptional financial need who are enrolled at least half-time. The amount of the grant may not exceed one-half financial aid received and must be matched by other aid.

College Work-Study Program (CWSP) is a federal program providing part-time employment opportunities to qualified students who are enrolled at least half-time and who need to earn college expenses not covered by other financial aid.

The National Direct Student Loan (NDSL) Program is a long term loan program available to qualified students who are enrolled at least half-time. Repayment begins one year after a student leaves school or drops to less than half-time.

The Guaranteed Student Loan Program makes loans available from private lenders, such as banks, credit unions, and savings and loans associations.

Hawaii Merit Scholarships

Hawaii Merit Scholarships cover tuition for qualified resident students. Recipients are selected on the basis of academic achievement. Applications are available in the Fall from the Student Services Office, Eckerdt 121C.
Emergency Short-Term Loans

No interest loans of up to $50 are available to students enrolled at least half-time. Loans are made to meet educational expenses and only when there is a reasonable expectation that repayment can be made. Repayment in full is due within 30 days. Information and applications are available from the Financial Aid Office, Eckerdt 121C.

Law Enforcement Education Program (LEEP)

Grants for payment of tuition, fees, and cost of books are available to full-time employees of State and City and County law enforcement or criminal justice agencies. Interested students should contact LEEP program coordinator in Student Services. Availability of grants is contingent on annual funding by the Law Enforcement Assistance Administration.

Veterans Administration Benefits

The College is approved for veteran's training and consequently students may receive financial assistance from the Veterans Administration, as provided by federal statute. Veterans, orphans of veterans and widows/widowers of veterans make application to the VA for determination of entitlement to educational benefits. Then, based on the number of credits for which a student registers and the number of dependents supported by the veteran, the amount of payment is determined by the VA.

Each semester the College provides certification or confirmation of enrollment and the number of credits for which the student has registered, at the specific request of the student. In requesting certification from the College, the student agrees to give official notification if he drops out of school. The VA accepts certification of enrollment for payments only for courses which apply to the degree objective and major of each individual student.

VA regulations provide that Windward Community College must evaluate official transcripts from each of the colleges that VA beneficiaries have previously attended and award appropriate credit for work completed. Students are responsible for requesting such transcripts to be sent directly to the Veterans Certification Officer at Windward Community College.

Veterans are encouraged to work closely with their counselor and academic advisor in selecting courses and making academic plans, so as to secure the desired eligibility for VA benefits. Please direct inquiries to the Veterans Certification officer, the VA Vet Rep on Campus, or the VA Regional Office in Honolulu.

Special Student Services

Note transcribing and reader services for visually disabled students are available through extension of the Kokua program maintained by the University of Hawaii, Manoa.

Services for other disabled students and individuals with special needs may be arranged through the Special Student Services Counselor.

All classrooms and offices are provided with ramp access for students on wheelchairs.
Library

The Library in Kanaloa Building serves both as a source of learning materials and a place to study and use these materials. The collection includes print materials such as books, periodicals, newspapers and pamphlets, and non-print materials such as films, tapes, phonograph records, filmstrips, slides, and microfilm. Print and non-print materials are shelved together on open stacks, and equipment for using the non-print materials is available in many of the carrels. While primarily for the use of students of the College, the Library also welcomes use by residents of the community.

Services of other libraries in the University of Hawaii system are available to students and faculty at Windward through interlibrary loan.

Guides to the use of the Library and services offered are available at the circulation desk. A slide/tape tour of the Library is also available, as is a mini-course in library skills. The Library staff welcomes both questions and suggestions about any of these services, and is eager to help students learn how to use the Library.

Media Production Center

A Media Production Center is maintained by the College for use by the instructional staff, primarily, in developing audiovisual materials for use in class.

The Center also provides service to students by assisting with audio and/or video recording, duplicating lectures on audio cassettes, and making other facilities available to help with the A-V requirements of student projects. The Center is located in Judd Building.

Bookstore

A College bookstore is operated for the convenience of students and staff of the College and members of the community. Textbooks and related reference materials, as well as some supplies are available for purchase.

The bookstore is located in Eckerdt Building and is open Monday-Friday, 8:30-11:30 AM and 1:00-3:00 PM.

Learning Skills Lab

As part of the learning skills program, a lab for individualized learning is open to all students. Services of the lab include assessment of strengths and deficiencies in reading, writing, concentration, listening, taking notes and a number of other college learning skills, as well as assistance in developing the skills when improvement is desired. Each student’s learning program is designed to meet his/her particular needs and study is done on an independent basis in the lab.

The learning skills lab, which is located in Lono Building, Room 113, is open on a daily basis with hours posted at the beginning of each term. Formal registration is not necessary and students are welcome to begin at the lab at any time during the semester.
Lounge Facilities

A lounge is maintained for the use of students and staff. Card tables, ping pong and billiard tables are available for use. Hours vary and are posted.

Food Services

The College does not operate a food services facility. Limited vending machine and “lunch-wagon services” are available.

Housing

The College maintains no dormitories and at this time provides no assistance in helping students locate housing.

A “For Rent” information bulletin board is maintained and students may check housing listings or inquire at any of a number of real estate agencies in the communities served.

Lost and Found

Articles which are lost and found are located in the Business Office in Eckerdt 114.

Financial Obligations

Students who have not met their financial obligations to the College (by non-payment of fines, loans, or service charges for dishonored checks) may be denied further registration, graduation, and transcripts of courses. Copies of the rules and regulations governing delinquent financial obligations are available for review at the Library, offices of the Acting Coordinator of Student Services, Registrar, the Dean for Educational Services, the Director for Administrative Services, the Financial Aids Officer and the Provost.

Health Services

The College provides no health services. Students are eligible, however, to participate in a group health and accident insurance program. Information may be secured through a College advisor. Certain public health programs that provide for free or low-cost health services are available at the Windward Comprehensive Health Center, adjoining the Campus.

Students on an I-20 (foreign student) visa must present proof of having bought health insurance before being allowed to register.

Health Certificate Requirement

Part of the admissions requirement is a mandatory TB test as required by the State Department of Health. A tuberculin test or an X ray may be utilized,
but no application for admission can be considered complete and no student can be permitted to register, until Admissions has received a written statement from the examining physician or the Health Department or clinic where the test has been effected.

Parking

Parking is permitted in designated areas. Spaces are limited. Regulations are subject to change. There is no charge for parking.

Pets on Campus

City ordinances require that pets be leashed when in public areas and the owners be responsible for cleaning up after their pets.

Pets are not permitted in the classroom (except with the special permission of the instructor).

An honor system regarding pets on campus is maintained and student pet owners are asked to observe these regulations and courtesies and not necessitate institution of more stringent regulations. Pet owners who violate City ordinance could be subject to prosecution.

Smoking

In furtherance of the State's No Smoking Act, Act 108, SLH 1976, smoking is prohibited in any of the classrooms, laboratories and conference rooms on this campus.

Job Placement

Job placement assistance will be available on a limited basis beginning this academic year.

For more information, check with the Office of the Acting Coordinator of Student Services.
Course Offerings

A brief description of courses offered at the College follows. More detailed information about each course including objectives, requirements and assignments, methods of grading and mode of instruction employed is contained in the outline of objectives for each course. These are available through the instructors. Copies are generally available in the Library.

General information regarding AA and AS degree and Certificate program requirements is provided in the following course descriptions. The UH, Manoa program requirements referred to are the general undergraduate program requirements. In addition to these requirements, each college and department imposes other special course requirements, depending on the academic field in which the student majors. Final determination of acceptance of the courses meeting program requirements at UHM rests with the receiving college/department. For more specific information about these requirements, consult the UH, Manoa catalogue or secure the assistance of an Academic advisor at UH, Manoa.

Abbreviations used: AA—Associate in Arts Degree Program; AS—Associate in Science Degree Program; UH, M—University of Hawaii, Manoa; UH, M Arts and Sciences—University of Hawaii, Manoa, College of Arts and Sciences; UH, M Business Administration—University of Hawaii, Manoa, College of Business Administration.

Numbers in parentheses indicate the number of credits awarded.

An * indicates courses not transferable to UHM.

The listing of courses is subject to change and new courses are expected to be added during the coming academic year. Some of the courses listed are offered on an alternate year basis; others on an alternate semester or term basis.

All classes offered must meet minimum enrollment or are subject to cancellation without notice.

Note: At the time the catalog was being prepared for publication a number of proposals for new courses were still being considered. These are not included in the catalog, but will be included in a supplement.

ACC 024B Principles of Accounting I, Part 1 (1)

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for a cash basis service organization.

Requirement/elective in business programs; see program descriptions.

May be applied to meet AA degree requirements as an Applied Science course.
ACC 024C Principles of Accounting I, Part 2 (2)

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for an accrual basis merchandising organization.

Requirement/elective in business programs; see program descriptions. May be applied to meet AA degree requirements as an Applied Science course.

ACC 201 Elementary Accounting I (3)

Introduction to accounting theory and methods used to record and report financial information; analysis of methods for valuing the assets, liabilities, and ownership of an organization.

Elective in business programs; see program descriptions. May be applied to meet AA degree requirements as an Applied Science course.

ACC 202 Elementary Accounting II (3)

Introduction to methods for evaluating financial performance, including cost accounting, budgeting, break even analysis, ratio analysis, and sources and uses of funds.

Prerequisite: ACC 201.

Elective in business programs; see program descriptions. May be applied to meet AA degree requirements as an Applied Science course.

AMST 201 Introduction to American Civilization I (3)

Presentation of the central themes of American life and experience studied from the perspectives of history, literature and social science. Themes covered include Puritan influences, slavery, frontier heritage, popular culture and women in America.

Meets AA degree Humanities requirements.

AMST 202 Introduction to American Civilization II (3)

Presentation of the central themes of American life and experience studied from the perspectives of history, literature and social science. Themes covered include American individualism, the search of community and alienation in modern America.

Meets AA degree Humanities requirements.

ANTH 150 Human Adaptations (3)

(formerly Introduction to Anthropology)

Covers major principles and theoretical orientations of physical anthropology, archaeology, and ethnology. Intended for nonmajors.

Meets AA degree Social Science requirements.

ANTH 200 Cultural Anthropology (3)

Broad study of the nature of culture; introduction to basic concepts for analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual. Meets AA degree Social Science requirements.
ANTH 210  Archaeology  (3)

Introduction to prehistoric archaeology; methods and techniques of excavation and analysis; brief survey of human cultural growth in prehistoric times.
Optional field project.
Meets AA degree Social Science requirements.

ANTH 215  Physical Anthropology  (3)

Introduction to physical anthropology; topics include primatology, fossil humans, heredity, modern humans, human growth and constitution. Prior course in biology recommended.
Meets AA degree Social Science requirements.

ART 101  Introduction to the Visual Arts  (3)

Focus on the question of “What is the nature of visual art?” and the forms and conditions under which art is expressed. Projects will be required.
Meets AA degree Humanities requirements.

ART 105  Elementary Studio: Ceramics  (3)

An introduction to clay as an art medium. Emphasis on basic hand-building techniques and on decorating, glazing and firing of ceramic pieces.
Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.

ART 105-B  Elementary Studio: Ceramics (Wheelthrowing)  (3)

Introduction to the use of the potter's wheel. Emphasis on techniques of forming basic wheel thrown shapes on the electric or kick wheel. Emphasis also on decorating, glazing and firing of ceramic pieces.
Prerequisite: ART 105.
Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.

ART 107  Elementary Studio: Photography  (3)

An introduction to black and white photography emphasizing a variety of picture-making techniques. Assignments and field trips. Student provides 35mm/120mm camera and materials.
Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.

ART 108  Elementary Studio: Drawing and Painting  (3)

Introduction to techniques of drawing and painting. Emphasis on the artistic creativity of the individual. Basic principles of design and elements of form will be explained.
Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.
BIOL 100  Human Biology (3)
Introduction to structure and functions of cells, organs, systems of the human body. Topics related to physical fitness, nutrition, health and disease. For non-science majors.
Meets AA degree Natural Science requirements for non-lab science.

BMACH 020B  Ten-Key Adders (formerly BUS 022) (1)
Individualized instruction in attaining speed, accuracy, operation of ten-key adder. Practical applications are used.
Prerequisite: MATH 001 or equivalent.
Required for business programs; see program descriptions.
May be applied to meet AA degree.

BMACH 020C  Electronic Calculators (formerly BUS 022) (1)
Individualized instruction in use of the electronic calculator. Practical applications are used. Memory units, storage registers, automatic decimal controls are introduced.
Prerequisite: MATH 001 or equivalent.
Required for business programs; see program descriptions.
May be applied to meet AA degree.

BOT 101  General Botany (4)
Introduction to plant structure, function, reproduction and evolution; plants in relation to the environment and human activities. Lecture/laboratory/research project/field trip course.
Meets AA degree Natural Science requirements.

BOT 105  Ethnobotany (3)
Hawaiian plants, native and early-introduced, and their role in Hawaiian culture, particularly during Pre-Cook period. Lecture/field trips.
Meets AA degree Social Science requirements.

BOT 130  Plants in the Hawaiian Environment (4)
Introduction to evolution of plant communities and species of Hawaiian ecosystems; ecological interactions; observations, identification and systematics of native and introduced flora. Lecture/laboratory/field trip course.
Meets AA degree Natural Science requirements.

BOT 181  Plant Sea Life (4)
Morphology, taxonomy, physiology, ecology, identification and marine agronomic utilization of planktonic, microphytic and macrophytic algae. Lecture/laboratory/research project/field trip course.
Meets AA degree Natural Science requirements; meets requirements for WCC Marine Option Program.
BUS 022  Business Career Development
(formerly BUS 001-8)  
Helps student become aware of and understand requirements, benefits, limitations of career choice in business field. Uses guest speakers and work-site visitations. Required/Elective. See business program descriptions. Meets AA degree Applied Science requirements.

CHEM 100  Chemistry and Man  
Non-mathematical introduction to chemistry. Basic concepts and their relationship to the modern world. Not open to those with previous college chemistry. Meets AA degree Natural Sciences requirements.

CHEM 100L  Chemistry and Man Laboratory  
Experiments in everyday chemistry. Prerequisite: Credit or registration in CHEM 100. Meets AA degree Natural Sciences requirements.

CHEM 151  Elementary Survey of Chemistry  
A non-rigorous but adequate background in fundamentals of chemistry. Suitable as preparation for CHEM 171 or for technical training in the life sciences. Meets AA degree Natural Science requirements.

CHEM 151L  Elementary Survey of Chemistry Laboratory  
Experiments introducing laboratory techniques and illustrating chemical principles; supplemented by films, demonstrations, problem sessions. Prerequisite: Credit or registration in CHEM 151. Meets AA degree Natural Science requirements.

COMUN 145  Interpersonal Communications  
Introduction to theory and practice of interpersonal communication. Emphasis on practical application of theory to improve communication skills, interpersonal relationships, and reduce communication breakdowns. Meets AA degree Communication requirements; required for Business-Clerical majors.

COMUN 210  Intercultural Communications  
Introduction to social, psychological, cultural variables which affect communication between individuals from different cultures or subcultures. Theories and practice. Prerequisite: COMUN 145 or permission of instructor or staff counselors. Meets AA degree Communication requirements.
DANCE 150  Introduction to Dance  
(formerly DRAMA 180)  
(3)
Study of basic theories of human movement and phenomenon of dance as an art form, particularly in Western culture. Representative dance styles and outstanding personages are covered. Not a performance course, but students are expected to participate in in-class movement sessions. Attendance of at least two dance concerts is required.  
Meets AA degree Humanities requirements.

DRAMA 101  Introduction to Drama and Theatre  
(formerly DRAMA 160)  
(3)
Study of changing forms in theatre and dramatic literature via representative plays; introduction to theatrical production. Attendance of at least 3 plays is required; field trips are scheduled.  
Meets AA degree Humanities requirements.

DRAMA 221  Acting I  
(3)
Performance course concentrating on voice, relaxation, body-awareness, and freedom from self-consciousness through theatre games, improvisation, and exercises. Emphasis on ensemble work. Attendance of at least 4 plays is required.  
Meets AA degree Humanities requirements.

DRAMA 222  Acting II  
(3)
Performance course concentrating on exploration of character creation; continued work on voice, relaxation, self-realization. Attendance of at least 4 plays is required.  
Meets AA degree Humanities requirements.

DRAMA 260  Dramatic Production  
(3)
Introduction to process of converting a play into performance. Students are required to participate in at least one aspect of an actual production.  
Meets AA degree requirements.

DRAMA 264  Introduction to Asian Theatre  
(3)
Introduction to history, dramatic literature, performance techniques of major theatre forms of India, Southeast Asia, China, Japan. Attendance of at least one Asian theatrical performance is required.  
Meets AA degree Humanities requirements.

ECON 101  Consumer Economics  
(3)
An introductory course aimed at helping an individual come to an understanding of money management techniques as related to household purchases, personal savings, how to apply for credit and maintain a good credit rating, consumer protection laws/regulations and how this knowledge can be applied to making rational consumer decisions. Field trips may be scheduled.  
Meets AA degree Social Science requirements.
ECON 120 Introduction to Economics (3)

One-semester course for non-majors. Provides general understanding of functioning of economic systems, including various approaches to organization of production and allocation of resources, and of policies designed to achieve national economic goals.

Meets AA degree Social Science requirements.

ENG 001 Basic Reading (formerly READ 001) (3)

Helps student improve reading ability. Emphasizes vocabulary development, improved comprehension, more positive attitude toward reading. For students reading below 11th grade level. Course may be repeated upon consent of instructor.

Prerequisite: 52 or below on Nelson-Denny Reading Test.

Meets AA degree Communication requirements.

ENG 022 Introduction to Expository Writing (3)

A "refresher course" focusing on grammatical form, organization, writing well formed sentences and paragraphs.

Meets AA degree Communication requirements.

ENG 100 Expository Writing (3)

A composition course including description, narration, exposition and argument. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

Meets AA degree Communication requirements.

ENG 102 College Reading Skills (formerly READ 101) (3)

Emphasizes speed, vocabulary, comprehension, critical reading. Develops skimming, scanning, study reading techniques. For students reading at 11th grade level or above. Course may be repeated upon consent of instructor.

Prerequisite: 53 or above on Nelson-Denny Reading Test.

Meets AA degree Communication requirements.

ENG 120 Exposition and Autobiography (3)

A composition course focusing on writing essays in which students record and analyze noteworthy aspects in their own lives. Unity, organization, development, continuity and other basic writing skills necessary for college writing are stressed.

Meets AA degree Communication requirements.
ENG 130  Problem-Solving and Argument on Contemporary Issues  
A composition course featuring problem solving and resolution of issues in a controversy. Emphasis is placed on identification of problems and argument in support of courses of action. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.  
Meets AA degree Communication requirements.

ENG 150  Exposition and Study of the Past  
A composition course focusing on the writing of essays that analyze and compare ideas and issues raised from past civilizations and other cultures. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.  
Meets AA degree Communication requirements.

ENG 170  Language and the Visual Media  
A composition course focusing on analysis of assorted visual media and of the role language plays in films, television and advertising. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.  
Meets AA degree Communication requirements.

ENG 250  Major Works of American Literature  
An introductory literature course focusing on major American authors before and after 1900. The course reading will include samples of poetry, essay, drama, short story and novel.  
Meets AA degree Humanities requirements.

ENG 251  Major Works of British Literature  
(Middle Ages to 1800)  
An introductory literature course including major British plays, prose and poetry from the Anglo-Saxon period to the Seventeenth Century. Emphasis is placed on discussion of and writing about characteristics and themes of the works.  
Meets AA degree Humanities requirements.  
Offered alternate years (1979–80).

ENG 252  Major Works of British Literature (1800 to Present)  
An introductory literature course including major British plays, novels and poetry from the Nineteenth Century to the present. Emphasis is placed on discussion of and writing about characteristics and themes of the works.  
Meets AA degree Humanities requirements.  
Offered alternate years (1979–80).
ENG 253  World Literature I  (3)

An introductory literature course including major Asian and European prose and poetry from the earliest recorded literature through the Renaissance. Emphasis is placed on discussion of and writing about characteristics and themes of the works.
Meets AA degree Humanities requirements.

ENG 254  World Literature II  (3)

An introductory literature course including major Asian and European plays, prose and poetry from the Seventeenth Century to the present. Emphasis is placed on discussion of and writing about characteristics and themes of the works.
Meets AA degree Humanities requirements.

ENG 255  Types of Literature I  (3)

An introductory literature course featuring techniques of reading and analyzing short stories and novels. Emphasis is placed on discussion of and writing about characteristics and themes of the works.
Meets AA degree Humanities requirements.

ENG 256  Types of Literature II  (3)

An introductory literature course featuring techniques of reading and analyzing poetry, drama and biography. Emphasis is placed on discussion of and writing about characteristics and themes of the works.
Meets AA degree Humanities requirements.

ESL 100  Expository Writing: A Guided Approach  (3)

A composition course with emphasis on extensive practice in writing essays. Focus is on unity, development and useful grammatical structures which make an essay effective. (May fulfill English composition requirement only for non-native speakers of English).
Meets AA degree Communication requirements.

FR 101  Elementary French I  (4)

An elementary course in conversation, laboratory drill, grammar and reading. Offered Fall term only.
Meets AA degree Communication requirements.

FR 102  Elementary French II  (4)

Continuation of FR 101. Offered Spring term only.
Prerequisite: FR 101.
Meets AA degree Communication requirements.

FR 201  Intermediate French I  (3)

Second level course in French covering reading, conversation, laboratory drill and composition. Offered Fall term only.
Prerequisite: FR 102.
Meets AA degree Communication requirements.
FR 202  Intermediate French II  
Continuation of FR 201. Offered Spring term only.  
Prerequisite: FR 201.  
Meets AA degree Communication requirements.

GEOG 101  Man's Natural Environment  
Survey of the natural environment; distribution and interrelationships of  
elements of Earth's Ecosystem; air, water, land and organisms; lab problems in  
map interpretation and environmental analysis.  
Meets AA degree Natural Science requirements.

GEOG 102  World Regional Geography  
Designed to acquaint the student with the cultural regions of today's  
world, with emphasis on the interrelationships and interactions of each re­  
gion's ideological, economic, political and physical elements.  
Meets AA degree Social Science requirements.

GEOG 151  Geography and Contemporary Society  
Elements of population geography and urban studies, economic geog­  
raphy and resource management; application to current problems of devel­  
oped and underdeveloped countries.  
Meets AA degree Social Science requirements.

GG 101  Introduction to Geology  
(formerly GEOSC 101)  
Man's natural physical environment; the landscape, rocks and minerals;  
rivers and oceans; volcanism, earthquakes, and other processes inside the  
earth; effects of man's use of the earth and its resources; and topographic and  
geologic maps.  
Weekly lab sessions and occasional field trips.  
Meets AA degree Natural Science requirements.

GG 102  General Geology and Geophysics  
(formerly GEOSC 102)  
Measurement of geologic time; origin and history of continents and  
oceans; earth's interior and continental drift; origin of life and its evolution in  
response to past climates, environments, and other life; geologic history of  
vertebrate animals including man; and study of geologic maps; fossils; water,  
fuel, and ore deposits.  
Weekly lab sessions and occasional field trips.  
Meets AA degree Natural Science requirements.
GG 200 Geology of the Hawaiian Islands  (formerly GEOSe 200)  
(3)
An introduction to the development of land forms in Hawaii. Discussion topics include volcanic activity, reef foundation, ground water sources and identification of rock types. 
Field trips arranged.  
Meets AA degree Natural Science requirements.

GG 201 Big Island Geology Field Trip  (1)
A three of four day field trip on island of Hawaii. A survey of Hawaiian volcanic processes is illustrated by trips to Kilauea, Mauna Kea and Hualalai volcanoes. Students are responsible for air and ground transportation, meals and lodging. Date of field trip to be arranged.  
Prerequisite: Completion of GG 200 (or concurrent registration), GG 102, SCI 123 or permission of instructor.  
Meets AA degree Natural Science requirements.

HAWN 101 Elementary Hawaiian I  
(4)
An elementary course in the Hawaiian language which focuses on rules of grammar, the building of an adequate vocabulary to facilitate conversation and reading of selected materials at an elementary level and pattern drills. Offered Fall term only.  
Meets AA degree Communication requirements.

HAWN 102 Elementary Hawaiian II  
(4)
Continuation of HAWN 101. Offered Spring term only.  
Prerequisite: HAWN 101.  
Meets AA degree Communication requirements.

HAWN 201 Intermediate Hawaiian I  
(4)
Continuation of HAWN 102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing, conversation and translation. Offered Fall term only.  
Prerequisite: HAWN 102.  
Meets AA degree Communication requirements.

HAWN 202 Intermediate Hawaiian II  
(4)
Continuation of HAWN 201. Offered Spring term only.  
Prerequisite: HAWN 201.  
Meets AA degree Communication requirements.

HAWNA 024 Hawaiian Culture  
(3)
Hawaiian cultural values as they were portrayed in the social, economic, political, psychological, religious systems of ancient Hawaii; and the changes they underwent through time. Non-college transfer level.  
Meets AA degree Humanities requirements.
HAWNA 231 Hawaiian Culture (3)

Hawaiian cultural values as they were portrayed in the social, economic, political, psychological, religious systems of ancient Hawai‘i; and the changes they underwent through time. College transfer level.
Meets AA degree Humanities requirements.

HPER 101 Physical Fitness (1)

Designed to improve physical fitness levels through an intensive program of physical activity. Programs developed in exercise, jogging, weight training, universal gym.
Meets AA degree Humanities requirements.

HPER 103 Swimming: Beginning (1)

Instruction in basic strokes and personal safety skills. Minimum goal is drownproofing; optimum goal is to learn to enjoy swimming as a recreational activity.
Prerequisite: Physical Examination required.
Meets AA degree Humanities requirements.

HPER 104 Swimming: Intermediate (1)

Refinement of basic strokes with added emphasis on swimming for distance. Continued work on personal safety skills including basic rescues and water safety.
Prerequisite: Ability to swim 25 yards continuously. Physical examination and appropriate swimming apparel required by first day of class.
Meets AA degree Humanities requirements.

HPER 107 Tennis: Beginning (1)

Designed to acquaint the student with the basic rules and etiquette of tennis; forehand and backhand strokes, serving, volleying, singles and doubles play.
Meets AA degree Humanities requirements.

HPER 108 Tennis: Advanced (1)

Second level course, designed to perfect basic strokes, chops, volley and lobs. Physical conditioning and court strategy for singles and doubles play.
Prerequisite: HPER 107/or ability to demonstrate mastery of the basic skills and techniques described in HPER 107.
Meets AA degree Humanities requirements.

HPER 110 Golf: Beginning (1)

Introductory course in golf covering rules of the game, etiquette, grip, stance, driving, putting, iron shots and approach shots. Green fees may be applicable.
Meets AA degree Humanities requirements.
HPER 115  Bowling (1)

Introduction to and refinement of approach, arm swing, spare pick up, rules and etiquette.
Student pays lane fees.
Meets AA degree Humanities requirements.

HPER 124  Dances of Hawaii (1)

Beginning course in hula covering fundamental steps and movements of the dance with and without instruments.
Meets AA degree Humanities requirements.

HPER 125  Dances of Hawaii II (1)

Second level course in hula focusing on more complex steps and dances. Dances using instruments will be stressed.
Prerequisite: HPER 124 or consent of instructor.
Meets AA degree Humanities requirements.

HPER 135  Volleyball (1)

A basic course in volleyball designed to help the student acquire knowledge of the rules of the game and acquire skills in serving, passing, setting up, spiking, blocking and developing offensive and defensive team strategy.
Meets AA degree Humanities requirements.

HPER 137  Basketball (1)

Introductory course in basketball covering game rules, offensive and defensive strategies and plays, passing, shooting, dribbling, rebounding.
Meets AA degree Humanities requirements.

HPER 174  Senior Lifesaving (2)
(formerly HPE 170)

Course designed to provide knowledge of lifesaving skills for personal safety and safety of others. Includes Red Cross Basic rescue, Water Safety and Advanced Lifesaving certification.
Prerequisite: Strong basic strokes, swim 440 yards. Physical examination required.
Meets AA degree Humanities requirements.

HIST 151  World Civilization I (3)

A survey course focusing on significant historical events and patterns of development in world civilizations from the prehistoric period to the 1500's.
Meets AA degree Humanities requirements.
HIST 152  World Civilization II  
A survey course focusing on the historical development of selected areas of the world from the 16th century to the present. Emphasis placed on analysis of the impact of industrialization, East-West interaction and the rise of nationalism.
Meets AA degree Humanities requirements.

HIST 224  History of Hawaii I  
(formerly HIST 157) 
Introductory course focusing on major events and outstanding personages in Hawaiian history from the earliest period to the end of the Republic of Hawaii. Particular emphasis on the cultural values of ancient Hawaii and on the impact of other nations during this period.
Meets AA degree Humanities requirements.

HIST 225  History of Hawaii II  
(formerly HIST 158) 
Introductory course focusing on major changes that have occurred in Hawaii due to annexation, World War II and statehood. Emphasis on political, social, economic and cultural perspectives past and present.
Meets AA degree Humanities requirements.

HIST 241  Civilizations of Asia I  
A survey course covering the development of the major civilizations of East Asia, South and Southeast Asia and historical personages and events from the earliest periods to the 1500's.
Meets AA degree Humanities requirements.

HIST 242  Civilizations of Asia II  
A survey course focusing on the changes/development of the major civilizations of East Asia, South/Southeast Asia from the Fifteenth Century to the present. Particular emphasis placed on an analysis of representative Asian societies, the Asian response to the West and Asian nationalism.
Meets AA degree Humanities requirements.

HIST 281  Introduction to American History I  
An Introduction to American history covering significant events in U.S. history from the colonial to Civil War period.
Meets AA degree Humanities requirements.

HIST 282  Introduction to American History II  
Continuation of HIST 281 focusing on significant events in American history from Reconstruction (1865) to the present.
Meets AA degree Humanities requirements.
JPNSE 101 Elementary Japanese I

Covers rules of grammar, vocabulary sufficient to enable reading of selected materials, conversation at elementary level. Provides for recognition, writing of ideographic characters. Offered Fall term only.
Meets AA degree Communication requirements.

JPNSE 102 Elementary Japanese II

Continuation of JPNSE 101. Offered Spring term only.
Prerequisite: JPNSE 101 or knowledge of kana.
Meets AA degree Communication requirements.

JPNSE 201 Intermediate Japanese I

Continuation of JPNSE 102. Emphasis on increasing proficiency in use of major sentence patterns in reading, writing, conversation. Offered Fall term only.
Prerequisite: JPNSE 102 or equivalent.
Meets AA degree Communication requirements.

JPNSE 202 Intermediate Japanese II

Continuation of JPNSE 201. Offered Spring term only.
Prerequisite: JPNSE 201 or equivalent.
Meets AA degree Communication requirements.

JOURN 205 Newswriting

An introductory course in newswriting, reporting and journalistic ethics.
Prerequisite: ENG 100 or equivalent and reasonable ability in typing.
Meets AA degree Communication requirements.

JOURN 206 News Editing

(Formerly JOURN 199B)

An introductory course in basic techniques and principles of news editing, headline writing and publications make-up. Participation in the production of the student newspaper is a requirement.
Prerequisite: JOURN 205 or consent of the instructor.
Meets AA degree Communication requirements.

LSK 030* College Study Skills

(Formerly IS 021)

Assists student in having positive college experience. Deals with beliefs, habit patterns, and study skills that relate to student's educational achievement.
Meets AA degree Communication requirements.

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LING 102  Introduction to the Study of Language  (3)

An introductory course designed to give the student an appreciation for the organization and universal tendencies of language which underlie the seeming diversity in human languages. Data from many different languages will be examined and various language patterns will be discovered. Topics include language origins, phonetics, phonology, morphology, semantics, historical linguistics and language diversity.

Meets AA degree Communication requirements.

MATH 001*  Basic Mathematics  (4)

Numeration, whole numbers, fractions, decimal numerals, percent, measures, ratio and proportion, averages, medians, squares, square roots, integers.

Prerequisite: None.

May be applied to meet AA degree program requirements; does not meet AA degree Quantitative Reasoning requirements.

MATH 025*  Elementary Algebra  (4)

Introduces the basic structure of algebra. Topics include number systems and properties, equations, polynomials, factoring, systems of equations, inequalities, exponents, radicals, fractional expressions, quadratic functions and equations. Approximately equivalent to first year high school algebra.

Prerequisite: MATH 001 or equivalent.

May be applied to meet AA degree program requirements; does not meet AA degree Quantitative Reasoning requirements.

MATH 027*  Intermediate Algebra  (formerly MATH 026)  (4)

Properties of real numbers, linear equations, inequalities, systems of equations, polynomials, functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, exponential and logarithmic functions.

Prerequisite: MATH 025 or equivalent.

May be applied to meet AA degree program requirements; does not meet AA degree Quantitative Reasoning requirements.

MATH 035*  Unified Geometry  (formerly MATH 027)  (4)

Points, lines, planes, angles, proofs, parallelism, polygons, congruence, quadrilaterals, similarity, graphs, distances, transformations, area, volumes.

Prerequisite: MATH 027 or equivalent.

May be applied to meet AA degree program requirements; does not meet AA degree Quantitative Reasoning requirements.

Note: MATH 001/025/027/035 may be offered as a "piggyback" course where the student may work toward achievement of objectives of different courses in a lab setting using self-instructional study materials. The courses do not meet AA degree Quantitative Reasoning requirements.
MATH 100  Survey of Mathematics  (3)

An introduction to quantitative and logical reasoning for the non-science/ non-mathematics major. The question of "What is mathematics?" is explored, while focusing on mathematical systems or models, cultivating an appreciation for mathematics as an aesthetic art, and developing skills in problem-solving and analysis.

Prerequisite: MATH 025, or one year of high school algebra or equivalent.
Meets AA degree Quantitative Reasoning requirements.

MATH 120  Pre-Calculus: College Algebra  (formerly MATH 197)  (4)

Synthesis of mathematical concepts, axioms, properties. Equations, relations, functions, transformations, inequalities, algebraic systems, exponential and logarithmic functions, complex numbers, polynomials, sequences, series, mathematical induction.

Prerequisite: MATH 027 or equivalent.
Meets AA degree Quantitative Reasoning requirements.

MATH 125  Pre-Calculus: Trigonometry & Analytic Geometry  (formerly MATH 198)  (5)

A functional approach to trigonometry and analytic geometry. Relations, functions, transformations, circular functions, inverse functions, identities, triangles, vector applications, complex numbers, graphs, polar coordinates, conic sections, three-dimensional vectors, planes, spheres, surfaces, curves.

Prerequisite: MATH 120 or equivalent.
Meets AA degree Quantitative Reasoning requirements.

MATH 202  Probability and Statistics  (4)

Provides various analytical implements to facilitate decision-making under uncertainty. Topics include descriptive statistics, probability and probability distributions, and inferential statistics. Applications in business, science, social science, and other occupations are shown.

Prerequisite: MATH 025 or equivalent.
Meets AA degree Quantitative Reasoning requirements.

MATH 205  Calculus I  (4)

Basic mathematical concepts, topics in differentiation, and introductory integration of algebraic and trigonometric functions. Applications of differentiation and integration will be demonstrated.

Prerequisite: MATH 125 (Trigonometry and Analytic Geometry).
Meets AA degree Quantitative Reasoning requirements.

MATH 206  Calculus II  (4)

Differentiation and integration concepts of trigonometric, exponential, logarithmic and hyperbolic functions. Integration implements, infinite series, and applications of derivatives and integrals are also featured.

Prerequisite: MATH 205 or equivalent.
Meets AA degree Quantitative Reasoning requirements.
MUS 102 College Chorus
(1)
Performance of traditional contemporary choral literature. Previous choral experience not required. Repeatable.
Meets AA degree Humanities requirements.

MUS 121B Beginning Ukulele
(formerly MUS 129D)
Introductory course in ukulele. Focus on vamps, chords, and reading music.
Course intended for students with little or no experience in ukulele.
Meets AA degree Humanities requirements.

MUS 121C Beginning Classical Guitar
(formerly MUS 129B)
Introductory course in guitar playing. Students will learn chords, strumming techniques and to read music. This course is designed for students with little or no experience in playing a guitar.
Meets AA degree Humanities requirements.

MUS 121F Beginning Slack Key Guitar
(formerly MUS 129C)
Introductory course in slack key guitar. Students will learn to play in the Taro Patch and Namakelua tunings.
This course is intended for students with little or no experience in this style of guitar playing. Ability to read music is not required.
Meets AA degree Humanities requirements.

MUS 122C Intermediate Classical Guitar
(formerly MUS 130B)
An intermediate course in guitar playing focusing on reading music in different key signatures as well as time signatures. Students will learn to play in one tuning other than the standard tuning.
Prerequisite: MUS 121C or consent of instructor.
Meets AA degree Humanities requirements.

MUS 122F Intermediate Slack Key Guitar
(formerly MUS 130C)
Intermediate course in slack key guitar. Student will learn to modulate and play solos in C tunings and advanced solos in the tunings learned in the elementary class.
Prerequisite: MUS 121F or the consent of the instructor.
Meets AA degree Humanities requirements.
MUS 160  Introduction to Music Literature  (3)

Elements, styles and forms of music, from the listener's point of view. A music appreciation course. Concert attendance is required for 3 events during the semester.
Meets AA degree Humanities requirements.

MUS 170  Music in World Cultures  (3)

Music as organized sound and as a cultural object. Role of music in various societies—ancient and modern, sophisticated and non-sophisticated, child and adult, Western and non-Western. Representative styles and regional characteristics viewed in terms of musical characteristics and related cultural factors; a conceptual introduction to music and culture. Attendance of one ethnic performance is required.
Meets AA degree Humanities requirements.

MUS 180  Fundamentals of Western Music  (3)

Fundamental concepts in organization of music as expressive medium in Western culture. A music theory course. Roles of composer and listener will be explored. Notation as mode of communication.
Meets AA degree Humanities requirement.

OCEAN 201  Science of the Sea  (3)

An introductory course to oceanography. Topics covered include the dimensions of the science of oceanography, the physical and chemical properties of the sea water, waves, tides and currents, life in the ocean and the geologic structure of ocean floor. Field trips are scheduled.
Prerequisite: High School algebra and chemistry recommended.
Meets AA degree Natural Science requirements. Meets WCC Marine Option Program requirements.

OCEAN 209  Oceanographic Techniques  (3)

A lab-practical course designed to acquaint students with techniques and concepts required for determination of the interactions of marine organisms with their environment. Methods used to determine salinity, oxygen content, pH, nutrient content, current velocity, sediment size and composition, plankton identification, etc., will be emphasized.
Prerequisites: Completion of, or concurrent registration in OCEAN 201; or permission of the instructor.
Meets AA degree Natural Science requirements. Meets WCC Marine Option Program requirements.

OFPRO 040* Clerical Office Procedures  (formerly BUS 050)  (3)

Provides students with knowledge of general office duties required by most clerical positions. Emphasis on typing all forms used in business.
Prerequisite: TYPW 020 or equivalent.
Required for all business programs.
Meets AA degree Applied Science requirements.
OFPRO 093V  Cooperative Education  
(formerly BUS 093)  
(1-4)  
On-the-job learning relevant to classroom clerical skills. Related instructional seminars and projects assigned as needed. See Cooperative Vocational Education Coordinator or Academic Advisor for information.  
Elective: See business program descriptions.  
Prerequisite: TYPW 020 and OFPRO 040 or equivalent.  
Meets AA degree Applied Science requirements.

PHIL 100  Introduction to Philosophy  
(3)  
This course consists of an examination of what philosophy is, the different branches of philosophy such as ethics, metaphysics, epistemology and some of the contributions of more prominent philosophers. Examples of issues to be covered are: the meaning of life, the free will controversy and does God exist?  
Meets AA degree Humanities requirements.

PHIL 120  Introduction to Asian Philosophy  
(formerly PHIL 110)  
(3)  
Introductory course in selected schools of Asian thought. Includes a survey of differences as well as similarities in values of the Asian mode of thought contrasted with Western thought.  
Prerequisite: PHIL 100 is recommended but not required.  
Meets AA degree Humanities requirements.

PHIL 200  History of Philosophy I  
(3)  
Focus on significant aspects and personalities representing selected schools of philosophy in the West from the period of the early Greek thinkers to the Renaissance.  
Prerequisite: PHIL 100 or consent of the instructor.  
Meets AA degree Humanities requirements.

PHIL 201  History of Philosophy II  
(3)  
Continuation of PHIL 200 covering the period from the Renaissance to the present.  
Prerequisite: PHIL 200.  
Meets AA degree Humanities requirements.

PHIL 210  Introduction to Logic  
(3)  
A study of the foundations and development of rational thought and communication and their applications. Includes analysis of deductive and inductive reasoning, scientific method, and the use of symbolic systems.  
Meets AA degree Social Sciences requirements.
POLSC 180 Introduction to Hawaiian Politics (3)
(formerly POLSC 274/047)
Introduction to the study of institutions, processes and issues which characterize politics in Hawaii.
Meets AA degree Social Science requirements.

POLSC 110 Introduction to Political Science (3)
Introduction to political problems, systems, ideologies, and processes.
Meets AA degree Social Science requirements.

POLSC 220 Introduction to World Politics (3)
Introduction to contemporary issues in international politics.
Meets AA Social Science requirements.

POLSC 230 Introduction to American Politics (3)
Survey of theory, processes and institutions of American political system.
Meets AA degree Social Science requirements.

PSY 100 Survey of Psychology (3)
An introductory course with emphasis on principles of human behavior.
Topics covered include motivation, learning perception, emotion, development, personality, states of consciousness, group processes, problem solving and thinking, methods of inquiry.
Meets AA degree Social Science requirements.

PSY 110 Psychology of Adjustment (3)
Focuses on principles of growth and adjustment. Topics include personality dynamics, stress and anxiety, defense mechanisms, habit modification, psychotherapy, conceptions of normality and abnormality, human potentialities.
Meets AA degree Social Science requirements.

REL 150 Introduction to World's Major Religions (3)
Introduction to the world's major religions—Primitive, Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity, Islam.
Field trips required.
Meets AA degree Humanities requirements.

REL 151 Religion and the Meaning of Existence (3)
Introduction to basic issues of the question of the meaning of human existence. Emphasis is placed upon the student analyzing his/her own beliefs and exploring alternative answers.
Meets AA degree Humanities requirements.
REL 155  Religions of Hawaii  (3)
Focus on various religious groups/sects in Hawaii, today, historical development, major personages. (i.e. Protestant, Catholic, Buddhist, etc.)
Meets AA degree Humanities requirements.

SCI 121  Introduction to Science: Biological Science  (4)
Conceptual framework of science and relationships between science and society from perspective of biological sciences. Emphasis, methods of analysis, conceptual tools, applications, historical approach.
Lecture/lab course for non-science majors.
Cannot receive UHM credit for both SCI 121 and SCI 123.
Meets AA degree Natural Science requirements.

SCI 123  Introduction to Science: Hawaiian Perspectives  (4)
Introduction to the conceptual framework of science, methodologies employed, focal points and the interactional relationship between science and society as may be illustrated by a consideration of the geology, astronomy, oceanography, botany and biology of the Hawaiian Islands.
This is a lecture/field trip course. Students cannot receive UHM credit for both SCI 121 and SCI 123.
Meets AA degree Natural Science requirements.

SCI 124  Technology, Ecology and Man  (4)
A study of human ecology through the analysis of the interrelationships between science and technology, the means these provide for manipulation of environment and the effects of this manipulation on the environment and on human populations.
This is a lecture/field trip course.
Meets AA degree Natural Science requirements.

SHTHD 020B  Beginning Theory, Part I  (2)
(formerly SHTHD 021)
Teaches beginning Gregg Diamond Jubilee theory, dictation rules and exercises. Minimum achievement level, 40 WPM.
Prerequisite: TYPW 020 or equivalent.
Required/elective for business programs; see program descriptions.
Meets AA degree Applied Science requirements.

SHTHD 020C  Beginning Theory, Part 2  (2)
Completes basic shorthand theory and provides additional dictation and transcription exercises at the typewriter. Minimum speed, 60 wpm.
Prerequisite: TYPW 020 or equivalent.
Required/elective for business programs; see program descriptions.
Meets AA degree Applied Science requirements.
SHTHD 030  Intermediate Shorthand  (3)

Prerequisite: SHTHD 020/B/C or equivalent.
Required/elective for business programs; see program descriptions.
Meets AA degree Applied Science requirements.

SHTHD 040  Advanced Shorthand  (3)

Emphasis on preparation of mailable transcripts in quantity and further development of shorthand writing speed to 100 wpm on new material.
Prerequisite: SHTHD 030 or equivalent.
Required/elective for business programs; see program descriptions.
Meets AA degree Applied Science requirements.

SSCI 101  Self-Development  (formerly IS 100)  (3)

Designed to assist the student in recognizing, accepting and developing his/her own potential as an individual, and to assist him/her in relating to others. Learning methods emphasize group discussion and interaction and class attendance is required.
Meets AA degree Social Science requirements.

SSCI 110  Introduction to Social Sciences  (formerly IS 101)  (3)

General survey of social science; focus on methods, basic analytic concepts and principles; similarities and differences among social science disciplines.
Meets AA degree Social Science requirements.

SSCI 120  Hawaii's People  (formerly ES 104)  (3)

Designed to help students understand themselves and their ethnic identity especially as it affects or is affected by other ethnicities. The course is not an indepth, detailed study of all ethnic groups in Hawaii, rather it attempts to cover aspects deemed essential to an understanding of ethnic awareness. Discussion revolves around Hawaii's history and the resulting interaction of ethnic groups. Problems of prejudice and discrimination will be discussed.
Meets AA degree Social Science requirements.

SSCI 130  Human Sexuality  (formerly SOSE 121)  (3)

A psychological/social introductory course focusing on the various aspects of human sexual expression in our culture. Sex roles, behaviors and male/female interrelationships will be discussed.
Meets AA degree Social Science requirements.
SSCI 220 Japanese-American Studies
(formerly ES 200) (3)
Analysis and examination of Issei roots in Japan, role and conditions of life of Japanese in Hawaii during the 19th Century, WWII and the contemporary scene. Other topics covered include inter-ethnic relations, changing family relations, ethnic identity and values, culture and sex roles and dating.
Meets AA degree Social Science requirements.

SSCI 225 Filipino-American Studies
(formerly ES 202) (3)
Analysis and examination of the Filipino experience in Hawaii and in the Philippines. Provides students with a comprehensive understanding of Filipinos in Hawaii focusing on the status of Filipinos in Hawaii and the reasons for immigration. The historical, political, economic, sociological aspects, past and present, will be explored.
Meets AA degree Social Science requirements.

SSCI 230 Culture and Society of Hawaiian People
(formerly ES 221) (3)
Analysis and examination of the contemporary social problems Hawaiians face in modern Hawaii with a look towards understanding the Hawaiian situation and postulating possible solutions. Particular emphasis placed on problems related to land, welfare, crime, education, and leadership.
Meets AA degree Social Science requirements.

SOC 100 Survey of General Sociology (3)
Focus on the question of “What is sociology?”, including discussion of the topics of study in sociology and methods of analysis. Particular emphasis is placed on concepts related to analysis of social relationships, social structures, processes and change. Application of these concepts to analysis of social groups in Hawaii is included.
Meets AA degree Social Science requirements.

SOC 200 Introduction to Principles of Sociology (3)
Emphasis on the theoretical framework underlying sociological research, including methods and analytic techniques used. Opportunities provided for the student to undertake research projects.
Prerequisite: One Social Science course or varied experiences in society as background.
Meets AA degree Social Science requirements.

SOC 220 Marriage and the Family
(formerly SOC 251) (3)
Study of the social interaction processes of marriage and family emphasizing current research findings, interaction theory and evident patterns and changes. The theoretical and empirical bases are related to the students’ experiences and observations. Students have opportunities to explore available resources and agencies of the field and to do research projects on selected topics.
Meets AA degree Social Science requirements.
SP 251 Principles of Effective Speaking (3)

Theory and practice of public speaking. Emphasizes practical skills communicating with today's audiences. Planning/delivering speeches. Students may choose to fulfill part of course objectives by competing in inter-campus speech tournaments.

Meets AA degree Social Science requirements.

TYPW 020 Beginning Typewriting (3)
(formerly TYPW 020B/C)

OR

TYPW 020B Beginning Typewriting, Part 1 (1)
TYPW 020C Beginning Typewriting, Part 2 (1)
TYPW 020D Beginning Typewriting, Part 3 (1)

First level typing including keyboard mastery, letter formats, manuscripts, and tables. Supervised practice aimed at developing speed level at minimum of 30 wpm with 5 or fewer errors.

Beginning typewriting may be taken as one 3-credit course or as three individualized 1-credit courses.

Required for business programs; see business program descriptions.

May be applied to meet AA degree.

TYPW 030 Intermediate Typewriting (3)
(formerly TYPW 021)

Second level course requiring minimum achievement of 45 wpm. Ability to type letters in specified formats, tabulated materials, manuscripts and business forms.

Required for business programs; see program descriptions.

Prerequisite: TYPW 020 or equivalent.

May be applied to meet AA degree.

TYPW 035 Machine Transcription (3)
(formerly TYPW 035-B)

Students produce mailable transcripts on the typewriter from voice-recorded dictation on cassettes and Dictaphone belts. Emphasis on building transcription rate and accuracy.

Prerequisite: TYPW 030 or equivalent.

ENG 022 or equivalent.

Required/elective for business programs; see program descriptions.

Meets AA degree Applied Science requirements.

TYPW 040 Advanced Typewriting (3)
(formerly TYPW 022)

Third level course requiring minimum achievement of 55 wpm. Ability to type legal documents, complex manuscripts and other typing assignments required of an executive secretary.

Required/elective for business programs; see program descriptions.

Prerequisite: TYPW 030 or equivalent.

May be applied to meet AA degree.
TYPW 051  Automatic Typewriting  (Memory Typewriter)  

     Teaches students operation of the power typewriter and production of mailable material.
     Prerequisite: TYPW 030 or equivalent.
     Required/elective for business programs; see program descriptions.
     Meets AA degree Applied Science requirements.

ZOOL 101  Principles of Zoology  

     Introduction to zoology. Topics include living animals, physiology, development, reproduction, evolution, habits, ecology, relationships to other living organisms in the environment. Lab work required.
     Two field trips required.
     Meets AA degree Natural Science requirements.

ZOOL 107  Identification of Hawaiian Fishes  

     Identification of the major groups of fishes in Hawaii with emphasis on shore fishes. Topics include adaptation, behavior and fishing methods.
     Ability to swim recommended.
     Four field trips required (two on Saturdays).
     Meets AA degree Natural Science requirements; meets WCC Marine Option Program requirement.

ZOOL 200  Marine Biology  (formerly BIO 160)  

     Biological, physical and chemical characteristics, flora and fauna, and interactions of components of marine ecosystems; utilization and exploitation of marine resources. Lecture/laboratory/research project/field trip course.
     Prerequisite: Ability to swim recommended.
     Meets AA degree Natural Science requirements; meets requirements for WCC Marine Option Program.
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M.A., University of Hawaii
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JOY BURNS .......................... Registrar
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B.A., Vassar College

MITSUE COOK .................. Instructor, English-expository writing
M.A., California State University
B.A., California State University
CAROL CRAIG .......................... Instructor, Accounting
M.B.A., University of Hawaii
B.A., University of Hawaii

KATHLEEN DAMON .................. Instructor, English-expository writing,
Interdisciplinary Studies, Literature
Academic Advisor
M.A., University of Iowa
B.S., University of Wisconsin

ROBERT deLOACH .................... Instructor, Anthropology, Sociology
M.A., University of Hawaii
M.S., Florida State University
B.S., Florida State University

DIANA DELUCA ....... Instructor, English-expository writing, Literature
M.A., University of Hawaii
B.A., University of Hawaii

JOSEPH DEMARKE .................. Instructor, Automotive Technology
B.S., California Polytechnical State University,
San Luis Obispo

DAVID DENISON ........................ Instructor, Social Science
Fifth Year Teaching Certificate, University of Hawaii
M.A., University of Arizona
B.A., Southern Illinois University

ROY FUJIMOTO ........................ Instructor, Political Science
Academic Advisor
M.A., University of Hawaii
B.A., University of Santa Clara

DAVID FURUTO ........................ Instructor, Mathematics
Teaching Certificate, The Church College of Hawaii
M.S., University of Illinois
B.S., The Church College of Hawaii

MIKE GROSS ............... Instructor, Reading/Learning Skills, Psychology
Ph.D., University of Hawaii
M.A., Columbia University
A.B., University of Michigan

PETER GUAY ........................ Instructor, Reading/Learning Skills
Ph.D., University of Hawaii
M.A., University of Hawaii
B.A., University of New Hampshire

JANET HARADA ........................ Instructor, Sociology
M.A., University of California, Santa Barbara
B.A., University of Michigan
JEAN HENNA .................................. Instructor, Japanese
M.A., Sophia University
B.A., University of Hawaii

HELEN HEW-LEN .................. Instructor, Business-Clerical, HPE
M.Ed., University of Hawaii
B.A., The Church College of Hawaii

ROBERT HICKS .................. Instructor, Communication/Speech
M.A., University of Hawaii
M.A., University of Michigan
B.S., Michigan State University

NORMA HIGA .................. Assistant Dean for Instruction
M.S.T., University of Missouri
Fifth Year Diploma, University of Hawaii
B.Ed., University of Hawaii

JEFFREY HUNT .................. Instructor, Botany
M.S., Whittier College
Fifth Year Teaching Certificate, Whittier College
B.A., Whittier College

MARYANNE INOUYE .................. Instructor, History
Academic Advisor
M.Ed., University of Hawaii
M.A., University of Hawaii
A.B., Occidental College

NEAL JOSEPH .................. Counselor, Academic Advisor
Instructor, Interdisciplinary Studies
M.Ed., University of Hawaii (Ed. Foundation)
M.Ed., University of Hawaii (Curriculum & Ins.)
B.Ed., University of Hawaii

HIROSHI KATO .................. Instructor, Biology, General Science
M.S., University of Hawaii
M.Ed., University of Hawaii
B.A., Sacramento State College

LEROY J. KING .................. Provost
M.Ed., University of Hawaii
B.Ed., University of Nebraska

PAUL KODAMA .................. Instructor, Art-Photography
M.Ed., University of Hawaii
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KEIJI KUKINO .................. Director of Administrative Services
B.S., University of Hawaii
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B.A., The Church College of Hawaii

RONALD LOO ................................ Instructor, Philosophy, Music  
M.A., University of Hawaii  
B.A., University of Hawaii

HELEN McARDLE .......................... Instructor, HPER  
M.S., University of Pennsylvania  
B.S., New York University

JACQUELINE MALY ....................... Instructor, Biology, General Science  
M.A., De Paul University  
B.A., University of Chicago

JACQUELINE M. MANSARD ................ Instructor, Finance  
M.A., California State University, Long Beach  
M.A., Hautes Etudes Commerciales, Paris, France  
B.A., California State University, Long Beach

JEAN MINAMI ............................... Instructor, English-expository writing, Literature  
M.A., University of Washington  
Fifth Year Teaching Certificate, University of Hawaii  
B.A., University of Hawaii

GLORIA MOORE ............................ Instructor, Music  
M.M., University of Hawaii  
B.A., University of Oklahoma

MALIE MOSSMAN ......................... Counselor, Academic Advisor  
Instructor, Hawaiiana  
M.Ed., University of Hawaii  
B.A., Central Washington State College

OTOME M. MYERS ......................... Instructor, Psychology  
M.S., Columbia University  
M.A., University of Chicago  
School of Social Work Certificate, University of Hawaii  
B.A., University of Hawaii

DOROTHY NIIMOTO ....................... Instructor, Botany, Mathematics  
Ph.D., Cornell University  
M.S., University of Hawaii  
B.A., University of Hawaii

JANICE NUCKOLS ........................... Instructor, History  
M.A., University of Hawaii  
B.A., Marietta College

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STANLEY OKA ........................ Instructor, Agriculture/Horticulture
M.S., University of Hawaii
B.S., University of Hawaii

DAVID PALMER .............................. Media Specialist
M.Ed., University of Hawaii
B.S.E.E., Southern Methodist University, Dallas

NANCY PANG ................................ Librarian
M.L.S., University of Hawaii
B.A., University of Hawaii

KENT ROBERTSON ............................ Instructor, Religion,
Interdisciplinary Studies
M.Div., San Francisco, Theological Seminary
B.A., University of Colorado

GERALD ST. JAMES ......................... Assistant Dean for Instruction
M.A., Northern Arizona University
General Secondary Teaching Credential, University of California,
Riverside
B.S., Eastern Michigan University
A.A., Genesee Valley Community College, Michigan

MELVYN K. SAKAGUCHI ..................... Dean for Educational Services
Ed.D., University of Florida
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GARY STICE ................................. Instructor, Geoscience, Oceanography
Ph.D., University of Hawaii
B.S., Stanford University

OPAL STONEMAN ............................ Instructor, Business-Clerical
M.S.Ed., University of Southern California
B.S., University of Southern California

ESTRELLA SYBINSKY ....................... Instructor, Ethnic Studies, Political Science
M.A., University of Hawaii
B.A., University of San Carlos

PEARL TAKEUCHI ............................ Instructor, Chemistry
Academic Advisor
M.S., University of Wisconsin
B.A., University of Buffalo

SANDRA TOPORCER .......................... Financial Aids Officer, Academic Advisor
Instructor, Mathematics
B.A., California State College
EMI TROEGER ........................................ Instructor, Business-Clerical
M.Ed., University of Hawaii
B.Ed., University of Hawaii

AILEEN TSUJI ........................................ Instructor, Reading/Learning Skills
M.Ed., University of Illinois
B.A., University of Hawaii

SIONE ULUAVE ................................. Instructor, Mathematics
M.A., Brigham Young University
B.S., The Church College of Hawaii

GWENDOLYN WAHLANI ........ Instructor, Hawaiian, Hawaiiana, Ethnic Studies
M.Ed., University of Hawaii
B.A., University of Hawaii, Hilo

CHARLES WHITTEN ......................... Counselor, Academic Advisor
Instructor, Communication/Speech
M.Div., Southwestern Seminary, Texas
M.A., Baylor University, Texas
B.A., Baylor University, Texas

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M.A., University of Hawaii
B.A., University of Iowa

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The Koolau Range behind the campus of Windward Community College; pen and ink drawing by Jinja Paik

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TUITION AND SPECIAL COURSE FEES REFUND POLICY--CECS, Summer Session and Other Short Term Courses

1. For credit courses with equal distribution of class meeting hours through the term of the course:
   a. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
   b. 80% or 40% refund in accordance with the schedule below which is based on the length of term of the course and the number of working days elapsed, including the first day of class instruction, when the withdrawal is made:

<table>
<thead>
<tr>
<th>TERM</th>
<th>80% Refund</th>
<th>40% Refund</th>
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</thead>
<tbody>
<tr>
<td>1 week</td>
<td>No refund</td>
<td>No refund</td>
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<tr>
<td>2 weeks</td>
<td>1st day</td>
<td>2nd day</td>
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<td>3 weeks</td>
<td>1st-2nd day</td>
<td>3rd day</td>
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<td>4 weeks</td>
<td>1st-2nd day</td>
<td>3rd-4th day</td>
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<td>6 weeks</td>
<td>1st-3rd day</td>
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<td>7 weeks</td>
<td>1st-4th day</td>
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<td>8 weeks</td>
<td>1st-4th day</td>
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<td>9 weeks</td>
<td>1st-5th day</td>
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<td>10 weeks</td>
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<td>15 weeks</td>
<td>1st-8th day</td>
<td>9th-15th day</td>
</tr>
<tr>
<td>16 weeks</td>
<td>1st-8th day</td>
<td>9th-16th day</td>
</tr>
</tbody>
</table>

2. For credit courses with unique distribution of class meeting hours through the term of the course, the refund schedule will be based on the elapsed instructional time for that course as a percentage of the total instructional time for that course:
   a. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
   b. If not more than 10% of the course's instructional time has elapsed at time of withdrawal, an 80% refund will be made.
   c. If more than 10% but not more than 20% of the course's instructional time has elapsed at time of withdrawal, a 40% refund will be made.
   d. If the elapsed instruction time at time of withdrawal exceeds 20%, no refund will be made.
3. For non-credit courses or workshops:
   
a. One to five weeks in length - 100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter no refund.

b. Six weeks or longer - 100% refund for complete withdrawal if made on or before fifth working day has elapsed after the first day of class instruction; thereafter no refund.
MEMORANDUM

TO: Chancellors

SUBJECT: Amendment to the Uniform Schedule of Refund of Tuition and Fees

As a result of campus experience with the Uniform Schedule of Refund of Tuition and Fees policy issued May 24, 1978, it has been found necessary to amend that section of the policy relating to courses offered through continuing education and summer session programs. The variety of instructional terms and unique class meeting schedules provided by our campuses for non-regular day instruction is not sufficiently acknowledged in the current policy.

Therefore, I am issuing the attached amendment for that section of the current policy, entitled Tuition and Special Course Fees Refund Policy--CECS and Summer Session. This amendment shall be effective with the 1979 Spring Semester.

The text of our Uniform Schedule of Refund of Tuition and Fees (with amendment substituted), should be published as soon as practical in all catalogs and other information bulletins to avoid any confusion or misinterpretation.

Attachment

cc: Vice-President Long
    Director Sumida
    Secretary Takeyama