**Quick References for Faculty**

**PREPARING TO TEACH**

**Keys and Mailbox**
Keys for your office, classroom and mailroom are distributed by the Business Office at the convocation ceremony and from Alakai 114 thereafter. Mailboxes are located in Alakai 127. Please check it regularly, especially for official correspondence. If you have any questions, please contact Carol Okimi in the Academic Affairs Office at cokimi@hawaii.edu or 235-7463.

**Office Hours** (windward.hawaii.edu/faculty_staff/submit_hours/)
Your assignment will require a minimum of one office hour per course, per week, for individual student conferences. Before the first day of instruction, submit hours online and post a copy on your office door.

**Illness** (https://windward.hawaii.edu/Academic_Affairs/Illness.php)
If you are ill or cannot make it to class, call the Academic Affairs Office at 235-7422. Email your students, your chair and your dean to inform them that you will not be holding your class. Lecturers who are frequently absent in the semester may be required by their Dean to complete a leave without pay form.

**Syllabus** (https://windward.hawaii.edu/Academic_Affairs/Syllabi/)
Refer to the Syllabus Requirements and Assistance web page for the information each syllabus is required to contain. Email your syllabus to wcc.syllabus@hawaii.edu prior to the start of each semester.

**UH Email Account** (www.hawaii.edu/account)
Create a UH Username by going to the above noted website and click on “Get a UH username.” If the system does not accept your information, your paperwork may not have yet been filed by the Human Resources office. Try again in a few days. Once you have a hawaii.edu address, email Bryan Tokuda (btokuda@hawaii.edu) to have your email address added to the WCC faculty-staff email master listing (“facstaff”) and the WCC website.

**Laulima** (http://windward.hawaii.edu/Technology/Laulima.php)
Laulima is the primary tool for online learning in the UH System. The Laulima sites for your credit courses are created automatically. About a week before classes start, the sites are automatically published. More information on Laulima can be found at the website or contact Elizabeth Ratliff (235-7302 or elizabeth.ratliff@hawaii.edu)

**MyUH** (https://myuh.hawaii.edu)
MyUH is University of Hawai‘i’s integrated student information system. You will find information on class lists, entering grades, registration override, waitlist, and many more services. MyUH conveniently offers an array of essential web-based services for faculty such as registration override, capacity override and class rosters.

**Field Trips** (windward.hawaii.edu/Academic_Affairs/Field_Trips.php)
For the protection of the University and faculty and to ensure the health and safety of students, any faculty member who takes students on a field trip must file the following two forms prior to the planned field trip: (1) Field Trip Notification and (2) Assumption of Risk and Release.

**Book Orders** (https://windward.hawaii.edu/bookstore/)
Faculty adoptions are done online. A complete set of instructions are on the WCC Bookstore website. Spring orders are due by October 1, Summer orders are due by March 1, and Fall orders are due by April 1.
SERVICES

Computing Services (https://www.windward.hawaii.edu/computing/)
Location: Laakea 113
HelpLine: 235-7314
Email: wcc-help@lists.hawaii.edu

Library (library.wcc.hawaii.edu/)
Location: La‘akea (also known as the Library Learning Commons)
Hours: 8:00 am-8:00 pm (MTWR), 8:00 am-4:00 pm (F); Summer/Break 8:00 am-4:00 pm (M-F)
Phone: 235-7436

Media Production Center and Duplicating Service (windward.hawaii.edu/Media/)
Location: La‘akea 116 (also known as the Library Learning Commons)
Hours: 8:00 am-6:00 pm (MT), 8:00 am-4:00 pm (WRF)
Phone: 235-7301

Security and Lost and Found (windward.hawaii.edu/security/)
Location: Alaka‘i 125
Hours: 7:45 am to 4:30 pm
Phone: 235-7355

Turnitin (www.turnitin.com/)
Turnitin.com is a plagiarism prevention service. Students upload their papers to http://www.turnitin.com, which generates an Originality Report for the paper. The Originality Report shows the percentage of material that is similar to other sources; it color codes the parts which are similar; and it lists the original sources and URL.

STUDENT SERVICES

Disability Accommodations (http://windward.hawaii.edu/Disabilities/)
The College is responsible to provide reasonable accommodations on a case-by-case basis and to afford equal opportunity for student participation in the institution’s programs, activities, and services.

Student Conduct Code (www.hawaii.edu/apis/ep/e7/e7208.pdf)
Infractions of the Student Conduct Code should be reported to the Vice Chancellor of Student Affairs.

Ka Piko Student Success Services (https://windward.hawaii.edu/kapiko/)
Includes the Testing Center, Math Lab, Writing Center, Speech Lab, Supplemental Instruction, Peer Mentoring Center, Student Activities Center.

TRiO Student Support Services (https://www.windward.hawaii.edu/Trio/)
TRiO includes support programs targeted to serve and assist low-income, first-generation college students and students with disabilities to progress through the academic pipeline.

Useful Phone Numbers
Vice Chancellor for Academic Affairs   Ardis Eschenberg   Alaka‘i 121   235-7443
Secretary to the Vice Chancellor for Academic Affairs   Carol Okimi   Alaka‘i 121   235-7463
Dean, Div. I (Humanities, Language Arts)   Colette Higgins   Alaka‘i 121   235-7339
Secretary to the Dean, Div. I   Erin Mattos Harrell   Alakai 121   235-7445
Dean, Div. II (Math/Business, Social Sciences, & Natural Sciences)   Charles Sasaki   Alakai 121   235-7416
Secretary to the Dean, Div. II   Christine Pang   Alakai 121   235-7421
Vice Chancellor of Student Affairs   Amy Rozek   Akoakoa 202   235-7466