UNIVERSITY of HAWAIʻI
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

ANSC 191, Veterinary Office and Computer Skills

Fall/2026

3 Credits | CRN 62063

* This syllabus and/or our Course Schedule is subject to change at any time. I will notify you of any changes via Lamaku class announcement and/or during a Zoom class meeting. Mahalo!

About Windward Community College

Mission Statement

ʻO keia ka wā kūpono e hoʻonui ai ka ʻike me ka hoʻomaopopo i kō Hawaiʻi mau hoʻoilina waiwai. Aia nō hoʻi ma ke Kulanui Kaiāulu o ke Koʻolau nā papahana hou o nā ʻike ʻake akamai a me nā hana noʻeau. Me ke kuleana koʻikoʻi e hoʻohiki ke Kulanui e kākoʻo a e hoʻokumu i ala e hiki kē kōkua i ka hoʻonui ʻike a nā kānaka maoli. Na mākou nō e hoʻolako, kākoʻo a paipai i nā Koʻolau a kō Oʻahu aʻe me nā hana noʻeau ākea, ka hoʻonaʻauao ʻoihana a me ka hoʻonui ʻike ma ke kaiāulu— hōʻaʻano a e hoʻoulu i nā haumāna i ka poʻokela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

ʻĀina

Windward Community College is located in the ahupuaʻa of Kāneʻohe and Heʻeʻia in the moku of Koʻolaupoko on the island of Oʻahu. Both ahupuaʻa are directly connected to the moʻo ʻōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the puʻu of Keahiakahoe, which is also connected to many moʻo ʻōlelo of this ʻāina. Because wind names and rain names are associated with specific ʻāina, the rain name of Kāneʻohe is known as the ʻĀpuakea and the rain name of Heʻeʻia is the Ulumano.

Instructor Information

How to Contact Your Instructor

Stacie Kissel RVT FVTE

Natural Sciences Department (Veterinary Technology)

Virtual Office: ZOOM: via appointment only

Office: Hale Imiloa 116 & Phone 808-236-9165

Office Hours (by appointment): Fridays 10:30am-11:30am students may drop in for help

Email: kupahu@hawaii.edu

Alternative Contact

If you are unable to reach me, you can contact:

Dr. Kelly: jennyrk@hawaii.edu

Dr. Krause: jkrause7@hawaii.edu

Matt Tsuda: mttsuda@hawaii.edu

Athena Bayudan: akdb@hawaii.edu

Kacie Tom-Dela Cruz: kaciesy@hawaii.edu

Mele Summa: mmsumma@hawaii.edu

Mindi "Glow" Peralta: glow808@hawaii.edu

Joleen Kekahuna: joleenp@hawaii.edu

Sydney Dickerson: ssfd@hawaii.edu

Response time: I generally respond to email and Q & A on Lamaku (Monday-Friday) within 24 hrs. If you contact me over the weekend, you can expect a response sometime on Monday. If it is extremely urgent, my cell number is (808) 783-0607

Asking Course Questions

Please use course Q&A in Lamakū Discussions for all general course questions about content, activities, due dates, how work will be graded, etc. I will check Q&A once a day during the weekdays between and provide follow-up information there.

Email specific grading questions and/or personal matters, per FERPA, to keep your information protected. Please use Lamakū Email instead of UH Gmail or other email.

* While Lamakū has an Instant Message feature, I prefer email. Please feel free to use Instant Message to communicate with your ANSC 191 classmates if you like.

Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakaʻi 121
- Phone: (808) 235-7422

Contingency Plan

If there is an outage, weather situation, or family emergency on my end, I will do my best to find a way to communicate an update as soon as possible about my return to the course. Mahalo in advance for your understanding and I hope you will do the same.

Course Format & Structure

This course is offered in a 16-week time frame. Please note that this is not a self-paced course; our course schedule is provided in this syllabus.

This course will be conducted in an in person format for 16 weeks. We will meet once a week in person to discuss the topics listed in the course schedule near the end of this syllabus.

- Meeting Location: Palanakila 102 (9am-10:15am) Fridays
- Content release: Most of the content will be released at the start of the term. Updates to contents will be on an as needed basis.

Regular Substantive Interaction (RSI)

Online courses at Windward Community College follow the college's RSI Definition for ensuring quality instruction. You can expect me to communicate with you frequently (and in a timely fashion) about our coursework in the following ways during our 16-week course:

Announcements: Each Sunday Morning or Afternoon of week students can expect Announcements with regularity.

All course activity due dates are listed in Lamakū on the Calendar. Please check your UH email often and set your Lamakū Notifications (both email and D2L Brightspace Pulse App) to receive course notices, such as grading updates, announcements, and activity reminders. I will keep our Lamakū course Grades as current as possible; grading turnaround times and modes of feedback and evaluation are stated in our course Grades.

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with Executive Policy 7.209, all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective Fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

Course Information

Catalog Description

Veterinary Office and Computer Skills covers the support skills needed in a veterinary office. Because veterinary office skills are critical in the success or failure of a practice, this course will emphasize the following: client communication, public relations, ethical and legal procedures, bookkeeping functions, scheduling, records management, and telephone skills. Students will be introduced to one or more industry-standard veterinary software programs as well as word processing and spreadsheet software. (3 hours lecture).

Pre-Requisite(s): Registration in or a grade "C" or better in ANSC 142 and ANSC 142L. Credit for or placement in ENG 100 and MATH 101.

Co-Requisite(s): None

Activities Required at Scheduled Times Other than Class Times: None

Student Learning Outcomes

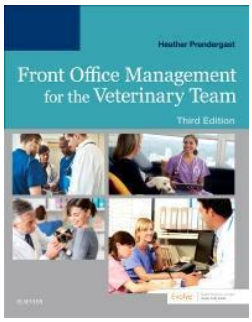
Upon successful completion of ANSC 191, the student should be able to:

- Contribute to a welcoming office environment that promotes accurate interactions with patients and clients.
- Work as a team member to deliver service in an ethical, compassionate manner, following the Veterinary Technician Code of Ethics developed by the National Association of Veterinary Technicians Association Ethics Committee.
- Perform introductory office administrative duties to ensure up-to-date filing and retrieval of documents, data entry, billing and receipts, and inventory.
- Demonstrate knowledge of an industry-standard veterinary software program.
- Demonstrate introductory skills for a word processing and spreadsheet program.

Course Materials & Technology

Required Materials

Required Textbook (either hard copy or digital version):



Textbook: *Front Office Management for the Veterinary Team*, Heather Prendergast BS AS RVT CVPM 3rd Edition

- Regular access to a computer with internet (desktop or laptop).
    - Windward offers free laptop and WiFi hotspot check-out to students (first-come, first-served), as well as software and other tech discounts; see Ka Piko Student Tech Support for information.
    - UH Online provides an online learning Readiness Activity and an Orientation to Online Learning that Windward CC students may take to see if online learning is a good fit.

- Additional required ANSC 191 materials will be posted in Lamakū Content.

Learning Resources

Quizlet

Kahoot

Recommended

- D2L Brightspace Pulse App (free download from app stores)

Lamakū Learning Management System (https://lamaku.hawaii.edu/d2l/home)

Learn about the Hawaiian meaning of the word "lamakū": Lamakū Pronunciation, Meaning, and Importance.

- UHCC Lamakū Student Resources (how-to videos)
    - Contact UH ITS for 24/7 Lamakū assistance.
- Keeping Accessibility and UDL in Mind
    - If you find any course content that needs remediation and/or updating, please kindly share and I will immediately work to make the content accessible.
- Lamakū courses will appear 5 days before the first day for the academic term and will become inactive (no longer be available to access) 3 weeks after the end of the term.
  Be sure to save any coursework you may need from Lamakū *during* the term.
- Lamakū automatically logs you out *if it does not detect activity for three hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lamakū, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Other Technology

D2L Brightspace, the parent company of Lamakū, recommends users choose the latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari as their internet browser.

We recommend that students update their internet browser at the start of each term, search how to allow pop-up windows, adjust their cookies, and clear device history. Also, fully restart your computer and/or device from time-to-time to optimize performance.

Review the privacy/security policies before using the technologies we will be using in this class. Contact me if you would like to discuss the use of alternate options or technologies.

- Adobe Reader is used to read course files (accessibility statement, privacy policy)
- Canva is a presentation, graphic design software, and more (accessibility statement, privacy policy)
- Google Drive is UH-provided cloud storage (accessibility statement, privacy policy)

- Google Docs is used to create documents (accessibility statement, privacy policy)
- Google Sheets is used to create assignment and reference worksheets (accessibility statement, privacy policy)
- Google Slides is a presentation authoring software provided by UH (accessibility statement, privacy policy)
- H5P is used for creating review activities (accessibility, privacy policy)
- Kahoot! is used for review activities (accessibility statement, privacy policy)
- Loom is used for screen recording (accessibility statement not provided, privacy policy)
- Mentimeter is used for interactive presentations and activities (accessibility statement, privacy policy)
- Miro is used for graphically organization information (accessibility statement, privacy policy)
- Nearpod is used for interactive presentations (accessibility statement, privacy policy)
- Padlet is used for some of the discussion activities (Padlet Accessibility Statement, Padlet privacy policy)
- PearDeck is used for interactive presentations (accessibility statement not provided, privacy policy)
- ScreenPal is used for video and screencapture (accessibility statement, privacy policy)
- Quizlet is used for interaction (accessibility statement not provided, privacy policy)
- YouTube is used for delivering some of the course content (accessibility statement, privacy policy)
- Zoom is used for the Synchronous Sessions and virtual office (accessibility statement, privacy policy)

Course Activities & Grading Policy

Attendance:

ATTENDANCE:

Attendance is **mandatory** and defined as being present in class for the entire class period. Each student is allowed **ONE** excused absence. Any additional absences will result in a deduction of 10 points per absence and a lowered grade. If a student has an excused absence, a doctor's note or documentation must be provided to the instructor within 48 hours of returning to school.

Additionally, attendance for class guest lectures is imperative. Missing a guest lecture will result in an automatic deduction of 25 points.

For more information on the Veterinary Technology Program attendance policy, please refer to the Student Handbook.

Grading:

Chapter Review Questions: (165 points)

Each week there will be some type of assignment, webinar, or some other task worth varying numbers of points. Each will be explained in the Assignment tab and in the Weekly Module. **NO late submissions will be accepted.**

Euthabag Training: (25 points)

Euthabag Training is to be held throughout the semester. Each completed Euthabag Training is 5 points each to demonstrate the knowledge and understanding of euthanasia.

Lap of Love (Veterinary Hospice) Project: (25 points)

This is a lengthy project in Lap of Love (Veterinary Hospice). You will have from Week 8 to Week 16 to complete it. The format for this will be explained in class.

Quizzes/Exams: (100 points)

Students will complete ten 10-point quizzes. The format for each of these will be explained in class.

Please note that **ANSC** and **Support** courses require a "C" or better to continue in the program. You must **receive a 70% or higher on the final exam** in all ANSC courses in order to pass the course. If you receive less than 70% on the final exam, your course grade will default to your final exam grade.

Final Exam Review: (20 points)

Students are expected to complete reviews prior to each exam. Each student will write **20 questions** with the **CORRECT answers** from the chapters for the Final Exam

Exams: (50 points):

The student will take a final exam worth 50 points (cumulative) to demonstrate knowledge and understanding of information presented in the lectures, text readings, and assignments.

Extra credit:

Extra credit opportunity involves participation in the Course Evaluation (5 points).

Method of Grading:

Grade breakdown will be as follows:

Grading	Occurrences	Total Points
Chapter Review Questions	14 x 10-25 points	165
Lamaku Assignments	7 x 10 points	70
Euthabag Training	5 x 5 points	25
Lap of Love (Veterinary Hospice) Project	1 x25 points	25
Inventory Excel Assignment	1 x 50 points	50
Quizzes	10 x 10 points	100
Exam Review	1 x 20 points	20
Total		505

Grading Scale

Total Points and Grade Equivalent

455-505	90-100 A
404-454	80-89 B
354-505	70-79 C
303-505	60-69 D
<302	0-59 F

Grades may be curved at the instructor's discretion; however, the student should use the above grading scale to evaluate their performance throughout the class.

Activities Required at Scheduled Times Other than Class Times: None

Course Schedule

Students may check the Windward Student Notifications page on the website for canceled classes and/or school closures.

Week	Date	Module / Topic	Due Dates
1	8/28/26	***Module 1: Course Introduction; Veterinary Health Care Team Members*** ● Read/Review/Watch: ○ Course Introduction ○ Veterinary Health Care Team Members ● Do: (due dates may change) ○ Chapter 1 Review Questions ○ Chapter 1 Quiz #1	9/4/26 9/4/26
2	9/4/26	***Module 2: Veterinary Ethics and Legal Issues*** ● Read/Review/Watch: ○ Veterinary Ethics and Legal Issues ● Do: (due dates may change) ○ Chapter 6 Review Questions ○ Chapter 6 Quiz #2 NOTE: 9/1/26 is the last day to register for a course, audit a course, change grading mode and variable credits, drop a course for 100% refund	9/11/26 9/11/26
3	9/11/26	***Module 3: Professionalism*** ● Read/Review/Watch: ○ Professionalism ● Do: (due dates may change) ○ Lamaku Assignment (Professionalism)	9/18/26
4	9/18/26	***Module 4: The Receptionist Team*** ● Read/Review/Watch: ○ The Receptionist Team	

Week	Date	Module / Topic	Due Dates
		● Do: (due dates may change) ○ Chapter 3 Review Questions ○ Chapter 3 Quiz #3 NOTE: 9/15/26 is the last day to drop course with "W" grade, drop course for 50% tuition refund, and submit tuition waivers	9/25/26 9/25/26
5	9/25/26	***Module 5: Client Communication*** ● Read/Review/Watch: ○ Client Communication ● Do: (due dates my change) ○ Chapter12 Review Questions #1-10 and #21-25 ○ Lamaku Assignment (Client Communication)	10/2/26 10/2/26
6	10/2/26	***Module 6: Triage*** ● Read/Review/Watch: ○ Triage ● Do: (due dates my change) ○ Lamaku Assignment (Triage Group Assignment)	10/16/26
7	10/9/26	***Module 7: Medical Records Management*** ● Read/Review/Watch: ○ Medical Records Management ● Do: (due dates my change) ○ Chapter 14 Review Questions ○ Chapter 14 Quiz #4	10/16/26 10/16/26
8	10/16/26	***Module 8: Human Animal Bond (Disaster Preparedness)*** ● Read/Review/Watch: ○ Human Animal Bond (Disaster Preparedness) ● Do: (due dates may change) ○ Lamaku Assignment (Disaster Preparedness) ○ Disaster Preparedness Plan ○ Disaster Preparedness Kit (EXTRA CREDIT)	10/23/26 10/23/26 10/23/26
9	10/23/26	***Module 9: Finance Management*** ● Read/Review/Watch: ○ Finance Management ● Do: (due dates may change) ○ Chapter 11 Review Questions ○ Chapter11 Quiz #5 ○ Finances Webinar	10/30/26 10/30/26 10/30/26

Week	Date	Module / Topic	Due Dates
10	10/30/26	***Module 10: Control Substances*** ● Read/Review/Watch: ○ Controlled Substances ● Do: (due dates may change) ○ Chapter 16 Review Questions ○ Chapter 16 Quiz #6 ○ Lamaku Assignment (Controlled Substances)	11/6/26 11/6/26 11/6/26
11	11/6/26	***Module 11: Human Animal Bond (Euthanasia)*** ● Read/Review/Watch: ○ Human Animal Bond (Euthanasia) ● Do: (due dates may change) ○ Lamaku Assignment (Human Animal Bond - Euthanasia) ○ Chapter 12 Review Questions #11-20 ○ Chapter 12 Quiz #7 NOTE: 11/2/26 is the last day to withdraw from a course for a "W" grade, 0% tuition refund	11/13/26 11/13/26 11/13/26
12	11/13/26	***Module 12: Inventory Management*** ● Read/Review/Watch: ○ Inventory Management ● Do: (due dates may change) ○ Chapter 15 Review Questions ○ Chapter 15 Quiz #8 ○ Inventory Excel Assignment	11/20/26 11/20/26 12/4/26
13	11/20/26	***Module 13: Human Animal Bond (Animal Abuse); Compassion Fatigue, Burnout, and Suicide Awareness*** ● Read/Review/Watch: ○ Human Animal Bond (Animal Abuse) ○ Compassion Fatigue, Burnout, and Suicide Awareness ● Do: (due dates may change) ○ Lamaku Assignment (Human Animal Bond - Animal Abuse) ○ Chapter 7 Review Questions ○ Chapter 7 Quiz #9 ○ Self-Care Plan ○ Final Review Questions	12/4/26 12/4/26 12/4/26 12/4/26 11/27/26
14	11/27/26	**NO SCHOOL**	

Week	Date	Module / Topic	Due Dates
	(holiday)	**(DAY AFTER THANKSGIVING)**	
15	12/4/26	***Module 16: Professional Development; Final Exam Review*** ● Read/Review/Watch: ○ Professional Development ○ Chapter 1, 3, 6, 7, 8, 11, 12, 14, 15, 16 ● Do: ○ Chapter 8 Review Questions ○ Chapter 8 Quiz #10 ○ Course Evaluation (EXTRA CREDIT)	12/11/26 12/11/26 12/12/26
16	12/11/26	**NO SCHOOL** **(END OF SEMESTER)**	
Finals	12/14/26-12/18/26	Finals Week Exam Schedule NOTE: Grades will be available in STAR GPS on 12/23/26	12/17/26

Academic Integrity

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

- Students will receive a failing grade for plagiarized assignments.
- All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

Artificial Intelligence (AI)

UH Executive Policy 2.220 Artificial Intelligence

The Windward CC Library AI Essentials Library Guide provides guidance and has helpful resources for both instructors and students.

AI use [is] permitted in this course.

Here are some AI Icons & Sample Statements for your consideration.

- Generating Ideas 💡

- Seeking Information 🔍
- Analyzing Content 📈
- Creating Outlines 📝
- First Draft: Work Product Generation ✍🏽
- Reviewing 🔁

Depending on the specific assignment, we will follow one of these three protocols:

Level	Policy	Expectation
Red Light 🔴	Full Stop	*No AI permitted.* These assignments will assess individual mastery of skills including, but not limited to solving calculations, writing lab reports, and interpreting scientific data. These assignments require human reasoning and using AI will bypass the intended cognitive process essential for this course, thus will be considered academic dishonesty.
Yellow Light 🟡	Curated Use	*Limited AI as a tutor.* You may use AI to clarify concepts, brainstorm ideas, or organize papers. You must include an "AI Disclosure" stating how the tool was used (e.g., "AI helped me organize my outline, but all solutions and calculations are mine").
Green Light 🟢	Full Integration	*AI as a collaborator.* In these cases, AI may be used as a collaborative tool to assist with searches, summarize research papers, or any other use deemed appropriate by the instructor. You must verify all AI-generated results with credible sources and provide an "AI Disclosure" stating how the tool was used.

AI models are trained using a large variety of datasets and may produce results that are inaccurate, fabricated, or obsolete. AI models are unable to share the same experiences as those that performed these experiments or verified data in-person.

Your Responsibility with AI:

- ***Verification:*** You must verify the accuracy of all submitted content. Never assume AI data is correct.
- ***Scientific Reasoning:*** Your work must reflect your own ideas and critical-thinking skills. Understanding and intention comes from working through the problems and data yourself, and avoiding this could render your methods meaningless.
- ***Ethics & Integrity:*** You must be mindful of how AI usage can coincide with scientific ethics. Do not input sensitive data or proprietary information into AI tools. Avoid using AI in a way that will generate falsified or fabricated results.

Student Kuleana

- Please review our Hawai'i-Style Netiquette, which blends the values of ALOHA with approaches to how we should consider treating each other online.
- Additional classroom policies (e.g., cell phones in the classroom, etc.)
- Windward CC has Grievance Procedures in place, but I encourage us to try to work together first to see if we can work through any troubles. Mahalo!

Policy on Late Assignments:

Late submissions are not accepted. If an assignment was missed due to an unforeseen emergency, communication must be established with your instructor within 48 hours and documentation must be provided. Unless previously consulted with by your instructor, uploaded files with edits made after the due date will not be accepted.

Wrong file submission policy: It is the student's responsibility to ensure that the correct file was uploaded. Submissions of wrong files will be categorized as a late assignment.

Corrupted file submission policy: It is the student's responsibility to ensure that a working file was uploaded. Submissions of corrupted files will be categorized as a late assignment.

Policy on Make-Up Exams:

If you miss an examination because of an illness or legitimate emergency, you must contact the instructor **within 48 hours** to arrange a time to make-up the missed test. The student must present evidence of the illness or emergency that caused the student to miss the test. If the student misses an exam for any other reason, the student may be prohibited from taking a make-up. Make-up exams may differ from the original test with regards to questions but content will remain the same.

No retests will be given for any reason.

Violations of SOPs and Policies – Demerit System:

Violations of VETA/VETT policies will be classified as minor or major. Minor violations are those that do not impact the well-being of the animals and do not jeopardize USDA licensure, IACUC approval status, or CVTEA accreditation. Major violations are those that have a direct impact on the well-being of the animals, USDA licensure, IACUC approval status, and/or CVTEA accreditation.

Minor violations will result in a conference with the Program Director, written notification of the violation, and accumulation of one demerit. Accumulation of four (4) demerits will constitute a major violation. In addition, some major violations listed below carry a higher demerit value than others. As such, those violations will automatically progress to the appropriate level listed below.

Major Violations progressive discipline is as follows:

- First Major Violation (4 total demerits) – Conference with the Program Director and appropriate faculty; an extra cleaning duty; and written notification of the violation and resultant actions.

- Second Major Violation (8 total demerits) – Conference with the Program Director and appropriate faculty; extra cleaning duties; written notification of the violation and resultant actions; and referral to the Dean of Division II.

- Third Major Violation (12 total demerits) – Conference with the Program Director and appropriate faculty; written notification of the violation and resultant actions; referral to the Vice Chancellor of Academic Affairs (accompanied by the Program Director) for further disciplinary action. The disciplinary action recommended by the VETA/VETT program at this point will be suspension or expulsion.

Demerits accrued will not be carried from VETA to VETT. In other words, when you advance from VETA to VETT, any accrued demerits at that point will be voided and you will start with a clean slate.

Minor Violation Examples (1 demerit each) include but are not limited to:

- Inappropriate use of personal electronics during class or lab
- Other violations determined by the Veterinary Technology Faculty and Staff

Proctored Exams

Exams will be proctored by instructor or by appointment with the WCC Testing Center

Responses to Instructors and/or staff/faculty from WCC

Checking, reading & responding to emails & **replying** to everyone copied in the email

- Cellphones and other electronics are not permitted during labs. Calculators will be provided during the lab if needed.
- Windward CC has Grievance Procedures in place, but I encourage us to try to work together first to see if we can work through any troubles. Mahalo!

Academic and Technical Support

Academic Support

- Windward Community College Library
- Library eResources
- Library Research Units (LRUs)
- Ka Piko Tutoring Services: Math Lab, Speech Lab, Writing Lab, ʻŌlelo Hawaiʻi Lab
- Online Learning at Windward Community College
- STAR Balance

Technical Support

- UH ITS Help Desk: email help@hawaii.edu or call (808) 956-8883 (or 1-800-558-2669) for Lamakū and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support: email winhelp@hawaii.edu, call (808) 235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lamakū: Click on the Lamakū Help link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.
- Information Security for Students

College Policies & Support Services

Your instructor may also provide additional resources in your Lamakū course.

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs.

Disabilities Accommodations Statement

Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at (808) 235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kako'o 106) for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course it is highly recommended that you contact the Financial Aid Office at (808) 934-2712 or email them at wccfao@hawaii.edu ***BEFORE*** you withdraw to discuss the impact this decision may have on your financial aid eligibility.

LGBTQ+

The University of Hawai'i system and Windward Community College are committed to building an inclusive community that supports and advocates for all students, staff, and faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. For more

information, see the University of Hawai‘i Commission on LGBTQ+ Equality. Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

Mental Health Counseling

Mental Health and Wellness at Windward Community College provides counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at WCC Mental Health & Wellness.

Student Conduct Code

Windward Community College follows the University of Hawai‘i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, they have placed themselves under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs.

TRiO Program

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Information about services can be found at Windward CC TRiO.

Title IX - Sex Discrimination And Gender-Based Violence Resources

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Desrae Kahale, UH System Confidential Advocate
Phone: (808) 235-7393
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 101

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468

Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, refer to the University's Title IX resources, and the University's Policy, EP 1.204.

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts for more information.