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

ANSC 263L, Exotic & Lab Animal Procedures Lab

Fall/2026

1 Credits | CRN 62053/62054

* 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): Tuesdays (1:00pm-2:00pm) and Thursdays (1:00pm-2:00pm) 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 263L 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 (Tuesdays) and (Thursdays) to discuss and perform the topics listed in the course schedule near the end of this syllabus.

- Meeting Location: Imiloa 117 Tuesdays from 10:00am-12:45pm or Thursdays from 10:00am-12:45pm or offsite meeting locations
- 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

This course requires students to complete hands-on skills as outlined by the AVMA. Failure to complete any of the required hands-on skills will result in a failing grade for the course.

Laboratory to accompany ANSC 263. Provides student training in restraint and handling, health assessment, and nursing skills of exotic and laboratory animal species. This course is intended for

students entering lab animal medicine, veterinary technology, veterinary assisting or other animal-related fields. (3 hours of lecture)

Pre-Requisite(s): Admission in the Veterinary Technology Program and a grade of "C" or better in all completed ANSC courses.

Co-Requisite(s): Concurrent enrollment in ANSC 263.

Student Learning Outcomes

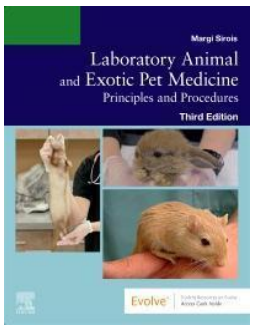
Upon successful completion of ANSC 263L, the student should be able to:

- Safely and humanely restrain common exotic and lab animals for procedures.
- Administer drugs and medications using appropriate sites and routes (IV, IM, SQ and Oral Dosing) to exotic and lab animal species.
- Humanely collect blood samples from exotics and lab animal species.
- Identify and describe the anatomy of the major body systems for exotic mammalian and avian species using skeletons and models.
- Explain anesthetic and recovery procedures in exotics and lab animal species.

Course Materials & Technology

Required Materials for Lab

Required Textbook (either hard copy or digital version):



Sirois, M. 2023. Laboratory Animal Medicine: Principles and Procedures.

Third Edition. Mosby Press. ISBN: 978-0-323-77820-6

Lab Notebook:
Exotic and Laboratory Animal Procedures Notebook. This notebook is designed to help students focus their attention on important information for testing purposes.

- Lab Notebook (will be distributed in lab)
- 3 ring binder or folder (to assemble handouts and to hold lab notebook)
- Clip board
- Black inked pens and yellow highlighter
- White long-sleeved lab coat

- 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 263L materials will be posted in Lamakū Content.

Recommended

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

LAB ATTIRE, CONDUCT, AND HYGIENE

Because this lab involves the use of hazardous materials, students MUST wear close-toed shoes. In addition, some lab activities will require students to wear gloves and safety glasses (provided by college). **A long-sleeved lab coat will be required for ALL labs. Lab coats must be purchased prior to the start of the semester.** Students failing to dress appropriately for lab will not be permitted to participate in laboratory exercises and will be considered **absent**. Students engaged in conduct that threatens themselves or others in the lab will be refused access to the lab for the remainder of the semester and receive and "F" grade for the course. **Students who behave in a reckless, inhumane, or unsafe manner will receive and "F" grade and be barred from attending future classes.**

LAB SAFETY RULES

1) Be familiar with lab safety procedures and take appropriate precautions at all times to ensure the safety of all lab students.
2) Follow all instructions carefully, especially when hazardous materials are being used.
3) Know the locations of important safety equipment: eyewash, safety shower, fire extinguisher, and first aid kit.
4) Report all injuries to the instructor immediately.
5) Dress appropriately for lab. Closed toe shoes are required for ALL labs. Safety glasses and gloves are required for labs utilizing chemicals, bodily fluids, or hot-plates. **No body piercings or jewelry should be on during active labs.**
6) Report any hazardous conditions (e.g. chemical spills or broken glass) to the instructor immediately.
7) **NO FOOD ALLOWED IN LAB.**
8) Chemicals used in lab may be poisonous, corrosive, or flammable. No chemicals, even those known to be safe, should be ingested or touched with un-gloved hands unless you are specifically directed to do so by your instructor.
9) Know how to safely operate all lab equipment and tools (e.g., microscopes, scalpels, and hematology supplies). Your instructor will demonstrate safe usage.
10) Clean all lab supplies and return them to their proper location before leaving lab.
11) Treat all organisms, living or dead, with care and respect. Use gloves when handling dissected specimens.
12) Place broken glass in Non-Biohazard Sharps container and dissected specimens in the appropriate receptacles (NOT IN THE TRASH!)

13) Unless otherwise instructed, chemical wastes should NOT be disposed of down the drain.
14) Human tissues and bodily fluids (e.g., saliva and blood) must be disposed of in appropriate biohazard containers (NOT IN THE TRASH!)
15) Wash your hands immediately following each lab to reduce the possibility of contamination or infection.

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 is **mandatory** and defined as being present in lab for the entire lab period.

Only **ONE excused** absence is permitted due to illness or family emergency. No unexcused absences are permitted. If a student has an emergency or is too ill to come to lab, they must contact the instructor as soon as possible. A doctor's note or other documentation of extenuating circumstances will be required for any excused absence within 48 hours of the missed class.

Attendance in a lab other than your assigned section is **NOT** permitted unless the absence is excused and properly documented or have received prior approval.

Any additional excused absences will result in **failure** of the course.

~~COVID-19~~ If you are feeling sick….. Make an appointment to see a physician ….5-day quarantine

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

Grading:

Lab Notebook Assignments: (130 points)

Each student must maintain a lab notebook with completed lab handouts using a black-ink pen; this will be turned in and graded before each practicum. If lab activities are not completed, then the student will receive "0" points for the notebook. The layout for the notebook will be discussed in class.
NO late submissions will be accepted.

Quizzes: (100 points)

Quizzes will be held at the beginning of most labs. Students should expect a quiz every week and are expected to keep up with the material and be prepared for every lab class. These quizzes will be based on the resources that must be reviewed prior to each class as well as content from the previous lab. Each quiz is worth between 10-20 points.

CITI Training: (50 points)

CITI Training is to be held throughout the semester. Each completed CITI Training is 5 points each to demonstrate knowledge and understanding of the different exotics species handled in the lab.

Lab Practicums: (200 points)

The student will take one lab practicum worth 100 points (non-cumulative) to demonstrate knowledge and understanding of information presented in the labs. The final lab practicum will be worth 100 points and will be cumulative.

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.

Participation: (40 points)

Students will be given participation points in each lab. If a student is unprepared, the student will receive "0" points for the lab. In addition, students who do not work well in groups and/or do not engage in lab, show little or no motivation and/or are not proactive, will get points deducted at the instructor's discretion. Any rules, policies, or codes of the class that are disregarded may lead to loss of participation points at the discretion of the instructor.

Lab Practicum Reviews: (40 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 upcoming exam**.** Attach questions into the Lamaku Assignment labelled **Exam Review,** the class before the review. Each review is worth 20 points each.

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
Lab Notebooks	13 x 10 points	130
Quizzes	10 x 10 points	100
Lab Practicum Review Questions	2 x 20 points	40
Lab Practicum I	1 x 100 points	100

Final Lab Practicum	1 x 100 points	100
Participation	1 x 40 points	40
CITI Training	10 x 5 points	50
Total		560

Grading Scale

Total Points and Grade Equivalent

504-560	90-100 A
448-503	80-89 B
392-447	70-79 C
336-391	60-69 D
<335	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

Students enrolled in ANSC 263 are required to be enrolled in ANSC 263L and attend scheduled labs on and off campus

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	Tuesday 8/25/26 Thursday 8/27/26	***Module 1: Course Introduction; Exotics Companion Animal Facilities; Research Animal Facilities*** ● Read/Review/Watch: ○ Course Introduction ○ Exotics Companion Animal Facilities ○ Research Animal Facilities ● Do: ○ CITI Training: Investigators Staff and Students ○ Lab Notebook - Chapter 1 (Introduction to Exotics & Lab Animal Medicine) ○ Lab Notebook - Chapter 2 & 3 (Exotic Companion & Research Animal Facilities Lab)	Lab Notebook

Week	Date	Module / Topic	Due Dates
2	Tuesday 9/1/26 Thursday 9/3/26	***Module 2: The Guinea Pig*** ● Read/Review/Watch: ○ The Guinea Pig ● Do: ○ CITI Training: Working with Guinea Pigs in Research Settings ○ Lab Notebook - Chapter 10 (The Guinea Pig)	Chapter 1 and 3 Quiz #1 9/1 & 9/3 Lab Notebook 10/6 & 10/8
3	Tuesday 9/8/26 Thursday 9/10/26	***Module 3: UH Health and Stranding Lab (KMCB)*** ● Read/Review/Watch: ○ ● Do: ○ CITI Training: Biomedical and Biological Responsible Conduct of Research	Chapter 10 Quiz #2 9/8 & 9/10
4	Tuesday 9/15/26 Thursday 9/17/26	***Module 4: Mice and Rats*** ● Read/Review/Watch: ○ Mice and Rats ● Do: ○ CITI Training: Working with Rats in Research Setting ○ Lab Notebook - Chapter 8 (The Rat) ○ Lab Notebook - Chapter 8 (The Mouse)	Lab Notebook 10/6 & 10/8
5	Tuesday 9/22/26 Thursday 9/24/26	***Module 5: Mice and Rats*** ● Read/Review/Watch: ○ Mice and Rats ● Do: ○ CITI Training: Reducing Pain and Distress in Laboratory Mice and Rats ○ Lab Notebook - Chapter 8 (The Rat) ○ Lab Notebook - Chapter 8 (The Mouse)	Lab Notebook 10/6 & 10/8
6	Tuesday 9/22/26 Thursday 9/24/26	***Module 6: Other Species (Chinchilla)*** ● Read/Review/Watch: ○ Other Species (Chinchilla) ● Do: ○ CITI Training: Aseptic Surgery ○ Lab Notebook - Chapter 13 Part 1 (Other Species) ○ Lab Notebook - Chapter13 Part 2 (Other Species)	Chapter 8 Quiz #3 9/22 & 9/24 Lab Notebook 10/6 & 10/8

Week	Date	Module / Topic	Due Dates
7	Thursday 9/29/26 Thursday 10/1/26	***Module 7: Reptiles; Amphibians*** ● Read/Review/Watch: ○ Reptiles ○ Amphibians ● Do: ○ CITI Training: Working with Amphibians in Research Settings ○ Lab Notebook - Avian and Reptile Worksheet ○ Lab Notebook - Amphibian and Fish Worksheet ○ Lab Practicum I Review Questions	Lab Notebook 10/6 & 10/8
8	Thursday 10/6/26 Thursday 10/8/26	***Module 8: Lab Practicum I*** ● Read/Review/Watch: ○ Chapter 1, 2, 3, 5, 6, 8, 10 ● Do: ○	
9	Tuesday 10/13/26 Thursday 10/15/26	***Module 9: Bird; The Ferret*** ● Read/Review/Watch: ○ Bird ○ The Ferret ● Do: ○ Lab Notebook - Chapter 4 (Birds) ○ Lab Notebook - Avian and Reptile Worksheet ○ Lab Notebook - Chapter 11 (The Ferret)	Chapter 5 and 6 Quiz #4 10/13 & 10/15 Lab Notebook 12/8 & 12/10
10	Tuesday 10/20/26 Thursday 10/22/26	***Module 10: Bird; Gerbils and Hamsters*** ● Read/Review/Watch: ○ Bird ○ Gerbils and Hamsters ● Do: ○ Lab Notebook - Chapter 4 (Birds) ○ Lab Notebook - Avian and Reptile Worksheet ○ Lab Notebook - Chapter 12 (Gerbils and Hamsters)	Lab Notebook 12/8 & 12/10
11	Tuesday 10/27/26 Thursday 10/29/26	***Module 11: The Rabbit*** ● Read/Review/Watch: ○ The Rabbit ● Do: ○ CITI Training: Working with Rabbits in Research	Chapter 4 Quiz #5 10/27 & 10/29 Lab Notebook

Week	Date	Module / Topic	Due Dates
		○ Lab Notebook - Chapter 9 (The Rabbit)	12/8 & 12/10
12	Tuesday 11/3/26 Thursday 11/5/26	***Module 12: The Rabbit*** ● Read/Review/Watch: ○ The Rabbit ● Do: ○ CITI Training: Working with Rabbits in Research ○ Lab Notebook - Chapter 9 (The Rabbit)	Lab Notebook 12/8 & 12/10
13	Tuesday 11/10/26 Thursday 11/12/26	***Module 13: Fish; Non-Human Primates*** ● Read/Review/Watch: ○ Fish ○ Non-Human Primates ● Do: ○ CITI Training: Working with Fish in Research ○ Lab Notebook - Amphibian and Fish Worksheet ○ Lab Notebook - Chapter 14 (Non-Human Primates)	Chapter 9 Quiz #6 11/10 & 11/12 Lab Notebook 12/8 & 12/10
14	Tuesday 11/17/26 Thursday 11/19/26	***Module 14: HIMB Walking Tour; Wildlife*** ● Read/Review/Watch: ○ Fish ○ Non-Human Primates ● Do: ○ Lab Notebook - Amphibian and Fish Worksheet ○ Wildlife Worksheet ○ Final Lab Practicum Review Questions	Lab Notebook 12/8 & 12/10
15	FINALS	***Module 15: Final Lab Practicum*** ● Read/Review/Watch: ○ Chapter 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13 ● Do: ○ NOTE: Grades will be available in STAR GPS on 12/22/26	

Academic Integrity

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.

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

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.

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 animal care SOPs and 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:

- Failing to be in proper dress code
- Inappropriate use of personal electronics during class or lab
- Leaving blanks in a log book (you made an entry but did not fill in all sections of the page)
- Arriving up to 15 minutes late to perform kennel or cleaning duties
- Failing to turn the water off to a hose, sink, tub, etc.
- Leaving cleaning supplies out
- Not cleaning lab station after labs
- Failing to sweep and/or mop as directed by the SOP
- Failing to clean the lint trap in the dryer
- Failing to restock supplies for the next day
- 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 Laʻakea 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 Kakoʻo 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 Hawaiʻi 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 Hawaiʻi 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 Hawaiʻi 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.