



UNIVERSITY of HAWAII  
WINDWARD COMMUNITY COLLEGE

Ke Kulanui Kaiāulu o ke Ko'olau

## **ANSC 143: Medical Dosages and Calculations for Veterinary Technicians**

Spring 2026

Palanakila 225

3 Credit Hours | CRN 63298

\* This syllabus and/or our Course Schedule is subject to change at any time. I will notify you of any changes via (indicate communication tool/method). Mahalo!

### About Windward Community College

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#### **Mission Statement**

‘O keia ka wā kūpono e ho‘onui ai ka ‘ike me ka ho‘omaopopo i kō Hawai‘i mau ho‘oilina waiwai. Aia nō ho‘i ma ke Kulanui Kaiāulu o ke Ko‘olau nā papahana hou o nā ‘ike ‘ake akamai a me nā hana no‘eau. Me ke kuleana ko‘iko‘i e ho‘ohiki ke Kulanui e kāko‘o a e ho‘okumu i ala e hiki kē kōkua i ka ho‘onui ‘ike a nā kānaka maoli. Na mākou nō e ho‘olako, kāko‘o a paipai i nā Ko‘olau a kō O‘ahu a‘e me nā hana no‘eau ākea, ka ho‘ona‘auao ‘oihana a me ka ho‘onui ‘ike ma ke kaiāulu—hō‘a‘ano a e ho‘oulu i nā haumāna i ka po‘okela.

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

#### **‘Āina**

Windward Community College is located in the ahupua‘a of Kāne‘ohe and He‘e‘ia in the moku of Ko‘olaupoko on the island of O‘ahu. Both ahupua‘a are directly connected to the mo‘o ‘ōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the pu‘u of Keahiakahoe, which is also connected to many mo‘o ‘ōlelo of this ‘āina. Because wind names and rain names are associated with specific ‘āina, the rain name of Kāne‘ohe is known as the ‘Āpuakea and the rain name of He‘e‘ia is the Ulumano.

### Instructor Information

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#### **About Your Instructor**

This will be my first ever semester formally teaching and am very excited to share it with you all. My goal for this semester is not to just have you do well in this course, but to provide you a solid foundation to develop your entire career within the field of veterinary medicine. During lessons an acceptable answer for any questions I ask is “I don’t know.” These questions are asked with

the goal to further develop your understanding and knowledge in the field. Learning is a lifetime journey and I hope to leave a positive experience on your journey.

I was born and raised in Oahu, Hawaii. My father was born in the Bay Area of California and moved to Hawaii. My mother's family is from Hanalei, Kauai

## How to Contact Your Instructor

David Gans, DVM; Lecturer, [Veterinary Technology](#)

- Virtual Office: ZOOM: Zoom URL
- Office Hours: Monday 8:00-9:00AM or by appointment
  - Office: Imiloa 122
  - On-campus meetings: 'Ākoakoa atrium, La'akea breezeway, TRiO, outside seating at The Hub, or other occasions of your choice are available by appointment.
- Email: [dgans@hawaii.edu](mailto:dgans@hawaii.edu)

Response time: I generally respond to email and Q&A on (weekdays) by the end of the day); There may be delays in response during holidays and weekends but responses over 48 hours would be unusual. If you feel you have not received a response in a timely manner please email again.

## Asking Course Questions

You may also 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 several times a week and provide follow-up information there. You may get a quicker response via email [dgans@hawaii.edu](mailto:dgans@hawaii.edu).

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 CORS 123 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: Alaka'i 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

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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.

- **Content release:** Modules will be updated regularly but the entire course has not been mapped out from the start date. The goal would be to be several weeks ahead of the current week to provide lecture slides and practice problems. Assignments will be released on schedule.
- This course will be taught in person on Mondays and Wednesdays from 9:00-10:15AM. Attendance is mandatory and will be further elaborated below.
- **Course Benefits:** This course will provide scanned copies of the relevant chapters of the listed textbook [ Textbook Zero cost (TXT0)]

### 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:* Will unlikely be used with regularity. Information will also be shared via email.
- *Assignments:* Assignments will be scheduled via Lamakū. Please share any feedback with me or Dr. Kelly if you have any concerns or criticism on the assignments provided during this course.
- *Discussions:* Are unlikely to be used/utilized during this course.
- *Groups:* Are unlikely to be used/utilized during this course.
- *Publisher activities:* Multiple practice problem sets will be provided for you regarding each section.
- *Q&A:* These will be checked with lower regularity. Please contact me via email if you would like a quicker response or to inform me of a Q&A on Lamakū that hasn't been addressed within 48 hours.
- *Quizzes and Exams:* After the submission deadline, answers will be provided. If you are unable to understand any errors in your answers, please request a review of the assignment with me and we can go over the error(s) together.
- *Student Check-Ins:* After each exam I intend to contact you regarding how you all are feeling about the course material and any concerns you have regarding learned content or upcoming content. Please feel free to reach out and communicate with me at any time as well.
- *Study Sessions:* Group review sessions can be scheduled by appointment or during office hours for pre or post-assessment. These sessions will not be formally recorded.

All course activity due dates are listed in Lamakū on the Calendar or via the syllabus. 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

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### Catalog Description

Introduction to Medical Dosages and Calculation for Veterinary Technicians. This course is designed to present the information commonly referred to as posology, which is defined as the study of dose and dosage in the field of applied pharmacology. This course will include, but not be limited to, the following: general mathematics used by veterinary medical personnel involved in calculating dosages of common drugs, reading drug orders and labels, and calculating intravenous fluid rates. Students will learn systems of measure, drug orders, drug concentration, conversions and different methods of dose calculations. The goal of this course is that each student be confident and capable of calculating correct drug doses regardless of the physical form of the medication. This course requires a strong background in algebra, the metric system, and an understanding of word problems. It is intended for students entering veterinary technology, veterinary assisting or other animal-related fields.

### Student Learning Outcomes

Students can expect to attain the following outcomes as a result of taking this course:

1. Convert between standard and imperial units.
2. Calculate correct medication and drug dosages for patients based on weight.
3. Calculate appropriate intravenous fluid drip rates.
4. Calculate Maintenance Energy Requirements (MER), Resting Energy Requirements (RER), and basic feeding plans for patient nutritional requirements.

## Course Materials & Technology

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### Required

[Medical Mathematics and Dosage Calculations for Veterinary Technicians, 3rd Edition](#). Bill, Robert. Wiley Blackwell, Hoboken, NJ. ISBN: 9781118924143 - scanned copies of the relevant chapters will be posted on Lamaku and via the shared Google Drive. as well as relevant learning labs, tutoring services, technical support, etc. OER/ZTC included here as well.

**Other resources:** Due to the nature of this course, it is necessary to have access to high-speed internet, campus email, Lamaku, Google Drive, and computer software (e.g. Microsoft, Adobe).

- 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.
- Include text and/or other required materials.
- Additional required CORS 123 materials will be posted in Lamakū Content.

### 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.

## Course Activities & Grading Policy

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### Assessment, Tasks, and Grading

Students will be graded as follows:

#### POINT VALUES

Total of 875 points

- Exams - 500 points
  - 150 points each for Exams 1 and 2
  - 200 points for Exam 3 (a portion will cover the last several chapters of the course, and the rest will be a cumulative final exam)
- Assignments - 175 points
- Quizzes - 200 points

A mixture of anecdotal or real world examples will be used for your examinations, assignments, and quizzes with the intention to prepare you for real world application of mathematical concepts in clinical settings.

#### GRADING SCALE

##### Total Points and Grade Equivalent

788-875 points	A (90%-100%)
700-787 points	B (80%-89%)
613-699 points	C (70%-79%)
525-612 points	D (60%-69%)
524 points or less	F (<60%)

*Please note that "N" grades are not given for this course.*

*A total score of 70% or above is required in order to pass this course.*

**A minimum score of 70% is required on the final exam in order to pass this course, regardless of the student's overall course grade. In the event that a student scores less than a 70% on the final exam, the final exam grade will become the overall course grade.**

#### Attendance:

Attendance is mandatory and defined as being present for the entire scheduled class time. Each student is allowed one unexcused absence without penalty. **Each unexcused absence beyond the one allowed, will result in a deduction of 15 points from the student's final course score.** If a student is absent due to an emergency or is too ill to come to class, **a doctor's note or documentation must be given to the instructor within 48 hours of the missed class in order to be considered an excused absence.**

Quizzes may be given at the start of each lecture period. Students are responsible for being on time to take their quiz. No additional time will be given for quizzes nor will quizzes be administered at a later time without a documented excuse.

Lecture attendance via Zoom during an absence may be possible with instructor approval. It is the student's responsibility to contact the instructor to have this arranged. Attendance via Zoom is **NOT** considered equivalent to attendance in person and will not be treated as such with regards to a student's attendance grade. An absence will be counted as unexcused without proper documentation even if a student attends via Zoom.

**Tardiness:** Arriving more than 10 minutes late may be considered an absence.

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

**Late Assignment Policy:**

Late submissions will not be accepted. If an assignment was missed due to an unforeseen emergency, communication must be established with your instructor as soon as possible and documentation must be provided as described for an excused absence.

**Make-Up Exam Policy:**

If an examination must be missed because of an illness or legitimate emergency, the instructor must be contacted as soon as possible to arrange a time to make up for 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 exam. 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.**

**Activities Required at Scheduled Times Other than Class Times**

Students will be expected to take quizzes or exams at the campus testing center. Students will be given advance notice and are expected to schedule their own appointments.

**Testing Center Information:**

- Appointments are required for Testing Center use and will need to be made at least 3 days in advance.
- Appointments can be made on the Testing Center webpage (<https://windward.hawaii.edu/services-for-students/testing-center/>).
- The Testing Center can be reached at 808-235-7498 with any questions or for assistance in making appointments.
- ID cards are required.
- Testing Center hours are M-F 8-4pm (closed on holidays).

## Course Schedule

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Students may check the Windward [Student Notifications](#) page on the website for canceled classes and/or school closures. Schedule subject to change based on pacing of course.

Week	Date	Topic
1	1/12	Course Introduction Unit 1: Fractions
	1/14	Unit 2: Decimals, Rounding, Scientific Notation  Assignments 1 and 2 due Tuesday 1/20 at 11:59 pm
2	1/19	<b>Martin Luther King Jr. Day</b>
	1/21	Review  Quiz 1 and 2 at Testing Center 1/21-1/23
3	1/26	Unit 3: Percentages, Ratios, and Proportions
	1/28	Review  Assignment 3 due 1/28 at 11:59 pm Quiz 3 at Testing Center 1/28-1/30
4	2/2	Unit 4: Solving for "X"
	2/4	Review  Assignment 4 due 2/4 at 11:59 pm Quiz 4 at Testing Center 2/4-2/6
5	2/9	Review for Exam 1  Exam 1 Review Assignment due 2/11 at 11:59 pm
	2/11	<b>Exam 1</b>
6	2/16	<b>PRESIDENTS DAY</b>
	2/18	Unit 5: Measurement Systems and Conversions Dimensional Analysis

		(Review) Assignment 5 due 2/23 at 11:59 pm Quiz 5 at Testing Center 2/18-2/20
7	2/23	Unit 6: Percent Solutions
	2/25	Review Assignment 6 due 2/25 at 11:59 pm Quiz 6 at Testing Center 2/25-2/27
8	3/2	Unit 7: Intro to Drug Orders and Labels Equipment for Dosage Measurement Basic Dose Calculations Dispensing Medications
	3/4	Review Assignment 7 due 3/4 at 11:59 pm Quiz 7 at Testing Center 3/4-3/6
9	3/9	Unit 8: Solving for X using the Proportion Method Fluid Additives and Dilutions
	3/11	Review Assignment 8 due 3/11 at 11:59 pm Quiz 8 at Testing Center 3/11-3/13
10	3/16	<b>SPRING BREAK</b>
	3/18	<b>SPRING BREAK</b>
11	3/23	Review for Exam 2 Exam 2 Review Assignment due 3/25 at 11:59 pm
	3/25	Exam 2
12	3/30	Unit 9 Part 1: IV Infusions and Equipment Fluid Calculations: Maintenance and Surgical Rates, Drip Rates, and Stop Times
	4/1	Review Assignment 9.1 due 4/1 at 11:59 pm

		Quiz 9.1 at Testing Center 4/1-4/3
13	4/6	Unit 9 Part 2: Rehydration, Resuscitation Blood Transfusions
	4/8	Review  Assignment 9.2 due 4/8 at 11:59 pm Quiz 9.2 at Testing Center 4/8-4/10
14	4/13	Unit 10 Part 1: CRI Calculations
	4/15	Review  Assignment 10.1 due 4/15 at 11:59 pm Quiz 10.1 at Testing Center 4/15-4/17
15	4/20	Unit 10 Part 2: More CRI Calculations
	4/22	Review  Assignment 10.2 due 4/22 at 11:59 pm Quiz 10.2 at Testing Center 4/22-4/24
16	4/27	Unit 11: Calculating Energy Requirements (RER, MER) Preventing Refeeding Syndrome
	4/29	Review  Assignment 11 due 4/29 at 11:59 pm Quiz 11 at Testing Center 4/29-5/1
17	5/4	Review/Open
	5/6	Review/Open Exam 3 Review Assignment due 5/6 at 11:59 pm
18	Finals Week 5/11-5/15	<b>Final Exam - Date/Time TBD</b>

## Academic Integrity

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Academic dishonesty includes cheating on quizzes or exams, plagiarism, and the use of generative AI without permission from the instructor.

### **Cheating on Quizzes/Exams**

In this course, quizzes and exams are not “open-book” and the use of notes or other course resources is prohibited unless otherwise specified.

### **Plagiarism and Generative AI**

Work submitted by a student must be the student’s own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author. The use of generative AI, such as but not limited to ChatGPT, is prohibited in this class without permission from the instructor. All information needed to complete assigned work will be present in the course materials provided. Copying AI answers to short answer or essay questions defeats the purpose of the assignment and constitutes plagiarism.

In this class, students who commit academic dishonesty will have the following consequences:

- Students will receive a failing grade for plagiarized assignments or tests, or for any quizzes or tests for which they are found to use prohibited materials to answer questions.
- All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

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](#)

## **POLICY FOR TECHNOLOGY USE IN THE CLASSROOM**

- **Calculators will be provided** for use in completing in-class activities and all quizzes and exams. Students may not use their own calculators or electronic devices to perform calculations for quizzes and exams.
- Calculators will also be provided for use at the Testing Center.
- **The use of cellular phones during class time is prohibited in Vet Tech program courses.**
- **Personal computers or tablets are to be used in class for note-taking purposes only.** Inappropriate use of personal computers in this class is defined as any purpose other than taking notes (including but not limited to: texting, checking social media accounts, “surfing” the internet).

- **The use of cellular phones or the inappropriate use of personal computers or other electronic devices during class time will result in the accumulation of 1 minor demerit per instance as stated in the Student Handbook, and the instructor will retain the phone/electronic device for the remainder of the class period.**
- The instructor reserves the right to prohibit the use of personal electronic devices during class time if these rules are not followed.

## Student Kuleana

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- Please review our [Hawai'i-Style Netiquette](#), which blends the values of ALOHA with approaches to how we should consider treating each other online.

## Communication

- The instructor will communicate with students during class time, by email, or through the Lamaku website. Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced ahead of time in Lamaku or via email.
- It is recommended that students check their email accounts regularly (at least every 48 hours) to be informed of any changes in a timely manner.
- When responding to email communication from the instructor or another faculty member, students are to “reply all” so that all parties are included in the response.
- Any questions pertaining to an individual student’s grade, or which for other reasons are preferred to be asked privately, can be sent to the instructor via email to [dgans@hawaii.edu](mailto:dgans@hawaii.edu). Likewise, any questions not covered in class or questions which are time-sensitive may be emailed to the instructor at any time.

## Student Responsibilities

- **Students are expected to complete all examinations and course assignments on time. Students are also expected to make sure that the correct and complete version of their assignments are uploaded to the correct assignment space in order to receive credit for their work.**
- It is the student’s responsibility to be informed about deadlines concerning registration (e.g., last day for withdrawal).
- It is the student’s responsibility to be informed of announcements made and to obtain copies of any assignments or other course materials provided while the student is absent.
- It is the student’s responsibility to be aware of and follow all rules, policies and procedures as stated in the syllabus, the WCC Vet Tech Student Handbook, the UH Student Conduct Code, or via other written communication by the instructor. Failure to follow rules, or any UH/WCC policies, will result in demerits for such violations as provided for in the WCC Veterinary Technology Program Student Handbook. The instructor reserves the right to change, modify or add to rules during the semester if deemed necessary. Students will be notified in writing of any changes.

## Behaviors recommended for success in this course:

- Set aside time to complete tasks and study the assigned material weekly. **Good time management skills are essential for success in this program.**

- When applicable, do not forget to schedule time to take quizzes or exams at the Testing Center.
- Treat all classmates and instructors with respect and courtesy.
- Arrive for class on time and ready to go.
- Behave professionally at all times. Do not complain, gossip, or speak negatively about others (in or outside the program).
- Ask for help or clarification when needed. Tutor contact information is listed below under Academic and Technical Support.
  
- 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

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### Academic Support

- [Windward Community College Library](#)
- [Library eResources](#)
- [Library Research Units \(LRUs\)](#)
- [Ka Piko Tutoring Services: Math Lab, Speech Lab, Writing Lab, 'Ōlelo Hawai'i Lab](#)
- [Online Learning at Windward Community College](#)
- [STAR Balance](#)

### Technical Support

- [UH ITS Help Desk](#): email [help@hawaii.edu](mailto: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](mailto: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

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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](mailto: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](mailto: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](mailto: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](mailto:advocate@hawaii.edu)  
Office: Hale Kāko'o 101

Desrae Kahale, Mental Health Counselor & Confidential Resource  
Phone: (808) 235-7393  
Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)  
Office: Hale Kāko'o 101

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator  
Phone: (808) 235-7468  
Email: [mozoa@hawaii.edu](mailto:mozoa@hawaii.edu)  
Office: Hale Kāko'o 109

Karen Cho, Deputy Title IX Coordinator  
Phone: (808) 235-7404  
Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)  
Office: Hale 'Alaka'i 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.