



UNIVERSITY of HAWAII  
**WINDWARD COMMUNITY COLLEGE**

Ke Kulanui Kaiāulu o ke Ko'olau

## **ANSC 261L: Anesthesiology and Dentistry for Veterinary Technicians Lab**

Spring 2026

2 Credits | CRNs 63069 and 63358

Tuesday/Wednesday 9:00 AM -2:45 PM

'Imiloa 1 (Annex)

### 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'ohē 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'ohē is known as the 'Āpuakea and the rain name of He'e'ia is the Ulumano.

#### **Instructor Information**

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Your instructors for this course will be Dr. Gans (Tuesdays), Dr. Krause (Wednesdays), and Athena Kenzie-Bayudan, RVT (Tuesdays and Wednesdays).

## How to Contact Your Instructors

- **Office Hours:** Tuesdays/Wednesdays 8:00 am - 9:00 am (before lab) or by appointment
  - **Office Location:** 'Imiloa 102 (Dr. Krause), 'Imiloa 122 (Dr. Gans)
- **Telephone:** Dr. Krause (office) 236-9125, Dr. Gans (office) TBA, Athena (cell) 783-0779, Annex 237-9106
- **Email:** [jkrause7@hawaii.edu](mailto:jkrause7@hawaii.edu) (Dr. Krause), [dgans@hawaii.edu](mailto:dgans@hawaii.edu) (Dr. Gans), [akdb@hawaii.edu](mailto:akdb@hawaii.edu) (Athena)

## 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. Likewise, any questions not covered in class or questions which are time-sensitive may be emailed to the instructor at any time.

## Alternate Contact Information

If you are unable to contact the instructor, please contact the Vet Tech Program Director, Dr. Jenny Kelly, at [jennyrk@hawaii.edu](mailto:jennyrk@hawaii.edu).

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

## Course Format & Structure

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

Course announcements regarding content, activity due dates, and other important information will be made in class and/or through Lamaku. 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. Your Lamakū course grades will be kept as current as possible.

## 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

This course will focus on the clinical skills necessary for safe and effective anesthesia and dental prophylaxis of companion animal patients (dogs and cats). Skills such as intravenous catheter placement, endotracheal intubation, patient preparation and monitoring, and dental prophylaxis under general anesthesia will be stressed. The use and side effects of commonly used sedatives, analgesics and anesthetics will be covered. Postoperative procedures include patient monitoring and charting as well as client education for postoperative care.

**Credit Hours:** 2

**Lab Hours:** 6

**Prerequisites:** Admission in the Veterinary Technology Program and a grade of "C" or better in all completed ANSC courses.

**Co-Requisites:** Co-registration in ANSC 261.

### Student Learning Outcomes

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

- Safely and effectively manage patients during all phases of anesthetic procedures.
- Safely and effectively select, operate, and maintain anesthetic delivery equipment and monitoring instruments.
- Safely and effectively operate and maintain dental equipment.
- Understand and integrate all aspects of patient management for common dental procedures in companion animal species.
- Identify and provide appropriate instruments, supplies and environment to maintain asepsis during dental procedures.

## Course Materials

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### Required

A wristwatch with second hand or digital second reading.

[Veterinary Dentistry, A Team Approach](#). Lemmons, Matthew. Elsevier Saunders, St. Louis, MO. 4<sup>th</sup> Edition. ISBN: 9780443117107.

[Anesthesia and Analgesia for Veterinary Technicians](#): Thomas, J. and Lerche, P. Elsevier Mosby, St. Louis, MO. 6<sup>th</sup> Edition. ISBN: 9780323760119.

Due to the nature of this course, it is necessary to have access to a computer with internet, campus email, Lamaku, Google Drive, and computer software (e.g. Microsoft, Adobe).

- 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.

### Recommended

- [D2L Brightspace Pulse App](#) (free download from app stores)
- [Veterinary Anesthesia and Analgesia Support Group](#). This is an extensive free resource, geared to the veterinary practitioner and nursing staff, covering all things related to anesthesia of the veterinary patient.
- [The American Veterinary Dental College \(AVDC\)](#). This is the clinical specialist organization for veterinary dentists, recognized by the American Board of Veterinary Specialties of the American Veterinary Medical Association.

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

Learn about the Hawaiian meaning of the word “Iamakū”: [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.

- 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.

## Policy for Technology Use in the Classroom

- **Calculators will be provided** for use in completing in-class quizzes and exams. Students may not use their own calculators or electronic devices to perform calculations for quizzes and exams.
- **Personal electronic devices are not to be used during the laboratory unless being utilized directly for patient care (i.e. use the calculator or timer, etc.). Misuse of cell phones or other wireless devices includes texting, checking emails, surfing the internet, or any other activity that is not directly related to patient care.**
- Inappropriate use of personal electronic devices during class time will result in the accumulation of 1 demerit per instance as stated in the Student Handbook. Inappropriate use of electronics 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 instructor reserves the right to prohibit the use of personal electronic devices during class time if these rules are not followed.**

## Other Technology Information

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](#) may be 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](#))
- [Kahoot!](#) is used for review activities ([accessibility statement](#), [privacy policy](#))
- [Loom](#) may be used for screen recording (accessibility statement not provided, [privacy policy](#))
- [Padlet](#) may be used for discussion activities ([Padlet Accessibility Statement](#), [Padlet privacy policy](#))

- [Quizlet](#) may be used for interaction (accessibility statement not provided, [privacy policy](#))
- [YouTube](#) may be used for delivering some of the course content ([accessibility statement](#), [privacy policy](#))
- [Zoom](#) may be used as a virtual office ([accessibility statement](#), [privacy policy](#))

## Grading Policy

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Students will be graded on the following activities:

Course Activity	Points (500 Total)
Attendance and Participation	50
Clinical Assessments	50
AVMA Skills List Completion	Mandatory (No Points)
Assignments and Quizzes	200
Examinations	200

\*See explanations for each course activity below.

## Grading Scale

### Total Points and Grade Equivalent

>/= 450 A  
 400-449 B  
 350-399 C  
 300-349 D  
 <300 F

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.**

## Description of Course Activities

### **Attendance and Participation:**

#### **Attendance:**

##### **Laboratory attendance is mandatory.**

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 absence to be considered excused and should be provided within 48 hours of the missed class. **Any additional absence will result in failure of the course.**

Please review the WCC Covid-19 Guidelines at <https://www.hawaii.edu/covid19/>.

**-Tracking.** Attendance will be monitored using the AVImark practice management software. It is the student's responsibility to remember to clock in and out of lab. If the student forgets to clock in, it will be assumed they were tardy or absent.

**-Tardiness.** Students arriving more than ten minutes late (after 9:10) must contact the instructor (please text) and a team member as soon as they know they will be late. It is up to the student to make up the missed work to teammates (i.e. take on an extra duty). The team should discuss with the instructor if an agreement cannot be reached. Points will be deducted for tardiness as follows:

- 5 points for each time the student is late by 5 minutes or less
- 10 points for being between 5 and 15 minutes late
- 15 points for being more than 15 minutes late.

**-Breaks:** Students are allowed to take one break for a maximum of 30 minutes during the laboratory session provided the following conditions are met:

- There are no outstanding duties that need to be completed by the student's laboratory group at that time.
- The student notifies the instructor or instructor's assistant AND at least one laboratory partner where they will be.

Failure to follow this procedure may result in an unexcused absence and will fall under the demerit system.

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

#### **Participation:**

Students are expected to participate with their full attention in all laboratory activities and to follow all lab checklists and protocols as instructed. Engagement in activities, including the use of cellular devices, which are not directly related to patient care OR failing to follow lab protocols may result in point deductions as well as demerits as outlined in the Veterinary Technician Student Handbook.

**Failure to complete assigned duties/roles (cleaning and putting away equipment, washing instruments, completing all medical records and paperwork, etc.) will result in a deduction of 5**

points for each incomplete item from the attendance and participation score.

Failure to follow lab safety procedures, including but not limited to: not wearing proper PPE, not checking surroundings to make sure others are a safe distance away from the radiograph machine when taking radiographs, or failure to dispose of sharps or biohazard materials appropriately, will result in a demerit and loss of 5-10 points from the student's attendance/participation score.

Demerits, as outlined in the [Vet Tech Student Handbook](#), will result in a loss of 5 points for minor and 10 points for major demerits from the attendance and participation score.

In the event that more than the total number of 50 points are deducted from the attendance and participation score, the remaining point deduction will be taken from the total assignments and quizzes score.

### **Clinical Assessments:**

Students will be graded on clinical knowledge and competency throughout the semester through assessments of assigned anesthesia and dentistry lab roles and other activities. Grading rubrics will be provided in advance.

### **AVMA Skills List Completion:**

This course requires students to complete hands-on skills as outlined by the AVMA. Failure to complete any of the required skills will result in a failing grade for the course. A copy of the skills list will be provided to each student at the start of the semester, to be kept in the lab. Skills must be checked off by an instructor on the day they were performed. The completed list will be due at the end of the semester.

### **Skills Checklist for ANSC 261L**

<b>Skill</b>	<b>Animal</b>	<b>Date</b>	<b>Instructor</b>
Administer anesthetic related drugs (injection, ETT, mask)			
Maintain emergency medical supplies/crash cart			
Perform dental prophylaxis			
Create diagnostic dental radiographic images			
Chart pathological dentition			

Calculate dosages of appropriate anesthetic drugs			
Place intravenous catheter (cephalic)			
Place intravenous catheter (saphenous)			
Maintain and care for catheter			
Place endotracheal tubes in patients			
Use clinical signs and equipment to monitor patient status			
Maintain and operate anesthesia machine - rebreathing /non-rebreather circuit			
Maintain and operate scavenging system			
Maintain and operate oxygen source			
Maintain and operate electrocardiograph			
Maintain and operate the pulse oximeter			
Maintain and operate the capnograph			
Maintain and operate respiratory monitors			
Maintain and operate blood pressure monitor: oscillometer			
Maintain and operate blood pressure monitor: doppler			
Maintain and operate laryngoscope			
<b>Group:</b>			
Perform cystocentesis to collect urine			
Demonstrate administering an enema			
Perform catheterization on male dog			
Demonstrate gastric intubation			

Perform Coagulation Tests: BMBT			
Perform first aid and cardiopulmonary resuscitation (simulation)			

### **Assignments and Quizzes:**

Assignments and/or quizzes will be given throughout the course, either by hard copy provided in person during lab times or via Lamaku. Each will be clearly labeled with instructions and point values or a grading rubric will be provided. Unannounced quizzes may be administered at the beginning of lab. 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.

### **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.

### **Examinations:**

A mid-term practicum exam will be given prior to Spring Break and a final practicum exam will be given at the end of the semester, each worth 100 points. Identification and proper use of dental and anesthetic equipment, the acquisition of diagnostic dental radiographs, and other skills will be covered.

**Policy on Makeup Exams:** Students must take their exam at the scheduled time. Make-up exams will not be offered.

**No retests will be given for any reason.**

## Course Schedule

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WEEK	DATES	TOPIC
<b>1</b>	Jan 13/14	Course Introduction Syllabus and Handbook, Lab Roles and Workflow Group Assignments and Kennel Duty Anatomy Review Nerve Blocks Dental Machine Operation and Maintenance Instruments (names, care, sharpening) Scaling Practice

<b>2</b>	Jan 20/21	Clocking In Medical Records Dental Charting Naming/Numbering Practice Dental Radiographs Review of Anesthesia Machine and Monitoring Equipment
<b>3</b>	Jan 27/28	Dental Procedures
<b>4</b>	Feb 3/4	Dental Procedures
<b>5</b>	Feb 10/11	<b>Anatomy, Naming and Numbering Quiz</b> Dental Procedures
<b>6</b>	Feb 17/18	<b>WVC-NO CLASS</b>
<b>7</b>	Feb 24/25	Dental Procedures
<b>8</b>	Mar 3/4	Dental Procedures
<b>9</b>	Mar 10/11	<b>MID TERM PRACTICUM</b>
<b>10</b>	Mar 18/19	<b>SPRING BREAK</b>
<b>11</b>	Mar 24/25	Dental Procedures
<b>12</b>	Mar 31/ Apr 1	Dental Procedures
<b>13</b>	April 7/8	Dental Procedures
<b>14</b>	April 14/15	Dental Procedures
<b>15</b>	April 21/22	Dental Procedures
<b>16</b>	April 28/29	Dental Procedures
<b>17</b>	May 5/6	Dental Procedures
<b>FINALS</b>	<b>TBD</b>	<b>Final Practicum</b>

\*January 20 - last day for 100% tuition refund

\*February 4 - last day to withdraw without "W" grade and 50% refund

\*March 27 - last day with withdraw with "W" grade

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

Students will be expected to rotate through some duties outside of the scheduled class time. These will include arriving prior to the beginning of lab to help admit patients and set up, as well as staying after lab as needed to clean up or discharge patients. If fulfilling one of these obligations represents an undue hardship, arrangements for accommodations and alternative duty must be

made with the instructor by the second week of class. Students should also note that although the laboratory session is scheduled to conclude at 2:45pm, patient care takes priority and running late is very common. Students will be required to stay until all their responsibilities for the day are taken care of. Excuses will not be granted for scheduled work, meetings, classes, or other commitments. It is suggested that students plan for the lab to take the entire day to avoid having to reschedule other obligations.

## Academic Integrity

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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.

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 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, cheating, or plagiarism will have the following consequence(s):

- 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.

[Windward CC Student Conduct Information](#)

[UH System Student Conduct Policy EO 7.208](#)

## Student Kuleana

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### **Student Responsibilities:**

- **The student is expected to attend each laboratory session in its entirety (until dismissed by the instructor), participate in all course activities, and complete all examinations and course assignments on time.**

- **Students are expected to make sure that the correct and complete versions of their assignments are uploaded to the correct assignment space in Lamaku 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.
- Because dentistry labs involve working with hazardous materials and instruments, students **MUST** wear closed-toed shoes. In addition, some lab activities will require students to wear gloves and safety glasses (provided by the college). Scrubs are required at all times. Lab coats must be worn at appropriate times. Students failing to dress appropriately for lab will not be permitted to participate in laboratory exercises and will be considered absent.
- The Veterinary Technology Program must have a current copy (to be submitted at the start of each semester) of proof of health insurance for each student. Students who do not submit current proof of insurance will not be allowed to participate in lab.
- 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 an "F" grade for the course.

#### **Behaviors recommended for success in this lab:**

- Take initiative for your own learning.
- Help other team members and classmates.
- Treat all classmates and instructors with respect and courtesy.
- Be familiar with course materials (handbook, assigned lab role duties, weekly content, etc) before coming to lab.
- Arrive for class on time and ready to go.
- Respond respectfully when asked to do a task.
- Behave professionally at all times. Do not complain, gossip, or speak negatively about others (in or outside the program).
- Accept constructive criticism.
- Follow instructions.
- Ask for help or clarification when needed.

## Academic and Technical Support

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### Academic Support

- Veterinary Technology Program Tutors:
  - [Nora](#)
  - [Mele](#)
  - [Mindi](#)
  - [Joleen](#)
  - [Tiffany](#)
- [Windward Community College Library](#)
- [Ka Piko Tutoring Services: Math Lab, Speech Lab, Writing Lab, 'Ōlelo Hawai'i Lab](#)
- [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.

**\* This syllabus and the Course Schedule are subject to change. Students will be notified of any changes via email and/or Lamaku announcement.**