

2017-2018

NEW FACULTY CAMPUS & COMMUNITY GUIDE



UNIVERSITY
of HAWAI'I®
MĀNOA

CONTENTS

2	HOUSING
	FINANCES & RETIREMENT
	UNIVERSITY OF HAWAI'I PROFESSIONAL ASSEMBLY (UHPA)
3	STUDENT RECREATION SERVICES
	HEALTH SERVICES
4	MOVIE HOUSES & THEATRES
6	EXTERNAL AFFAIRS & UNIVERSITY RELATIONS
	RESOURCES FOR RESEARCH
7	RESOURCES FOR TEACHING & ACADEMIC SUPPORT
8	LIBRARIES & OTHER FACULTY SUPPORT
9	WHERE TO SEND STUDENTS WHO NEED HELP
11	COMPUTER TECHNOLOGY
	TRANSPORTATION
12	FAMILY SERVICES
	ON-CAMPUS FOOD SERVICES
	EXPERIENCE O'AHU
13	CONTACT US

UHM Equal Opportunity and Affirmative Action Policy

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on veteran status. This policy covers admission and access to, and participation, treatment and employment in, the University's programs and activities. Sexual harassment is prohibited under this policy.

The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus in compliance with the affirmative action in employment mandates of Federal Executive Order 11246 and the Governor's Administrative Directives.

For information regarding UHM equal opportunity policies, affirmative action plan, the filing of complaints, or to request a copy of UHM's complaint procedures, contact the following persons:

On Employment- Related EEO Issues:

Mie Watanabe, Director EEO/AA
Administrative Services Bldg. 1-102
Phone: 956-7077 (V/TT)

On Student/Educational EEO Issues:

Lori Ideta, Associate Vice
Chancellor for Students
Queen Lili'uokalani Center for
Student Services (QLCSS) 409
Phone: 956-3290 (V/TT)

UHM recognizes its obligation to provide overall program accessibility for persons with disabilities. Contact the KOKUA program to obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities.

KOKUA Program (disabled student services)


Ann Ito, Director
QLCSS 013
Phone: 956-7511 (V/TT)

Gender Equity Specialist

Jenna Friedman
QLCSS 210
Phone: 956-9499

HOUSING

Faculty Housing

Auxiliary Services Bldg. 
1951 East-West Road
Phone: 956-8449

Email: fachsg@hawaii.edu
www.hawaii.edu/fachousing

To assist newly recruited and current faculty of the University during their period of adjustment to local economic conditions, a variety of suitable, temporary housing units are offered for rent.

Kau'iokahaloa Nui and Kau'iokahaloa Iki were built in 1995 and are located within a mile of the University near a small shopping center. Kau'iokahaloa Nui apartment units are partly furnished with 136-two bedroom units and 6-three bedroom units. Kau'iokahaloa Iki townhouse units are partly furnished with 29-three bedroom units. A free shuttle service runs between the housing facilities and the UHM campus. Monthly rental rates range from \$1,283 to \$2,086, subject to change.

The Wa'ahila Faculty Apartments were renovated in 2002 and are located within walking distance from the University. The apartments are partly furnished with 13-studio units, 23-one bedroom units, 24-two bedroom units, and 6-three bedroom units ranging from \$623 to \$1,331 per month, subject to change.

For more information, contact the Faculty Housing Office directly or have your department chair or secretary check on availability.

Exchange Housing and Rentals

Phone: 956-7418
Email: uhwccexchange@gmail.com
www.hawaii.edu/wcc

The Women's Campus Club manages a monthly online listing of housing for rent as well as exchanges and situations wanted.


Off-Campus Housing Referral Program

Phone: 956-7356
Email: och@hawaii.edu
www.housing.hawaii.edu/och

The University of Hawai'i Off-Campus Housing Referral Program (OCH) is a referral service provided by the University. The Online listing service is available to all students, faculty and staff affiliated with the University of Hawai'i.

FINANCES & RETIREMENT

University of Hawai'i Federal Credit Union

Main: 2019 South King Street 
Phone: 983-5500
www.uhfcu.com

Hours: Mon–Thur 8:30 am–5:00 pm
Friday 8:30 am to 6:00 pm
Saturday 9:00 am to 1:00 pm


There are two locations on campus, across from the Thrift Shop and at Campus Center 2nd level. Call UHFCU at (808) 983-5500 and press 0 (Member Services), or visit their website for current rates and updated products and services.

State of Hawai'i, Employees' Retirement System

To find out more about the New Employee/Benefits orientation, visit:

- www.pers.hawaii.edu/training
- The Employee Benefits page at http://www.manoa.hawaii.edu/ovcafo/uhmhr/benefits_compensation.html


UNIVERSITY OF HAWAI'I PROFESSIONAL ASSEMBLY (UHPA)

1017 Palm Drive 
Phone: 593-2157

Hours: Mon–Fri 8:00 am–5:00 pm
www.uhpa.org

The University of Hawai'i Professional Assembly (UHPA) is the exclusive bargaining agent for faculty employed by the UH System at least half-time or more on all UH campuses. UHPA negotiates faculty contracts and represents faculty whose rights have been violated. UHPA has also established an effective lobbying and government relations program. Although membership is by choice, membership dues of 1% of your salary are automatically deducted per pay period. For active union membership an application must be completed. Contact UHPA at (808) 593-2157 or log onto their website for a membership application.

STUDENT RECREATION SERVICES


Main Office: Physical Education Bldg./
Athletic Complex 200 
Phone: 956-6468

Hours: Mon–Fri 8:00 am–6:00 pm
<http://manoa.hawaii.edu/studentrec>
Warrior Recreation Center: 956-5490

Student Recreation Services provides recreational activities for UHM students, faculty and staff that include the University fitness center, informal recreation, intramural sports, outdoor education and recreation and equipment rentals. Some intramural sports that take place are volleyball, soccer, basketball and tennis. Recreational and athletic facilities are also available for use at various times during the day. Outdoor and Get Fit classes are available throughout the semester, such as surfing, snorkeling, yoga, hula, aerobics, Zumba and Tai Chi.

HEALTH SERVICES

University Health Services Mānoa (UHSM)

University Health Services Bldg. 
1710 East West Road
Phone: 956-8965
Email: uhsm@hawaii.edu

Clinic Hours:
Mon–Fri 8:00 am–4:00 pm
www.hawaii.edu/shs


- UHSM is an accredited health care organization providing medical care and health promotion services for students, faculty, and staff. Check the above website for clinic hours; also see sections below on Health Promotion, Tobacco Cessation and Alcohol/Other Drug Programs for details of these services.
- Medical services include a walk-in clinic for illness and injury, immunizations, TB testing, allergy shots, physical exams, and referrals for off-campus services.
- The following specialty services are available by appointment (956-6221): dermatology, women's health, nutrition, sports medicine, and psychiatry. Anonymous HIV testing is also available by appointment.
- Ancillary services include a clinical laboratory and a pharmacy that offers both prescription and over-the-counter medications at low cost.
- Fees for services are reasonable. Insurance is not required; however, most non-HMO insurance plans can be billed. Credit card payments are accepted.
- For more information, check the website listed above. For medical emergencies, call Campus Security at 956-6911; off campus call 911.

Health Promotion Program

(under University Health Services Mānoa)

Queen Lili'uokalani Center 
for Student Services (QLCSS) 313D
Phone: 956-3574
Email: healthed@hawaii.edu

Clinic Hours: Mon–Fri (except Wed)
8:30 am–12:00 pm, 12:30 pm–4:00 pm
Wed 8:30 am–12:00 pm,
1:30 pm–4:00 pm


Also 1710 East-West Road 
Phone: 956-8965
Email: uhsm@hawaii.edu
www.hawaii.edu/shs

Reception Desk Hours:
Mon–Fri 7:45 am–4:30 pm

- The Health Promotion Program includes a Resource Center; LOKAHI Service Learning program; the Alcohol and Other Drug Education Program (see below); coordination of campus blood drives; the Student Health Advisory Council (SHAC), and information on University-sponsored health insurance for students.
- Open Monday through Friday, 8:30 am–4:30 pm, the Resource Center provides assistance and resources for students and faculty seeking health information for class or personal use. Contraceptive kits and small numbers of handouts are available for class presentations.
- Faculty are invited to refer students to the Center for class projects or service learning experiences. For practicum arrangements, research, and projects requiring all class members to use the center, please call 956-3574.
- The LOKAHI program is a service learning peer education program. Peer educators are trained to provide presentations on sexual health, health and wellness, healthy body image, WISH (why is smoking harmful?), alcohol/drugs and safe dating for classes and other campus groups. Presentations can be varied according to individual course needs. Please call at least two weeks in advance of a desired presentation, 956-3574.
- See the Alcohol & Other Drug Education Program, or go to the Health Promotion website for more details.

(Continued from "Health Services")

Alcohol & Other Drug Education Program (ADEP), under the Health Promotion Program

QLCSS 313D 


www.hawaii.edu/shs/health_promotion/adepphp

- Teaching faculty should be aware of three alcohol/other drug programs under University Health Services' Health Promotion Program. These cover primary prevention activities targeting freshmen residents and intervention for students at risk of substance abuse.
- Expanding the Mānoa Alcohol Project (MAP) is funded by an Anheuser Busch grant. The project goal is to reduce underage and risky drinking, in part by educating students about the actual, healthy norms for drinking. A faculty section on the website reviews campus alcohol policies, suggests ways to include alcohol-related projects or discussions in the curriculum, and provides information on recognizing and referring students who may be experiencing problems with alcohol or other drugs. For more information, call 956-3453 or visit their website at www.facebook.com/uhmap
- The BASICS Project (Brief Alcohol Screening and Intervention for College Students) is a prevention program that provides individual screening, brief intervention, and referral for other services as appropriate, for students who may be at risk of alcohol/other drug misuse or abuse. Counseling sessions follow the BASICS protocol. For more information, including discussion of the referral process, call 956-3453 or see the BASICS website, www.hawaii.edu/shs/health_promotion/basics.php
- The BEAT-IT Tobacco Prevention Project promotes tobacco education and awareness of second-hand smoke. The website provides education, tips and resources for quitting, and referral information. Call 956-3453 or go to www.hawaii.edu/beatit

MOVIE HOUSES & THEATRES

Consolidated Theaters

www.consolidatedtheatres.com

Various theaters on O'ahu include: 

- Ward Stadium-16 (Ward Centers)
- Mililani-14 (Mililani Town Center)
- Pearlridge West 16 (Pearlridge Mall)
- Koko Marina-8 (Koko Marina Shopping Center, Hawai'i Kai)
- Ko'olau Stadium 10 (Ko'olau Shopping Center)
- Kapolei-16 (City of Kapolei)
- Kāhala-8 (Kāhala Mall)

Regal Cinema

www.regmovies.com

Various theaters on O'ahu include: 

- Dole Cannery Stadium-18 and IMAX (Honolulu, 528-3653)
- Pearl Highlands Stadium-12 (Pearl City, 455-8890)
- Windward Stadium-10 (Kaneohe, 234-4006)

Movie Museum

3566 Harding Avenue, Suite 4 

Phone: 735-8771


www.kaimukihawaii.com/d/c/movie-museum.html

Hours: Thur–Mon 12:00 pm–8:00 pm

Closed Tue & Wed

Intimate 19 leather recliner chair theater showing foreign, independent and classic films. A selection of around 10,000 movies available for rent. For the monthly program see the website. Call for information and reservations.

Diamond Head Theatre

520 Makapu'u Avenue 

Phone: 733-0277

www.diamondheadtheatre.com

Box Office Hours:


Mon–Fri 8:30 am–4:30 pm,

and select Sat 8:30 am–1:00 pm

The theatre offers six productions each season featuring the latest musicals, plays, and traditional favorites, as well as year-round classes in acting, singing, and dancing for children and adults.

(Continued from "Movie Houses & Theaters")


Hawai'i Theatre Center

1130 Bethel Street 
Phone: 528-0506
www.hawaii theatre.com

Box Office Hours:
Tue–Sat 9:00 am–5:00 pm

Designated as a State and National Historic Place, Hawai'i Theatre is a venue for national touring shows, theatre, concerts, industrials, film, and television. Originally opened in 1922, the theatre underwent extensive renovations and reopened in 1996.


Honolulu Museum of Art

900 S. Beretania Street 
Phone: 532-8700 (24 hour
recorded information line)
www.honolulu museum.org

Museum Hours:
Tue–Sat 10:00 am–4:30 pm
Sun 1:00 pm–5:00 pm
Admission: Adults \$10
Members and age 17 and under: Free

Located in downtown Honolulu across from Thomas Square. The academy offers educational programs, studio arts classes, and theatre activities. The 300-seat Academy Theatre now called the Doris Duke Theatre presents over 780 theatre programs each year including, foreign films, concerts, art lectures, and experimental programs.


Kennedy Theatre

1770 East-West Road 
Phone: 956-7655
www.manoa.hawaii.edu/liveonstage

Box Office Hours:
10:00 am–1:00 pm
during sale periods only

Kennedy Theatre (building designed by I.M. Pei) productions range from Japanese dance concerts to Shakespeare, from puppet shows for children to late night experimental shows. Some faculty discounts are available.


Kumu Kahua Theatre

46 Merchant Street 
Office Phone: 536-4222
Box Office Phone: 536-4441
www.kumukahua.org

Box Office Hours:
Mon– Fri 11:00 am–3:00 pm

Plays about life in Hawai'i. Plays by Hawai'i's playwrights. Plays for Hawai'i's people. University of Hawai'i graduate students founded Kumu Kahua in 1971. The 100-seat theater is located in downtown Honolulu, at the restored Kamehameha V Post Office Building


Mānoa Valley Theatre

2833 East Mānoa Road 
Phone: 988-6131
www.manoavalley theatre.com

Business/Box Office Hours:
Mon–Fri 9:30 am–5:00 pm


Mānoa Valley Theatre was established as a community workplace, which would benefit local performing artists and audiences. This theatre has evolved into one of Hawai'i's most celebrated and exciting producing theatres. Its focus on contemporary, mainstream Broadway and Off-Broadway entertainment results in previously unseen shows being presented in their Hawai'i premieres.

Hawai'i Opera Theatre

848 S. Beretania Street, Suite 301 
Box Office Phone: 596-7858 or 1-800-836-7372
www.hawaii opera.org

Operas are performed in the Neal Blaisdell Concert Hall (999 S. King Street), a comfortable facility with plush seating for 2,100 people. The Hawai'i Opera Theatre (known as HOT) also hosts many events throughout the year, including concerts, educational programs and an annual ball.


Honolulu Theatre for Youth

Tenney Theatre, St. Andrew's Cathedral
229 Queen Emma Square 
Phone: 839-9885

Email: htymail@htyweb.org
www.htyweb.org

Since 1955, the Honolulu Theatre for Youth (HTY) has produced theatre and drama education programs that make a difference in the lives of young people, families, and educators in the state of Hawai'i.

Leeward Community College Theatre

96-045 Ala Ike, Pearl City 
Box Office Phone: 455-0385
www.lcctheatre.hawaii.edu

Box Office Hours:
Mon–Fri 10 am–2 pm

As a part of the University of Hawai'i, the primary goal of LCC Theatre is to promote cultural curiosity. We want our performances to make a connection to the mind, heart or spirit of our audiences; creating and stimulating a hunger for the experiences only achieved through the arts.

(Continued from “Movie Houses & Theaters”)

Orvis Auditorium

2411 Dole Street 

Phone: 956-8742

www.manoa.hawaii.edu/music

Orvis Auditorium was built in 1962 with a seating capacity of 400 and excellent acoustics. Events include music performances by faculty, students, ensembles and visitors.

Wong Audiovisual Center, Sinclair Library

2425 Campus Road 

Phone: 956-8308

<http://guides.library.manoa.hawaii.edu/sinclairlibrary/>

hawaii.edu/sinclairlibrary/WongAudiovisualCenter

AV Center Hours:


Mon–Thu 8:00 am–7:45 pm

Fri 8:00 am–5:45 pm

Sat–Sun 12:00 pm–5:45 pm

If you want to stay home and watch a good movie or listen to some great music, check out the movie and CD or tape selection at the Wong A/V Center! No cost to faculty, students and staff – just present your valid UH ID Card. The Wong A/V Center has an excellent selection of feature films, documentaries, operas, musicals and sound recordings.

EXTERNAL AFFAIRS & UNIVERSITY RELATIONS

Bachman Hall, 109H 

Phone: 956-8856

Email: ur@hawaii.edu

www.hawaii.edu/offices/creative

• Public Relations & Special Events

Email: newsroom@hawaii.edu

• Governmental Relations

Phone: 956-4250

• Office of Communications

Phone: 956-8856

• Collegiate Licensing

Phone: 956-2114

Email: uhlicens@hawaii.edu

RESOURCES FOR RESEARCH

Office of Research Services (ORS)

Sinclair Room 1 

Helpline: 956-5198

www.ors.hawaii.edu

Helpline Email:

helpline@ors.hawaii.edu

The Office of Research Services' vision is, “to provide effective and efficient services to facilitate the stewardship of extramural funded activities and to promote innovation and creativity in partnership with the sponsors, university administrators and distinguished researchers in the University of Hawai'i System.”

Office of the Vice Chancellor for Research

Hawai'i Hall 211 

Phone: 956-7837

Email: urc@hawaii.edu

www.manoa.hawaii.edu/ovcr

Applications for awards and deadlines are located on the web.

Faculty Travel

The faculty travel fund supports travel by full-time faculty and staff members to professional conferences for the purpose of presenting results of research and/or scholarship when it can be demonstrated that such activities could potentially result in additional extramural funding.

Excellence in Research Awards

Three categories: one each at the Assistant, Associate and Full Professor/Researcher levels, however, the URC has the option of changing the distribution. Also, not all awards have to be made in a given year.

Note: Awards consist of an appropriate cash sum plus a suitably engraved Board of Regent's Medal.


RCUH Student Excellence in Research Awards

Three categories: one for the bachelor's level, one for the master's level, and one for the doctoral level. Each award consists of a certificate and \$500.

Eligibility: Any full-time student currently working towards a bachelor, masters or doctorate degree is eligible for nomination.

RESOURCES FOR TEACHING & ACADEMIC SUPPORT

Office of Faculty Development and Academic Support (OFDAS)


Kuykendall 107 
Phone: 956-8075

Email: ofd@hawaii.edu
www.ofdas.hawaii.edu

New and experienced teachers can benefit from:

- New Faculty Orientation at the beginning of each semester
- Coordination of University Service and Teaching Awards
- Electronic Course and Faculty Evaluation (ECAFE)
- Department Leadership Workshops
- Honors and Awards Convocation

Center for Teaching Excellence (CTE)


Kuykendall 107 
Phone: 956-6978

Email: cte@hawaii.edu
www.cte.hawaii.edu

CTE provides services and programs for professional development in teaching and learning to faculty and TAs at the Mānoa campus, including:

- Workshops, seminars, lecture series on teaching and learning for Faculty and TAs
- Mid-semester Evaluations of Classes at the request of faculty and TAs
- New Teaching Assistant Training at the beginning of each semester
- Personal Consultation with faculty or TAs on their request
- Publications on teaching and learning at UH Mānoa campus
- Departments serviced by request
- Distance education consultations

Center for Instructional Support (CIS)


Kuykendall 103 
Phone: 956-8075

E-mail: cis@hawaii.edu
www.cis.hawaii.edu

The Center for Instructional Support (CIS) provides the University community with support for instruction through the use of technology and technology-related services.

- Media Equipment Loan through central and satellite equipment tools
- Maintains permanently installed media equipment in general use classrooms
- Production of a wide range of instructional and informational materials, including charts and graphs, illustrations, and publications
- Three media-rich classrooms equipped with the latest technologies
- Equipment repair for department-owned media equipment
- Transfer facility and tape duplication services of video format

UH Mānoa Faculty Mentoring Program (FMP)

Kuykendall 107 
Phone: 956-9567

Email: fmp@hawaii.edu
www.fmp.hawaii.edu

The primary goal of the program is to assist faculty in the development of their academic careers through multilevel activities to meet the needs, aspirations, and interests of faculty from various disciplines. As part of OFDAS, the FMP provides by faculty request:

- Panel discussions on contract renewals, tenure, and promotion
- Mentor/Mentee pairing
- Dossier library and consultations
- Workshops for Department Chairs

LIBRARIES & OTHER FACULTY SUPPORT

UHM has two main libraries—Hamilton and Sinclair—call for schedule and hours. Specialized libraries located at the John Burns School of Medicine and the William Richardson School of Law.

Library Research Collections, Services and Departments

- General Reference
Phone: 956-7214
Email: emailref@hawaii.edu
 - Archives and Manuscripts
Phone: 956-6995
Email: archives@hawaii.edu
 - Asia Collection
Phone: 956-8116
Email: asiaref@hawaii.edu
 - Business subjects
Phone: 956-7214
Email: emailref@hawaii.edu
 - Charlot Collection
Phone: 956-2849
Email: charcoll@hawaii.edu
 - Government Documents
Phone: 956-8230
Email: govdocs@hawaii.edu
 - Humanities subjects
Phone: 956-7214
Email: emailref@hawaii.edu
 - Interlibrary Services (ILL): <http://illiad.manoa.hawaii.edu/login>
 - To renew books via Hawai'i Voyager go to <http://uhmanoa.lib.hawaii.edu> and select the "My Account" tab.
- Maps
Phone: 956-6199
Email: mapcoll@hawaii.edu
 - Science and Technology
Phone: 956-8263
Email: sciref@hawaii.edu
 - Social Sciences subjects
Phone: 956-7214
Email: emailref@hawaii.edu
 - Circulation and Reserve Services
Phone: 956-8308 ext 52
 - Music Collection
Phone: 956-6922
Email: geary@hawaii.edu
 - Special Collections
(including Hawai'i, Pacific)
Phone: 956-8264
Email: speccoll@hawaii.edu

Hamilton Library

Phone: 956-7204
<http://library.manoa.hawaii.edu>


Hours: Mon–Thurs 8:00 am–10:00 pm
Fri 8:00 am–6:00 pm
Sat 9:00 am–5:00 pm
Sun 12:00 pm–10:00 pm

Sinclair Library

Phone: 956-8308
www.sinclair.hawaii.edu

Hours: Mon–Thurs 24 hours
Fri 12:00 am–6:00 pm
Sat 12:00 pm–6:00 pm
Sun 12:00 pm–12:00 am

Wong Audio Visual Center

Sinclair Library 
Phone: 956-8308 ext. 53
www.sinclair.hawaii.edu

AV Center Hours:
Mon–Thurs 8:00 am–7:45 pm
Fri 8:00 am–5:45 pm
Sat–Sun 12:00 pm–5:45 pm

If you would like to enliven your class with moving images or sound recordings, or have them on reserve for your students to watch or listen to, then visit the Wong Audiovisual Center on the 3rd floor of Sinclair Library. You can request media items from your home or office and have them waiting for you when you arrive in the Center. Media items have a 7 day loan with UH ID. Ask about our bookings service to reserve an item for future classroom use.

You can also use our videotape, DVD, laserdisc, CD, audiotape and phonograph players for in-house viewing and listening. Stations are also available for close-captioned videos.


Center on Disability Studies (CDS)

1410 Lower Campus Road, 171F 
Phone: (808) 956-5142
Email: [cgs@hawaii.edu](mailto:cds@hawaii.edu)
www.cds.hawaii.edu

The Center on Disability Studies, established in 1988, is part of the College of Education. They focus on education and research and conduct service activities that impact the quality of life for people with disabilities.

(Continued from “Libraries & Other Faculty Support”)


Service Learning Program

QLCSS 209 
Phone: 956-4641
Fax: 956-3394

Email: slp@hawaii.edu
<http://manoa.hawaii.edu/undergrad/servicelearn>

Professors interested in giving their student’s a “community-based” learning experience should contact the Service Learning Program. This program assists faculty members who want to integrate community “service” into their curriculum. Funding may be available to assist faculty with incorporating service learning into the curriculum. Contact the Service Learning Program for more information or visit our website at the URL listed above.

General Education Office/Mānoa Writing Program

Bilger 104 
Phone: 956-6660

www.hawaii.edu/gened
<http://manoa.hawaii.edu/mwp/home>

The General Education Office/Mānoa Writing Program offer faculty workshops and other resources that help faculty to design and teach Focus classes.

Undergraduates complete General Education Focus requirements by taking classes with these Focus designations:

- Contemporary Ethical Issues (1 course required)
- Hawaiian, Asian, & Pacific Issues (1 course required)
- Oral Communication (1 course required)
- Writing Intensive (5 courses required)


Individual faculty members request one or more of the designations for their class(es) by submitting a Focus Designation Proposal Form. Proposal forms and Focus information is sent to departments each semester.

Focus hallmarks, forms, Hallmarks, and other information can be found at www.hawaii.edu/gened/focus.htm. A description of the Focus requirements also appears in the UHM Catalog section on “UHM General Education Core and Graduation Requirements.”

WHERE TO SEND STUDENTS WHO NEED HELP

Some of the following services are available to faculty and staff

Office of Student Affairs

QLCSS 409 
Phone: 956-3290


The Office of Student Affairs (OSA) coordinates educational services and programs and serves as a source of advice and assistance regarding discrimination, sexual harassment, academic disputes or grievances, conduct code issues and related matters. Faculty should view the Office of Student Affairs as a resource when attempting to negotiate issues involving students.

Units included under OSA are:

- Office of Admissions
- Mānoa Career Center
- Counseling and Student Development Center
- Financial Aid Services
- Office of Judicial Affairs
- Office of the Registrar (includes Veteran Affairs)
- Student Equity, Excellence and Diversity (See www.hawaii.edu/diversity for a list of all SEED Programs)
- Student Housing Services
- Student Life and Development
- University Health Services Mānoa

Visit <http://studentaffairs.manoa.hawaii.edu/departments> for more information on each unit.

Counseling and Student Development Center (CSDC)


QLCSS 312 
Phone: 956-7927

Hours: Mon–Fri 8:00 am–4:30 pm
www.manoa.hawaii.edu/counseling

CSDC works with UHM students to prevent and remedy concerns and problems that can interfere with academic success. It seeks to promote overall personal growth, clarify life plans and choices, and build effective and healthy skills for living. CSDC provides personal, group and couples counseling/psychotherapy; psychiatric consultation; outreach programs and workshops; consultation for faculty and staff (student concerns and personal issues); career counseling which includes interest exploration and choice of major.

(Continued from “Where to Send Students Who Need Help”)


Learning Assistance Center (LAC)

Student Success Center,
Sinclair Library 
Phone: 956-6114
Email: learning@hawaii.edu

<http://manoa.hawaii.edu/learning>
Hours: Mon–Fri 9:00 am–4:30 pm
Sat–Sun and afternoons by
appointment

The Learning Assistance Center provides academic counseling services to assist students in developing learning skills to increase academic success. Students can participate in facilitated study groups or individual sessions to become more proficient in managing time, reading, writing, taking notes, taking exams, and enhancing academic motivation. Counseling and support services for students with learning disabilities are also provided.


Testing Office

QLCSS 307 
Phone: 956-3454

Hours: Mon–Fri 8:00 am– 4:30 pm
http://manoa.hawaii.edu/counseling/testing_office

The CSDC Testing Program is a statewide service that provides information needed to take professional, certification and graduate school admissions exams. Computer-based exams are administered on a weekly basis and paper-based exams on specific national test dates. This program also administers the testing component of CSDC counseling services. Proctoring services are provided for a fee for individuals in distance learning programs.

Services to Students with Disabilities: KOKUA Program

QLCSS 013 
Phone: 956-7511 or 956-7612
Email: kokua@hawaii.edu


Hours: Mon–Fri 8:00 am–4:00 pm
www.hawaii.edu/kokua

ADA Campus Guide: http://library.manoa.hawaii.edu/services/ada/ada_campus_map.html

Equal Access by Students with Learning, Physical and Psychological Disabilities In compliance with federal and state non-discrimination law and institutional commitment, Mānoa has designated the KOKUA Program as the primary campus unit responsible for serving students with disabilities. Disability status is highly confidential information and disclosure thereof by students is absolutely voluntary. Disability documentation should be deposited at KOKUA only.

Once such disability disclosure with documentation is made to KOKUA, the student usually authorizes KOKUA to share said disclosure with faculty and to arrange for appropriate, customized disability access services, e.g., testing accommodation, note taking, communication access, classroom relocation, etc. Students are not charged for disability access services.

Kua’ana Student Services


QLCSS 406 
Phone: 956-5945 or 956-8944
Fax: 956-2646

Email: kuaana@hawaii.edu
www.hawaii.edu/kuaana

Kua’ana Student Services creates firm foundations for Native Hawaiian students to succeed in both the undergraduate and graduate levels. The goals of Kua’ana include the following:

- Increase retention rates of students of Hawaiian ancestry at the UHM
- Increase enrollment of students of Hawaiian ancestry in education
- Support the scholarship of student of Hawaiian ancestry in higher education


Mānoa Career Center

QLCSS 212 
Phone: 956-7007
Fax: 956-4082

Email: careers@hawaii.edu
<http://manoa.hawaii.edu/careercenter>

Part of the Office of Student Affairs, their mission is to empower UH Mānoa students in career life planning through awareness, exploration, experience and reflection. Their career counselors assist students in reaching academic and career goals. They also help in creating resumes, cover letters, graduate school applications and more.


Gender Equity Specialist

QLCSS 210 
Phone: 956-9499
Email: jenna.h.friedman@hawaii.edu

Hours: By appointment
<http://manoa.hawaii.edu/genderequity>

The office provides information, advice and assistance on matters relating to sexual harassment and discrimination. The gender equity specialist can help clarify issues relating to discrimination, develop coping strategies, arrange informal resolutions and assist in filing formal complaints of sexual harassment.

Civil Right Counselor

QLCSS 210 
Phone: 956-4431
Email: jl@hawaii.edu

http://parents.manoa.hawaii.edu/resources/counseling/civil_rights.cfm

Advises students and employees on the University’s complaint policies, procedures, and their rights under the state and federal nondiscrimination laws.

(Continued from “Where to Send Students Who Need Help”)

The Writing Center

Kuykendall 415 

Phone: 956-7619

Email: tutors@hawaii.edu

www.english.hawaii.edu/writingcenter

Hours: By appointment from
9:00 am–4:30 pm; closed during
Summer Sessions and evenings.

The Writing Center offers consultation related to any aspect of a writing task: Interpreting an assignment, organizing ideas, rewriting and editing. Students (and faculty/staff) should go online to make a half-hour appointment and bring their draft or assignment with them.

Equal Employment Opportunity & Affirmative Action (EEO/AA)

Administrative Services Bldg. 1-102 

Phone: 956-7077

Fax: 956-5804

Email: eeo@hawaii.edu

www.hawaii.edu/offices/eeo

The EEO/AA Office is responsible for overseeing EEO/AA programs for the Mānoa Campus and Systems Offices. Contact us for information on hiring procedures, hiring goals and statistical information (sex, ethnicity of UHM employees), search committee briefings, the accommodation process for persons with disabilities, sexual harassment, and other discrimination issues, informal and formal complaint procedures, campus and system-wide EEO/AA policies, informational brochures, training, referrals to state and federal enforcement agencies, UH Commission of the Status of Women, and the UH Commission on Disability Access.

COMPUTER TECHNOLOGY

Information Technology Services

Phone: 956-8883

Email: help@hawaii.edu

Hours: Mon–Fri 8:00 am–4:30 pm

ITS provides services across the broad range of computing and communications technologies that support learning, teaching, research, public services and administration. It is available to faculty, staff and students of the UH system.

Digital Media Center

Information Technology Center 103 

Phone: 956-2719

Hours: Mon–Fri 8:00 am–4:00 pm

www.hawaii.edu/dmc

Faculty and staff who need assistance with video, online instruction, graphics, presentations and other digital related projects are welcomed to contact the Digital Media Center located in Information Technology Center 103. Their staff provides help in areas such as multimedia presentations, DVD production, instructional (Laulima) or departmental website development, computer-based instruction, and video/audio digitizing and editing.

TRANSPORTATION

TheBus

Office Phone: 848-4500

Customer Service Phone: 848-5555

www.thebus.org

TheBus routes cover most neighborhoods on O’ahu. Adults pay \$2.50 (free transfers available from the driver) or \$60 for a monthly pass. Also available exclusively to college students is the University Bus Pass Program. TheBus University Bus Pass Program or U-PASS is a reduced rate bus pass designed to match a College student’s needs and are included in tuition fees. Routes and schedules are on the web and on campus in the Campus Center and Student Services Building.

TheHandi-Van Service

Phone: 768-8380 (Handi-Van Operations)

www.honolulu.gov/dts

TheHandi-Van is a public transit service for those with disabilities who are unable to use TheBus. Individuals must go through an in-person interview to assess their abilities to use TheHandi-Van and TheBus. Fare is \$2.00 for a one-way trip.

(Continued from “Transportation”)

UHM Parking and Traffic Office

QLCSS 014 

Phone: 956-8899

Fax: 956-9811

Hours: Mon–Fri 7:45 am–4:30 pm

<http://manoa.hawaii.edu/commuter>

You must have a permit to park a car, motorcycle, or moped on the UHM campus. Faculty and staff can purchase parking semester and yearly permits from the Parking and Traffic Office. Permits for parking in the Lower Campus parking structure (zone 20) are less expensive than Upper Campus permits. Daily parking rates are available—it varies from a flat fee of \$5 for the Lower Campus before 4 pm, to \$2 for half an hour increments in Pay-to-Park areas. After 4 pm, a flat fee of \$6 will apply to the entire campus. Attendants are stationed at entry kiosks with daily/visitor parking information. Bicycles must be parked at bicycle racks only.

Rainbow Shuttle (UHM Campus)

Phone: 956-8899 (Parking Office)

Hours: Mon–Fri 7:45 am–4:30 pm

<http://manoa.hawaii.edu/commuter>

The Rainbow shuttle is a free service for UHM students, faculty, staff and visitors. The shuttle runs through the campus and around the surrounding neighborhood, including some off campus parking sites. For more information regarding the shuttle’s schedule, check out the website at <http://manoa.hawaii.edu/commuter/rainbowshuttle.html>.

FAMILY SERVICES

Early Education and Care

UH Mānoa Children’s Center,

Castle Memorial Hall 

2320 Dole Street

Email: uhmcc@hawaii.edu

Phone: 956-7963

www.hawaii.edu/childrenscenter

The Children’s Center is a department of the Office of Student Affairs. The center offers 150 spaces for children 2–5 years of age. 75% of the spaces are reserved for student families and 25% for faculty and staff families. The center is open Monday–Friday from 7:30 am–5:30 pm. The Children’s Center follows the UH academic calendar. The office is open from 8:00 am–5:00 pm.

ON-CAMPUS FOOD SERVICES

<http://manoa.hawaii.edu/food>

UH Mānoa has a variety of dining options and meal plans to suit your needs and tastes. Dining venues are conveniently located throughout campus and menus range from local plate lunches and bentos to deli sandwiches, international cuisine, vegetarian fare, grill favorites, and more. Visit their website for a list and locations of vendors.

EXPERIENCE O’AHU

Sights and Attractions

www.gohawaii.com/oahu

Learn more about O’ahu and visit some of Oahu’s most popular attractions, including ‘Iolani Palace and Hanauma Bay.

Hiking Trails

<http://dlnr.hawaii.gov/dsp/hiking/oahu>

Visit some of Oahu’s State Park Hiking Trails. The list includes the popular Diamond Head Summit Trail and the Makapu’u Point Lighthouse Trail along with more difficult ones.

Camping

<https://camping.honolulu.gov>

Get permits for 17 different campgrounds around the island from the Department of Parks and Recreation.

Waikiki Aquarium

2777 Kalakaua Avenue 

Phone: 923-9741

Hours: 7 days a week

9:00 am – 4:30 pm

www.waikikiaquarium.org

See exhibits on the aquatic life of Hawai’i and the tropical Pacific, which includes over 3,500 marine animals. General admission is \$12.

Pau Hana Patrol

www.staradvertiser.com/tgif

Honolulu Pulse reviews the best happy hours around the island. Find the best places to socialize after a day of work.

(Continued from "Experience O'ahu")

First Fridays

www.firstfridayhawaii.com

First Friday is an event that occurs on the first Friday of every month, which features many galleries, boutiques, cafes and restaurants throughout downtown Honolulu. The main event is between 5:00 pm–9:00 pm.

CONTACT US

The Center for Teaching Excellence

Phone: 956-6978

ext. 66978 if on campus

Follow us on Twitter [@uhmcte](https://twitter.com/uhmcte)

Email: cte@hawaii.edu

www.cte.hawaii.edu

The Faculty Mentoring Program

Email: fmp@hawaii.edu

www.fmp.hawaii.edu

The Center for Instructional Support

Email: cis@hawaii.edu

www.cis.hawaii.edu

Office Of Faculty Development & Academic Support
Kuykendall 107
1733 Donaghho Road