

2020-2021

NEW FACULTY CAMPUS & COMMUNITY GUIDE



UNIVERSITY
of HAWAII®
MĀNOA

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TRANSPORTATION

TheHandi-Van Service

(808) 768-8380
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.

UHM Parking and Traffic Office

Queen Lili'uokalani Center for Student Services 014
2600 Campus Road
(808) 956-8899
parking@hawaii.edu
<http://manoa.hawaii.edu/commuter>

Hours: Mon–Fri, 7:45 am–4:30 pm

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 parking structures before 4 pm, to \$3 for half an hour increments in Pay-to-Park areas. After 4 pm, a flat fee of \$7 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)

(808) 956-8899 (Parking Office)
parking@hawaii.edu
<http://manoa.hawaii.edu/commuter/rainbowshuttle.html>

Hours: Mon–Fri, 7:45 am–4:30 pm

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 or the rainbow shuttle's real-time tracker app, check out the website.

TheBus

(808) 848-4500
Customer Service Phone: (808) 848-5555
www.thebus.org

TheBus routes cover most neighborhoods on O'ahu. Adults pay \$2.75 (free transfers available from the driver) or \$70 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.

RESOURCES FOR TEACHING & ACADEMIC SUPPORT

Office of Faculty Development and Academic Support (OFDAS)

Kuykendall Hall 107
1733 Donaghho Road
(808) 956-8075
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 Hall 107
1733 Donaghho Road
(808) 956-6978
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 Hall 103
1733 Donaghho Road
(808) 956-8075
cis@hawaii.edu
www.cis.hawaii.edu

Hours: Mon–Fri, 8:00 am–4:30 pm

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
- 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 Hall 107
1733 Donaghho Road
(808) 956-9567
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

General Education Office/Mānoa Writing Program

Bilger Hall 104
2545 McCarthy Mall
(808) 956-6660
www.hawaii.edu/gened

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.

Service Learning Program

Queen Lili‘uokalani Center for Student Services 209
2600 Campus Road
(808) 956-4641
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.

RESOURCES FOR RESEARCH

Office of Research Services (ORS)

Sinclair Library, Rm 1
2425 Campus Road
(808) 956-5198
orshelp@hawaii.edu

Hours: Mon–Fri, 7:00 am–5:00 pm

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
2500 Campus Road
(808) 956-7837
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

rcuh@rcuh.com

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.

UNIVERSITY OF HAWAI'I PROFESSIONAL ASSEMBLY (UHPA)

1017 Palm Drive
(808) 593-2157
www.uhpa.org

Hours: Mon–Fri, 8:00 am–5:00 pm

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 by phone or visit their website for a membership application.

COMPUTER TECHNOLOGY

Information Technology Services

Information Technology Center
2520 Correa Road
(808) 956-8883
help@hawaii.edu
www.hawaii.edu/its
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
2520 Correa Road
(808) 956-2719
itech-l@lists.hawaii.edu
www.hawaii.edu/dmc and www.hawaii.edu/its/digital-media-center

Hours: Mon–Fri, 8:00 am–4:00 pm

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.

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.

Hamilton Library

2550 McCarthy Mall
(808) 956-7203
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

2425 Campus Road
(808) 956-8308
sinc@hawaii.edu
www.sinclair.hawaii.edu

Hours: Mon–Thurs, 24 hours
Fri, 12:00 am–5:00 pm
Sat, 9:00 am–5:00 pm
Sun, 12:00 pm–12:00 am

Wong Audio Visual Center Sinclair Library

(808) 956-8308 ext. 53
www.sinclair.hawaii.edu

Audiovisual Center Hours:
Mon–Fri, 8:00 am–4:45 pm
Closed Sat–Sun

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.

Library Research Collections, Services and Departments

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.

Access Services
(808) 956-7203
uhmlib@hawaii.edu

Acquisitions
(808) 956-8692
chopey@hawaii.edu

Archives and Manuscripts
(808) 956-6047
archives@hawaii.edu

Asia Collection
(808) 956-8116
asiaref@hawaii.edu

Business, Humanities, and Social Sciences
(808) 956-7214
emailref@hawaii.edu

Desktop Network Services
(808) 956-2478
micro@hawaii.edu

Government Documents and Maps
(808) 956-8230
govdocs@hawaii.edu and magis@hawaii.edu

Preservations
(808) 956-6623
preserve@hawaii.edu

Science and Technology
(808) 956-8263
sciref@hawaii.edu

Special Collections
Including Hawai'i, Pacific
(808) 956-8264
hawnpac@hawaii.edu

Serials
(808) 956-7692
Systems
(808) 956-7853
assist@hawaii.edu

FAMILY SERVICES

Early Education and Care UH Mānoa Children's Center

Castle Memorial Hall
2320 Dole Street
(808) 956-7963
uhmcc@hawaii.edu
www.hawaii.edu/childrenscenter

Hours: Mon–Fri, 8:00 am–5:00 pm

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 Children's Center follows the UH academic calendar.

Center on Disability Studies (CDS)

1410 Lower Campus Road, 171F
(808) 956-5142
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.

ON-CAMPUS FOOD SERVICES

Places to Eat

<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.

CAMPUS SECURITY (DEPARTMENT OF PUBLIC SAFETY)

1951 East-West Road
(808) 956-6911
Available 24/7
<https://manoa.hawaii.edu/dps>

To report an emergency:

- Dial 911 for the Honolulu Police Department
- Dial 956-6911 for DPS
- Pick up one of the on-campus emergency call boxes

More emergency info is available online or by calling 956-0001.

Escort Service

DPS provides transportation or a walking escort from dusk to dawn for anyone walking alone on campus at night. Call 956-SAFE(7233) to request an escort.

The Mānoa Guardian App

Students and faculty can download the free Mānoa Guardian App which allows users quick and easy communication w/ DPS officers, friends, and family. Go to <https://manoa.hawaii.edu/dps/manoguardian.html> or search for "Rave Guardian".

EXTERNAL AFFAIRS & UNIVERSITY RELATIONS

Office of Government Relations

Administrative Services Building 1, Rm 101
2442 Campus Road
(808) 956-4250
scskim@hawaii.edu
www.hawaii.edu/offices/government-relations

Office of Communications and UH News

Bachman Annex 2
1627 Bachman Place
(808) 956-8856
news@hawaii.edu
www.hawaii.edu/offices/communications

Collegiate Licensing

Bachman Annex 2
1627 Bachman Place
(808) 956-2114
uhlicens@hawaii.edu
www.hawaii.edu/offices/licensing

FINANCES & RETIREMENT

University of Hawai'i Federal Credit Union 2019 South King Street (808) 983-5500 memberservices@uhfcu.com www.uhfcu.com	Main Branch Hours: Mon–Thurs, 8:30 am–5:00 pm Fri, 8:30 am–6:00 pm Sat, 9:00 am–1:00 pm Campus Center Branch Hours: Mon–Thurs, 8:00 am–4:00 pm
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The Campus Center Branch is located on the 2nd level of Campus Center. Call UHFCU at 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

City Financial Tower
201 Merchant Street, Suite 1400
(808) 586-1735
dbf.ers.sss@hawaii.gov
<http://ers.ehawaii.gov>

The ERS provides retirement, disability, survivor, and other benefits its members.

The Employee Benefits page is located at http://manoa.hawaii.edu/ovcafo/uhmhr/benefits_compensation

HOUSING

Faculty Housing

Auxiliary Services Building
1951 East-West Road
(808) 956-8449
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'iohaloa Nui and Kau'iohaloa Iki were built in 1995 and are located within a mile of the University near a small shopping center. Kau'iohaloa Nui apartment units are partly furnished with 136 two-bedroom units and 6 three-bedroom units. Kau'iohaloa 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 can be found on the faculty housing website.

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. Monthly rental rates can be found on the faculty housing website.

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

The Women's Campus club

(808) 956-7418
wcc1920@hawaii.edu
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.

RECREATION SERVICES AVAILABLE FOR STUDENT, FACULTY AND STAFF

Physical Education Building

1337 Lower Campus Road
Athletic Complex 200
(808) 956-6468
<http://manoa.hawaii.edu/studentrec>

Warrior Recreation Center

2505 Campus Road
(808) 956-5490
Hours: Mon–Fri, 5:30 am–10:30 pm
Sat–Sun, 9:00 am–5:30 pm

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.

Wong Audiovisual Center, Sinclair Library

Sinclair Library, 3rd Floor
2425 Campus Road
(808) 956-8308 ext. 53
<http://guides.library.manoa.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.

HEALTH SERVICES

University Health Services Mānoa (UHSM)

University Health Services Building
1710 East West Road
(808) 956-8965
uhsm@hawaii.edu
www.hawaii.edu/shs

Clinic Hours:
Mon–Fri, 8:00 am–4:00 pm

UHSM is an accredited health care organization providing medical care and health 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
- Referrals for off-campus services

The following specialty services are available by appointment (956-6221):

- Dermatology
- Women's health
- Nutrition
- Sports medicine
- 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
2600 Campus Road
(808) 956-3574
healthed@hawaii.edu
www.hawaii.edu/shs/health_promotion

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
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)
- Information on University-sponsored health insurance for students.

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.

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

Queen Lili'uokalani Center for Student Services 313D
2600 Campus Road
www.hawaii.edu/shs/health_promotion/adepp.php

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.

1. **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/uormap.

2. **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.
3. **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.

WHERE TO SEND STUDENTS WHO NEED HELP

Some of the following services are available to faculty and staff.

Office of Student Affairs

Queen Lili'uokalani Center for Student Services 409
2600 Campus Road
(808) 956-3290
vcs@hawaii.edu
www.studentaffairs.manoa.hawaii.edu

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 Service
- 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)

Queen Lili'uokalani Center for Student Services 312
2600 Campus Road
(808) 956-7927
www.manoa.hawaii.edu/counseling
Hours: Mon–Fri, 8:00 am–4:30 pm

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.

Learning Assistance Center (LAC) Student Success Center

Sinclair Library
(808) 956-6114
learning@hawaii.edu
www.manoa.hawaii.edu/undergrad/learning
Hours: Mon–Fri, 9:00 am–4:30 pm
Sat–Sun, 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

Queen Lili'uokalani Center for Student Services 307
2600 Campus Road
(808) 956-3454
http://manoa.hawaii.edu/counseling/testing_office
Hours: Mon–Fri, 8:00 am– 4:30 pm

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

Queen Lili'uokalani Center for Student Services 013
2600 Campus Road
(808) 956-7511 or (808) 956-7612
kokua@hawaii.edu
www.hawaii.edu/kokua
Hours: Mon–Fri, 8:00 am–4:00 pm

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

Queen Lili'uokalani Center for Student Services 406
2600 Campus Road
(808) 956-5945 or (808) 956-8944
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

Queen Lili'uokalani Center for Student Services 212
2600 Campus Road
(808) 956-7007
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

Queen Lili'uokalani Center for Student Services 210
2600 Campus Road
(808) 956-9499
jfriedma@hawaii.edu
<http://manoa.hawaii.edu/genderequity>
Hours: By appointment

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.

Gender Equity Specialist

Jenna Friedman
(808) 956-9499
jfriedma@hawaii.edu

LGBTQ+

Queen Lili'uokalani Center for Student Services 211
2600 Campus Road
(808) 956-9250
lgbtq@hawaii.edu
Hours: 9:00 am–5:00 pm

Women's Center

Queen Lili'uokalani Center for Student Services 211
2600 Campus Road
(808) 956-8059
uhmwomen@hawaii.edu

Advocacy Office

Queen Lili'uokalani Center for Student Services 210 2600 Campus Road
(808) 956-4431 jlh@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.

PAU Violence Center

Queen Lili'uokalani Center for Student Services 413 2600 Campus Road
(808) 956-8059
<https://manoa.hawaii.edu/pauviolence/about/>

Office of Veteran Support

Queen Lili'uokalani Center for Student Services 310 2600 Campus Road
(808) 956-2192
<https://manoa.hawaii.edu/veterans>

Office of Judicial Affairs

Queen Lili'uokalani Center for Student Services 207 2600 Campus Road
(808) 956-4416
http://www.studentaffairs.manoa.hawaii.edu/departments/judicial_affairs.php

The Writing Center

Kuykendall Hall 411	Hours: By appointment (made online)
1733 Donaghho Road (808) 956-7619	Mon–Wed, Fri: 9:00 am–4:30 pm
tutors@hawaii.edu	Thurs: 9:00 am–3:00 pm
www.english.hawaii.edu/writingcenter	Closed during Summer Sessions

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.

CONTACT US

Office of Faculty Development & Academic Support

Kuykendall Hall 107
1733 Donaghho Road
(808) 956-8075
ofdas@hawaii.edu
www.ofdas.hawaii.edu

The Center for Teaching Excellence

Kuykendall Hall 107
1733 Donaghho Road
(808) 956-6978
cte@hawaii.edu
www.cte.hawaii.edu

The Faculty Mentoring Program

Kuykendall 107
1733 Donaghho Road
(808) 956-9567
fmp@hawaii.edu
www.fmp.hawaii.edu

The Center for Instructional Support

Kuykendall Hall 103
1733 Donaghho Road
(808) 956-8075
cis@hawaii.edu
www.cis.hawaii.edu

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

Mark Au, Director EEO/AA
Administrative Services Building 1-102
2442 Campus Road
(808) 956-7077 (V/TT)
eao@hawaii.edu

On Student/Educational EEO Issues

Lori Ideta, Associate Vice Chancellor for Students
Queen Lili'uokalani Center for Student Services (QLCSS) 409
2600 Campus Road
(808) 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)

Vanessa Ito, Interim Director
Queen Lili'uokalani Center for Student Services 013
2600 Campus Road
(808) 956-7511 (V/TT)
vanessa.ito@hawaii.edu

Gender Equity Specialist

Jenna Friedman
Queen Lili'uokalani Center for Student Services 210
2600 Campus Road
(808) 956-9499
jfriedma@hawaii.edu