STUDENT SERVICES & ACADEMIC SUPPORT SERVICES

ADMISSIONS & REGISTRATION OFFICE
Manono Campus 934-2710
Bldg. 378
❖ Add/drop courses
❖ Admission application
❖ Distance education information
❖ Early Admits
❖ Enrollment verification
❖ Registration
❖ Residency status
❖ Withdrawal forms

CAREER CENTER & JOB PLACEMENT
Manono Campus 934-2720
Bldg. 379 Rm. 5A
Career Exploration Resources:
❖ Assistance with choosing a major
❖ Assistance with interviewing
❖ Assistance with resume - writing
❖ Career decision making questionnaire
❖ Career Kôkua
❖ College catalogs on-line
❖ Computerized career information
❖ Educational planning
❖ Job search tools
❖ Off-campus job postings

COUNSELING, ADVISING & SUPPORT SERVICES CENTER (CASSC)
Manono Campus 934-2720
Bldg. 379 Rm. 5A
E-mail Address: hawccssc@hawaii.edu
❖ Academic and career counseling
❖ International student support
❖ Personal counseling
❖ Student success strategies
❖ Transfer advising

DISABILITY SERVICES
Hā'awi Kôkua Program (V/TTY) 934-2725
Manono Campus
Bldg. 388 Rm. 104
❖ Campus access issues
❖ Classroom accommodations
❖ Personal, academic, career counseling
❖ Referrals to support services
❖ Technology Lab - adaptive equipment
❖ Testing accommodations
❖ Transition support

FINANCIAL AID OFFICE
Manono Campus 934-2712
Bldg. 379A Rm. 4
❖ College campus work-study
❖ Information and forms
❖ On-campus student employment
❖ Peer advising
❖ Scholarships, grants, loans

HALE KEA ADVANCEMENT & TESTING CENTER
Manono Campus 934-2540
Bldg. 387
❖ Compass placement testing
❖ Study hall
❖ Test site for Distance Learning courses

RECORDS & INTERNAL DATA MANAGEMENT
Manono Campus 934-2705
Bldg. 378
❖ Change address/major
❖ Graduation application
❖ Student records
❖ Transfer transcript processing
❖ Veterans support services

STUDENT LIFE CENTER - MANONO
Manono Campus 934-2732
Bldg. 379 Rm. 5
❖ Access digital media resources
❖ Collaborate on community partnerships/events
❖ Join or create a RIO (Registered Independent Organization)
❖ Relaxation, meetings, events and studying
❖ Volunteer to be a Hawai'i CC partner working with the Student Government and Student Life Council

VICE CHANCELLOR FOR STUDENT AFFAIRS
Manono Campus 934-2509
Bldg. 378

STUDENT SERVICES and INSTITUTIONAL SUPPORT SERVICES

Main & Manono Campuses
Hilo, Hawai'i

This material is also available in alternate forms of media.
INSTITUTIONAL SUPPORT SERVICES

AUXILIARY SERVICES & PARKING

Main Campus  Auxiliary:  974-7369
Bldg. 300  Parking:  974-7774

- Campus security
- Mail
- Parking permits

BOOKSTORE

Main Campus  974-7348
Bldg. 346, Lower Level
Hours: Monday - Friday, 8:00am - 3:30pm
- School supplies
- Souvenirs
- Sundries

BUSINESS OFFICE

Manono Campus  934-2740
Bldg. 397
- Financial aid disbursement
- Financial aid obligations
- Payment of tuition and fees

FOOD SERVICES

Manono Campus  934-2559
Hawai‘i CC Food Services
Bldg. 382
- Cafeteria
  Tuesday - Friday, 10:45am - 12:30pm
- The Coffee Shop
  Open Fall semester
  Tuesday - Friday, 9:00am - 12:00pm
- Gourmet Kitchen
  Open Spring semester
  Wednesday - Friday, 11:00am - 12:15pm

Main Campus  974-7303
Sodexho
- Campus Center Dining Room
  Monday - Friday, 7:00am - 3:00pm
- Coffee Cart (Campus Center)
  Monday - Thursday, 7:30am - 8:00pm
  Friday, 7:30am - 2:00pm
- Da’ Cube (Snack bar next to bookstore)
  Monday - Thursday, 9:00am - 2:00pm
  Friday, 9:00am - 1:30pm
- Hale Kehau - Housing’s Dining Hall

HEALTH SERVICES

Main Campus  974-7636
Campus Center Rm. 212
- Blood pressure check
- Doctor available, call to make an appointment
- First aid
- Health insurance
- HIV testing
- Initial screening and referral
- Pregnancy testing
- Selected vaccination
- Tuberculosis & MMR testing

THE LEARNING CENTER

Main Campus  934-2530
Library, Lower Level
- Computer lab
- Study hall
- Tutorial and supplemental assistance for most classes
- Walk-in tutoring in reading, writing, math and study skills

LIBRARY

Main Campus  974-7344
Bldg. 334
- Collections of books, periodicals, newspapers, Hawaiiana, audiovisuals, and government documents
- Wide range of library services including book loans, Information Desk, computer lab, interlibrary loans, photocopiers, and group study rooms.

PUBLICATIONS

Main Campus
- Kanilehua (Hawai‘i CC/UHH literary magazine)
  Campus Center Rm. 213  974-7519
- Ke Kalaea (Hawai‘i CC/UHH newspaper)
  Campus Center Rm. 215  974-7504

STUDENT GOVERNMENT

Main Campus  974-7480
Campus Center Rm. 308
Co-Curricular and extra-curricular activities for students
- Represents concerns and issues of students

STUDENT HOUSING

Main Campus  974-7522
Hale ‘Ikena
- Applications for on-campus housing
- Dormitory student programs
- Meal plans

STUDENT LIFE CENTER - UH HILO

Main Campus  933-7631
Bldg. 352
- Membership for Hawai‘i CC students:
  - Semester = $78.00
  - 5-day Punch Card = $20.00
  - Daily = $5.00
- Aquatics
- Fitness Equipment
- IMUA Fitness Classes
- Intramural Sports
- Juice Bar
- Outdoor Adventure
- SCUBA Certification Classes
- Summer Campus and Events

WOMEN’S CENTER

Main Campus  974-7306
Campus Center Rm. 312
- Educational programs
- Information and referral
- Peer counseling
- Resource library
- Specialty seminars
- Support groups