The Office of the Vice President for Student Affairs provides leadership and general coordination for all student affairs services and programs of the Manoa campus of the University of Hawaii. The Vice President serves as the primary advocate for students and assures that the quality of student life and co-curricular program are developed and sustained at the highest possible level. The Vice President serves as a consultant to the President on matters of student life on all campuses throughout the University.

The Office of the Vice President for Student Affairs:

- Provides leadership to assure high standards of service and continued improvements in all student affairs services and programs including Dean of Students, Admissions and Records, the Campus Center and Bureau of Student Activities, Center for Student Development, Career Placement Services, Student Employment, Financial Aid, International Student Office, Student Health Service, College Opportunities Program, High School Relations and Special Programs, and Student Housing Office.

- Recommends and implements campus policies for student affairs programs and service, staff development, and related matters in accordance with University and campus priorities.

- Develops means for improving the quality of student life on the campus.

- Provides means for representing the views and needs of the student organizations to the University administration and Board of Regents.

- Provides for evaluation of student affairs programs and services, including activities related to accreditation of the institution and its programs.

- Implements ways of attracting and retaining a staff of high quality.
Provides interpretation and implementation of existing personnel policies relating to appointments, promotion, tenure, contract renewal, leaves, retirement, stipends, and other pertinent matters. Participates in the formulation of personnel policies affecting student affairs staff. Shares responsibility with the campus Equal Employment Opportunity regulations regarding staff hiring. Reviews and approves BOR appointments, requests for sabbatical leave, request for leave without pay, and all out-of-state travel for Student Affairs staff.

Provides for efficient management of all general, special, revolving and trust funds that are assigned to Student Affairs.

Represents the views and needs of Student Affairs and the University in the general community, the Legislature, and, when appropriate, at the National and international levels.

Serves as the chief decision maker for program, budget, and personnel for all units of the Office of Student Affairs.
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DEAN OF STUDENT SERVICES

MAJOR FUNCTIONS

The functions of the Dean of Student Services extend over two major categories: (1) Administrator for Student Affairs programs, and (2) Dean of Students.

The Dean of Student Services administers Student Affairs programs and reports directly to the Vice President for Student Affairs. The Dean of Student Services serves as the liaison between the Vice President for Student Affairs and the program directors for Admissions and Records, Bureau of Student Activities and Campus Center, Career Placement Services, Center for Student Development, College Opportunities Program, Financial Aid Office, High School Relations and Special Programs, International Student Office, Student Employment Office, Student Health Services, and Student Housing.

The Dean:

- organizes and coordinates Career Placement Services, Center for Student Development, College Opportunities Program, High School Relations and Special Programs, International Student Office, Student Employment Office, and Student Health Services;
- prepares procedures required to implement Federal and State statutes regarding student programs;
- drafts position papers, proposed policies and procedures, and legislative testimonies;
- coordinates preparation of legislative proposals and testimonies and monitors possible impact of legislation on the University;
- facilitates and supervises research;
- facilitates special projects;
- oversees special projects;
- serves as hearing officer for Educational Rights and Privacy;
- serves on Academic Procedures Committee;
- administers the Student Conduct Code;
- serves the role of ombudsman.
The Administrative Officer is responsible for budgeting, preparing financial reports, purchasing, personnel and payroll and other functions relating to the fiscal aspects of the Office of Student Services. Under the general direction of the Vice President for Student Affairs, the Administrative Officer provides assistance to all program directors and fiscal officers of Student Affairs programs in fiscal and personnel matters. The Administrative Officer serves as the liaison between the Office of the Vice President for Student Affairs and the Office of the Director of Budget.

The Administrative Officer also does the following:

- Formulates annual operating budgets and develops allocations to the operating departments.
- Develops expenditure plans and maintains expenditure controls which require analyzing program needs to determine variances and the recommendation to the resolution of these variances.
- Serves as the purchasing office for Student Affairs. Reviews and prepares procurement and payment documents for compliance to policies and procedures as well as accuracy. Also maintains all accounting records.
- Plans, organizes, coordinates and reviews all personnel management and EEO/AS functions including the daily transactions dealing with such matters.
- Serves as the resource unit responsible for the monitoring and maintenance of all personnel records and other required documents regarding to position.
- Serves as the liaison between central administration offices and OSA departments.
- Provides other staff support as required by the Vice President for Student Affairs.
The Office of Admissions and Records:

- Counsels students and admits them into the University through the implementation of established policies and procedures;
- Develops an optimum master course schedule;
- Maintains an accurate data storage and retrieval system;
- Develops and maintains a computerized student information system;
- Disseminates and provides information on matters relating to admissions, residency, registration, student records, and other related matters.

Office of the Director

Provides leadership and administrative direction to the functional units. In carrying out the mission of Admissions and Records, the Office of the Director performs the following functions:

- Plans Admissions and Records programs and determines the resources necessary to carry out the programs;
- Formulates office policies and procedures consistent with federal and state legislation and University policies governing admission of students, controlled growth of UHM and academic and administrative affairs;
- Directs the evaluation of Admissions and Records programs to determine the effectiveness and efficiency of operations to implement any corrective measures;
- Plans and guides the direction and development of a student information system;
- Provides liaison and technical services in the admissions and registration areas of the UHM administration.

Admissions and Residency

Counsels and admits students into the University through the implementation of policies and procedures established as a result of articulation and planning among the Office of Admissions and Records, the offices of the Deans of the various colleges and the Faculty.
Admissions Committee. Determines residency status of all applicants for tuition assessment purposes.

The major functions of this unit are:

. Establishes policies and procedures for the admission and placement of students educated in the U.S. and abroad.
. Determines the admissibility of applicants by reviewing applications, transcripts, SAT scores and other supporting documents.
. Counsels applicants, parents and faculty regarding admissions and related areas.
. Establishes and implements the means by which the University's controlled growth policy is adhered to, the number not to exceed controlled growth ceilings.
. Evaluates the effectiveness and efficiency of the means by which applications are solicited, assessed and acted upon.
. Identifies and assesses those conditions which affect the admissibility of students; recommends possible remedial measures.
. Recommends and implements the means by which applicants are recruited for admission to UHM.
. Establishes criteria for and grants advanced standing credits for work performed outside this institution, including the granting of credits for work experience equivalent to collegiate courses.
. Administers rules and regulations pertaining to residency (tuition) classification.
. Compiles all appeals of initial residency classification for submission to the University Committee on Appeals.
. Establishes criteria by which equitable and consistent residency classifications are made.
. Clarifies and interprets residency requirements for applicants, for other University system residency personnel and for the general public.
. Solicits reciprocal tuition agreements with other states and countries and establishes the terms of reciprocity, as recommended by the Board of Regents.

Registration/Records

Develops, with the aid of the academic and administrative units
of UHM, an optimum mix of courses, instructors, physical facilities and time into a master course schedule to satisfy student demands. Registers students, maintains an accurate student data storage and retrieval system as a means to satisfy inquiries from students, administrators, and other agencies and institutions and to satisfy operational and management requirements. The following are the major functions of this unit:

. Assesses the input of College Deans with the projected and actual enrollments in courses to develop a master schedule of courses and informs colleges if student demand for courses are not being met.

. Develops a master schedule and distributes copies of the schedule of courses.

. Evaluates the efficient and optimum utilization of classroom space.

. Examines alternative registration methods and recommends changes and improvements.

. Plans the registration process and evaluates the extent to which student demands are met and the efficiency of the registration method utilized.

. Provides information to students on registration procedures.

. Coordinates planning activities and needs of all offices involved in registration.

. Prepares, organizes, and monitors all materials and resources required for registration.

. Maintains academic and personal history records of all students enrolled at UHM.

. Establishes standards and operating procedures in creating and maintaining student records in accordance with accepted standards of recordkeeping and with University rules and regulations.

. Creates record for all registrants and maintains currency and accuracy of data, including all academic work by students.

. Provides transcripts of academic records as requested by students and diplomas and certificates to graduates.

. Establishes standards and operating procedures to safeguard the confidentiality of records and to permit students accessibility to their own records in accordance with federal and state legislation (e.g., the Family Educational Rights and Privacy Act of 1974) and University policies and procedures.
. Establishes and implements procedures for the processing of graduation candidates.

. Informs students of their right to withhold authority to release directory information and obtains their authorization for release.

Information and Computer Services

Develops and maintains a student information system to provide services more effectively and to satisfy operational and managerial requirements and inquiries to facilitate decision making. Disseminates and provides information regarding admissions, residency, registration, student records and other related matters. The following are the major functions of this unit:

. Develops plans and alternatives for a computerized student information system.

. Plans and acquires computer support for Admissions and Records and other campus operations and for the generation of statistical and other required reports.

. Schedules produces and distributes course, student and enrollment information printouts to the college student services, departments and other offices.

. Identifies those areas which may require computerization and determines system specifications.

. Reviews data processing procedures to improve efficiency and accuracy.

. Provides analytical and statistical support in assessing the impact of policies and procedures on Admissions and Records programs and students' progress through the

. Direct, analyze, design and modify, purchase and maintain inventory of computer related forms/equipment/supplies for data gathering and computer-generated output.

. Provides liaison/technical support for all users of the student information system.

. Maintains and controls student information systems code tables which control and preserve the integrity of our files and certain reports used in the student information system.

. Reviews alternative means by which student information is gathered, maintained and stored, including such alternatives such as a microfilming system.

. Identifies data needs of the University community and the general public.
Evaluates alternative means of meeting data needs and selects methods which ensure efficiency and economy.

Reviews and evaluates the various means by which information is disseminated and takes necessary corrective measures.

Organizes resources needed for information dissemination.

Receives, screens, and distributes mail within Admissions and Records and forwards to other offices as appropriate.

Provides stenographic services to all the professional staff of A & R.
The Bureau of Student Activities coordinates a variety of student-administered programs, activities, and services for the UHM community. Organizations chartered by the Board of Regents and administratively supported by BSA are the Associated Students of the University of Hawaii (ASUH), the Campus Center Board (CCB), the Board of Publications (BOP), the Broadcast Communications Authority (BCA), the Student Activity and Program Fee Board (SAPFB), and the Graduate Student Organization (GSO).

The Bureau of Student Activities/Campus Center Program:

- Provides co-curricular programs and activities supplementary and complementary to the educational emphasis of the University of Hawaii at Manoa.
- Develops student/community governance.
- Develops appropriate support services for the campus community.
- Expands the experiences and expectations of students and others in the campus community by exposure to different thoughts, activities, ideas, and opportunities for personal involvement and commitment.
- Provides opportunities for persons of similar interests to gather and promote programs and activities for their benefit and that of their colleagues.
- Assists in the evaluation of current programs and in the wisest expenditure of available funds in the provision of programs and services.
- Provides opportunities for students and other members of the University to work with the community on projects that are of mutual benefit.
- Provides avenues through which students can contribute volunteer services for personal satisfaction and personal development.
- Develops programs that will increase and strengthen the quality of campus life.
Associated Students of the University of Hawaii (ASUH)

ASUH is the chartered student organization whose membership includes all full-time undergraduates, and the ASUH Senate is the elected undergraduate student government body. The Senate consists of four executive officers, thirty representatives (senators) from the various academic colleges and four senators-at-large.

The Senate works toward improving the quality of undergraduate student life and represents the needs, interests and concerns of its constituents through participation in University policy-making and advisory committees, through researching and taking action on campus and community issues, through sponsoring and funding a variety of programs and activities and through the provision of special services.

Specific concerns are handled through the following standing committees: Academic Affairs, Campus Affairs, Campus Programs, Community Affairs, and Finance. Major services include lecture notes, mediation, legal aid, book trade, blood drive and mailroom.

Campus Center Board (CCB)

CCB, a board comprised of representatives of the student body, faculty, administration, and alumni, is responsible for the operation of the Campus Center, together with its programs, activities, and services. Among these are a copy service, game room, a lost and found service, a computer laboratory, an information service, specialized dining services, banking services, typewriter rentals, meeting rooms, noncredit courses, an arts and crafts center, barbershop, ticket desk, and outdoor recreation programs. The Activities Council of CCB presents programs in educational, cultural, social, recreational, and public affairs areas.

Graduate Student Organization (GSO)

GSO is a graduate student government organization. Primary activities include participation in UHM policy-making councils, grants for graduate student travel, student loans, research in academic issues which affect all graduate students, the Graduate Symposium, get-togethers, and legislative lobbying.

Board of Publications (BOP)

BOP is the student-faculty-alumni board for Manoa student publications which are Ka Leo O Hawaii, the campus newspaper; Hawaii Review, a literary journal; the Manoa Student-Faculty Directory; and the Student Handbook. In addition, Beau Press provides custom printing services for members of the campus community and UHM departments.
Broadcast Communication Authority (BCA)

BCA serves as the governing board for broadcast programs and facilities on campus. Its efforts are directed toward providing musical, cultural, educational, and informational, and other programs and materials for the entertainment and benefit of the University community and the public; and to provide for the education and training of students within its jurisdiction. KUH-FM, the student-run noncommercial radio station under the jurisdiction of the BCA, offers a wide variety of music, news, educational and sports programs and serves as a training facility for students interested in the management, production, engineering and on-air aspects of radio.

Student Activity and Program Fee Board (SAPFB)

SAPFB is the chartered organization whose purpose is to make recommendations to the Vice President for Student Affairs regarding the use of the non-dedicated student activity fee. This board solicits and reviews funding requests from organizations or programs not already provided for by the chartered organizations. SAPFB is representative of the campus community, with a membership consisting of faculty members, undergraduate students and graduate students.

Other activities open to students include theatre productions, the University band, chorus and orchestra, intramural programs, sports and over two hundred scholastic, honorary, professional, religious, social, preprofessional, departmental, special interest and resident organizations.
The Financial Aids office serves as a steward for the University of Hawaii at Manoa for federal, state, and private sources of student aid funds to assist students with financial need. As a steward, the office has fiduciary responsibilities in the delivery of these funds to students who qualify. The office provides:

- Timely financial information throughout the State for high school students and their parents;
- Timely financial aid awards;
- Loan counseling;
- Assistance to students in preparing financial aid applications;

The Office monitors the use of program funds and prepares appropriate and timely reports for the following programs:

1. **Scholarship and Grants**
   - **State:** Hawaii State Scholarships, Hawaii Merit Scholarships, Tuition Waivers, and Hawaii Student Incentive Grant.
   - **Federal:** Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, Nursing Professions Student Scholarships (Graduate, Baccalaureate, Associate), Law Enforcement Education Program, and Exceptional Need Scholarship.
   - **Institutional:** Contingency Funds, Internal and External private scholarships; U.H. Foundation Scholarships

2. **Loans**
   - **State:** State Higher Education Loan; other state loan programs, such as the Hawaii state Loan.
Federal: National Direct Student Loan, Health Professions Student Loan, Health Education Assistance Loans, Nursing Professions Student Loans (Graduate Baccalaureate, Associate), Law Enforcement Education Program, and Guaranteed Student Loan.

Institutional: Short-Term Loans

3. Employment

Federal: College Work-Study Program.

Finally, the Office assists the University of Hawaii in the development of community scholarship programs.
The Student Housing Office provides housing services at the University of Hawai'i at Manoa. In keeping with the philosophy and purpose of providing on-campus housing, the services include educational development programs, fiscal management, physical plant programs, housing assignment, conference housing services, and student, faculty, parent, and community relations programs.

**Educational Development**
- Develops a sound and effective housing educational program.
- Plans, initiates and supervises ongoing staff development programs.

**Fiscal**
- Revenue collection - receives, deposits, and accounts for all incoming revenues into the University revenue undertaking revolving fund.
- Expenditures - reviews requests for procurement and processes payments. Identifies and recommends investment of excess funds to maximize interest income.
- Finance management and budgetary planning - maintains accurate records and prepares income and expenditure projections.

**Housing Services and Operations:**

On-going operational detail of administering and managing residence facilities on campus involving staff personnel, budgeting, student programming, advising, and assignment; maintenance and land management; conference housing; computerization and other aspects of management procedures. Coordinating with the staff support services of the central housing office personnel to implement department policies and responsibilities. Oversees food service operations and provides off-campus housing information service.
Assignments

- Coordinates procedure of application and assignment for student housing. Implements computerized housing assignment program.
- Evaluates cafeteria and food service operations.

Conference

- Directs overall conference housing program making maximum utilization of housing facilities for conference usage and maximum conference income in support of the overall student housing operating budget.
- Promotes and negotiates with various groups interested in conference housing.

Personnel

- Coordinates all personnel matters including planning and initiating, recruitment programs, participating in the selection process and maintaining the personnel files.

Physical Plant

- Establishes the guidelines and procedures, evaluates and assists in the implementation and operation of a complete maintenance program for housing facilities and grounds.
- Develops preventive maintenance; coordinates major repair and purchase activities involving multiple operation units; refers them to outside agencies; reviews reports for repair and replacement requests, damage assessments, and inventory as recommended by the area staff.
- Coordinates energy conservation efforts.

Health and Safety

- Reviews security reports and needs. Develops and recommends security programs and collaborates with security and police agencies.
- Inspects, reviews and implements health and safety activities to insure environment conducive to on-campus living.
Hall Operations

Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and cost center budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs and damage assessments; manages repair and maintenance programs; and performs other management responsibilities to provide a sound student housing program for the following residence halls:

- Hale Aloha Residence Facilities: Coordination of a major housing complex including supervision of full-time staff and paraprofessional "live-in" staff for group of residence facilities--Hale Aloha Lime Tower (255 students), Lehua Tower (255), Lokelani Tower (255) and Mokihana Tower (255).

- Makai Resident Facilities: Operational coordination of a housing complex along Dole Street--Frear Hall (144 students), Johnson Hall (195) and Gateway House (208) including supervision of full-time staff and paraprofessional "live-in" staff.

- Mauka Residence Facilities: Operational coordination of a housing complex in Mauka Campus and the quarry areas--Hale Laulima (154 students), Hale Kahawai (140) and Hale Anuenue (84) including supervision of full-time staff and paraprofessional "live-in" staff.

- Hale Noelani Apartments: Operational coordination of an apartment housing complex consisting of five low-rise housing units (528 students) including supervision of full-time staff and paraprofessional "live-in" staff.

- Hale Wainani Apartment Complex: Operational coordination of an apartment housing complex consisting of two high-rise and two low-rise buildings (648 students) including supervision of full-time and paraprofessional "live-in" staff.
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HIGH SCHOOL RELATIONS AND SPECIAL PROGRAMS

MAJOR FUNCTIONS

This office includes the High School Relations, National Student Exchange (NSE), Regents Scholarships for Academic Excellence and Presidential Achievement Scholarship, Senior Citizens, and Veterans Affairs Programs.

- High School Relations. The High School Relations Program provides schools and community colleges in Hawaii with current and appropriate information on programs at UH-Manoa. This office maintains close working relationships with school administrators, counselors, and teachers. This office facilitates recruitment and campus visits of K-12 students and staff.

- National Student Exchange Program. This office counsels students from the University of Hawaii who plan to attend mainland universities and students from mainland universities attending the University of Hawaii under the National Student Exchange Program. This office assists in applications, record transfers, course selections and their applicability to degree programs, registration procedures, financial aid transfers, and other administrative requirements. This office provides overall leadership in the development of the program.

- Regents Scholarships for Academic Excellence and Presidential Achievement Scholarships Program. This office provides appropriate development of Regents and Presidential Scholars. The office develops spirit of intellectual and social pursuit. The office organizes student and faculty mentor program for scholars and provides appropriate orientation programs for scholars and parents of scholars.

- Senior Citizens Program. This office serves as liaison between the community and the University; dispenses information, handles inquiries, and advises interested senior citizens in application, selection of courses and registration; provides specific academic advice and counseling to senior citizens enrolling in the UH-Manoa day program; and provides leadership in the development of the program.
Veterans Affairs Programs. The office serves as the liaison between the Veterans Administration and the University of Hawaii in assisting veterans with fulfilling degree requirements in accordance with VA requirements and benefits. The office certifies enrollment, course loads, and work toward the degree program.
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STUDENT EMPLOYMENT OFFICE

MAJOR FUNCTIONS

The Student Employment Office includes the on-campus student employment program, the off-campus student employment Job Locator Development (JLD) program, and the Cooperative Education Program. The Student Employment Office develops work experience programs to enhance the student's career development.

The Student Employment Office administers the student employment program of the University of Hawaii at Manoa.

- Assures that the student employment program complies with State and Federal requirements;
- Assures that student employees are treated equitably within the University of Hawaii at Manoa;
- Offers opportunities for career exploration.

The Student Employment Office develops and implements the Job Locator Development (JLD) program for off-campus student employment.

The Student Employment Office develops and implements the Cooperative Education Program.
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INTERNATIONAL STUDENT SERVICES

MAJOR FUNCTIONS

The International Student Office (ISO) provides services to the 1400 non-immigrant students from more than 100 countries studying at the University of Hawaii and U.S. students who wish an experience abroad. To accomplish this, the ISO works in a holistic way, involving faculty, support personnel, fellow students, the wider Hawaii community, and national and international institutions. International students represent not only themselves and their families, but also their national interests and so the work of the ISO impacts national, state, and institutional concerns and provides opportunities for mutual educational exchanges.

Services provided by ISO include: orientation programs directed toward active understanding and participation in campus and community life for new international students; assisting the University of Hawaii in the administration of selected scholarship programs to promote international educational exchange; interpreting and assisting faculty, staff, and students with home country and U.S. regulations that apply to non-immigrant students; communicating information on University and intercultural matters pertinent to foreign students; interacting with community, schools and other organizations on global education activities; and stimulating intercultural training and activities among the students at the University.

The Study Abroad Center, located in the International Student Office, provides information and assistance to the growing number of American students who wish to include travel and overseas study as part of their educational program. It assists students in finding opportunities to study abroad and thereby expand their knowledge about the world. Study abroad programs such as the London Semester and short-term study programs abroad are coordinated by this center.
"Higher education is one of the most valued means for preparing individuals for society...for embarking on a career, and for improving the quality of life." (Strategy for Academic Quality 1985-95. University of Hawaii, 1984). In response to these goals, the Career Placement Services Office develops and provides services to students and alumni of the Manoa Campus in planning and searching for rewarding careers.

Career Placement Services assists UH-Manoa students and alumni on vocations, careers, and employment. It maintains a library of employer information and directories, job announcements, graduate school catalogs and various career information books. The office also coordinates a campus recruiting program where employers interview graduating students and alumni for local, mainland and overseas positions.

The Career Placement Services Office:

- Assists UH-Manoa students and alumni in matters related to careers, vocations, and employment.
- Provides individual and group counseling on career and employment.
- Provides a career employment referral service for graduating students and alumni.
- Assists clients in establishing appropriate and realistic career goals and in developing the skills required to implement these goals.
- Coordinates a campus recruiting program and arranges for prospective employers to interview graduating students and alumni for local, mainland, and other overseas positions.
- Provides relevant research, publications, and reports.
- Provides information on employment needs and trends.
- Maintains a library of employer information and directories, job announcements, graduate school catalogs and various other career information resources.
The goal of the Center for Student Development is the development of intellectually, emotionally, physically, spiritually, ethically, mature individuals. The Center's view is a holistic one, recognizing that all facets of growth are important. There is a recognition that each student is a unique individual with different needs and different reasons for enrolling at UHM. The Center also recognizes that other members of the University faculty and staff are equally concerned about the development of students, and provide services and programs for students. The Center's unique mission and challenge is to attempt to continue to take a holistic view at all times.

The Center provides the following coordinated group of services designed to assist students:

- Career Counseling Services. All students should declare their majors before they progress too far in their academic programs. In addition, most students expect their academic studies to lead to some type of career upon graduation. Career counseling helps students explore strengths and limitations, interests and values, and personality and skills; and to use this understanding in planning their academic and occupational career. Career counseling is not the major function, the Center coordinates career counseling with Career Placement Services and Student Employment Office.

- Personal Counseling Services. Lack of confidence, fears, low self-esteem, inability to get along with others, loneliness, not being able to cope with people and situations, and similar problems are not uncommon. Students who are in these situations can talk to one of the professional counselors. All matters discussed in counseling are confidential and do not affect academic standing in any way.

- Psychiatric Consultation Services. In any situation, a few people who find themselves more seriously depressed, unable to control their behavior or doing things they don't understand, may want and need psychiatric consultations. The counselor can determine whether or not psychiatric consultation is needed.
Educational Counseling Services. The Learning Assistance Center offers programs, commercial materials and diagnostic services in developing more effective study habits and learning skills. These services are provided on an individual basis through personal program development or on a group basis through workshops. Areas of development include time management, listening/notetaking, reading, research paper writing and general and standardized exam preparation. Content area tutoring is provided upon availability of services.
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STUDENT HEALTH SERVICE  

MAJOR FUNCTIONS  

The Student Health Service provides clinical and preventive health educational services for students at the University of Hawaii at Manoa. The Student Health Service provides health services to students as follows:

a. Initial health assessment upon entry into University.
b. Clinical services for simple medical conditions.
c. Referral services for private medical care.
d. Preventive services such as immunizations and TB prophylaxis.
e. Counseling and mental health services.
f. Medical social services.
g. Family planning services.
h. Medical insurance assistance.

The Student Health Service also provides:

(a) health education and information to students through personal and group contacts and to the entire campus community through Ka Leo, bulletin boards, and other public means;

(b) faculty and staff training of students in health oriented disciplines;

(c) sports medicine and nutritional services; and

(d) emergency health services to all members of the community.

The Student Health Service develops and negotiates for student medical insurance which is appropriate to the needs of college students, and serves as the major health resource on campus.
The major function of this office is to screen, select and prepare a minimum of 75 high-risk non-traditional adults from regionally disadvantaged areas and/or from multiple problem families for University admission and enable them to maintain themselves in a full-time University program. Participants will be with or without high school diplomas, who are normally inadmissible to a four-year degree program.

The College Opportunities Program:

- Conducts an intensive residential summer orientation and instructional program to prepare the student for a regular freshman program through (1) using diagnostic instruments to assess areas of academic weakness and planning developmental assistance; (2) informing and acquainting the students with the academic community and its services and requirements.

- Provides support services during the freshman year to maximize the learning experience of developing students through (1) individual and group counseling to overcome problems and enhance personal growth; (2) preparation of students to seek and utilize the campus resources and services.

- Acculturates students to University life by providing residential experiences and co-curricular activities.

- Establishes on-going evaluation processes to measure effectiveness of program goals and services.

- Provides management and general support for the Operation Manoa Program, which is designed to provide University students with knowledge of and field experience with multicultural education and the education of immigrant children.

- Provides management and general support for the Health Careers Opportunity program for disadvantaged and non-traditional undergraduate students pursuing health, medical and allied health careers.
MAJOR FUNCTIONS

Dean of Students

Administers through Directors the eight (includes the Veterans/Senior Citizens/NSEP office) departments of OSA. Provides policy determination and approves procedures. Coordinates relationships between OSA Department and other Departments and offices of the University. Personally administers Student Conduct Code. Prepares original drafts of University (frequently system-wide) procedures needed to implement Federal and State Statutes. Prepares draft legislation and testimonies for Legislature, monitors non-University legislation for possible impact on the University. Supervises research. Serves Ombudsman role.

Secretary

Reviews and organizes incoming mail; schedules meetings and appointments for the Dean and his Assistant, takes dictation from the Dean of Students and transcribes; assists OSA departmental secretaries whenever assistance is necessary.

Specialist

Serves as EEO Coordinator as well as OSA Personnel Officer - takes care of personnel records and personnel processes for all OSA BOR appointees; assigned special projects; drafts required position papers, proposed University policies and procedures, legislative testimonies, etc.; does research and analysis for various operations of OSA, including Information Services, departmental relationships and functions. Hearing officer for Education and Rights and Privacy, serves on Academic Procedures Committee, serves as an Ombudsman.

Student Employment Office

Responsible for maintaining a student employment classifications, salary, grievance, and on-campus placement system. Also responsible for the production of student, faculty and staff identification cards.
Administrative Officer

Responsible for budgeting, preparing financial reports, purchasing, personnel and payroll and any other function relating to the fiscal aspects of the Office of Student Services.

Clerk-Typist III

Provides clerical support to the Administrative Officer such as typing, recording, and maintaining fiscal file and other clerical duties.

COORDINATOR: VA, NSEP, SR. CITIZENS

MAJOR FUNCTIONS

Coordinator

A counselor/administrator reporting directly to the Dean assigned to special programs which do not "fit" in any one department.

Senior Citizens Counselor

Acts as liaison between the community and the University. Dispenses information, handles inquiries and advises interested persons in areas of information, application, selection of courses and registration. Provides specific academic advice and counseling to Senior Citizens enrolling in the University of Hawaii at Manoa day program.

National Student Exchange Program

Counsels students from the University of Hawaii going to mainland universities and students from mainland universities attending the University under the National Student Exchange Program. Aids in application, record transfers, course selections and their applicability to degree programs, registration procedures,
coordinates financial aids transfers, etc.

Veterans Liaison and Certification Officer

Liaison between the Veterans Administration and the University in aiding veterans with University of Hawai‘i degree requirements and program in relation to VA requirements and benefits. As University officer, certifies enrollment, course loads and work toward degree program.

CLERK STENO II

Performs secretarial duties such as taking dictation, transcribing, maintain files, supervision of student help, general receptionist, and provides information to students regarding Veterans Administration, National Student Exchange Program and Fr. Citizens programs.

UNIVERSITY PLACEMENT AND CAREER PLANNING OFFICE

MAJOR FUNCTIONS

The Placement and Career Planning Office is directly under the Dean of Students and is essentially an educational and counseling center that provides assistance to University of Hawai‘i students and alumni on matters concerned with vocations, employment and careers. Basic to the service is the counseling function which may be provided on an individual or group basis. The primary goal is to help students and alumni help themselves in their search for an optimum career. Research, publications and reports are prepared in support of the counseling function.

As a supporting and related activity, arrangements are made for business, industrial, government, academic and non-profit organizations, as well as graduate schools to interview on campus for employment and admission to graduate studies. A referral service for career employment is also provided for alumni.
BUREAU OF STUDENT ACTIVITIES
(Campus Center)

MAJOR FUNCTIONS

1. To provide a continuous series of co-curricular programs and activities on campus supplementing and complementing the educational emphasis of the institution.

2. To maintain and improve the quality of community governance within the institution.

3. To maintain and expand the quantity and quality of support services provided for members of the campus community.

4. To expand the experiences and expectations of members of the campus community especially the students by added exposures to different thoughts, activities, ideas, and opportunities for personal involvement and commitment.

5. To provide opportunities for members with like interests, etc., to gather and promote programs and activities for their own benefit and that of their colleagues.

6. To assist in the evaluation of current programs and in the wisest expenditure of available funds in the provision of programs and services.

7. To help provide opportunities for members of the campus community, especially the students, to link forces with the major community in projects and the sharing of ideas that are of potential and mutual advantage.

8. To help provide avenues through which students can become involved in volunteer efforts which can provide personal satisfaction and can lead to personal development.

9. To provide fiscal and staff support services to the Associated Students of the University of Hawaii.
FINANCIAL AIDS OFFICE

Statement of Functions

Functions

The Director reports to the Dean of Students and directs and coordinates the total financial aids programs, operational activities and personnel in the Financial AIDS Office, UHM; in keeping with the philosophy and purpose of financial assistance to students.

The Staff Specialist will have the following functions: (1) liaison with the UH Management Systems Office for the maintenance and update of the computerized Financial AIDS Management and Information System (FAMIS), and coordinating student aid compliance and accountability requirements with the development of, or changes in, computer programs; (2) training of staff persons on appropriate utilization of computer terminals; (3) development of office calendar and monitoring the flow of office operations; (4) preparation of data for reports, research; and, (5) assume the duties of the Director in the absence of the Director and backup for counselors when the need arises.

The Program Specialist Pool of four counselors will have the following major and common functions: (1) counseling of students with need for financial aids information and/or assistance; (2) evaluating and packaging student applications; (3) working out revisions of awards directly with students; and, (4) coordinating efforts with schools, community, parents and UHM departments. Each position will also have specific program assignments, for which he/she will prepare requests for program(s) funds, will account for and monitor the use of the program(s) funds, and will prepare reports for assigned programs. The specific programs are as follows:

1. Scholarships and Grants (14)

State:
- Hawaii State Scholarships,
- Hawaii Merit Scholarships,
- Tuition Waivers,
- and Hawaii Student Incentive Grant.

Federal:
- Basic Educational Opportunity Grant,
- Supplemental Educational Opportunity Grant,
- Nursing Professions Student Scholarships (Graduate, Baccalaureate,
Associate), Law Enforcement Education Program, and Exceptional Need Scholarship.

Institutional: Contingency Funds, Internal (49) and External (187) private scholarships; U.H. Foundation Scholarships (2).

2. Loans (11):

State: State Higher Education Loan; other state loan programs, such as the Hawaii State Loan.

Federal: National Direct Student Loan, Health Professions Student Loan, Health Education Assistance Loans, Nursing Professions Student Loans (Graduate Baccalaureate, Associate), Law Enforcement Education Program, and Guaranteed Student Loan.

Institutional: Short-Term Loans.

3. Employment (1):

Federal: College Work-Study Program.

The Data and Clerical Support Pool of four Civil Service persons under the supervision of the Clerk Supervisor will have the following major and common functions: (1) computer terminal on-line input of student data, awards, check orders and reconciliation; (2) preparation of draft fiscal reports for student aid programs; (3) rotation of notary public duties and providing accurate information by telephone and at information counter; (4) shared responsibility for clerical tasks during peak periods, such as around registration periods; and, (5) clerical support to professional staff for discreet student aid programs.
MAJOR FUNCTIONS

**Director**

Serves as Director and Foreign Student Adviser reporting to the Dean of Students and carries out administrative and counseling responsibilities. Handles the non-routine immigration problems, financial assistance, answers most correspondence, and directs projects within the office, and advises American students of opportunities abroad. Represents the University nationally in foreign student matters.

**Staff Office**

The International Student Office is an arm of the Office of Student Affairs.

The International Student Office performs the multiple services and functions necessary to assist the foreign student in his relationship to the University, the community and the U.S. Immigration and Naturalization Service. Administers several scholarship programs and counsels its students. Upkeeps library for foreign study and travel.
Office of the Director

The Director reports to the Director of Student Services and is responsible for the housing services at the University of Hawaii, Manoa. In keeping with the philosophy and purpose of providing on-campus housing, the service includes but is not limited to educational development programs, fiscal management, physical plant programs, housing assignment, conference housing services, and student, faculty, parent and community relations programs.

Staff Support Service:

Educational Development

1. Develops a sound and effective housing educational program that has as its fundamental roots a student development and student activities program that is guided by student affairs principles.

2. Plans, initiates and supervises ongoing staff development programs for housing staff.

Fiscal

1. Revenue collection - receives, deposits, and accounts for all incoming revenues into the University revenue undertaking revolving fund.

2. Expenditures - reviews requests for procurement and processes payments. Identifies and recommends investment of excess funds to maximize interest income.

3. Finance management and budgetary planning - maintains accurate records and prepares income and expenditure projections.

Housing Services and Operations:

On-going operational detail of administering and managing residence facilities on campus involving staff personnel; budgeting; student programming, advising, and assignment; maintenance and plant management; conference housing; computerization and other aspects of management procedures. Coordinating with the staff support services of the central housing office personnel to implement department policies and responsibilities. Oversees food service operations and provides off-campus housing service as necessary.
Assignments

1. Coordinates and supervises the entire procedure of accepting and assignment of all student applications for housing. Implements computerized housing assignment program.

2. Plans, organizes and regularly reviews and edits all printing of housing information brochures—application contracts and other materials pertaining to residence halls.

3. Evaluates cafeteria operations and attends Food Service Committee meetings.

4. Meets with parents, prospective students, faculty and high school counselors.

Conference

1. Directs overall conference housing program making maximum utilization of housing facilities for conference usage and maximum conference income in support of the overall student housing operating budget.

2. Promotes and negotiates with various groups interested in conference housing.

Personnel

1. Coordinates all personnel matters including planning and initiating, recruitment programs, participating in the selection process and maintaining the personnel files.

Physical Plant

1. Establishes the guidelines and procedures, evaluates and assists in the implementation and operation of a complete maintenance program for housing facilities and grounds.

2. Develops preventive maintenance, coordinates major repair and purchase activities involving multiple operation units, refers them to outside agencies, reviews reports for repair and replacement requests, damage assessments and inventory as recommended by the area staff.

3. Coordinate energy conservation efforts.

Health and Safety

1. Reviews security reports and needs. Develops and recommends security programs and collaborates with security and police agencies.

2. Inspects, reviews and implements health and safety activities to ensure environment conducive to on-campus living.
Hall Operations

1. Hale Aloha Residence Facilities: Operational coordination of a major housing complex including supervision of full-time staff and paraprofessional "live-in" staff for group of residence facilities--Hale Aloha Ilima Tower (255 students), Lehua Tower (255), Lokelani Tower (255) and Hokihana Tower (255). Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchase requisitions and inspects contract projects. Oversees the desk operations, check-ins and outs, damage assessments, and the Hale Aloha cafeteria board program; manages repair and maintenance programs and other management responsibilities to provide a sound student housing program.

2. Makai Residence Facilities: Operational coordination of a housing complex along Dole Street--Frear Hall (144 students), Johnson Hall (195) and Gateway House (208) including supervision of full-time staff and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and cost center budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs, damage assessments, and the Gateway Cafeteria board program; manages repair and maintenance programs and other management responsibilities to provide a sound student housing program.

3. Mauka Residence Facilities: Operational coordination of a housing complex in Mauka Campus and the quarry areas--Hale Laulima (134 students), Hale Kahawai (140) and Hale Anuenue (84) including supervision of full-time staff and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs, damage assessments, and Hamilton Snackbar program; manages repair and maintenance programs; and other management responsibilities to provide a sound student housing program.

4. Hale Noelani Apartments: Operational coordination of an apartment housing complex consisting of five low-rise housing units (528 students) including supervision of full-time staff and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs; damage assessments; manages repair and maintenance programs; and other management responsibilities to provide a sound student housing program.
5. Hale Kainani Department Complex: Operational coordination of an apartment housing complex consisting of two high-rise and two low-rise buildings (648 students) including supervision of full-time and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and cost center; budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs and damage assessments; manages repair and maintenance programs; and other management responsibilities to provide a sound student housing program.

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MAJOR FUNCTIONS

Director

Directs activities, personnel and programs, and oversees all administrative functions at the Counseling and Testing Center. Reports to the Dean of Students.

Psychiatrists

Assists students with severe personal problems, prescribes medication, and consults with counseling psychologists and other University staff members regarding students with psychological problems.

Training

Services internship and practicum students through a structured training program. Students receive supervised counseling experiences, attend seminars and in-service sessions, and participate in other program activities at the Center.

Psychometrist (Testing)

Administers psychological and national examinations. Assists University staff, faculty and students regarding psychometry, and maintains the Vocational and Occupational Library at the Counseling and Testing Center.

Counseling Psychologists

Assists students through academic, vocational, and personal counseling; supervises practicum students and interns; engages in consultation with University staff and faculty; and coordinates special programs at the Counseling and Testing Center.

Learning Assistance Facilitator

Provides services to assist students in acquiring, developing, maintaining and improving their study habits and learning skills.

Secretary

Manages, supervises, and carries out the general clerical operational activities of the Center; functions under the general direction of the Director.

Clerk-Typist

Responsible for reception duties, scheduling of appointments for staff and students, perform clerical duties such as typing, filing, answering telephone, ordering supplies, supervising student assistants.
MAJOR FUNCTIONS

1. Provides following health services to students:
   a. Initial health assessment upon entry into University
   b. Clinic services for simple medical conditions.
   c. Referral services for private medical care.
   d. Preventative services such as immunisations and TB prophylaxis.
   e. Counseling and mental health services.
   f. Medical social services.
   g. Family planning services.
   h. Medical insurance assistance.

2. Provides health education and information to students through personal and group contacts and to the entire campus community through public means such as Ka Leo, bulletin boards, etc.

3. Provides faculty and staff for training of students in health oriented disciplines.

4. Develop and negotiate for student medical insurance which is appropriate to the needs of college students and available college health services.

5. Serves as the major health resource on campus and, as such, is concerned with assisting in creating a healthful environment for the pursuits of higher education thru personal as well as public health measures.

6. Provides emergency services to all members of the community.