October 16, 1989

TO: Rodney Sakaguchi
    UH Budget Office

FROM: Edward Kormondy
      Chancellor

SUBJECT: Notification of Change in Organization
University of Hawaii - West Oahu Student Services Office

The proposed reorganization of the Student Services Office at the University of Hawaii - West Oahu has been approved. Please find enclosed copies of the newly approved organizational chart and functional statement.

If you have any questions, please call Milton Higa at ph. 456-5921.

Enclosure

cc: Milton Higa
State of Hawaii
University of Hawaii
University of Hawaii - West Oahu
Student Services

Position Organization Chart
Chart III

STUDENT SERVICES
Dean of Students
#90955F (New)

Secretary I
SR 10   #26912

Clerk Typist II
SR 8    #90400F (new)

UH Student Services
Specialist III
P09    #81024

UH Student Services
Specialist II
P06    #81992

Approved by: Edward J. Karmody
Title: Chancellor
Date: October 16, 1989
State of Hawaii
University of Hawaii
UNIVERSITY OF HAWAII - WEST OAHU

MAJOR FUNCTIONS

STUDENT SERVICES OFFICE

Plans, develops, administers and coordinates all student services and student support activities and programs.

Dean's Office

Plans, develops, organizes, directs, coordinates, and evaluates the following student services programs:

- Recruitment, academic advising, and admission
- Registration and records
- Career counseling and development, and job placement
- Financial aid and student employment
- Personal counseling and guidance
- Student government and alumni organization
- Veterans affairs
- Outreach

Recruitment, Advising, Admission, and Records

- Produces institutional publications such as catalog and brochures
- Provides information to prospective students
- Reviews applications for admission
- Determines residency status
- Evaluates transcripts for transfer credits
- Determines admissibility
- Provides academic advising
Conducts student registration

Conducts orientation and testing

Maintains academic records, determine eligibility for graduation

Issues grade reports, transcripts, and diplomas

Financial Aid, Student Employment, Veterans Affairs

Determines eligibility for and administers all federal, state, and institutional financial aid programs

Places students in college work-study and general funded positions on-campus

Advises veterans of program requirements for purposes of qualifying for benefits

Maintains records and provides information to Veterans' Administration regarding students receiving benefits

Career Counseling, Development, and Job Placement

Provides career information and vocational testing

Advises students on job searching, resume writing and interviewing techniques

Maintains credential files

Establishes contact with prospective employers

Informs students of available positions in public and private sectors

Student Government and Alumni Organization

Provides advice and support to student organizations

Oversees all student activities

Plans and coordinates commencement activities

Outreach

Publicizes availability of outreach program via various media (direct mail, site visits, newspaper, radio, TV ads)
. Provides information to potential students

. Provides all required services to students in outreach programs through personal visits, via mail, or via phone, including academic advising, admission, academic advising, financial aid, veterans benefits, career and personal counseling

. Plans and coordinates commencement activities