STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MANOA
STUDENT AFFAIRS

FUNCTIONAL STATEMENT

The University of Hawai‘i provides a large number and wide range of support services and co-curricular programs that create a campus environment conducive to student development, learning, and achievement of academic goals. A primary function of the Office of Student Affairs is to enhance students' educational experiences through services, activities and programs supplementary to their academic coursework and essential for an enriched student life. The objectives of Student Affairs are to support, enrich, and broaden students' educational experiences.

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

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

The Office of the Vice President for Student Affairs:

- Provides leadership to assure high standards of service and continued improvements in student affairs services and programs.
- Recommends and implements policies for student affairs programs and services, staff development and related matters in accordance with University priorities.
- Develops means for improving articulation among all campuses of the UH system.
- Develops means for improving the quality of student life at UH-Manoa.
- Provides means for representing the views and needs of the chartered student organizations to the University administration and the Board of Regents.
- Provides for evaluation of student affairs programs and services, including activities related to accreditation of the institution and its programs.
- Provides for relevant institutional research on students and student life.
- Implements ways of attracting and retaining a staff of high quality.
- Provides interpretation and implementation of existing personnel policies; participates in the formulation of personnel policies affecting student affairs staff; and shares responsibility for enforcement of the campus equal employment opportunity policies.
- Provides for efficient management of all funds that are assigned to the Office of Student Affairs.
- Represents the views and needs of student affairs and the University in the general community, the State Legislature, and at national and international levels as appropriate.
• Serves as the chief decision maker for program, budget, and personnel for all units of the UHM Office of Student Affairs.

OFFICE OF ADMINISTRATIVE SERVICES

The Office of Administrative Services is responsible for budgeting, preparing financial reports, purchasing, personnel and payroll and other functions relating to the fiscal aspects of the Office of Student Affairs. Under the general direction of the Office of the Vice President for Student Affairs, Administrative Services provides assistance to all its programs in fiscal and personnel matters. Administrative Services serves as the liaison between the Office of the Vice President for Student Affairs and the University Budget Office, Contracts and Grants Management Office and other central administration units.

The Office of Administrative Services performs 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/AA functions including the daily transactions dealing with such matters.

• Serves as the divisional resource unit responsible for the implementation of all official personnel policies and procedures, monitoring and maintenance of all personnel records and other required documents.

• Serves as the liaison between various central administration offices and Student Affairs departments.

• Provides other staff support as required by the Office of the Vice President for Student Affairs and other administrators.

OFFICE OF THE DIRECTOR OF STUDENT EQUITY, EXCELLENCE AND DIVERSITY

The major functions of this office are to advocate and provide programs that promote educational equity and excellence for students and groups that have been underrepresented and underserved in higher educational institutions. At the University of Hawai‘i, these students and groups are students from ethnic minority groups, adults returning to education, persons with disabilities, women, academically talented as well as academically underprepared and disadvantaged students. As the only public institution of higher education in the State, the University of Hawai‘i is committed to helping these students advance in their pursuit of higher education at Manoa. The University is strongly committed to the pursuit of equity, diversity and excellence.

The Office of the Director of Student Equity, Excellence, and Diversity:

• Facilitates the development, implementation and coordination of policies and programs that promote equity and excellence for special student populations who are underrepresented and underserved at the Manoa campus and the University of Hawai‘i system.
• Administrates the following programs and activities: Center for Adults Returning to Education, College Opportunities Program, KOKUA, Operation Ku‘ana, Operation Manong, Women’s Center, Minority Student Programs which includes the Hawai‘i Opportunity Program in Education and the Regents and Presidential Scholarship Program.

• Prepares proposals and conducts research and training programs on student services, teaching and learning relevant to the recruitment and success of minority students, non-traditional students, women, persons with disabilities, and academically talented students.

• Assists in coordinating programs and activities of the various colleges and units at Manoa, system-wide, lower education and the State that promote educational excellence and equity for various student populations that are underserved and underrepresented in higher education.

• Coordinates minority student programs and activities administered by various units on the Manoa campus and systemwide. Monitors programs and policies that impact on minority student access and success.

CENTER FOR ADULTS RETURNING TO EDUCATION

Major functions of the Center for Adults Returning to Education include services for veterans, senior citizens, and for all adult students returning to school after an interruption of their formal education.

Returning adult students program:

• Serves as a “welcome office” for adults returning to formal education after an absence of a year or more; provides information and referral, orientation, skills building workshops and other ongoing support services.

• Conducts outreach to other campuses in the University system and to the community-at-large, providing support for transfer students, students new to the campus, and to low-income students.

• Provides direct assistance and technical advice on policies and services.

• Sponsors special projects in the local and State community that will benefit Hawai‘i’s adult student population.

Veterans program:

• Serves as a liaison between the Department of Veterans Affairs and the University in assisting veterans fulfilling degree requirements.

• Serves as certifying agent for eligible veterans.

• Provides resource and referral information for veterans concerning special campus services.

Senior citizens program:

• Responds to senior citizens by advising them with application, selection of courses, and registration.

• Issues tuition waivers and audit passes to eligible students.

• Serves as liaison between the senior citizen student and the University.
• Conducts outreach to the community-at-large.
• Provides advice and support for the on-campus senior citizen group.

COLLEGE OPPORTUNITIES PROGRAM

The major function of the College Opportunities Program is to recruit, screen, select and prepare high risk Hawai‘i residents for a successful first year on the Manoa campus. Students may be without high school diplomas, may have been denied regular UHM admission, may be in need of a structured residential college experience, or may be disadvantaged, non-traditional or ethnically underrepresented on the UHM campus. Selected students must be committed, entering first-year undergraduate with potential and a desire to earn a baccalaureate degree.

The College Opportunities Program conducts the following programs and services:

• Conducts a residential summer orientation and instructional program to provide the student the opportunity to develop those learning skills, attitudes and familiarizations with the campus that are necessary for success during the first year.

• Coordinates student support services during the first year to monitor performance and improve student retention.

• Provides supportive services to returning students or those with academic difficulties through a Minority Student Retention Service.

• Establishes on-going evaluation processes, reports outcomes and effectiveness of program goals and services.

• Facilitates students' entry and adjustment within the higher education environment by providing a required residential living experience on campus and encouraging involvements in campus life activities.

• Administers the Health Careers Opportunity Program for disadvantaged and non-traditional undergraduate students pursuing health, medical or allied health careers in providing in-kind management, office space and clerical support.

HAWAI‘I OPPORTUNITY PROGRAM IN EDUCATION (HOPE)

This office is responsible for obtaining private sector support (for mentors and financial contributions for operating costs and scholarship funds), liaison to "I Have a Dream" Foundation, planning programs, monitoring student progress and implementing activities with the schools and parents. Projects for participants during the entire time period (grade 3 until college graduation) are:

• Administers the Hawaiʻi Opportunities Program in Education (HOPE) in providing educational activities for minority at-risk children in various special needs public schools, liaison with private support groups and provides college financial scholarship support.

• Provides a mentoring program. Mentors will come from business or community volunteers as well as college or upperclass students. The mentors will provide one-to-one or small group support for participating HOPE students.

• Provides for an enrichment and support program. Scheduled enrichment and support program will include tutorials, Saturday and summer programs, part-time jobs or internships, field trips, role model speakers bureau and special campus events.

• Conducts monitoring of students and program assessment. Regular and systematic monitoring of student progress will provide necessary information to assure the student
is meeting academic objectives. Evaluation and assessment of the HOPE program will be conducted periodically.

- Provides for a parental involvement and training program. This component includes activities that will provide training and support for parents and/or guardians to encourage their children to actively participate in school activities and to prepare for college and careers.

- Coordinates a resource development and college scholarship program. This program is designed as a partnership between the University, the school and the private sector. Resources from the private sector for programs require coordination and development.

**KOKUA PROGRAM**

The KOKUA Program is the primary campus unit responsible for providing direct academic access services to UHM students with disabilities. Services may also be provided to faculty and staff, depending on individual circumstances and capacity of the program to extend beyond the primary audience. KOKUA provides technical assistance to all other campus units on matters of disability access.

The KOKUA Program:

- Promotes equal access to a college education for students with disabilities.

- Provides support services needed by disabled persons (students, faculty and staff).

- Expedites coordination and referral among other campus units and outside agencies serving disabled individuals.

- Advises on the needs and expectations of disabled persons and assists in developing policies and programs to insure access and full participation.

**OPERATION KUA'ANA**

The goal of Operation Kua'ana is to increase the enrollment and graduation rates of Hawaiian students at Manoa. Services include writing workshops, study groups, tutorials, and other enrichment activities. Operation Kua'ana works cooperatively with the Center for Hawaiian Studies.

The major functions of Operation Kua'ana are:

- Provides programs and activities that promote camaraderie and fellowship among students of Hawaiian ancestry at the University, perpetuating the true meaning of aloha and 'ohana.

- Conducts recruitment activities to increase the enrollment of Hawaiian students at the University. Statewide recruitment activities are conducted at schools, community college campuses, and community sites.

- Provides retention activities at the Manoa campus such as writing, computer and research workshops, tutoring, study groups and assistance with financial aid and graduate school applications.

- Serves as speakers bureau and role models for Hawaiian students.

- Coordinates with programs that serve Hawaiian students in the community as well as various units within Manoa and systemwide.
OPERATION MANONG

Operation Manong provides part-time employment, training and multicultural field experience, tutorials and other support activities to University students while assisting minority students in public schools and at the University. The goal of Operation Manong is to recruit and retain Filipino students and other underrepresented minority students.

Operation Manong services for minority students include the following:

• Administers the Pre-Freshman Enrichment Project (PREP) which is a summer academic enrichment program with year-long follow-up activities for 7th through 12th grade students. Project curriculum includes science, math, computer and cultural enrichment components.

• Provides retention services through one-to-one tutorial and buddy-buddy programs. This includes a tracking system to follow Filipino students enrolled at UHM in an effort to provide proactive academic advising.

• Provides tutorial assistance, academic/college counseling, personal counseling and campus tours to public high school students of under-represented ethnic groups.

• Administers the Transfer Project which is designed to assist students of underrepresented ethnic groups transferring from the community colleges to UHM.

• Provides tutorial assistance, cultural awareness and recreational activities to underrepresented students at public elementary and intermediate/middle schools through early intervention.

WOMEN'S CENTER

The Women’s Center provides advocacy programs that serve women students, staff and faculty. It offers a resource library, cultural activities, referrals and programs that respond to special concerns of women.

The Women’s Center is a gathering place for women. It is governed by a volunteer collective composed of women students, staff, faculty and community members. The major functions of the Center include:

• Provides space for women to work and meet and network.

• Serves as a referral office by providing information and assistance to women on academic, personal and public policy issues.

• Plays an advocacy role by addressing women issues and rights.

• Maintains a resource library.

• Sponsors cultural and educational events.

OFFICE OF THE DEAN OF STUDENTS AND STUDENT SERVICES

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

The Office of the Dean of Students and Student Services administers Student Affairs programs and reports directly to the Office of the Vice President for Student Affairs. This office serves as the liaison between the Office of the Vice President for Student Affairs and the programs under this office.
In addition, this office serves as chief judicial officer for the campus in regard to the Student Conduct Code and the Academic Grievance Procedure.

The Office of the Dean:

- Organizes and coordinates student services, especially in relation to the BOR chartered governance organizations, the registered student organizations, intramural sports, the Campus Center Complex, career counseling and placement, personal (psychological) counseling, the Learning Assistance Center, study abroad, foreign students, the National Student Exchange program, new student orientation, the freshman success course, volunteer community service, employment of students on and off campus (including co-op education), health care and counseling, the residence hall system, and a care program for children of students, faculty and staff.

- Provides the review for all faculty actions relating to promotion, tenure, and evaluation.

- Supervises the Student Advocate (in support of sexual harassment prevention) and the program on Creating Options for a Rape-Free Environment.

- Drafts position papers, proposed policies and procedures, and legislative testimony.

- Assists in preparation of legislative proposals and testimony and monitors possible impact of legislation on the University.

- Facilitates and supervises staff development.

- Facilitates and oversees special projects.

- Serves as hearing officer for discrimination complaints involving students.

- Serves on the Academic Procedures Committee.

- Administers the Student Conduct Code.

- Serves as an ombudsman.

- Serves as acting Vice President for Student Affairs in the absence of the Vice President.

CO-CURRICULAR ACTIVITIES, PROGRAMS AND SERVICES

Co-curricular Activities, Programs and Services pursues two primary objectives: (1) to provide co-curricular programs, services and learning opportunities which contribute to the quality of campus life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs; and (2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance.

The office pursues a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (the product) which meet the developmental needs of the general student population, this office involves students in organizational governance (the process) which fosters the development of personal leadership.

The efforts of Co-curricular Activities, Programs and Services are focused among the following five functions:

- Administers and manages the departmental personnel and administrative support systems to effectively serve the University community and provide quality co-curricular programs.
• Manages the services and facilities to ensure and promote a positive climate and community environment which supports institutional and personal development needs through the provision of services, conveniences, and amenities in the University community center complex and facilities.

• Provides Student Leadership Development to broaden opportunities for students to become self-directed and to improve their abilities to work effectively within organizational settings.

• Provides co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs.

• Provides opportunities to articulate the needs, goals, concerns, role, interests, and causes of both the students and other University community members to each other and to advocate on behalf of one to the other in the process of institutional governance and management.

• Through the Intramural Sports Program, provides opportunities for students, faculty, and staff to participate in sport and recreation activities as often as their time and interests permit. Objectives of the Program point toward the development of the total individual by means of two types of objectives—immediate and remote. The immediate objectives deal with the habits, knowledge, attitudes, and worthy use of leisure time while attending the University and the remote objectives are concerned with the extension of these traits throughout one’s lifetime.
  
  - Provides a competitive program consisting of sport activities where participants enter individually or as teams in meets, leagues, and tournaments, and play according to specific schedules.
  
  - Administers an informal recreation program which emphasizes self-motivated, impromptu recreation. The emphasis and purpose of this is recreational free play.
  
  - Provides basic equipment usage in sport activities for use by participants both on and off campus by means of a free check-out system.

**CAREER PLACEMENT SERVICES**

The Career Placement Services is an integral part of the educational process at Manoa. It prepares Manoa students and alumni for their future by developing and providing services related to planning and searching for rewarding careers. This office offers a wide array of services including the following:

• Assists UH-Manoa students and alumni in matters related to careers, vocations, and employment.
  
  - Provides career counseling and placement advice individually and in group settings.
  
  - Assists individuals in establishing appropriate and realistic career goals and in developing the skills required to implement these goals.
  
  - Conducts workshops and career related presentations.
  
  - Provides resume review/critique services.
  
  - Provides career employment referral service for students and alumni.
  
  - Links to a national computerized employment information and database programs.

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- Coordinates a campus recruiting program and arranges for prospective employers to interview graduating seniors and alumni for local, mainland, and other overseas positions.

- Maintains a library of employer information and directories, job announcements, and various other career information resources.

- Provides information on employment needs and trends.

- Conducts relevant research and produces publications and reports.

COUNSELING AND STUDENT DEVELOPMENT CENTER

The goal of the Counseling and Student Development Center is the development of intellectually, emotionally, physically, spiritually, ethically, mature individuals. The Center recognizes that all facets of growth are important and that each student is a unique individual with different needs and different reasons for enrolling at the University. 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 is the locus for a coordinated group of services designed to assist students as it:

- Provides career counseling services to help students explore strengths and limitations, interests and values, and personality and skills; and to use this understanding in planning their academic and occupational careers.

- Provides personal counseling services to deal with such problems as 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.

- Provides psychiatric consultation services when it is determined that such are needed.

- Provides educational counseling services through the Learning Assistance Center which offers programs, commercial materials and diagnostic services in developing more effective study habits and learning skills.

- Administers interests, values, personality, and ability tests as part of the counseling services provided to students. Also provides information materials on admission and certification examinations for national programs.

- Maintains a career resource library which provides both printed and computerized career information to assist students in making appropriate career decisions.

- Provides workshops, class presentations, lectures, and classes in a wide variety of personal development topics as part of its outreach program.

- Administers an internship training program which provides opportunities for supervised experience and training for graduate students in certain disciplines.

CHILDREN'S CENTER

The broad functions of campus child care are to provide training opportunities for the development of competent professionals who plan to work with young children and to provide quality integrated child care services for University-affiliated families.
The Children’s Center:

- Offers an observation and practicum site to students enrolled in University academic programs.
- Supports research programs and activities that enhance early childhood education programs in the State and throughout the University.
- Provides flexible child care services to attract and retain qualified non-traditional students.
- Provides full-time child care services to attract and retain qualified University faculty and staff.
- Offers an integrated child care program which accepts all children, including those with disabilities, whose needs can be adequately met by the program.
- Delivers child care services which represent the best of current practice as determined by State licensing regulations and national accreditation standards.
- Serves as a visitation site for early childhood professionals from Hawaii, the U.S. mainland and foreign countries.

INTERNATIONAL STUDENT SERVICES

International Student Services assists UHM students who wish to study overseas and non-immigrant students who are studying at UHM. This program works with faculty, support personnel, students, the wider Hawaii’i community, and national and international institutions.

- Administers the Study Abroad Center which identifies and develops opportunities for UHM students to study abroad on academic year, semester and summer programs. The Center advises, selects and provides support services for students who wish to study abroad and for faculty who wish to take groups of students on study tours.
- Assists non-immigrant students with their immigration and adjustment status while attending UHM. Provides orientation, advising and counseling and a wide range of non-academic support services related to foreign students.

SCHOOL AND COLLEGE SERVICES

This office includes the School and College relations programs, orientation, freshman success and National Student Exchange Program.

- Provides high schools and community colleges in Hawaii’i with current information on programs at UHM. Maintains a close working relationship with school administrators, counselors and teachers, and coordinates outreach recruitment visits and campus visits. Sponsors a principals forum and an annual workshop for intermediate, high school and community college counselors.
- Coordinates the neighbor island orientation program for new students entering UHM. Also works on the on-campus orientation programs for new and transferring students.
- Administers the freshman success course, IS 197. This entails recruiting and training faculty, scheduling classes, and maintaining a resource center.
- Administers the National Student Exchange Program through advising, processing and placing qualified UHM students at Mainland universities and colleges. Provides limited services for NSE participants attending UHM.
• Handles special projects which may be assigned to it by the Dean of Students.

STUDENT EMPLOYMENT AND COOPERATIVE EDUCATION

The primary mission of Student Employment and Cooperative Education is to provide opportunities to students to learn while they earn. Through the On Campus, Off Campus, College Work Study and Cooperative Education programs students are able to explore, clarify and, when necessary, alter their career goals while earning income to help defray educational expenses.

A secondary mission is to assist the University of Hawai‘i at Manoa in meeting labor needs. An elaborate recruitment system is in place which assists the Manoa campus in the recruiting and hiring of student assistants. A similar system is also available to public and private employers of the State and nation in their recruitment of students for part-time positions.

Student Employment and Cooperative Education provides services to three sets of clients; the students of the University, the University itself and the State of Hawai‘i.

• Serves UHM students through its programs and serves students from other University of Hawai‘i campuses through its On Campus Program.

• Assists all UHM employers in filling student assistant positions.

• Provides Hawai‘i residents with career-oriented programs to assist them in achieving occupational goals.

• Encompasses a wide array of employment opportunities with an emphasis to develop career related internships through the Off Campus Program.

• Administers the Cooperative Education Program, a tri-part working relationship in which a college or university joins a student and a faculty member with an employer in a structured, academic relationship.

• Administers the College Work Study Program, the federal financial assistance awarded to UHM students with demonstrated need.

STUDENT HEALTH SERVICES

The fundamental mission of Student Health Services is to provide primary medical care to the students at University of Hawai‘i at Manoa and to promote good health practices among students by providing preventive clinical and educational services. Student Health Services responds to areas of high need with specialty services funded by grants and volunteer efforts. It assists in the provision of emergency care to the entire campus community.

To accomplish its mission, Student Health Services performs the following functions:

• Provides a general medical clinic that offers basic medical services. Conducts laboratory services with many tests being performed on site. Offers limited selection of over-the-counter and prescription medications at low cost.

• Performs a health assessment of all entering students and provides preventive clinical services.

• Develops, negotiates and promotes student health insurance plans.

• Provides education through peer counselors and trains students in health oriented disciplines, providing informational sessions on health service and specific health topics.
• Administers the Women's Health Clinic which provides clinical services, various testing and treatments, and counseling and educational services.

• Coordinates a resource center through the AIDS Education/Risk Reduction Program and provides education and prevention programs on HIV.

• Provides nutritional counseling.

• Provides emergency on-campus service and emergency care.

• Offers a Travel Clinic which advises and provides medical services for those who travel abroad.

• Provides sports medicine services.

STUDENT HOUSING SERVICES

Student Housing Services coordinates the student housing program and services on the University of Hawai‘i at Manoa campus. This self-sustaining operation of the campus residential facilities furnishes an educational environment for residents and administers all aspects of business management combined with academic support services. Its objective is to create a safe, positive community including enrichment of intellectual and personal development of residents through staff support and programs. The off-campus housing services program is also maintained in this office.

The Student Housing Services Office:

• Provides an environment that is supportive of the academic mission of the University.

• Conducts related academic and educational programs which support the educational goals of students and the University.

• Offers opportunities for residents to participate in stimulating programs for social, cultural, recreational and interpersonal activities.

• Provides reasonably priced facilities which are safe, comfortable and well maintained. Also provides food service programs.

• Establishes guidelines for compatible and cooperative community living. Develops opportunities for group and individual growth and development.

OFFICE OF THE DIRECTOR OF UNIVERSITYWIDE STUDENT AFFAIRS/ASSISTANT TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

The Office of the Director of Systemwide Student Affairs provides support to the Office of the Vice President for Student Affairs, leadership and general coordination for systemwide student affairs policy matters, and supervises Financial Aid Services and Admissions and Records at the Manoa Campus.

The Office of the Director of Systemwide Student Services:

• Facilitates the development, implementation and coordination of systemwide student affairs policies and programs.

• Administers and monitors systemwide student affairs programs including the State Higher Education Loan Program.
• Prepares issue papers, reports and studies on student affairs issues and provides advice and policy interpretation to University administrators on student related matters.

• Oversees the Financial Aid Services and Admissions and Records Office at the Manoa Campus.

• Oversees the student affairs institutional research program.

• Manages the Manoa Campus Student Services Building.

• Provides staff support for the Vice President for Student Affairs.

ADMISSIONS AND RECORDS

Admissions and Records:

• Establishes policies and procedures for the admission and placement of students.

• Counsels students and admits them into the University through the implementation of established policies and procedures.

• Develops a master course schedule.

• Maintains an accurate data storage and retrieval system.

• Develops and maintains a computerized student information system.

• Counsels and provides information relating to admissions, residency, registration, student records and other related matters.

• Administers rules and regulations pertaining to residency (tuition) classification and establishes criteria by which equitable and consistent residency classifications are made.

• Develops an optimum mix of courses, instructors, physical facilities and time.

• Plans the registration process and evaluates the extent to which student demands are met and the efficiency of the registration method utilized. Examines alternative registration methods and recommends changes and improvements.

• Maintains academic and personal history records of all students enrolled at UHM. Establishes standards and operating procedures in creating and maintaining student records.

• Issues 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.

• Maintains an accurate, up-to-date Course Master List.

• Develops and maintains a student information system to provide services more effectively.

• Provides liaison/technical support for all users of the student information system.
FINANCIAL AID SERVICES

Financial Aid Services receives, awards and accounts for federal, state and private student aid funds administered by the University of Hawai‘i at Manoa; provides information and assistance to prospective aid applicants; and advises and counsels aid recipients on relevant financial matters.

Financial Aid Services:

- Identifies and secures appropriate student financial aid funds from federal, State and private sources.
- Awards and accounts for funds in conformance with applicable criteria, rules, regulations, accounting practices, and audit standards.
- Provides timely and accurate information to applicants regarding availability of funds, application procedures, need analysis methodologies, and awarding criteria.
- Advises and counsels aid recipients on a variety of financial aid matters.
- Assists in disbursing student aid awarded by non-University organizations.
- Advises on matters relating to policies and procedures affecting the availability and delivery of student financial aid.
- Prepares analytical studies and reports on a variety of topics related to the administration of student financial aid.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

MAJOR FUNCTIONS

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 programs 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 chartered 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.

Signed
Receivd. 9/18/12
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 Aids 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.

SUPERSEDED
Recs. 9/13/92
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/AE 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.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF ADMISSIONS AND RECORDS

MAJOR FUNCTIONS

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:

1. establishes policies and procedures for the admission and placement of students educated in the U.S. and abroad;
2. determines the admissibility of applicants by reviewing applications, transcripts, SAT scores and other supporting documents;
3. counsels applicants, parents and faculty regarding admissions and related areas;
4. establishes and implements the means by which the University's controlled growth policy is adhered to, the number not to exceed controlled growth ceilings;
5. evaluates the effectiveness and efficiency of the means by which applications are solicited, assessed and acted upon;
6. identifies and assesses those conditions which affect the admissibility of students; recommends possible remedial measures;
7. recommends and implements the means by which applicants are recruited for admission to UHM;
8. 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;
9. administers rules and regulations pertaining to residency (tuition; classification);
10. compiles all appeals of initial residency classification for submission to the University Committee on Appeals;
11. establishes criteria by which equitable and consistent residency classifications are made;
12. clarifies and interprets residency requirements for applicants, for other University system residency personnel and for the general public;
. solicit 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 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;
- 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 Student Activities Program pursues two primary objectives: (1) to provide co-curricular programs, services and learning opportunities which contribute to the quality of campus life for students by meeting their intellectual, social recreational, physical, emotional, and moral development needs; and (2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance.

The Program pursues a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (the product) which meet the developmental needs of the general student population, Student Activities involves students in organizational governance (the process) which fosters the development of personal leadership.

The efforts of the Student Activities Program are focused among the following five sub-program areas:

- Administration & Management: To enhance the quality of departmental personnel and administrative support systems to effectively serve the University community;
- Services & Facilities: To ensure and promote a positive climate and community environment which supports institutional and personal developmental needs through the provision of services, conveniences, and amenities in the University community center complex of facilities;
- Student Leadership Development: To broaden opportunities for students to become self-directed and to improve their abilities to work effectively within organizational settings;
- Co-curricular Interventions & Academic Interfacing: To increasingly provide co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs;
- Advocacy & Linkage: To articulate the needs, goals, concerns, roles, interests, and causes of both the students and other University community members to each
other and to advocate on behalf of one to the other in the process of institutional governance and management.

SUPERSEDED
Redc. 11/12/72
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:

1. timely financial information throughout the State for high school students and their parents;
2. timely financial aid awards;
3. loan counseling;
4. 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 Hawaii 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. Overseas 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 Ilima 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 Noeleani 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 building (648 students) including supervision of full-time and paraprofessional "live-in" staff.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

SCHOOL AND COLLEGE RELATIONS

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 Scholarship 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.

SUPERSEDED

Rev. 9/18/93
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.
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.

Superseded
Recurr. 9/18/92
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
CAREER PLACEMENT SERVICES

MAJOR FUNCTIONS

"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 1981-85. 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.

SUPERSEDED
Reorg. 9/12/92
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 UH. 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:

1. 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;

2. 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.

3. 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.

4. 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.

Supervised
Re: 7/17/92
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

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:

- Initial health assessment upon entry into University;
- Clinical services for simple medical conditions;
- Referral services for private medical care;
- Preventive services such as immunizations and TB prophylaxis;
- Counseling and mental health services;
- Medical social services;
- Family planning services;
- Medical insurance assistance.

The Student Health Service also provides:

- Health education and information to students through personal and group contacts and to the entire campus community through Ka Leg, bulletin boards, and other public means;
- Faculty and staff training of students in health oriented disciplines;
- Sports medicine and nutritional services;
- 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.

Superceded
Rev. 9/18/92
STATE OF HAWAII
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
COLLEGE OPPORTUNITIES PROGRAM

MAJOR FUNCTIONS

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 Manong 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.

SUPERSEDED

REORG. 9/11/92