Foundation Courses Centralized Website
Instructions to Update Campus List of Approved Foundations Courses

Site to view all approved foundation courses: http://www.hawaii.edu/offices/app/aa/afc/

Approved courses by each campus. Scroll down until you see desired campus.

To make updates/changes to approved courses, go to http://www.hawaii.edu/offices/app/aa/afc/afc_manager.php

Step 1: Log in using your UH username and password

Note: The campus representatives on the Foundations Multicampus Group are automatically granted access to this site. To grant access to additional people, a request from the campus’ representative should send an email to Suzi Johnston (suzi@hawaii.edu) with the person’s UH username and what campus they need access to.
Step 2: After the campus has approved the Foundation designation for a course, input the course into the system so it can be displayed on the centralized website.

- Campus: select your campus
- Course Alpha: input the course alpha and number (please capitalize all alpha characters and include a space between the alpha and number)
- Designation: select appropriate designation
- Start Term: select effective term of the designation for the course
- Ending Term: generally five years (note: if approved in fall, generally the ending term would be until summer)
- Notes: insert pertinent comments
- Is Course Currently Offered: select “Yes” regardless of answer – this question will eventually be removed
- Click “add”

Step 3: To add another course, select “Reset” and return to Step 2.

Step 4: If there is an error in the information already entered, select “edit” next to the course that needs to be corrected or deleted.
Overwrite or change the incorrect information with the correct information or select “Delete Record” if you would like to remove the entire course.

Step 5: Select “Manage Existing Courses” to return to the main page.