

APPENDIX A

UNIVERSITY OF HAWAI'I LOCATION OF EDUCATION RECORDS

Each of the following offices maintains education records. A student who desires to inspect a particular type of education record is advised to contact the Vice Chancellor, Dean, or Director responsible for that type of education record at the address listed for each campus.

| <u>Campus</u> | <u>Type of Education Record</u> | <u>Vice Chancellor, Dean, or Director to Contact at:</u> |
|--|-----------------------------------|---|
| University of Hawai'i at Mānoa 2500 Campus Road Honolulu, HI 96822 | Academic Records: | Office of the Registrar Office of the Dean of each School/College Office of Student Academic Services for each School/College Office of Department Chairpersons for each academic department Offices of all instructional faculty Office of Graduate Education |
| | Student Services Records: | Student Life & Development Counseling & Student Development Center Financial Aid Services Mānoa Career Center International Student Services Student Housing Services Mānoa International Exchange National Student Exchange Study Abroad Center College Opportunities Program Kōkua Program (Disability Access Services) |
| | Parking Records: | Commuter Services |
| | Security Records: | Campus Security & Emergency Management |
| | Financial Records: | University Cashier's Office |
| | Other Services: | Sinclair Library Hamilton Library University Health Services Mānoa |
| | Disciplinary and Conduct Records: | Office of Judicial Affairs |

Eligible students are invited to inquire at the Office of Student Affairs for a detailed listing of office numbers by building and room.

| <u>Campus</u> | <u>Type of Education Record</u> | <u>Vice Chancellor or Director to Contact at:</u> |
|---|---------------------------------|--|
| University of Hawai'i at Hilo 200 W. Kawili Street Hilo, HI 96720 | Academic Records: | Registrar's Office Office of the Vice Chancellor for Academic Affairs/Graduate Education Division Office of the Dean of each academic college Office of the department chair/division head for each academic department/academic division Individual faculty/instructor offices |
| | Student Services Records: | Admissions Office Advising Center Campus Center Career Development Services Center for Global Education & Exchange Disability Services Financial Aid Office Intercollegiate Athletics International Student Services Kipuka Native Hawaiian Student Center Minority Access & Achievement Program National Student Exchange Pacific Islander Student Center Student Health & Wellness Programs University Housing Women's Center |
| | Financial Records: | Business Office |
| | Other Services: | Office of the Director of Mookini Library Office of the Dean of the College for Continuing Education and Community Service |
| | Discipline and Conduct Records: | Office of the Associate VC for Student Affairs & Dean of Students University Housing/Office of Residence Life |

Campus

Type of Education Record

Vice Chancellor or Director to Contact at:

University of Hawai'i–West O'ahu
91-1001 Farrington Highway
Kapolei, HI 96707

Academic Records:

Office of the Registrar
Office of the Vice Chancellor for Academic Affairs
Offices of all instructional faculty

Student Services Records:

Office of the Vice Chancellor for Student Affairs

Financial Records:

Office of the Vice Chancellor for Administration
Cashier's Office

Parking and Security Records

Parking and Security Office

Other Services:

University Library

Discipline and Conduct Records:

Office of the Vice Chancellor for Student Affairs

Hawai'i Community College
200 W. Kawili Street
Hilo, HI 96720

Academic Records:

Records and Internal Data Management

Student Services Records:

Office of the Vice Chancellor for Student Affairs
Records and Internal Data Management
Admissions and Registration Office
Counseling
Kau Wa'a Center
Career and Job Development Services
Hā'awi Kōkua
Financial Aid Office
Hālaulani
I Ola Hāloa
Kulukuluua

Financial Records:

Office of the Vice Chancellor for Administrative Affairs

Other Services:

Office of the Director of Mookini Library
Director of UH West Hawai'i

Discipline and Conduct Records:

Office of the Vice Chancellor for Student Affairs
Admissions and Registration Office

Campus

Type of Education Record

Vice Chancellor or Director to Contact at:

Honolulu Community College
874 Dillingham Blvd.
Honolulu, HI 96817

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

Kapi'olani Community College
4304 Diamond Head Road
Honolulu, HI 96816

Academic Records:

Registrar's Office

Student Services Records:

Office of the Vice Chancellor for Student Affairs

Financial Records:

Office of the Vice Chancellor for Administrative Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Vice Chancellor for Student Affairs

Kaua'i Community College
3-1901 Kaumuali'i Highway
Līhu'e, HI 96766

Academic Records:

Registrar's Office

Student Services Records:

Office of the Vice Chancellor for Student Affairs

Financial Records:

Office of the Director of Administrative Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Vice Chancellor for Student Affairs

Campus

Type of Education Record

Vice Chancellor or Director to Contact at:

Leeward Community College
96-045 Ala Ike
Pearl City, HI 96782

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

UH Maui College
310 Ka'ahumanu Ave.
Kahului, HI 96732

Academic Records:

Registrar's Office

Student Services Records:

Office of the Vice Chancellor for Student Affairs

Financial Records:

Office of the Vice Chancellor for Administrative Affairs

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Vice Chancellor for Student Affairs

Windward Community College
45-720 Kea'ahala Road
Kāne'ohe, HI 96744

Academic Records:

Registrar's Office

Student Services Records:

Office of the Vice Chancellor for Student Affairs

Financial Records:

Office of the Vice Chancellor for Administrative Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Vice Chancellor for Student Affairs