

## **OFFICE OF STUDENT SERVICES**

Plans, organizes, budgets, directs, evaluates, and coordinates student services programs for students and prospective students of the University of Hawai'i at Hilo.

### **OFFICE OF THE DIRECTOR**

Plans, organizes, and directs activities related to the following:

- \* Recruitment, advising, counseling, evaluation, and selection of students for admission.
- \* Student financial aid program and financial counseling services.
- \* Student government and student activities, residence life, student clubs and organizations, health services, and veteran's affairs.
- \* Personal, vocational and academic counseling and testing services.
- \* Career planning and placement services.
- \* Construction, maintenance, and management of residence halls and other facilities as necessary to carry out the functions of the Office of Student Services.
- \* Student registration, collection, and maintenance of student records, evaluation of records for graduation, and compilation, production, and presentation of analytical or related reports.
- \* Budgets for the expenditure of funds of the Office of Student Services.
- \* Diagnostic services and instructional support services.

### **EDUCATIONAL ASSISTANCE CENTER**

Provides diagnostic services and academic guidance to entering students who appear to be unprepared, educational counseling to students experiencing academic difficulty, and activities.

### **ADMISSIONS**

- \* Handles correspondence from prospective students, gives information about the University and various programs, evaluates credentials, processes applications for admission, evaluates transfer credits, compiles admission statistics, and works with the Coordinated Admissions Program on a system-wide basis.
- \* Evaluates student's academic progress to insure proper adherence to area requirements, credits earned, degree requirements met for all degree and certificate programs at the University of Hawai'i at Hilo.
- \* Counsels students regarding admission and academic problems. Assists in academic advising. Determines residency requirements and maintains school and college relations program.

## FOREIGN STUDENT ADVISING

Advises and assists in various areas, including academic, immigration, financial and health concerns, coordinates home and group hospitality; evaluates and determines admission of foreign students; maintains liaison with the U.S. Immigration Service; works with foreign student organizations; counsels foreign students with academic, personal and special problems.

## STUDENT ACTIVITIES, STUDENT GOVERNMENT, AND CAMPUS CENTER

Supervises programming, facilities management and services at the Campus Center; acts in advisory and supportive roles to the student governments at the University of Hawai'i at Hilo; responsible for budgeting and fiscal planning and serves as primary University of Hawai'i at Hilo liaison with Board of Publications; fulfills responsibilities in carrying out policies, rules and procedures of the Campus Center Board; coordinates the orientation activities of new and transfer students; organizes the University of Hawai'i at Hilo Volunteerism and Service Learning Program, including coordinating campus activities associated with the institution's membership in Campus Compact - The Project for Public and Community Service.

## RECORDS AND REGISTRATION

Oversees the registration for the University of Hawai'i at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards; maintains liaison with Management Systems Office and faculty in matters relating to registration, and repository for all reports emanating from Management Systems Office, as well as other computer reports generated locally.

- \* Prepares schedule for final examinations.
- \* Supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing.
- \* Issues transcripts, maintains academic records of all students at the University of Hawai'i at Hilo, sends grade reports, certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations.
- \* Advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs; certifies veterans for G.I. benefits and allowances; certifies students attendance for orphans and dependents of veterans; maintains cooperative relationships with the Veterans Administration and its local representative; and provides such other assistance as indicated.

## FINANCIAL AIDS/EMPLOYMENT (ON-CAMPUS)

Handles matters involving all financial aids, including federal programs, National Direct Student Loan, Basic Economic Opportunity Grant, College Work-Study Program, Federally Insured Loan, state scholarships, and State Higher Education Loan Program, tuition waivers, general fund employment, and short term emergency loans.

## COUNSELING AND TESTING

Counsels students with educational, vocational, and/or personal problems, including counseling of senior citizens and women returning to school; makes referrals to proper university of community resources as necessary; administers a variety of psychological tests and inventories; and administers the National Testing Program.

## HOUSING

Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoë, Hale Aloha, Hale Kehau and Hale 'Ikena), including application and admission, setting and enforcement of policies, maintenance, budget, and supervision of the residents. Acts as liaison to off-campus housing units, including Adult Student Housing.

## PLACEMENT AND CAREER DEVELOPMENT

Assists in identification of career objectives; provides employment information for use of students, faculty, and alumni; initiates program of placement services for students; assists in completing confidential vitae for use by students, sets up files and resumes for distribution, acts in liaison capacity to promote establishment of contacts between University of Hawai'i at Hilo and business and governmental sectors of community; promotes employment of University of Hawai'i at Hilo graduates; supervises placement of students in part-time, off-campus employment; assists former students and promotes alumni activities.

## HEALTH SERVICES

Provides emergency and first aid for all students at the University of Hawai'i at Hilo; provides health counseling in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.; referral services to other agencies as indicated. Disseminates health information, such as availability of health insurance forms, and assists in processing of applications for health insurance; scheduling of chest X-rays, evaluates health forms and determines necessary follow-up; maintains confidential health files.

## NATIONAL STUDENT EXCHANGE

Facilitates the exchange of students among institutions for a short-term educational experience at reduced tuition costs. Disseminates program information, screens potential applicants, processes in-coming and out-going applications, facilitates transition of exchange participants, and communicates with NSE Consortium and member institutions.