



Admission & Registration

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MyUH Online Services

MyUH is the University of Hawai‘i online student information system. Features include web-based services and the ability to register and pay online for classes at multiple UH campuses.

All students are required to obtain a *MyUH* account and register via the *MyUH* portal at: myuhportal.hawaii.edu

Students may also go to the Maui CC homepage at: www.maui.hawaii.edu and click “*MyUH*” in the upper right hand corner for login instructions.

MyUH services open to both the public and UH students include:

- Admission/application information.
- Web Registration Tutorial, to preview *MyUH* services.
- Schedule of Classes for the UH campuses.
- Check Class Availability sites that display “real-time” information on sections, times, location, instructor, seats remaining, and added or cancelled classes.
- Academic advising resources.
- Payment options and deadlines.

MyUH services open to UH students include:

- Pre-Registration Checklist to qualify for Quick Registration.
- Web registration and drop/adds.
- Online credit card payments.
- Registration Status check which includes holds, academic standing, prior credits completed.
- Final grade report and transcript.

Admission

All high school graduates and transfer students from other colleges and universities may be admitted to the College. Persons 18 years of age or older who are not high school graduates may also be admitted. *Admission to the College does not mean automatic admittance to programs or courses.*

Admission Requirements

All individuals seeking admission must submit the following three documents:

- UH Application for Admission form, available at: www.hawaii.edu/admissions/sysapp09.pdf
- Negative tuberculosis clearance taken within the last 12 months. The original certificate shall meet the certification requirement for students re-enrolling or enrolling in another post-secondary school in Hawai‘i.
- Proof of Mumps, Measles, Rubella (MMR) immunization.

The College shall also comply with all applicable requirements of the State as may be required by law or by rules and regulations.

Application

Prospective students may obtain a UH Application for Admission form and other admission information at:

- www.hawaii.edu/admissions/
- Admission & Records in the Ho‘okipa building, or by calling 808 984-3267.
- Educational Opportunity Center in Ho‘okipa, or by calling 984-3286; or on Molokai by calling 567-6231 or 553-4490, Ext. 1.
- Hana, Lahaina, Lana‘i, and Molokai Education Centers.
- Hawai‘i high school counselors.

These sources also have copies of *How to Enroll in the University of Hawai‘i System*, a booklet that contains instructions on how to complete an application.

All non-US citizens should obtain the Foreign Student Supplementary Information form and follow the additional instructions in the section *International Student Applications on page 66.*

Out-of-state students and international students are reminded that admission decisions are made without regard to availability of financial aid or housing. Students must arrange their own housing and apply separately for financial aid.

✎ For Financial Aid, see *Financial Aid*, pages 59-62, or call 808 984-3277.

✎ For student housing, see page 56.

Application Deadline

Suggested Application Deadlines:

Fall Semester: August 1

Spring Semester: December 15

Applications submitted after the above deadlines will be considered and processed within 5-10 working days after submission.

Applicants applying prior to deadlines are notified of their status by letter including registration information. Applicants applying after the deadlines are asked to check with the Admission and Records office regarding their admission status and registration information.

Tuition and Fees

Online credit card or e.check payment is available through *MyUH*. If online payment problems are encountered, call 808 984-3257. Mail-in payment by check is also available through *MyUH*.

In-person payment by cash, check, or debit card is an option at the Business Office in Ho‘okipa on the Kahului campus or at the Hana, Lana‘i, or Molokai Education Centers. All tuition and fee charges at UH campuses are subject to change in accordance with requirements of State law.

- **Resident Tuition (per semester)**
\$79 per credit, lower division
\$191 per credit, upper division
- **Non-Resident Tuition (per semester)**
\$400 per credit, lower division
\$587 per credit, upper division
- **Out-of-State Application Fee**
A \$25 fee must accompany the Admission application.
- **Student Publication Fee**
A \$4 Board of Student Publication (BOSP) fee is charged at the time of registration. The fee covers the cost to produce approximately four student newspapers per semester, as well as an annual literary journal.
- **Student Life Fee**
A student activity fee is charged to students taking classes at the Kahului campus:
\$2.00 per credit for 1-7 credits.
\$15.00 for 8 or more credits.

- **Student Technology Fee**

A technology fee is charged to all students to provide support for the technology resources used by students. \$3.00 per credit for 1–11 credits
\$36.00 for 12 or more credits

- **Student Health Fee**

A \$8.00 student health fee is charged at the time of registration for students taking classes at the Kahului campus. A Summer Session student health fee of \$6.00 is assessed.

- **Late Registration Fee**

Late fee charges are assessed from the first day of instruction. Students registering from the first day of instruction and after (including modular classes) are assessed a \$30 late registration fee in fall and spring semesters. A Summer Session late fee of \$10 is assessed.

- **Returned Check Fee**

A \$25 service charge is assessed for checks made out to Maui CC that are returned for any cause.

- **Course Change Fee**

A \$5 fee is charged for each course change request form. Students are also assessed or rebated tuition and fees, as applicable, according to the *Refund Schedule of Tuition and Fees on page 68*.

- **Associate Degree and Certificate of Achievement Fees**

A \$15 fee is payable at the time the graduation application is submitted. Deadlines are:

October 10: Fall semester

March 6: Spring semester

- **Certificate of Completion and Certificate of Competence Fees**

A \$2 fee per certificate, up to a maximum of \$12 for multiple certificates, is payable at the time application is submitted. A \$10 fee is charged for each diploma cover.

- **Hawaiian Language Diploma Fee**

A \$15 fee is payable at the time the graduation application is submitted. The Hawaiian Language Diploma is an option in addition to, and not an alternative for, the regular English language diploma.



- **Transcript Fee**

A \$5 fee is charged for a transcript sent outside the University of Hawai'i system. The fee is not charged for transcripts sent to another college within the UH system. Transcripts are usually processed within two weeks. A \$15 rush fee is charged for transcripts requested within a 24-hour period.

Transcript Request Forms are available at Admission & Records; at the Hana, Lahaina, Lana'i, and Molokai Education Centers; and online at: www.maui.hawaii.edu

- **Books, Supplies, Tools**

The cost of books and supplies for full-time students averages \$350 per semester. Students in certain career programs are additionally required to purchase personal hand tools which range from \$35 to \$625 depending upon the major. Students in need of financial assistance to absorb this cost should refer to the Financial Aid section.

- **Registration for Credit Courses**

Students should check *MyUH* or the printed *Schedule of Classes* each semester for specific registration dates and procedures. The College provides students closest to graduation the highest registration priority.

- **Concurrent Registration**

Maui CC students may enroll in eClasses or other classes offered by the UH Community Colleges for which they have met the prerequisite. *Concurrent registration*

is enabled online through *MyUH*, or by contacting Admission & Records, or an outreach coordinator at Hana, Lahaina, Lana'i, and Molokai.

Students may view at *MyUH* the online *Schedule of Classes* from the UH campuses. An e-Learn website providing information on eClasses and multi-campus distance delivery from the UH Community Colleges is available at: www.hawaii.edu/uhcc.e-learn

- **Attendance and No-Shows**

Students are expected to be in attendance on the first day of class. *Instructors may drop students who are "no shows" on the first day, and add students who are not enrolled and show up the first day of class.*

Students dropped from class rosters will receive a refund if the drop is requested within the refund period. *A student who does not attend class and who does not officially withdraw from the class may receive the grade of F in that class.*

- **English and Math Placement**

English and math placement tests, along with academic advising, ensure that students' course selections match their skill levels. COMPASS, a computerized, self-paced test, takes approximately two hours to complete. There is no fee for the initial COMPASS placement test. Results are valid for two years.

Effective Fall 2007, ACT and SAT scores may be applied for placement into ENG 100 and for courses requiring placement at ENG 100. The applicable cutoff score

is the one used by UH Manoa to place students in ENG 100.

Students wishing to enroll in an English or math course, or a course requiring a specific English or math placement as a prerequisite, may take the COMPASS placement test at The Learning Center (TLC) during scheduled hours. Study materials are also available in TLC. Students should bring a photo ID and know their social security number or UH ID number.

☞ For information, call 984-3240.

Health and Accident Insurance Requirement

Health Clearance - Both tuberculosis and measles (rubeola) clearance are required of all students and must be submitted prior to registration (see page 82).

Low cost health insurance is available to Maui CC students. All international students are encouraged to enroll in a health and accident insurance program prior to their arrival in the U.S. and must show proof of enrollment in an insurance plan before enrollment into courses.

In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis and measles *with admission application*. The College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

Applications for University approved and sponsored health plans are available at the Student Life and Student Services offices. Student Services also has a referral program for those in need of medical attention.

☞ For information, call 984-3434.

Early Admission Program

Early Admit students may take any Maui CC course for which the prerequisite is met. Specific courses taken depend upon the students' ultimate college plans. Enrollment is on a space available basis.

The Early Admission program provides educational opportunities for two categories of youth under 18 years of age.

1. Academically superior or vocationally gifted Early Admits are permitted to take one or two regular college courses during the summer following completion of their sophomore year, or during their junior or senior year, provided their high school approves and is able to make appropriate schedule adjustments. Besides the three required general admission documents, Early Admits applying under this category must submit a form 4140, Exceptions to Compulsory Education, issued by the Department of Education (DOE) that is signed by both a DOE representative and his/her parents.
2. Applicants who are officially released from high school and are under 18 years of age may be considered for early admission in courses or programs if the College determines that the student can benefit from its academic or vocational offerings. In addition to the three required general admission documents, individuals in this category must also submit a written release by the District Superintendent or designee.

Running Start Program

Running Start is a statewide program that provides an opportunity for academically qualified juniors and seniors to enroll in college classes through the UH system as a part of their high school coursework. This unique partnership between the Department of Education and the UH system allows public high school students to attend college classes during the fall, spring, and summer while earning high school and college credits. Currently, eight UH campuses participate in *Running Start*: UH Hilo and the seven community colleges: Hawai'i CC, Honolulu CC, Kapiolani CC, Kauai CC, Leeward CC, Maui CC, and Windward CC.

International Student Applications

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policy of Board of Regents of the University of Hawai'i and the policies of Maui CC. For purposes

of clarifying requirements for admission, international students who are not US citizens and who have not been admitted to live in the US permanently are designated as non-immigrants. The College is authorized under federal law to enroll non-immigrant alien students. Contact Admission & Records for rules and regulations and admission requirements. *See page 64.*

In addition to the two general admission documents required for all students, international students must:

- Complete the International Student Supplementary Information form. Current bank statements and financial aid award letters must accompany the Supplementary Information form. *See: www.hawaii.edu/admissions/international.html*
- Take the Test of English as a Foreign Language (TOEFL) if from a non-English speaking country and achieve a score of 480 (paper based test) or 157 (computer based test) minimum (subject to change; for most recent TOEFL requirements refer to Maui CC website). This test, developed and administered by the Educational Testing Service, is given at international testing centers. Results should be received by the College. Students may schedule by:
Email: toefl@ets.org
Fax: 609-771-7500
Mail:
Test of English as a Foreign Language
Educational Testing Service
P.O. Box 6151, Princeton, NJ
U.S.A. 08541-6151
- In compliance with public health regulations, new students prior to enrollment must show evidence that they are free of active tuberculosis, and measles, mumps, and rubella. The College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.
- Demonstrate proof of enrollment in a health and accident insurance plan before being permitted to enroll. The intent of this requirement is to protect international students against the

high cost of unanticipated health care expenses resulting from accidents or illness. The average cost per year is approximately \$500. More information is available from Admission and Records or Student Life (see pages 64 and 58).

International students are required to take a full course load (a minimum of 12 credit hours a semester toward their program).

Individuals from foreign countries who reside in the State of Hawai'i and who wish to be accepted as students at the College (and who seek student visas) should obtain additional information from the Registrar's Office.

✎ For information, call 808 984-3517. Arrangements for housing must be made prior to arrival.

✎ For student housing, see page 56.

Residency Regulations (condensed)

Students who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as nonresidents, students continue to be so classified during their term at the College until they can present clear and convincing evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. The complete rules and regulations are available at Admission and Records.

✎ For information or interpretation, call the Registrar at 808 984-3267.

Definition of Hawai'i Residency

A student is deemed a resident of the State of Hawai'i for *tuition purposes* if the student (19* or older) or the student (under 19*) and his/her parents or legal guardian have:

- *Demonstrated intent* to permanently reside in Hawai'i (see below for evidences);

- Been *physically present* in Hawai'i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
- The student, whether adult or minor, *has not been claimed as a dependent for tax purposes* for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are *not* legal residents of Hawai'i.

**The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.*

To demonstrate the intent to make Hawai'i your legal residency, the following evidence apply:

- Filing Hawai'i Resident State Personal Income Tax Return.
- Voting/registering to vote in the State of Hawai'i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai'i, may apply, but *no single act is sufficient to establish residency in the State of Hawai'i.*

Other legal factors involved in making a residency determination include:

- The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidence) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- Residency in Hawai'i and residency in another place cannot be held simultaneously.
- Presence in Hawai'i primarily to attend an institution of higher learning does not create residence status. *A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in*

Hawai'i primarily to attend college. Such periods of enrollment can not be applied toward the physical presence requirement.

- The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
- Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

These considerations do not exhaust all the factors that affect the determination of residency. For information consult *Rules and Regulations Governing Determination of Residency as Applied to Tuition Payments and Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai'i.*

Board of Regents Exemptions

Once classified as nonresident status, students continue in this status at the College until submitting satisfactory evidence to Admission & Records that proves otherwise.

The maximum number of nonresident students that can be accepted by the College is limited by Board of Regents policy. Students classified as nonresidents are required to pay nonresident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

1. *Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:*
 - United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
 - Members of the Hawai'i National Guard & Hawai'i-Based Reserves.
 - Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules.)

- East-West Center student grantees pursuing baccalaureate or advanced degrees.
- Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

2. *Citizens of the an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At time of publication, these included the following:*

American Samoa
Commonwealth of the
Northern Marianas
Cook Islands
Federated States of Micronesia
Futuna
Kiribati
Nauru
New Caledonia
Niue
Republic of Palau
Republic of the Marshall Islands
Solomon Islands
Tokelau
Tonga
Tuvalu
Vanuatu
Wallis

This list is subject to change. For a current list, contact the Admissions & Records office or visit: www.hawaii.edu/admissions

Misrepresentation

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

Appeal Process

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal. Appeals are heard by the Committee on Resident Status only after the resident tuition is paid.

Refund Policy

Several refund policies are applicable:

1. Regular Academic Semester

In the event students initiate before the fifth week of instruction a complete withdrawal from the University (or College), changes from full-time to part-time status, or changes from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

- 100% refund for complete withdrawal only if made before or during the first week of instruction as announced in the registration information booklet.
- 50% refund if complete withdrawal or change in status or tuition rate is made within the second and third weeks of instruction, unless otherwise stipulated by federal regulations.

When changes by the College to the published schedule of classes precipitate a complete withdrawal, or a change from full-time to part-time status, or a change from one tuition rate to another tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the Vice Chancellor of Academic Affairs or Vice Chancellor of Student Affairs:

- 100% refund if complete withdrawal is necessary and if application for refund is made within two weeks of the date of change(s) to the published schedule.
- The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After students secure the required approvals, students must submit the application for refund to the campus Business Office for payment. In no case shall payment of a refund be made when a student fails to make application for a refund within two weeks of

date of withdrawal, change in status, or change in tuition rate.

2. Special Course Fees

For CCECS, Summer Session, and other short-term courses:

- 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
- 50% refund in accordance with the following schedule, based on length of the course term and number of calendar days elapsed, including the first day of class instruction, when the withdrawal is made:

Term	50% Refund
1 week	No refund
2 weeks	1-3rd day
3 weeks	1-4th day
4 weeks	1-5th day
5 weeks	1-7th day
6 weeks	1-8th day
7 weeks	1-10th day
8 weeks	1-11th day
9 weeks	1-12th day
10 weeks	1-13th day
11 weeks	1-14th day
12 weeks	1-15th day
13 weeks	1-16th day
14 weeks	1-17th day
15 weeks	1-18th day
16 weeks	1-19th day

For credit courses with unique distribution of class meeting hours through the term of the course, the refund schedule is based on the elapsed instructional time for that course as a percentage of the total instructional time for that course:

- 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
- 50% refund in accordance with the schedule in the previous column, based on length of the course term and number of calendar days lapsed, including the first day of class instruction when the withdrawal is made.

For non-credit courses or workshops:

- One to five weeks in length - 100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter, no refund.

- Six weeks or longer - 100% refund for complete withdrawal if made on or before by the sixth working day, after the first day of class instruction; thereafter, no refund.

Refunds for financial aid students who withdraw completely or stop attending classes will be made in accordance with federal regulations.

- ✋ For information, call the Financial Aid Office at 984-3277.

3. Student Activity, BOSP Fees, Student Health Fees, and Student Technology Fee

- 100% refund of student activity fee, student health fee, board of student publications fee, and student technology fee if complete withdrawal is made within the first week of instruction.
- No refund of student activity, student health fees, board of student publications, and student technology fee if complete withdrawal is made after the first week of instruction.
- No refund of the student activity fee or student technology fee in cases of voluntary change from full-time to part-time status after the first week of instruction.

Employment of Graduates

Section 177.64 of *Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 through 1087-1)* requires that participating institutions make a good faith effort to present prospective students, prior to the time they obligate themselves to pay tuition, with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with particular emphasis on those programs in which the prospective students have expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare students for a particular vocational, trade, or career field, such statement shall include information regarding the employment of students enrolled in such courses, in such vocation, trade, or career field.



Accordingly, applicants (prospective students) are advised to secure copies of the current catalog of each of the campuses of the University of Hawai'i at which the applicants are seeking admission in order to gain information describing the nature of the campus, its academic and student services programs, its faculties, and its facilities. Further, applicants are advised to contact the placement center at each campus of the University of Hawai'i at which applicants are seeking admission in order to gain information describing the potential for employment of applicants who enroll in the programs in which applicants are also seeking to enroll.

Non-Discrimination and Affirmative Action

It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University:

- Title VI of the Civil Rights Act of 1964 as amended (*race, color, national origin*)
- Age Discrimination Act of 1975 (*age*)
- Titles VII and VIII of the Public Health Service Act as amended (*sex*)
- Title IX of the Education Amendments of 1972 (*sex, blindness, severely impaired vision*)

- Section 504 of the Rehabilitation Act of 1973 (*disability*)
- to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in employment (*including but not limited to hiring, firing, upgrading*), salaries, benefits, training, and other terms, conditions, and privileges of employment
- Title VII of the Civil Rights Act of 1964 as amended (*race, color, national origin, religion, sex, pregnancy*)
- Executive Order 11246 as amended (*race, color, national origin, religion, and sex*)
- Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (*sex*)
- Age Discrimination in Employment Act of 1967 (*ages 40-70*)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (*veteran's status*)
- Section 503 and 504 of the Rehabilitation Act of 1973 (*disability*)
- Hawai'i Revised Statutes, Chapter 76, 78, 378 (*race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record*)

The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national

origin, sex, or disability. American citizens or immigrants with limited English proficiency skills will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Non-discrimination & Affirmative Action, the Office of the President, University of Hawai'i hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated.

👉 Complaints of this nature are addressed by Robyn Klein.
Phone: 808 984-3345.

Individuals designated to coordinate the UH Community College nondiscrimination and affirmative action programs are:

EEO/AA Community Colleges

Mary Perreira
2327 Dole Street
Honolulu, Hawai'i 96822
Phone: 808 956-4650 (VIT)

Title IX Coordinator

Alvin Tagomori
Vice Chancellor of Student Affairs
Maui Community College
Phone: 808 984-3515

EEO/AA Coordinator

Robyn Klein
Maui Community College
Phone: 808 984-3345

Section 504 Coordinator

Alvin Tagomori
Vice Chancellor of Student Affairs
Maui Community College
Phone: 808 984-3515

Discrimination Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status,

veteran's status, or arrest and court record may file a complaint with:

Robyn Klein, EEO/AA Coordinator
Ka Lama 213 Phone: 808 984-3345
The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office. The process of addressing allegations of discrimination are described in the *Administrative Procedure A9-920 2210 UH Community College Procedures and Guidelines, Relating to Complaints of Discrimination and in campus Section 504/ADA Grievance Procedure*.

Students may also file complaints of discrimination with the:

Office of Civil Rights
915 Second Avenue, Rm. 3310
Seattle, WA 98174-1099
Phone: 206 220-7920
Fax: 206 220-7887.

Family Education Rights and Privacy Act

Pursuant to Section 99.6 of rules and regulations governing the Family Educational Rights & Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai'i - Maui Community College are hereby notified of the following:

1. It is the policy of Maui CC to subscribe to requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - a. The right to inspect and review education records.
 - b. The right to request to amend the student's education records.
 - c. The right of protection from disclosure by Maui CC of personally identifiable information contained in education records without permission of the student involved.
 - d. The right to file complaints concerning alleged failures by Maui CC to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022-Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Vice Chancellor of Student Affairs at Maui CC.
4. Students are advised that certain personally identifiable information is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with state law, at the College's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information.
 - Name of student
 - Local address and zip code maintained in campus locator printout
 - Local telephone number maintained in the campus locator printout
 - Major field or study
 - Educational level (*freshman, sophomore, etc.*)
 - Fact of participation in officially recognized activities or sports
 - Weight and height of members of athletic teams
 - Dates of attendance
 - Degrees and awards received
 Students have the right to request that any or all of the above items not be designated Directory Information with respect to themselves. Should students wish to exercise this right, they must, in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform Admission & Records which of the above items are not to be disclosed without the prior consent of the students.
5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.