All Support & Services for Students

Admissions and Records
AD 201  455-0642
Monday–Friday, 8:30 a.m. to 4:00 p.m.
Admissions email: leeapply@hawaii.edu, Records email: lccar@hawaii.edu

The Admissions and Records Office provides admission services and maintains academic records for all current and former students. Throughout your college career, A&R will provide you with vital information, beginning with your first inquiry through your transcript and graduation diploma or certificate.

The Admissions and Records Office offers information and assistance with admission and registration of students and maintains student records, transcript requests, and VA (G.I. Bill®) Certifications. The office also handles enrollment certification and graduation processing.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.)

College Computing Center (CCC)
LC 201 455-0623

Leeward Community College provides computer resources to help students succeed. Computer labs are located in the Learning Commons, the Math Lab, Chemistry and Physics Labs. The Learning Commons also provides access to laptop computers and iPads. Students are required to present a current validated student ID to access computer resources.

Help Desk
Phone: (808) 455-0271
(on-campus ext 271)
Office: LC 101
lcchelp@hawaii.edu

Test Center
Phone: (808) 455-0273
(on-campus ext 273)
Fax: (808) 455-0472
Office: LC 101
lcctest@hawaii.edu

VOIP / Telephone
Phone: (808) 455-0241
(on-campus ext 241)
leevoip@hawaii.edu

Counseling and Advising Office
AD Welcome Center 455-0233
e-mail: leeward@hawaii.edu

Counselors offer a variety of appointment types to assist students. Counselors are available to meet with students through scheduled appointments that can vary between 30 and 45 minutes. Evening appointments are also available.
on specific days of the week. During the week before and the first week of the semester, drop-in appointments are available through STAR Kiosk for quick questions. Please contact the counseling office for specific information and to make an appointment.

Counselors are available to help develop a program of study to meet educational objectives. Meeting with a counselor provides an opportunity to develop an individualized educational plan and career exploration, along with a program of academic support throughout your college experience. You will also receive guidance in academic planning through assistance in course selection.

Counselors provide information on program requirements, prerequisites, course sequence, and registration. Other services include program status and eligibility, graduation information, counseling as related to academic success, course waiver/substitution, information on credit by exam, transcript evaluation, and transfer information.

The office also coordinates the advising of students on academic warning, probation, or suspension.

Disability Services

The Disability Services Office (DSO) provides classroom accommodations for students with documented disabilities. DSO also helps students who choose to better understand their own personal learning strengths and style. Over 60 free handouts related to disabilities and strategies for success in college are available for your information.

Some of the other services we provide include:

- **Computer lab** - Four assistive technology stations, Internet access, special adaptive software, scanner, and printer.
- **Accommodations** - Learn about classroom and test-taking accommodations that may be appropriate for you based on your documentation.
- **Faculty consultation** - Faculty can receive tips on working with particular disabilities and students can receive assistance in approaching instructors about recommended accommodations and strategies for effective study.
- **Interactive analysis** - Through an interactive discussion between the student and DSO Disabilities Specialist, discover and understand your own unique learning style.

The Disability Services Office provides services to students with documented disabilities that allow them to access the instruction in their classrooms. Disability Services collaborates with students, faculty, staff, and the campus community to cultivate a universally designed environment, and facilitates the removal of existing barriers for the full inclusion of people with disabilities.

For further information about accessing services, call or visit:

**Kris Hernández**
Program Coordinator
Disability Services Office
LC 213, Learning Commons Building
Leeward Community College
96-045 Ala‘ike; Pearl City, Hawai‘i 96782
Phone: 455-0421; TTY: 455-0532

**Allan Nebrija, MSCP**
Disabilities Specialist/Early College Counselor
Disability Services Office/Student Services
Leeward Community College
Mental Health Office

Mental Health Office
Pearl City Campus, AD 224
Phone: (808) 455-0652
Email: leetalk@hawaii.edu
For additional information: https://www.leeward.hawaii.edu/mentalhealth

For Leeward CC students:
Mental health professionals are available to meet with students to support their mental health needs and academic success. Mental health services are free and confidential. Face-to-face and online appointments are available Monday through Friday. Students can schedule an appointment by phone, email or Star Balance.

For Leeward CC Faculty and Staff:
Mental health consultation is available to provide faculty and staff with information and assistance on how to support students with mental health concerns.

For Leeward CC students:
Mental health professionals are available to meet with students to support their mental health needs and academic success. Mental health services are free and confidential. Face-to-face and online appointments are available Monday through Friday. Students can schedule an appointment by phone, email or Star Balance.

For Leeward CC Faculty and Staff:
Mental health consultation is available to provide faculty and staff with information and assistance on how to support students with mental health concerns.
Educational Media Center

Educational Media Center
LC 116
(808) 455-0222
http://www2.leeward.hawaii.edu/emc/

The EMC facilitates and supports teaching and learning using technology. We are comprised of four distinct service units:

- **Audio Visual (AV) Services**: We provide AV technologies and equipment checkout for classroom and campus use, classroom AV maintenance and repair, equipment consultations and recommendations, and more.
- **Copy Center**: We offer online, delivery, and walk-in copying services.
- **Educational Technology**: We partner with instructors to explore innovative educational technologies aimed at enhancing their teaching and students’ learning, whether it be for in-person, hybrid, or completely online courses.
  - **Instructional Design**: We'll help you plan, design, develop, and assess your course (i.e. in-person, hybrid, and online) using a course design process.
  - **Professional Development**: We offer on-going support for instructors and staff to enhance teaching and learning with technology through workshops, consultations, and resources.
- **Video Production**: We provide quality media production services for college-related educational activities and events.

**Employment Assistance**

**Job Prep Services (JPS)**

455-0240
DH-D 104
Monday–Friday 8:00 a.m.–4:00 p.m. (or by appointment)

The JPS Office provides assistance with career readiness skills and provides services to help you search for employment opportunities, both on and off-campus. We can help you organize your resume, create your cover letter, prepare for interviews and develop employment strategies.
For Leeward CC students:

- Regularly updated job postings
- Interviewing tips
- Career exploration
- Job search assistance
- Assistance in filling out applications
- Assistance in writing resume and cover letters
- Find a mentor in your perspective career industry
- Labor market information--access to Hawaii Career Explorer that provides current local data on wages, employment, job postings and education and training options.

For the business community:

- Free job posting on our website
- Opportunity to participate in Leeward Community College's annual job fairs
- Opportunities for other partnership activities
- Be a mentor to our students
- Career Events and Employer Talk Story Sessions
- Free job posting to the UHCC Job Center Online Platform where Employers can recruit students from all 7 campuses
- Opportunity to participate in Job Prep Services Events and UHCC Events

For Leeward CC faculty:

- Interactive and informational workshops on employment for individual classes
- Online career/job exploration assessments and resources for class assignments
- Online job preparation tutorial support and training
- Labor market information—access to Hawaii Career Explorer that provides current local data on wages, employment, job postings and education and training options.
- Assistance in administering online career exploration assessments and activities

For more information:
AD-222
Temporary relocation during renovation through Summer 2019: DH-D 104
(808) 455-0240
jobprep@hawaii.edu
www.leeward.hawaii.edu/jobs

Financial Aid Office

The mission of the Leeward Community College Financial Aid Office is to promote access to higher education and to support student success.

Several types of financial aid - federal, state, and institutional - are available to eligible students: grants, part-time employment (Federal Work Study), loans, and scholarships. All financial aid programs are subject to change due to legislative action or the availability of funds.

Federal awards are made without regard to age, gender, race, religion, or ethnic origin. Complete financial aid policies are available at the Financial Aid Office or through the financial aid website: https://www.leeward.hawaii.edu/finaid.

Hours: Monday - Friday, 8:00 AM to 4:00 PM
Address: Student Services Welcome Center
96-045 Ala Ike, AD 201
Pearl City, HI 96782
Phone: (808) 455-0606
Fax: (808) 453-6371
Email: lccfao@hawaii.edu
How to Apply

Online at https://studentaid.gov/h/apply-for-aid

• Students (and their parents, if applicable) must have an FSA ID. An FSA ID can be created at https://studentaid.gov/fsa-id/create-account/launch.
• Leeward CC’s Federal School Code is 004549. Need assistance? Call us at 808-455-0606.

Application Deadline

Early submission of the FAFSA (Free Application for Federal Student Aid) is highly recommended because many scholarship programs have a March 1 deadline. The priority deadline for filing a FAFSA at Leeward CC is March 1 preceding the academic/school year for which financial aid is sought.

For more information on applying for aid, important dates, and deadlines, please visit: http://www.leeward.hawaii.edu/finaid

Basic Eligibility

The applicant must:

• Be classified in an associate’s degree program or an aid eligible certificate program at Leeward Community College.
• Be a U.S. citizen or an eligible non-citizen (permanent resident).
• Have a valid Social Security Number (unless the student is from the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau).
• Not be in default on a loan or owe a refund on a federal grant.
• Have demonstrated financial need.
• Have a high school diploma or the recognized equivalent (GED).
• Be making satisfactory academic progress toward a degree at Leeward Community College.

Documentation Requirements

In addition to submitting the FAFSA, students may also be required to submit additional documents to the Financial Aid Office for award processing. The College verifies all financial aid applicants chosen for verification by the Federal processor. (Students chosen for verification will be required to submit additional documentation.)

Students must adhere to the deadlines required for document submission. Students who experience difficulties in completing documentation or verification requirements should contact the Financial Aid Office before the deadlines expire. Failure to provide the necessary documents can result in the termination of all financial aid benefits for the year.

Eligible Degree Programs/Courses

To receive aid, students must be a classified student in an aid-eligible associate degree or certificate program. If a student’s degree program changes to an ineligible degree program after being awarded, financial aid will not disburse, or the student will need to return aid. Please remember that financial aid can pay only for courses that apply to a student’s degree or certificate program.
Satisfactory Academic Progress

Is an academic progress standard set by the U.S. Department of Education and used by Financial Aid to determine students' eligibility for federal financial aid. Students receiving Financial Aid must maintain a minimum cumulative GPA of 2.0 and successfully complete 67 percent of all credits attempted. Failure to do so may result in students being deemed ineligible to receive aid. Students on financial aid suspension can still take classes but have to pay for their classes on their own.

Award Offer/Financial Aid Package

The Financial Aid Award Offer, also known as Financial Aid Package, is a conditional offer of financial aid for the academic year. The award offer is based on student needs, enrollment levels, living situation, and the availability of aid. Financial need is determined by subtracting the Expected Family Contribution (EFC) from the cost of attendance, which includes tuition, fees, books, supplies, transportation, room, board, and miscellaneous personal expenses. The financial aid package offered may be a combination of gift-aid (grants and scholarships) and self-help (loans or part-time employment).

The initial financial aid award offer will generally be based on full-time enrollment (12 credits or greater) for an academic year (Fall and Spring semester) at Leeward CC, unless the recipient is planning to graduate at the end of the Fall semester, or entering in the Spring semester, or nearing maximum timeframe (SAP*). Award offer will be adjusted for enrollment levels less than full-time. Changes in enrollment level (adding or dropping classes) after aid has been disbursed may require the financial aid office to recalculate the student’s award offer, and the student may be required to pay back to the aid program and/or have an outstanding obligation at the institution.

Financial aid recipients are required to inform the Financial Aid Office if they are receiving outside financial resources (all scholarships or financial resources not administered by Leeward Community College's Financial Aid Office). An adjustment to the award offer may be necessary to reflect the increase in resources.

Students always make the final decision to accept or decline any part of the financial aid award package offered.

Disbursement of Aid

Financial aid will be applied electronically to outstanding registration charges approximately ten days prior to the first day of instruction for each semester unless the Award Offer is finalized after the start of school or the student has any outstanding requirements. Any excess monies will be refunded to the student via paper check (sent through U.S. mail) or directly deposited into a designated bank account within ten business days from the date of disbursement. Students may sign up for electronic (eRefunds) through the MyUH Services Portal.

Withdrawing from School

If a student completely withdraws from classes (dropping of all courses) or a student begins attendance and fails to earn a passing grade in at least one course over the entire term (known as an Unofficial Withdrawal), the student is subject to the Return of Title IV refund calculation as dictated by federal regulations.

Types of Aid

**Federal Pell Grant:** A grant for students with financial need pursuing their first bachelor's degree.

**Federal Supplemental Education Opportunity Grant (SEOG):** A grant for students with exceptional financial need enrolled for a minimum of 6 credits. Funding is limited.

**Federal Work-Study:** Wages earned through student employment. Available to students with financial need who indicate interest in the fund on the FAFSA. Students must enroll for a minimum of 6 credits. Funding is limited.
Federal Direct Students Loans: There are two federal fixed-rate loans. Both require students to enroll for a minimum of 6 credits; repayment begins 6 months after the student graduates or ceases to be enrolled in at least 6 credits.

- Federal Direct Subsidized Loan: A loan for students with financial need. Interest is subsidized by the U.S. Department of Education while the student is enrolled in at least 6 credits.

- Federal Direct Unsubsidized Loan: A loan that is not based on financial need. Interest begins to accrue from the time the loan is disbursed.

Federal Direct Parent PLUS Loan: A federal fixed-rate loan for parents of dependent students. Requires students to enroll for a minimum of 6 credits. Repayment begins 60 days after the second disbursement.

Institutional and State

Institutional Grants: There are several grants available to students with financial need who enroll for a minimum of 6 credits. Requirements may differ among the grants. Funding is limited.

Hawaii B Plus Scholarship: A state scholarship for recent Hawaii public high school graduates with financial need. Requires a minimum enrollment of 12 credits. Students must submit an official high school transcript that reflects a cumulative GPA of at least 3.0 and completion of a rigorous high school curriculum. Funding is limited.

Hawaii Promise Scholarship: A state scholarship for students with financial need who are pursuing their first bachelor’s degree. Students must be Hawaii residents, or qualify for an exempt status that pays in-state tuition and enrolled for a minimum of 6 credits. Funding is limited.

For more detail of our types of aid, visit: http://www.leeward.hawaii.edu/typesofaid

*Footnote:

Satisfactory Academic Progress (SAP): Is an academic progress standard set by the U.S. Department of Education and used by Financial Aid Offices to determine students’ eligibility for federal financial aid. Students receiving financial aid must maintain a minimum cumulative GPA of 2.0 and successfully complete 67 percent of all credits attempted. Students must also complete their degree program within 150 percent of the credits required for their degree program. Failure to do so may result in students being deemed ineligible to receive aid. Students on financial aid suspension may still take classes at the college but will need to finance them in another way.

Being placed on Financial Aid Probation and Financial Aid Suspension due to SAP is not the same as being placed on Academic Probation and Academic Suspension via the College’s Unsatisfactory Academic Progress Policy (UAP). Complete information on the College’s UAP Policy can be found on page 250 (Link).

Additionally, the academic progress standards used to determine eligibility for federal student aid is also separate and distinct from the academic progress standards used to determine eligibility for VA benefits. Complete information regarding VA benefit eligibility can be found on page 98 (Link).

Innovation Center for Teaching and Learning (ICTL)

The Innovation Center for Teaching and Learning (ICTL) has been in existence for over 30 years and is committed to supporting student success by offering a wide variety of professional development, innovation, and collaborative growth opportunities for all Leeward employees.

Erin Thompson, EdD
Professor, CC and Coordinator
Innovation Center for Teaching and Learning
enkt@hawaii.edu
(808) 455-0543
Admissions Information for International Students

F-1 visa/status International students are admitted to Leeward Community College (CC) through the Office of International Programs. The US Department of State requires F-1 visa applicants to have a SEVIS Form I-20, which is issued by the Leeward CC Office of International Programs after the student has applied and been accepted.

Non-residents are urged to apply well in advance of the published deadlines. Non-residents are subject to the non-resident quota in the University of Hawai‘i System Controlled Growth Policy and, once the quota is reached, additional non-resident applicants cannot be accepted.

Contact the Office of International Programs for international admission information, 808-455-0570, or email lccintl@hawaii.edu.

International Student Admission Requirements

Complete and submit a Leeward Community College International Student Application Form. Forms can be downloaded from the Leeward CC website www.leeward.hawaii.edu/ipo-forms. It is recommended that international students apply at least 90 days prior to the start date to allow sufficient time to apply for a student visa.

Passport size picture of yourself.

Non-refundable Application Fee payable to Leeward Community College. (US$100.00 for English Language Institute/US$25 for Degree Program.)

US$40.00 FedEx Delivery Fee (OPTIONAL for overseas applicants.)

Official/Unofficial Transcripts/Grade Report from high school or college/university.
(If the last school you attended was a college or university, submit a copy of your transcript from each college and/or university attended.)

CREDIT PROGRAM APPLICANTS ONLY:
Official TOEFL: 61 on iBT or 500 paper test / IELTS: 5.5 / Step Eiken: 2A / GTEC 1051 / duolingo: 85
Leeward CC Intensive English Program “English Language Institutes (ELI)” Applicants may apply without an official English Proficiency Test Score.

*Affidavit of Support Form AND official Bank Statement from the financial sponsor verifying a minimum amount of US$22,528 for one academic year.
Additional USCIS Affidavit of Support Form I-134 is required of all U.S. based sponsors.
The form can be downloaded from https://www.uscis.gov/i-134
*Applicants who wish to bring their dependent (spouse and/or children) to the United States as F-2 visa holders must show proof of an additional US$5,000 for the first dependent and US$3,000 each thereafter.

Applicants who are currently in the US must submit the following forms and documents:
Copy of Passport and Visa pages.
Form I-94. Copy of I-20.

Credit Transfer: For non-immigrant applicants requesting credit transfer from a foreign or US College or University, original transcripts should be sent directly to the Leeward CC Admissions & Records Office. For more information about transcript evaluation, please visit www.leeward.hawaii.edu/transcript-eval.

International Student Health Requirements

1. In compliance with public health regulations, new students must show proof of Varicella (2 shots), MMR (2 shots) and Tdap (1 shot). Measles only shots will not be accepted. It needs to be the combination MMR shot. Blood titers will also not be accepted. As for TB skin test, taking the quantiFERON blood test outside of the U.S. will be
helpful. Students without the quantiFERON blood test or a valid TB skin test result will be required to take the TB skin test at the Campus Student Health Center upon arrival. If TB skin test is positive, a follow up x-ray is required.

2. F-1 international students are required to purchase a mandatory health insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accidents or illness.

Other Policies for International Students

International applicants must comply with all regulations of the US Department of Homeland Security as well as applicable policy of Board of Regents of the University of Hawai‘i and the policies of the Leeward Community College.

Learning Commons

Located in the center of the campus, the Learning Commons is a student-centered learning space that integrates a variety of services in a flexible, technology-rich setting that encourages collaboration. Partners in the Learning Commons are the Learning Resource Center, Writing Center, Library, Hawaii-Pacific Resource Room (Kapunawai), and Services for Students with Disabilities (K1 Program).

Blog: https://leewardlearningcommons.edublogs.org/

Learning Resource Center

The Learning Resource Center (LRC) provides free instructional support services to help students succeed at Leeward CC:

- Free help from peer content tutors in a variety of courses, as well as for online learning and study skills support
- Pre-exam and assignment review sessions led by tutors
- Assistance in organizing study groups for classes
- Online and print resources for study skills and other useful topics
- Several computers for student use
- Online tutoring available through tutor.com

Learning Resource Center
LC 2nd Floor 455-0413
http://www2.leeward.hawaii.edu/lrc/

Library

Learning Commons Building
Circulation Desk, Main Floor, 455-0210, lcccirc@hawaii.edu
Kapunawai Reference Desk, Main Floor, 455-0681
Main Reference Desk, Upper Floor, 455-0379, lccref@hawaii.edu
Website: http://www2.leeward.hawaii.edu/library/

The Library is located at the Leeward CC campus in Pearl City and provides support and services to students, faculty, and staff on the main campus, the Leeward Wai‘anae Moku Education Center, and distance education online courses.

The Library offers:

Resources

- 471,000 books (print and electronic) including the following specialized print collections:
  - Hawaiian-Pacific Collections
ESL Collection
Bestsellers Collection
- 61,150 magazines, newspapers, and journals (print and electronic)
- 75,000 online videos
- 74 research databases
- Intra-system loan service providing access to circulating materials throughout the UH System

Support
- Class presentations and workshops on information literacy skills and library research
- Email and online chat reference help during library hours

Learning and Study Spaces

Main Floor
- Computer workstations
- Study tables
- Group study rooms
- Kapunawai, a multi-purpose Hawai‘i-Pacific Resource Room

Upper Floor
- Computer workstations
- Study tables
- Individual study carrels and pods
- Library instruction computer classroom

Technology
- Dell PC desktops
- Circulating Dell PC laptops
- Circulating Apple iPads
- Mac Pro workstations and laptops for DMED and TVPRO students
- Self-service fee-based printing and photocopying
- Self-service digitization and book scanning station

Math Lab
MS 204  455-0400

The Math Lab offers you instructional assistance in mathematics when you are enrolled in Math courses at Leeward CC. Tutoring is available at no charge, on a first-come-first-serve-basis at the Help Station. Graphic and scientific calculators and books on Arithmetic, Algebra, Pre-calculus, and Calculus are available for student use, along with computer stations.

MyUH Services

MyUH is part of the University of Hawai‘i’s integrated student information system. The University will provide each student an official UH Username and a password that are required to access UH online services.

MyUH Services is a personal dashboard for access to registration, class information, academic advising, campus calendar and more! Students having difficulty entering their MyUH account should email the University’s Help Desk at help@hawaii.edu or call 956-8883.

New Student Orientation (NSO) Online

You must complete NSO Online to familiarize yourself with important campus information. The NSO Online link is in your acceptance email. For questions about NSO Online, please call 808-455-0525 or complete this help form. http://go.hawaii.edu/2kx
Non-Credit Courses

The Office of Continuing Education and Workforce Development offers a variety of non-credit classes that can assist you in your academic goals. Short-term classes in computer technology and various employment training opportunities are offered year-round. Non-credit courses can help you gain specific skills that can enhance and complement credit instruction. Call 455-0477 or visit our website www.ocewd.org for current information on non-credit courses.

Password Resets

The CCL Help Desk can assist in resetting your UH password.

CCL Help Desk, LC 101, 455-0271

On Campus Student Employment

Human Resources Office
AD 121, 455-0326
Monday–Friday 7:45 a.m.–4:30 p.m.

To be eligible for on-campus jobs, a student must be enrolled for at least 6 credits and have a cumulative GPA of 2.0. New students are eligible for jobs upon enrollment for at least 6 credits.

The Federal Work Study Program (FWSP) funds part-time employment on campus. To be eligible for jobs funded by FWSP, a student must apply through the Financial Aid Office and qualify for the program. Upon qualifying, a student must have received a Federal Work Study award by the Financial Aid Office and be enrolled for at least 6 credits.

Eligible students are limited to a maximum of 20 hours per week during the academic terms (Fall/Spring semesters).

Students' award is based upon individual need and the availability of funds.

For more information:
http://www.hawaii.edu/sece/

Test Center

LC 101 455-0273
Please check the website for the hours of operation.
http://www2.leeward.hawaii.edu/itg/testcenter

Placement testing is available on a walk-in basis in LC 101.

Tutoring Services

The Learning Resource Center (LRC) and Writing Center offer free support for Leeward CC content courses and writing assignments. Our peer tutors are fellow students who are available to help with scholarship essays and college success skills (including Laulima, OER, time management, organization, note-taking, and reading).

Tasha S. Williams
Tutoring Services Coordinator
LRC & Writing Center
Leeward Community College
96-045 Ala Ike
Pearl City, HI 96782
Email: tashawil@hawaii.edu
Wireless Access

Leeward Community College also provides wireless access throughout its campus. Reference to further information can be found at http://www2.leeward.hawaii.edu/itg/wireless/

Writing Center

LC 2nd Floor 455-0409

The Writing Center provides free and friendly peer support services to help students strengthen their writing skills and develop their college success skills. We help students with assignments for any Leeward class, including 5-week online classes. Writing consultants (peer tutors) assist students with the following:

- Writing assignments for any Leeward CC course;
- Scholarship essays;
- Writing placement preparation and review; and
- Reading, time management, note-taking, organization, and other college success skills.

The writing consultants work with students online, by phone, via workshops, and in a variety of classroom settings.

The Writing Center also provides online resources via its website (http://www2.leeward.hawaii.edu/writingcenter/) and has print handouts and computers available for students. Feel free to also contact us via email: writers@hawaii.edu.

Writing Intensive Program

Writing Intensive courses give students an opportunity to practice and improve their writing skills in many subject areas. These courses, indicated by a "WI" in the course title, enable students to use writing to increase their understanding of course material. The courses require a minimum of 4,000 words of writing (approximately 16 typed pages) during the semester, with writing as a major element in determining the course grade. A prerequisite for all Writing Intensive courses is successful completion of ENG 100 or equivalent with a grade of C or better. Two Writing Intensive courses are required for the Associate in Arts degree.

Veterans Affairs

AD 220 455-0644
or visit the Veterans Resource Center, BS-103 455-0410 Hours: M–R from 8:00 a.m. to 3:00 p.m.

Leeward CC is an approved institution for education and training under the Veteran's Educational Assistance Act (GI Bill®) and the Dependents’ Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Affairs Regional Office. Please visit the Veterans Resource Center for general assistance in academic advising, selecting a major, and planning an educational program.

Contact the Veterans Affairs Certifying Officials in the Leeward CC Admissions Office regarding VA Educational benefits and course certifications.

The College will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under chapter 31 or 33.
Veterans Resource Center

BS-103  455-0410, lccvrc@hawaii.edu, Hours: M-R from 9:00 a.m. to 3:00 p.m., Fridays by appointment only

The Veterans Resource Center (VRC) of Leeward CC is dedicated to helping veteran students transition from active duty services to civilian education. We aid in providing student support services, focusing on the special needs and requirements of today's military veteran, service member, dependents, and survivors. The VRC helps veterans stay connected to their academic goals.

The VRC offers the following services for military members, veterans and their families:

- Veterans Counselor provides academic, career, and financial aid counseling, education and training plans for the military spouse tuition assistance program (MYCAA) and active-duty military tuition assistance (TA).
- Veterans Integration to Academic Leadership (VITAL) offers individual and group counseling on campus by a VA psychologist. Assistance in accessing VA healthcare is also provided.
- VetSuccess On Campus Counselor (VSOC) aims to help student Veterans and their qualified dependents succeed and thrive through a coordinated delivery of on-campus benefits assistance and counseling leading to completion of their education and preparing them to enter the labor market in viable careers. VSOC counselors provide: community and on-campus outreach, communication with student Veterans and their dependents, and educational and vocational counseling.

Other VRC Resources:

- Lending Library
- Student Lounge
- Computer/Laptop/Printer and CAC reader use
- VA Work Study opportunities and peer support
- Free VA Benefits Workshops throughout the semester

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.)