



HAWAII TOKAI
INTERNATIONAL COLLEGE

2009-2010 Catalog





**HAWAII TOKAI
INTERNATIONAL
COLLEGE**

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It is the policy of Hawaii Tokai International College to provide equal opportunity in higher education, both in educational mission and employment. The College is committed to complying with all state and federal statutes, rules, and regulations that prohibit discrimination.

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A MESSAGE FROM THE CHANCELLOR



At Hawaii Tokai International College (HTIC) the focus is on supporting students' learning so each graduate is prepared to deal successfully with life's demands, whether in the workplace, at home, or in the larger world, where rapid and constant change is the norm. As a liberal arts college, we strive to provide students with a solid and wide-ranging foundation of knowledge as we help them to develop the analytical, verbal, and other skills necessary to integrate and utilize their knowledge to competently deal with life's complex problems. At HTIC, the goal is to help students become "intentional learners" with the desire and skills to be "lifelong learners," increasing the prospect of each student's future success.

HTIC is part of the Tokai University Educational System, which was founded by Shigeyoshi Matsumae to provide an educational experience that reflects his belief that an education is the surest way to contribute to and insure world peace. This vision drives HTIC's mission to educate students to use their knowledge and skills to become effective global citizens who are cross-culturally sensitive with an appreciation for diversity, and who treat everyone they meet with civility.

What does this mean for YOU as a student at HTIC? It means that you learn in small interactive classes. We complement in-class learning with a "classroom without walls" philosophy that integrates field trips into the curriculum, bringing learning alive as you experientially apply your knowledge. It is the opportunity to engage in discussions with your peers and instructors to increase your understanding, communication, and analytical skills. At HTIC, you will actively engage in learning, truly making your time here the "gateway" to your future.

I look forward to getting to know you during your time at HTIC. "*E komo mai*"* -- my door is always open to members of the HTIC learning community.

Sincerely,

Naoto Yoshikawa
Chancellor

**E komo mai – Hawaiian phrase meaning welcome.*

TOKAI UNIVERSITY EDUCATIONAL SYSTEM



Dr. Tatsuro Matsumae

*President,
Tokai University
Educational System*

The Tokai University Educational System (TES) is composed of an extensive network of educational and research institutions throughout Japan, with overseas facilities in Austria and Hawai'i. Major university campuses are located in Kanagawa, Kumamoto, and Hokkaido. Graduate and research training facilities include a medical school with three hospitals, a marine research center with ocean-going vessels, a space center, and an agricultural experiment station. In addition, there are six junior colleges and thirteen senior high schools.

TES has established international campuses including the European Center in Copenhagen, Denmark, the budo sports center in Vienna, Austria, and Hawaii Tokai International College in Honolulu, Hawai'i. TES maintains student exchange programs and joint research projects with universities all over the world.

The Tokai University Educational System had its genesis in a small, private high school founded in 1936 by Shigeyoshi Matsumae, and is based upon the educational philosophy of the Danish leader, N.F.S. Gruntvig, whose ideas were introduced to Matsumae by famed Japanese educator, Kanzo Uchimura. From these two men, Matsumae came to believe that schools were more than a place to acquire knowledge; they were where people could cultivate and develop their thoughts, ideas, and individuality.

Designed to engender an appreciation and understanding of the diverse cultures that exist on earth, the mission of TES is to promote and provide an internationally oriented education that will result in a peaceful world. It is based upon the belief that education nurtures the development of ethical global citizens who are technologically capable, protective of the environment, and respectful of the harmony that exists in nature.

The Tokai Philosophy

*Cultivate thy thought
in thy early days
Make thy body strong
in thy early days
Improve thy wisdom
in thy early days
Chain thy hope to the stars
in thy early days*

Written by

Dr. Shigeyoshi Matsumae,
*founder of the Tokai University
Educational System, this poem
expresses the ideals upon which
Tokai was built.*

HAWAII TOKAI INTERNATIONAL COLLEGE

Hawaii Tokai International College (HTIC) was established May 22, 1992 as an American two-year liberal arts college and accredited in June 1994 by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949; 415-506-0234), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. HTIC offers an Associate in Arts degree. Graduates of HTIC are from Japan, the Republic of China (Taiwan), South Korea, The People's Republic of China, the Federated States of Micronesia, Peru, Brazil, Germany, Vietnam, and the United States.

The founder of Hawaii Tokai International College was Dr. Richard H. Kosaki, one of Hawai'i's most respected educators and a former University of Hawai'i Vice President and Chancellor for Community Colleges. In accordance with the educational mission of TES, Dr. Kosaki envisioned a small liberal arts college with a strong emphasis on the "learning community" concept and a deep appreciation for intercultural understanding. Dr. Kosaki retired as President of HTIC in 1997.

HTIC continues to strive to keep the "learning community" concept as the hallmark of its educational program while strengthening the college's role as a "gateway" for students interested in bridging the educational systems of the East and West.



Dr. Richard Kosaki
*HTIC founding President and
President emeritus*

“A learning community enables students to experience the joy of learning as a cooperative endeavor; there is continuing and meaningful intellectual interaction among faculty and students. Conscious efforts are made by faculty, staff, and fellow students to assist each person in his quest to develop his abilities and talents.”

HAWAII TOKAI INTERNATIONAL COLLEGE CAMPUS

The campus of HTIC is situated in the Tokai University Pacific Center, a high-rise complex built in 1990 as a multifaceted center for education in Hawai'i. In addition to its non-credit and credit educational programs, HTIC offers a variety of short-term international programs held throughout the year. The many Tokai University Educational System campuses send students to HTIC in order to allow them the opportunity to be immersed in a curriculum that blends English language courses with those on American and Hawaiian studies or other special educational programs.

The HTIC campus is also the setting for high-level international conferences on various topics sponsored by TES. In addition, HTIC makes available its facilities to other educational and nonprofit organizations for conferences, workshops, and meetings.

Conveniently located on Kapiolani Boulevard, HTIC is housed in the Tokai University Pacific Center, a self-contained, 19-story building.

Facilities available are:

19th floor: Conference Facilities

17-18th floors: Guestrooms

10-16th floors: Dormitory rooms

9th floor: Administration and auditorium

8th floor: Classrooms and Offices

7th floor: Classrooms, Learning Center (library and computer labs), CP & IP offices, Student Lounge

6th floor: Student Services, Classrooms, Offices, and Exercise Room

2nd-5th floors: Parking Garage

Ground floor: Lobby, Security Desk, Dining Room



HAWAII TOKAI INTERNATIONAL COLLEGE EDUCATIONAL MISSION

“A Living Vision for an International Gateway”

Hawaii Tokai International College, an accredited American junior college, embraces an Educational Mission approved by its Board of Trustees, that is a set of living principles by which faculty, staff, and students strive for educational excellence. The Educational Mission of HTIC is the daily guide that fosters our learning community where students, instructors, administrators, and support staff have the opportunity to promote interactive learning in a multicultural environment.

This Mission is anchored in the purpose of the College, which is to espouse the ideals of the Tokai University Educational System to provide “educational programs all dedicated to developing an enlightened global citizenry characterized by civility, cross-cultural understanding, and the ability to coexist harmoniously with nature.” HTIC encourages students, as members of their local and global communities, to engage in activities that will promote world peace and international understanding.

Please read this Mission Statement carefully so you understand the purpose of our educational programs, the quality of the support services that we offer, and how high quality learning is a living vision at HTIC.

Our Educational Mission

At HTIC, learning is an activity, expressed in many forms and in many settings. HTIC’s liberal arts studies, therefore, fosters a “learning community” where students are encouraged daily to realize their academic and personal growth through interactive, engaging educational projects. Recognizing that the HTIC classroom is largely “without walls,” students are also involved in the exploration of the larger Hawai‘i community so that “textbook learning” is applied to real life.

The HTIC classroom emphasizes critical thinking, cross-cultural awareness, effective written and verbal communication skills, and learning outcome performance. Academic innovation and interrelated studies are always supported at HTIC. Faculty are encouraged to utilize the newest technologies, reassess their methodology, and strive not simply to cover subjects, but to also uncover the active mind of the individual student.

The HTIC Learning Center, composed of the library, multimedia, computer, and other academic support systems, works to continually provide current technology with relevant materials presented in a user-friendly manner.

HTIC is an academic setting where multilingualism is respected and encouraged. The acquisition and use of a new language by students, faculty, and staff is strongly supported to promote language fluency among international students and to enhance the cross-cultural understanding among students, faculty, and staff.

HTIC is a student-centered environment. Administrators, faculty, and support staff recognize the individual needs of each student in the “learning community” and provide meaningful opportunities for the student’s academic and personal development. Students are supported in their efforts to stretch themselves, to test their abilities, and to succeed.

Students at HTIC are viewed as responsible adult learners who take an active role in their education with the support of professional instructors, staff, and administrators. Daily practices that result in high academic achievement, responsible personal attitudes, civility, and cross-cultural respect are expected of all students, faculty, and staff who belong to the HTIC “learning community.”

HTIC celebrates the multicultural background of its administrators, faculty, staff, and students, treating everyone within the “learning community” with fairness, respect for cultural differences, and appreciation for their many similarities. By doing so, the school engages in actively developing and promoting responsible global citizens.

HTIC provides an international gateway for students’ interested in bridging the cultural, economic, social, and educational differences in the Asia-Pacific region. Students who wish to pursue four-year degrees at American universities or Tokai University campuses in Japan are prepared to successfully make the transition into baccalaureate and advanced degree programs. With the emphasis on critical thinking, cross-cultural sensitivity, and effective written and verbal communication skills, students interested in entering occupations in the private or public sectors also greatly benefit from the gateway opportunities provided at HTIC.

ACHIEVING OUR MISSION: HTIC’S LEARNING OUTCOMES

To facilitate the accomplishment of the goals of the mission statement, these institutional learning outcomes are an integral part of the courses, programs and services of the HTIC’s learning community. All courses offered at HTIC will incorporate these learning outcomes as appropriate. Each term, selected classes are designated as “intensive” classes and will stress these specific outcomes: writing, oral communication, and/or cooperative learning (see page for more information about intensive courses).

1. *Effective Written Communication:* Students will demonstrate an ability to write effective English language essays of varying length and styles with a minimum of grammatical and spelling errors.

2. *Critical Thinking:* Students will demonstrate critical thinking skills through effective problem-solving. This involves being able to define a problem (in any field of discipline with the approval of a mentor); research pertinent information for the solution of the problem; recognize stated and unstated assumptions; formulate and select relevant and promising hypotheses; draw conclusions validly and judge the validity of inferences.

3. *Effective Oral Communication:* Students will give an English language oral presentation which demonstrates clarity of expression, persuasiveness or argument, and originality in style.

4. *Global Citizenship:* Students will demonstrate their awareness of international affairs and global citizenship by identifying an issue in international relations (environmental, political, social, or economic), research an appropriate international organization that is trying to resolve the problem, and propose a personal course of action.

5. *Second-Language Proficiency:* Students will demonstrate fluency in a second language during their course of study at HTIC.

6. *Cross-Cultural Awareness:* Students will demonstrate cross-cultural awareness through participating in experiences which require them to live, work, or consistently interact with people of different backgrounds.

7. Computer Literacy: Students will demonstrate a basic ability to use PC and MAC computers with a proficiency to utilize general software applications.

8. Effective/Active Reading Skills: Students will demonstrate an ability to effectively read and discuss the content of English language fiction and non-fiction books during their course of study at HTIC.

9. Cooperative Learning: Students will demonstrate their ability to work cooperatively in groups and to contribute to the “learning community” and the larger society.

10. Creativity: Students will complete a work of creativity, such as a production of visual artwork, literary work, musical composition, or video film.

11. Core/Body of Knowledge: Students will demonstrate an intellectual competency in a basic liberal arts education encompassing the areas of Language Arts and Literature, Arts and Humanities, Mathematics and Science, and Social Science.

HTIC

“The Gateway to Your Future”

Hawaii Tokai International College offers outstanding educational experiences for students interested in bridging the cultures, languages, and societies of Asia and the Pacific. This section introduces our programs, facilities, and services that will help you create your future.

Liberal Arts Program

HTIC is an accredited liberal arts college offering an Associate in Arts degree. Based upon the concept of the “learning community,” the Liberal Arts Program emphasizes active learning techniques, critical thinking, cross-cultural understanding, and integrated learning in a highly supportive setting. The ratio of students to faculty in the classroom is kept small to maximize the opportunity for excellence in teaching and for optimum learning.

College Preparatory Program

Students who enter HTIC with limited English proficiency are enrolled in the College Preparatory Program (College Prep). This five-level, integrated learning program emphasizes the exercise of English as a Second Language (ESL) while studying liberal arts subject matter in a challenging, “hands-on” setting. Students who successfully complete the skills outcome-based College Prep may apply to enter the Liberal Arts Program.

HTIC’s Academic Year

HTIC’s academic year operates on a quarter system; however, students earn semester credit hours for the courses they complete in the Liberal Arts Program. HTIC offers four terms: Winter, Spring, Summer, and Fall. Each term is approximately ten weeks long except for the Liberal Arts Department’s Summer term, which is comprised of two sessions. For specific dates, see the 2009-2011 calendar at the end of the catalog.

Accreditation

Hawaii Tokai International College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, California 94949, telephone 415-506-0234), an institutional accrediting

body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. At the discretion of the receiving school, students may transfer credits to and from other accredited American colleges and universities.

The Campus and Facilities

HTIC is located in Honolulu, a large, cosmopolitan American city with a great variety of cultural activities, outdoor and ocean-related recreation, churches, hospitals, museums, and opportunities for multicultural awareness.

The 19-story, high-rise campus was built in 1990 in the heart of a Honolulu neighborhood. Campus facilities include comfortable classrooms, offices, a Learning Center, dormitories, an auditorium, dojo/exercise hall, dining facilities, parking, and wireless internet access.

The campus is air-conditioned and each dormitory room has private bathroom facilities. Meals are served in the first floor dining room. Students may go directly from their dormitory rooms to classes or the library, without leaving the secure setting of the campus building.

HTIC is conveniently situated near a variety of services including a large public park with athletic playing fields, a shopping center, restaurants, a public library, and the University of Hawai‘i. HTIC is also on a major city bus route.

Faculty and Staff

As a liberal arts college with an emphasis on teaching, HTIC values professional educators who embrace the College’s Educational Mission. Faculty members hold advanced degrees from accredited American universities. Most have taught at other higher educational institutions and have considerable international experience. Faculty are recruited and supported at HTIC based upon their teaching effectiveness and enthusiasm to contribute to the “learning community.” A listing of faculty and staff can be viewed in the “Faculty-Staff Section” of this catalog.

Student Life and Services

The students of HTIC are diverse in their interests and backgrounds. With dormitories conveniently located within the building, students who live on

campus have the opportunity to make friends in a friendly, secure setting. A student government allows the student body to become actively involved in the intellectual and social life of the “learning community.” A variety of student clubs has also been organized to encourage athletic and other extracurricular interests. In addition, all HTIC students are given a special e-mail account that they may use both during their time at the college and in the future as alumni.

The HTIC student also benefits from the assistance of the professional student services staff. Liberal Arts and College Preparatory students are provided with a variety of services from a staff that is highly supportive of individual student needs, concerns, and adjustments.

THE MEMBERS OF THE OFFICE OF ACADEMIC AFFAIRS



Dr. Douglas Fuqua,
HTIC's Vice Chancellor



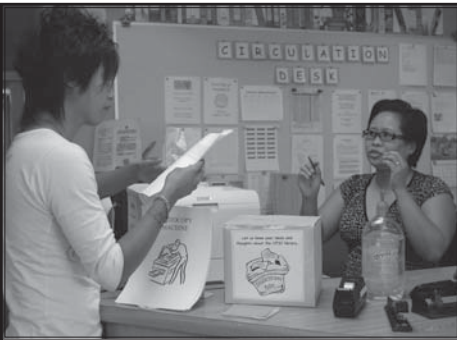
Dr. Deanna Madden,
Dean of Instruction



Masako Xu-Sugahara,
Academic Support Specialist

THE LEARNING CENTER ***“Library and Multi-Media Services”***

The Learning Center has the information resources you need to succeed in your studies and a professional staff to teach you how to use them. They will introduce you to our collections, services, and policies. Learn how to locate information using the Hawai‘i Public Library and the University of Hawai‘i System’s online resources. Explore links to other libraries and helpful resources on the Internet. Quality student research must exhibit a thorough knowledge of a subject’s background that is infused with an awareness of the most current information available. Following the Library’s information path, students can more clearly see the relevance of world events to their classroom instruction and to the knowledge contained in the Library.



Loraine Oribo,
*Director of the Learning Center,
assists Yuya Nakagami.*

The primary mission of the Hawaii Tokai International College Learning Center is to support the educational aims of the College. Priority is given to the curricular needs of HTIC students and faculty, and to the academic research needs of faculty, administrators, and staff.

The Learning Center includes both the library and two computer labs.

The Library has over 7,000 books, 500 videos, maps, CD’s, newspapers, and journals that can be searched through the Sagebrush Winnebago/Spectrum online catalog. In addition to connecting to the online catalog, the HTIC library homepage/web (http://www.hawaii.tokai.edu/modules/learning_center_041) provides access to:

- The Hawai ‘i Public Library System’s Online public access catalog (OPAC);
- The University of Hawaii’s library web page and its links to UH online catalog, electronic resources, and online tutorials such as the Learning Information Literacy Online (LILO);
- EBSCOHost, a collection of databases shared with member institutions of the Hawaii Library Consortium;
- The Internet, E-mail and useful internet resources.

The Learning Center contains the library's electronic and multi-media collection and associated equipment. The Library and computer lab have a total of 40 multi-media computers available to meet the educational and research needs of faculty, staff, and students.

Librarians provide students with personalized reference services and assistance in the use of available library materials to assist them in their educational pursuits. Through an agreement with the University of Hawai'i's Library, full-time faculty and staff are able to access the largest collection of information and research materials in the state. Structured instruction on the use of various library resources and searching skills may also be scheduled.



Ina Hinkelmann,
assistant librarian,
works with Starlee Datu-on.

The Tutoring Program

The Tutoring Program offers academic support to students who need assistance with writing papers, doing homework, working on projects, preparing for exams, or developing better study skills. The tutors are eager to also serve as conversation partners to help international students improve their speaking and listening skills. Hours of operation vary and include afternoon and evening hours for the convenience of students.

Library Behavior Policy

Since the library is accessible to students 24 hours a day, seven days a week (24/7), library users are responsible for maintaining an appropriate atmosphere for study. Students are expected to respect library furnishings and resources. The library requests that users:

- turn off cell phones and pagers in the library;
- do not bring food or drink in the library with the exception of water in re-sealable bottles;
- speak quietly and keep conversations to a minimum;
- remove all personal property when leaving the library (please note that personal property left unattended in the library will be removed to the lost and found section of the Security Office).

Computer Labs

For the convenience of students and faculty, HTIC maintains two computer labs, both equipped with Windows driven personal computers. A word-processing and keyboarding course is required of all students wishing to complete their course of study at HTIC.

To encourage computer literacy, the Liberal Arts program offers one-credit courses in software applications including website construction, desktop publishing, database management, and multimedia presentation.

Responsible Use Policy for College Computer & College Network Access

The use of Hawaii Tokai International College computers and its computer network is a privilege, not a right, and inappropriate use will result in disciplinary action and/or the cancellation of those privileges by College officials. HTIC provides access to its computers and network for students, faculty and staff. All persons who access these computers shall thereby agree to the HTIC college policy. All users are expected to use the computers and network appropriately, honestly, and constructively. For the complete policy see: http://www.tokai.edu/library/modules/learning_center_04/index.php?id=3.

24-hour Access Policy to Library & Computer Labs

Active students with a valid I.D. card and current full-time faculty are allowed 24-hour access to the Library or Computer Labs. A key-card for entry into the Library or Computer Labs when they are closed can be obtained from Security. During closed hours, the Library and Computer Labs are available for research, study, and computer usage only. No materials should be taken out of the Library. No printing privileges are available during closed hours.



ACADEMIC PROGRAMS: “Reaching for the Stars”

The Educational Mission of HTIC comes to life within the academic program where the potential of each student is supported, the mind challenged, and the intellect engaged. Learning at HTIC takes place in many forms both within and outside the classroom. An HTIC student is always in a process of exploration – discovering knowledge, skills, and self within a supportive “learning community.” This section presents the educational programs that will help you reach your greatest potential.

Placement in the Academic Program

The academic program at HTIC is designed to meet the varying needs of students. Native English speakers are generally admitted as “classified” students and enter the Liberal Arts Program. In addition, non-native English speakers who have graduated from an American high school and have the required English proficiency, or have successfully completed a full term of study of course at the 100 level or above at an accredited American institution of higher education (9 credits quarter system or 12 credits semester system minimum), also generally enter HTIC as classified students in the Liberal Arts Program. In certain instances, classified students may be advised to strengthen their skills by taking the foundations level English 22 course for writing and/or the Math 22 course.

Upon entry to HTIC, all international and non-native English-speaking students undergo an English language evaluation process that involves a variety of measurements, including an in-house paper TOEFL test, SRA Placement, essay test, and oral interview. Based upon this assessment process, these students enter the College Preparatory Program as an unclassified student at a level compatible with his/her English language abilities or the Liberal Arts as a Program as a classified student.

College Preparatory Program and its Linkage to the Liberal Arts

The College Preparatory Program (College Prep) is an academic English as a Second Language curriculum designed for non-native English speaking students who may lack the necessary skills to immediately pursue an Associate in Arts degree at HTIC. Courses within this curriculum simulate American-style college courses while introducing students to Academic English and to assist them in developing the skills necessary to succeed in an American higher education institution.

The College Preparatory Program is divided into five levels, each with its own focus. The first level of the College Prep focuses upon helping students to develop the basic/core skills of English listening, speaking, reading, writing, grammar, and vocabulary. It also prepares students for the TOEFL.

Subsequent levels of the College Prep, Levels 2-5, feature a unified approach to learning by nurturing the progressive development of students' English language skills in core courses that are linked to content-based studies. Together, these courses prepare students for academic success with instruction in the fundamental skills of note-taking, critical thinking, discussion, and exam-taking. TOEFL preparation is also supported in the Core classes.

Content course subjects focus on the study of Geography, Sociology, Intercultural Communication, and American Studies. Students are also expected to take classes in electives such as film analysis, debate, and magazine and newspaper reading.

Learning Outcomes of the College Preparatory Program

The learning outcomes of the College Prep are defined at each level of instruction based on progressively challenging criteria of reading, writing, listening comprehension, and oral presentation. The learning objectives are very specifically defined for each level so that students have a clear goal for improving their English skills.

The College Preparatory Program Courses and Learning Outcomes

CORE 1 – Integrated English Studies: Introductory Level

Reading: Read 4-5th grade level content-based passages and demonstrate comprehension by scoring an average of 70% or better on weekly multiple choice-quizzes and exams.

Writing: Write as part of the midterm and final exams, a well-structured in-class paragraph or essay in one hour.

Listening: Listen to a 2-3 minute lecture and demonstrate comprehension by scoring an average of 70% or better on weekly content-based short answer quizzes and exams.

Speaking: Give a final 2-3 minute content-based oral presentation and answer questions.

CORE 2 – Integrated English Studies: Beginning Level

Content Focus: The Foundations of World History

Reading: Read 6-7th grade level content-based passages and demonstrate comprehension by scoring an average of 70% or better on weekly multiple-choice quizzes and exams.

Writing: Write as part of the midterm and final exams, a well-structured in-class content-based essay in one hour.

Listening: Listen to 3-5 minute lectures and demonstrate comprehension by scoring an average of 70% or better on weekly content-based short answer quizzes and exams.

Speaking: Give a final 3-5 minute content-based oral presentation and answer questions.

CORE 3 -- Integrated English Studies: Lower Intermediate Level

Content Focus: The Foundations of Sociology

Reading: Read 9-10th grade level content-based passages and demonstrate comprehension by scoring an average of 70% or better on weekly multiple-choice quizzes and exams.

Writing: Write as part of the midterm and final exams, a well-structured in-class content-based essay in one hour.

Listening: Listen to 7-8 minute lectures and demonstrate comprehension by scoring an average of 70% or better on weekly, content-based short answer quizzes and exams.

Speaking: Give a final 7-8 minute content-based, organized oral presentation and answer questions.

CORE 4 – Integrated English Studies: Higher Intermediate Level

Content Focus: The Foundations of Intercultural Communication

Reading: Read 11th grade level content-based passages and demonstrate comprehension by scoring an average of 70% or better on weekly multiple-choice quizzes and exams.

Writing: Write as part of the midterm and final exams, a well-structured in-class content-based essay in one hour.

Listening: Listen to 9-10 minute lectures and demonstrate comprehension by scoring an average of 70% or better on weekly content-based short answer quizzes and exams.

Speaking: Give a final 9-10 minute content-based, organized oral presentation and answer questions.

CORE 5 – Integrated English Studies: Advanced Level

Content Focus: The Foundations of American Studies

Reading: Read 12th grade level content-based passages and demonstrate comprehension by scoring an average of 70% or better on weekly multiple-choice quizzes and exams.

Writing: Write as part of the midterm and final exams, a well-structured in-class content-based essay in one hour.

Listening: Listen to 12-15 minute lectures and demonstrate comprehension by scoring an average of 70% or better on weekly content-based short answer quizzes and exams.

Speaking: Give a final 10-12 minute organized, content-based oral presentation and answer questions.

Course Plan for the College Preparatory Program Student

There are five levels of instruction in the College Preparatory Program (College Prep) curriculum. Based upon their performance in the evaluative process, students are enrolled in the appropriate level during the first term of instruction. Students engage in a minimum of 22 hours of instruction per week as follows:

1. Enrollment in the basic/core skills classes focusing on English listening, speaking, reading, writing, grammar, and vocabulary; OR
2. Enrollment in a liberal arts 22 level foundations course. (4 hours/week)
3. Enrollment in an English skills support class designed to assist students in preparing for entry into the Liberal Arts Program. (10 hours/week)
4. Enrollment in an ESL LAB classes designed to facilitate students' ability to complete the College Prep Program and advance to the college level. (4 hours/week).
5. Four hours of College Prep electives class.
6. Writing and Grammar classes in College Prep 2-3 and again in College Prep 4-5.

Course loads may vary depending upon specific student needs.

Placement and Progress Through the College Preparatory Program Curriculum

New College Preparatory Program students are placed in one of the five levels of the College Prep based upon their performance in a battery of tests administered as part of orientation. The test instruments used are an in-house paper TOEFL, an essay test, an oral interview and a College Prep vocabulary and basic grammar test. Consideration is also given to past language training and TOEFL scores.

Students' progress through the College Prep curriculum is based upon their successful accomplishment of learning outcomes, including demonstrating progressively improved skills in reading, writing, listening comprehension, and oral presentation in the English language. A score of "70%" or more on assessment of the achievement of learning outcomes and a grade of "C" or better for College Prep and Content Courses for each level. In addition, students are expected to pass ESL Lab classes and attend a minimum of 90% of all class hours.

The TOEFL will be administered at each level of the College Prep and students are expected to work towards the following outcomes: Level 1 – 410; Level 2 – 420; Level 3 – 430; Level 4 – 440; Level 5 – 450. Students who do not meet the TOEFL outcomes or fail to meet the requirements for advancing to the next level may be required to work with a tutor for extra hours. Any student who scores a 450 on the TOEFL may advance directly to Level 5 at the unanimous recommendation of his/her instructors. Students completing Level 4 who score 500 or above on the TOEFL and earn a 3.5 grade point average may go directly into the Liberal Arts Program.

Students needing more time to complete the learning outcomes receive a grade of "R" and must repeat the level of study. However, only Level 1 may be taken repeatedly until all learning outcomes are achieved. Students must complete Levels 2-5 within eight terms, receiving no more than four "R" grades to remain in good standing; each level may only be repeated once. If students receive a fifth "R" grade during their course of study in Levels 2-5, he/she will not be permitted to continue his/her studies at HTIC.

College Prep students are required to meet the following criteria to complete the Program and to advance into the Liberal Arts Program:

1. A “70%” or better score in learning outcomes for all levels;
2. A minimum TOEFL test score of 450 (PBT), 1332 (CBT) or 45 (IBT);
3. A cumulative grade point average of 2.0 or better in all coursework.

Certificate of Completion

Students who complete the College Preparatory Program receive a “Certificate of Completion” and qualify to apply for admission to the Liberal Arts Program.

The Liberal Arts Program

HTIC offers an Associate in Arts (A.A.) degree program in Liberal Arts that introduces students to various fields of knowledge, including the arts and humanities, language, social sciences, natural sciences, and mathematics. The intent of the Liberal Arts Program, which places a strong emphasis on the development of learning, critical thinking and communication skills, is to foster in students a broad intellectual understanding of the individual and society, the natural environment, issues in the arts and humanities, and self-awareness.

Those who have been accepted to the Liberal Arts Program are Classified Liberal Arts students.

While HTIC provides a general liberal arts education without major fields of emphasis for the A.A. degree, students may select from three degree requirement options based upon their goals:

1. ***The General Education Plan:*** This degree requirement plan is for students who are interested in an American A.A. degree as their final educational goal. These students are interested in pursuing technical studies or employment after graduation.

2. ***The American University Plan:*** This degree requirement plan is recommended for students who are interested in earning a baccalaureate degree from an American college or university, but who wish to start their program of study at HTIC and transfer after graduation.

3. ***The Tokai University Plan:*** This degree requirement plan is recommended for students who are interested in earning a baccalaureate degree from a Tokai University Educational System college or university, but who wish to start their program of study at HTIC and transfer after graduation. This plan is open to all students with Japanese language fluency.

Associate in Arts Degree Requirements

All students wishing to earn an Associate in Arts degree must:

- successfully complete a minimum of 60 credits in courses numbered 100 and above, including 12 courses (total of 36 credits) in courses designated as meeting writing intensive, oral intensive, and cooperative learning outcomes, and all other required courses as specified in the three plans;

- achieve a C grade or better in ENG 100;
- maintain a minimum cumulative grade point average of 2.0;
- complete at least the last 18 credits of coursework at HTIC (other credits can be transferred from other accredited colleges);
- take at least three terms of a second language (for students who are native English speakers);
- be free from all fiscal obligations to HTIC.

1. ***General Education Plan*** – Students seeking a general education at HTIC need to complete the following courses:

- Language Arts and Literature (12 credits minimum)
 - ENG 100 (C grade or better required)
 - SP 151
 - Any advanced writing course
 - Any literature course
- Arts and Humanities (9 credits minimum)
 - HUM 100
 - Any art or music course
 - Any history course
- Mathematics and Science (6 credits minimum)
 - MATH 100, 115, or 140
 - Any science course
- Social Sciences (6 credits minimum)
 - AMST 201, 202, or 211
 - Any social science course
- Other Required Courses (4 credits)
 - IS 100 – Freshman Seminar
 - IS 196 – Peace Studies
 - ICS 100 – Introduction to Computers
 - IS 200 – Sophomore Seminar/Capstone Course
- Elective Courses (23 credits)
 - Any Liberal Arts Program credit courses

2. ***American University Plan*** – Students wishing to earn an Associate in Arts degree in preparation for transfer into a baccalaureate program at an American university must complete the following courses:

- Language Arts and Literature (12 credits minimum)
 - ENG 100 (“C” grade or better required)
 - Any advanced writing course

- Any literature course
SP 151
- Arts and Humanities (12 credits minimum)
 - HUM 100
 - Any art or music course
 - Any history course
 - An elective course
- Mathematics and Science (9 credits minimum)
 - MATH 100, 115, or 140
 - Any science course
 - An elective math or science course
- Social Sciences (12 credits minimum)
 - AMST 201, 202, 211 or 212 (6 credits)
 - Any social science course (6 credits)
- Other Required Courses (4 credits)
 - IS 100 – Freshman Seminar
 - IS 196 – Peace Studies
 - ICS 100 – Introduction to Computers
 - IS 200 – Sophomore Seminar/Capstone Course
- Other Elective Courses (11 credits)
 - Any Liberal Arts Program credit courses

3. ***Tokai University Educational System (TES) Degree Plan*** – Students wishing to earn an Associate in Arts degree in anticipation of transferring to a TES four-year program must complete the following courses:

- Language Arts and Literature (12 credits minimum)
 - ENG 100 (C grade or better required)
 - SP 151
 - Any advanced writing course
 - Any literature course
 - Any course in a second language
- Arts and Humanities (9 credits minimum)
 - HUM 100
 - Any art or music course
 - Any history course
- Mathematics and Science (9 credits minimum)
 - MATH 100, 115, 140
 - Any science course
 - An elective math or science course

- Social Sciences (12 credits minimum)
Any 4 social science courses
- Other Required Courses (5 credits)
IS 100 – Freshman Seminar
IS 196 – Peace Studies
IS 200 – Sophomore Seminar/Capstone Course
HPER – Any Health, Physical Education and Recreation course
ICS 100 – Introduction to Computers
- Other Elective Courses (13 credits)
Any Liberal Arts Program credit courses

Freshman Experience Learning Community

All HTIC first-term freshmen must enroll in the integrated Freshman Experience Learning Community, a course-lined program designed to enhance the academic quality of life for new liberal arts students. This unique educational program integrates humanities content and language skill courses among a variety of subject matter. Recognizing that the first term is an exciting, but challenging time of adjustment for all new college students, the Freshman Experience Learning Community enhances the opportunities for intellectual growth, team-building, and affective learning.

The Freshman Experience “block” of courses is comprised of English 22/100, Humanities 100, Speech 151, ICS 100, and IS 100. Students participating in Freshman Experience are limited to a course load of no more than 11 credits.

Writing Intensive (WI), Oral Intensive (OI), and Cooperative Learning Intensive (CLI) Courses

In order to facilitate student achievement of HTIC’s Learning Outcomes, students must take the following, earning a C- or higher grade for the course to fulfill the requirement:

- Four writing intensive courses in addition to ENG 100 and an advanced writing class;
(WI courses are three credit courses requiring a minimum of 3,000 words of writing. The writing can be a combination of papers, essay answers on exams, journal writing, etc.)

- Two oral intensive courses in addition to SP 151; (OI courses are three credit courses requiring a minimum of 20 minutes of oral presentation per student; the 20 minutes may be divided into smaller units of presentation of 4-5 minutes each. Presentations can be done individually, as part of a group, in debate, role playing, etc.; classroom discussion may not be considered as meeting the oral intensive requirement. Presentations made on Presentation Day also count in meeting the oral intensive criteria.)
- One cooperative learning intensive course (a paper, journal, or video documenting the experience of participating in a group project assignment for a regular class or an extracurricular project that supports the HTIC learning community such as preparing a video for convocation, may be substituted). (CLI courses are three credit courses requiring group work, including at least one group project or team activity, such as a debate, for which the student is graded. Small group discussions are not considered a CLI activity.)

Permanent writing intensive courses include all courses that fulfill the advanced writing requirement, all literature courses, and HUM 100. Other writing intensive courses will be identified on a term-by-term basis, pending instructor willingness to teach the course as writing intensive. Such courses will be identified as WI on the term's course schedule and on the course syllabus.

Oral intensive and cooperative learning intensive courses will be identified in the same way. A course can be designated, WI, OI, and CLI if it fulfills all three requirements. HUM 100 must be taught as a WI and OI course and SP 231 is taught as an OI course.

Peace Studies Program

HTIC offers a Peace Studies Program for students interested in pursuing international relations with an emphasis on peace. In addition to meeting the requirements for any of the three degree options, students in the Peace Studies Program are required to take:

- PS 299 -- Directed Reading and Research (1-3 credits) and:
- 12 credits earned from the following courses:

IS 196 – Peace Studies Seminar (required for graduation and offered the Fall, Winter and Spring Terms)
ENG 259 – Literature of Peace
JOURN 105 – The Press and Society
SCI 210 – Environmental Issues
AMST 212 – Contemporary American Issues: Global Issues
POLSCI 220 – International Relations
POLSCI 222 – Issues in International Relations
POLSCI 273 – Nonviolent Political Alternatives
IS 192 – Service Learning

Discover East Asia: Language and Culture Immersion Program

In keeping with its mission to serve as a “Gateway for Eastern and Western Cultures,” HTIC offer the “Discover East Asia: Language and Culture Immersion Program” which provides students the opportunity to pursue the study of the either the Chinese, Japanese, or Korean language and culture as they complete their Associate in Arts degree. A special highlight of the program is the opportunity to study abroad in China – Shenzhen University, Japan – Tokai University, or Korea – Hanyang University, in intensive language classes. In addition to meeting the requirements for any of the three degree options, students in the Discover East Asia Program are required to take:

Japanese 101, Chinese 101 or Korean 101

6-9 credits in one of the three languages during their study abroad

6-9 additional credits from East-Asia related three credit courses in the fields of history, political science, art, religion, anthropology, or literature.



*Discover Japan participant, **Dane Miyasato**, receives his Certification of Completion of his program of Japanese language studies at Tokai University, Shonan campus, from **Chancellor Naoto Yoshikawa**.*

Associate in Arts Degree

Students, who successfully complete one of the three approved graduation plans with a cumulative grade point average of 2.0 or better and have no fiscal obligations to HTIC, will receive the Associate in Arts diploma. Those students who successfully participate in the Peace Studies or Discover East Asia Programs receive Certificates of Completion with their diplomas.

International Programs

Students enrolled in International Programs (IP) at HTIC engage in intensive study of English while pursuing research in fields such as anthropology, history, medicine, and marine science. IP courses run from several weeks to several months.



*International Programs Staff members,
Director Tetsuya “Teddy” Kose, Lydia Shepherd,
and Kumiko Yabe-Domingo.*

As a part of some programs, HTIC staff, teachers, and escorts lead students on field trips to places of cultural and historic interest. These excursions complement class instruction by stimulating questions about Hawai‘i’s culture and environment.

International Programs’ students come from the many secondary schools, junior colleges, universities and graduate schools that are a part of the Tokai University Educational System, as well as from other institutions, such as Hanyang University in Korea.

Certificate of Achievement

A “Certificate of Achievement” is awarded to individuals completing these special international educational programs.

ACADEMIC OPPORTUNITIES

“Beyond the Gateway”

The attainment of an Associate in Arts degree from Hawaii Tokai International College is your passport to a variety of educational and career opportunities in the future. HTIC alumni have gone on to complete degrees at American four-year universities, have continued their education at one of the Tokai Educational System campuses, or have used their newly found bilingual confidence to secure positions in private business. HTIC seeks to empower each of its graduates with the abilities and self-confidence required to succeed in whatever their personal career choice.

Your success after you leave HTIC is very important to us. To maximize the benefits of your time with us, we encourage you to seek advice from advisors, mentors, faculty and staff. They will help you to define and select those options that best meet your needs.

Transfer Options

American University Transfer

The transfer function is a common practice of American colleges and universities. It permits students to move from one college to another, transferring course credit earned from the first institution attended to the one issuing the desired advanced degree. This provision gives students a chance to earn an Associate in Arts degree at a smaller college where personalized attention is more readily available ensuring a successful adjustment to college life before moving to a larger institution where a greater variety of programs are offered.

This option is available for students wishing to earn a bachelor’s degree in a specific field (such as Business, Computer Sciences, Engineering, the Health Sciences, and Education) or in the liberal arts (such as the Natural Sciences, Social Sciences, Humanities, and Language Studies). Many of the courses offered at HTIC are required as undergraduate core course requirements at most four-year colleges and universities awarding the bachelor’s degree. Students interested in continuing their education can, therefore, enroll in the Associate in Arts degree program at HTIC, take these core courses and then transfer to a four-year college or university. Credit should be given for most of the courses completed with a grade of “C” or better at

HTIC, depending on the specific courses taken and the requirements of the college or university to which the student is transferring. Transfer advising assistance is recommended and can be obtained at Student Services.

HTIC graduates have successfully transferred to many American universities and colleges in Hawai'i and throughout the United States, earning baccalaureate and advanced degrees. HTIC currently maintains a number of active transfer relationships, including articulation agreements, with several institutions in the U.S, including the University of Hawaii at Manoa, the University of Hawaii at Hilo, Hawaii Pacific University, Menlo College, the University of Oregon, and Minnesota State University, Mankato.

Japanese University Transfer

A student completing a course of study at HTIC may have the opportunity to transfer credits to a university in Japan as HTIC has articulation agreements with Tokai University Shonan campus, International Budo University, and Kansai Gaidai University. These agreements are helpful to Japanese students wishing to complete their course of study in Japan. American and other international students with advanced Japanese language skills may also be able to take advantage of this educational opportunity to complete their studies in Japan. For more information contact Student Services.



*Current Discover Japan participant, **Matthew Ogata**, and Chancellor **Naoto Yoshikawa** in front of the north gate to the Tokai University Shonan campus.*

ACADEMIC POLICIES AND PROCEDURES

“Maximizing Your Educational Opportunities”

The road to your successful completion of an Associate in Arts degree at HTIC requires certain academic policies and procedures to ensure the high quality of your education. The policies and procedures established at HTIC are intended to provide students with support, encouragement, and guidance to achieve their individual educational potential.

Terms and the Academic Year

Classes at HTIC are offered on a term schedule. There are three full terms, each approximately ten weeks long, offered during the calendar year – Winter (January-March), Spring (April-June), Fall (September/October-December). The Summer (July-September) Term is composed of two sessions of intensive study that allow for special educational programs.

The regular academic year begins with the Fall Term and ends with the Spring Term. Students may, however, continue through the Summer Term and take classes year round. Students may enter HTIC in any of the four terms. (see Academic Calendar for application deadlines.)

HTIC ACADEMIC YEAR 2009-2010		
TERM	FIRST DAY	LAST DAY
FALL '09	OCTOBER 1, 2009	DEC. 11, 2009
WINTER '10	JAN 14, 2010	MARCH 25, 2010
SPRING '10	APRIL 8, 2010	JUNE 18, 2010
SUMMER '10 (COLL. PREP)	JULY 1, 2010	SEPT. 10, 2010
SUMMER I - '10	JULY 6, 2010	AUGUST 10, 2010
SUMMER II - '10	AUGUST 12, 2010	SEPT. 17, 2010

Credits for Coursework

Semester credits are awarded for successful completion of liberal arts classes. These credits are applicable to Associate in Arts degree requirements. Credit courses which are offered at below the 100-level are considered foundation-building classes and do not apply towards graduation requirements (e.g. ENG 22).

Generally, most lecture or seminar type courses are three-credit courses, with classes meeting for a minimum of 45-48 hours each term. Students are expected to spend additional time outside of class on reading assignments, projects, and papers.

Enrichment, lab, or studio classes generally meet for 30-45 hours per term for each credit awarded. Three of these one-credit courses may not substitute for a required three-credit course (e.g. 3 one credit Art classes – 104, 105, 107, cannot substitute for Art 101).

Course/Alpha/Numbering System

Courses offered are given an alpha designation and a course number.

The alpha designation is an abbreviation of the subject field of the course, e.g., ESL for English as a Second Language, HIST for History.

Number designations range from 1-99 and from 100-299. Courses numbered 100 and above are degree level courses. This means that these courses apply to the Associate in Arts degree requirements and may be accepted for transfer by most American colleges and universities offering bachelor's degree programs. Courses numbered below 100 are not applicable to the Associate in Arts program requirements and are generally not transferable to other universities.

Registration

New Liberal Arts and College Preparatory Program students register for classes at the beginning of each term. Continuing students register in the middle of the term for the following term. (Registration dates are shown in the “Calendar” section of the catalog.)

An academic advisor is available to assist students in selecting courses. Students not in class on the first day of school will be considered as not registered and will be dropped from the class list. These students will need to reregister for the class. A late registration period is scheduled to accommodate late registrants; a late registration fee of \$50.00 is charged. Registered students may add or drop classes during this time at no additional cost.

A schedule of classes for each term, listing all of the courses to be offered in that term, is made available at the start of advising week. Outlines of courses offered are also available. These detail course objectives and requirements, and provide students with course information to help them make course selections.

Schedules, course outlines, and other information about registration are available from the Student Services Office.

Recommended Course Load

While the recommended course load for a fulltime student is 10 credits, the minimum credits required per term is nine credits. Those in good academic standing with a grade point average of 3.0 or higher and without any probation or suspension on their academic records may request taking 13 credits per term. Course loads are determined by the cumulative GPA earned the preceding term (e.g., 2.0 cumulative GPA: 9-11 credits; 3.0 cumulative GPA: 9-13 credits). Only those students receiving BOTH a cumulative GPA of 3.75 or higher AND the approval of the Dean of Instruction will be able to take 14 or more credits. (Exceptions to course load restrictions can be made during the student's final term with the Dean's permission.)

Auditing Courses

Students wishing to enroll in a course, but not earn credits or a grade, may register for the course as an auditor. Auditors pay 50% of the tuition and plus all fees paid by students enrolled for credit. A designation of AU for that course is assigned on the student's transcript. Students registering for a course as auditors do so a space available basis and must declare their intentions at the time of registration. Once the course has begun, audit designations may not be converted to letter grades.

Concurrent Registration

Students may enroll at other accredited colleges while attending HTIC full-time. Credits earned at the other institutions may be transferred to meet Associate degree requirements at HTIC. For more information contact the Student Services Office.

In addition, HTIC encourages members of the Liberal Arts and College Preparatory (College Prep) Programs to participate as a group through

the concurrent registration in selected one-credit, cross-listed enrichment courses. These opportunities allow students in the College Preparatory Program to enroll in courses for which, after entering the Liberal Arts Program, transfer credit may be granted for courses in which a grade of “C” or better was earned. Enrollment in these courses is based on space available with preference given to Liberal Arts students.

When credit is transferred from the College Preparatory Program to the Liberal Arts Program, only the credit transfers; the College Prep letter grade is dropped. In any given term, the College Prep student may enroll in only one such course. Students in the Liberal Arts Program, who wish to retake an enrichment course, may do so as auditors. In such cases, the transcript will reflect a grade of “AU.”

Classes currently granted cross-list status are:

ART 13/ART 113	Introduction to Drawing
ART 80/Art 108	Introduction to Digital Photography
ART 23/ART 123	Introduction to Painting
ART 39/ART 139	Hawaiian Quilting
MUS 14/MUS 114	Chorus
MUS 21/MUS 121	Musical Performance
HPER 12/102	Aerobic Fitness: Beginning
HPER 40/150	Introduction to Dance
HPER 60/HPER 160*	Judo
ICS 100	Introduction to Computers

*Liberal Arts students may take Judo as auditors or for credit and a grade. Students may earn up to a combined College Prep/Liberal Arts total of 4 credits in Judo.

Add/Drop/Withdraw Policy

Students may add a class during the first week of the term; students may drop a class with no grade appearing on their grade report during the first two weeks of the term; students can withdraw from a class and receive a “W” on their grade report from the second to the sixth week of the term. After the sixth week, students who withdraw will receive a standard letter grade. The timing of adding, dropping and withdrawing from classes are different for the summer sessions; please refer to the Academic Calendar for summer deadlines. Students who are away from HTIC without authorization must apply for readmission.

Grades/Grade Points

Letter grades are given to signify the level of achievement attained in meeting the objectives of the course. Specific criteria used for each course are detailed in the course outlines and syllabi.

The following letter grades/grade points are used:

A	Excellent achievement (4 grade points or 93-100%)
A-	(3.7 grade points or 90-92%)
B+	(3.3 grade points or 87-89%)
B	Above average achievement (3 grade points or 83-86%)
B-	(2.7 grade points or 80-82%)
C+	(2.3 grade points or 77-79%)
C	Average achievement (2 grade points or 73-76%)
C-	(1.7 grade points 70-72%)
D+	(1.3 grade points 67-69%)
D	Minimal passing achievement (1 grade point or 63-66%)
D-	(.7 grade points or 60-62%)
F	Less than minimal passing achievement (0 grade point or 59% and under)

CR/NC (Credit/No Credit): A student who is not on academic probation may choose to take courses on a credit/no-credit basis, provided that the course is not one of the general education required courses. The grading option must be requested at the time of registration or within one week of the start of the term. A student choosing this option will be awarded a grade of “CR” or “NC.” Credit is awarded for a “CR” grade, but “CR” and “NC” grades are not included in the calculation of the grade point average. Credit is given only to a student who receives a “C” or better grade. No more than 18 credits in courses for which a grade of “CR” has been given can be applied toward an A.A. degree.

I (Incomplete Grade): Assigned as a temporary grade for a course in which a student has failed to complete a small, but important part of the work for reasons deemed legitimate by the instructor, usually illness or emergency. A student receiving an “I” should consult with the instructor to determine what work must be done to remove the “I.” The work required must be completed by the middle of the next academic term. (The exception to this deadline date is ENG 100, which must be cleared prior to the last day to add a class in the new/next term.)

W Given when students officially withdraw from a course within a prescribed period time.

R Given to students in the College Preparatory Program who must repeat a level of study due to inability to complete the appropriate learning outcomes.

Grade Reports

Grade reports reflect the grades and credits earned for a specific term. In compliance with student privacy rights, these reports are personally released to the student upon presentation of proper identification. Students wishing 3rd party release or redirection of their grades must submit this request in writing prior to the generation of grade reports.

Any questions about grades should be directed to the instructor. Questions about credits earned and/or the grade report may be directed to the Student Services Officers.

Grade Point Average (GPA)

The GPA is calculated as follows:

- Translate the letter grade for each course to grade points (see section on Grades/Grade Points).
- Multiply the grade points by the number of credits for the course. This results in points earned for a course.
- Add the number of points earned for all courses.
- Add the number of credits attempted for all courses.
- Divide the total number of points earned by the total number of credits attempted. This results in the term GPA.

Students who enter the Liberal Arts Program from the College Preparatory Program (CPP) will have their GPA completely cleared from their CPP studies. The cumulative GPA they will achieve will be based entirely on their work as a Classified Student. It should be noted, however, that HTIC student transcripts will include all work taken at HTIC in both the College Preparatory and Liberal Arts Programs.

Repeating Courses

Courses in which a student receives less than a “C” grade may be retaken only once, and both grades will be recorded on the student’s permanent record. (This policy does not apply to the English 22, English 100 and Math 100 courses.) If a course has been repeated, the second, or most recent, of the two grades is used in computing the grade point average. Credit will only be granted once for any successfully completed course.

Academic Probation, Suspension and Dismissal in the Liberal Arts Program

Academic Probation: Students in the Liberal Arts Program who fail to earn a GPA of 2.0 in any one term may be placed on academic probation for the next term.

Students on probation must earn a 2.0 or higher cumulative GPA in order to return to regular student status. A student who earns a GPA of 2.0 or higher, but whose cumulative GPA is below 2.0 will be placed on extended probation. Liberal Arts students on probation are limited to 9-10 credits of coursework. Students on probation will be monitored by their academic advisor and are encouraged to regularly visit Tutors-on-Call.

Although not officially on probation, students failing to earn a 2.75 or better GPA will not be allowed to participate in extra-curricular clubs and teams.

Suspension: Students who fail to earn a GPA of 2.0 in any term in which they are on probation may be placed on suspension for the next term. Students who have been suspended must apply for readmission. If readmitted, students will be placed on probation in their first full term back and must earn a cumulative GPA of 2.0 or higher in that term. If they do so, they will be returned to regular student status in the next term.

In special cases, students on probation may be required to earn “C” grades in courses at midterm or be withdrawn from these courses without a tuition refund. Students who are so forced to withdraw may risk changes in their dormitory resident status. International students may face immigration problems.

Dismissal: Students who fail to successfully improve their GPA to move out of probationary status will face dismissal from HTIC.

All actions taken may be appealed to the HTIC Admissions Board. Information on appeal procedures is available from the Student Services Officer.

Academic Progress in the College Preparatory Program

Students in the College Preparatory Program are expected each term to make steady progress towards the completion of their learning outcomes with a score of 70% or better in their outcome assessments. If they are unable to complete the outcomes in one term for the College Prep level with a score of 70% or higher, they will receive an “R” grade for the content foundation (22 level) course and integrated English studies which will require them to repeat the level of study. Students may repeat Level 1 as many times as necessary. Students who fail to meet level requirements in Levels 2-5 are allowed to repeat the level once. Students are expected to maintain a cumulative 2.0 grade point average in their coursework and may receive no more than four “R” grades for Levels 2-5 during their time in the College Preparatory Program. Those who fail to complete any level between 2-5 for the second time and those students who receive five “R” grades will be advised to seek educational opportunities outside HTIC.

Convocation Ceremony

At the beginning of each term, a convocation ceremony is held to welcome new students, honor the accomplishments of continuing students, and celebrate the spirit of HTIC. The ceremony is an opportunity for students, faculty, and staff of the HTIC “learning community” to meet one another.

Presentation Day

Student Presentation Day is held at the end of each term, giving students an opportunity to share their academic accomplishments with the rest of the HTIC learning community and demonstrate accomplishment of HTIC’s learning outcomes.



Graduation Ceremony

Commencement ceremonies at HTIC are conducted at the end of the Fall and Spring Terms. The entire HTIC “learning community” of students, faculty, and staff are invited to participate in the graduation ceremonies.

Student Awards

Once a year, at the Spring Commencement, HTIC recognizes outstanding achievement by students during the preceding year.

- ***The Tokai Presidential Award*** is given to the graduating student who exemplifies achievement through academic excellence and service to the HTIC learning community. (DDP students are not eligible.)
- The student(s) earning the highest cumulative grade point average with all 60 credits earned at HTIC receives the ***Dr. Richard Kosaki Award***.
- All students with a cumulative G.P.A. of 3.70 and higher, graduate “with distinction” recorded on their final transcripts.
- The graduating student(s) who contributed extraordinary service to the learning community, in both academic and nonacademic activities, is recognized with the ***Betty Tokioka Service Award***.
- ***The Bob Stach Excellence in Communication Award*** is given in honor of a special teacher who gave much to the educational spirit of HTIC and acknowledges students who demonstrate outstanding growth in the acquisition and use of a second language, and in all communication skills.

HTIC'S LEARNING COMMUNITY: THE GATEWAY TO YOUR FUTURE

Our curriculum emphasizes students' performance as they develop new skills in critical thinking and effective

Our support services are student-centered so that each individual learner is given the encouragement and support to achieve his or her own potential.

Our classrooms are "without walls" so that learning takes place in the community, on field trips, and in engaging experiences.

Our student/faculty ratio is kept small so that learning is an interactive discourse between instructor and learner.



Our Hawaiian setting is multicultural so that all the members of the learning community are encouraged to experience different cultures, new world views, international cooperation, and as a result, become global citizens who are catalysts for world peace.



STUDENT SERVICES

“Where Every Student Matters”

HTIC is dedicated to fostering an environment where students of different backgrounds and needs can find personalized attention. We believe that education is not only achieved in the classroom but also through the personal and social connections that are made within the “learning community.”

To that end, the staff of the College Preparatory and Liberal Arts Programs is committed to assisting students in making their experience at HTIC a meaningful and unforgettable period of personal discovery.

Advising and Orientation

The College Preparatory and Liberal Arts Programs provide a full-range of advising services so that students gain the most from their time at HTIC.

New Student Support

Each term, new students are welcomed to campus prior to the start of classes in order to participate in orientation and support services to assist them in making a positive adjustment to life at HTIC.

Orientation provides students with an introduction to the faculty and programs of HTIC and includes an overview of academic policies, a general description of the services available to students, and an introduction to strategies for student learning and academic success. An overview of the neighboring area is also given to acquaint students with the businesses, libraries, and learning opportunities in close proximity to HTIC.

Pre-term testing, academic advising, and registration are some of the other support services arranged for new students. Airport pick-up and housing check-in are optional services that may be arranged.

Academic Advising

Each student is assigned an academic advisor within the College Preparatory or Liberal Arts Programs. Students meet with their advisor each term to consider course options for registration. The academic advisor counsels students on their overall educational progress towards the successful completion of their program.

Faculty/Staff Mentoring

One of the benefits of a small college is the nurturing of close relationships between the faculty/staff and students. To encourage this process, HTIC has established a program effective Fall 2004, in which all non-Freshman LIBERAL ARTS students select a full-time faculty as a mentor who serves as a role model, advisor, and academic guide. The mentor and student meet during the term to pursue common academic interests, engage in special projects, or to work together to foster the acquisition of lifelong learning and support the student's success as a member of the HTIC Learning Community.

Immigration Advising for International Students

HTIC offers advising assistance to students needing help in understanding and managing visa and U.S. Citizenship and Immigration Services matters.

Transfer Advising

Transferring course credits from one college or university to another is a practice recognized by American colleges and universities. Many students transfer from HTIC either during or after completing the Liberal Arts degree program. The specific credits that will transfer vary and are decided by the school to which the student is applying. Agreements with Tokai University campuses in Japan have been developed to assist students in transferring credits to these schools.

Students interested in transferring to other schools should contact the Liberal Arts Department staff at least three terms prior to the intended transfer. A Transfer Resource Section that provides additional information on financial aid, colleges, etc., is available for students' reference in the library.

Career and Life Planning

Services to assist students in exploring personal interests and career options are available on an individual and group basis. These services include assessment of interests, values, skills, guidance in decision-making, and goal setting. In the scheduled rotation of classes, a career/life exploration and planning course is offered, IS 105.

Recordkeeping and Transcripts

Student records are maintained by the HTIC Student Services Office. Students seeking to examine their academic records and those who wish to challenge their grades can seek assistance from Student Services.

Students needing academic transcripts sent to other colleges, universities, or employers, should contact Student Services for assistance. Transcripts are \$5.00 per copy (6-10 working days) and \$10.00 for rush requests (5 or fewer working days). Additional charges will be assessed if express mailing is requested.

In compliance with the Family Educational Rights and Privacy Act of 1974, HTIC transcripts are released at the written request of the student with the understanding that they will not be released to other parties. Transcripts received from other schools become the property of HTIC and are never re-released.

Financial Aid and Student Employment

Merit based financial aid is available to students in the form of a reduced tuition for American students and the “Gateway Scholarship” for international students. A limited number of on-campus jobs are available for students eligible for employment.

American students and those who are legal residents of the United States who meet all Liberal Arts Program admission criteria, who are native or fluent speakers of English, and are admitted in good standing are eligible for HTIC’s reduced tuition program. Those students with a high school or transfer cumulative grade point average of 3.25 are eligible for a 50% reduction in tuition; those who have a 3.75 or higher cumulative high school or college transfer GPA will receive a 75% reduction in tuition. In subsequent terms, maintenance of a minimum 3.25 GPA is required for continued eligibility for the 50% tuition rate and a 3.75 GPA for the special 75% lower rate. These tuition rates apply to full-time U.S. students only.

International students are eligible to apply for the “Gateway Scholarship” after completing a minimum of one term in the Liberal Arts Program. In order to qualify for consideration for the scholarship students must have a 3.5 GPA in the term prior to receipt of the scholarship and a cumulative GPA of 3.25 if applying after the second term of study at HTIC.

In addition to academic excellence, recipients of the reduced tuition and Gateway scholarship are expected to be active participants in the HTIC learning community (as shown by participation in student government activities, student clubs and/or a standing committees) and HTIC sponsored community service activities. Any student who violates the HTIC Student Code of Conduct resulting in disciplinary action being taken against him/her is ineligible for the Tuition Reduction or Scholarship programs for at least the immediate successive (or consecutive) term. The student's future eligibility is contingent upon approval by the HTIC Executive Committee.

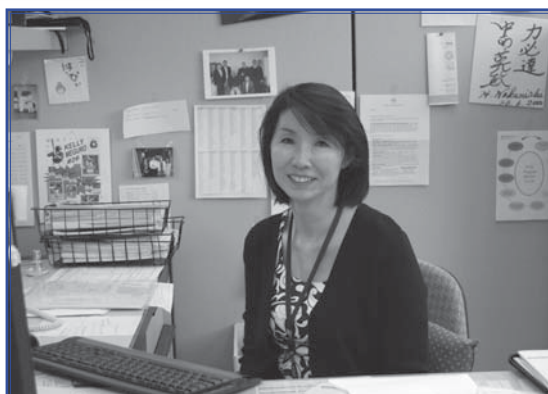
For further information, contact Student Services.

Alumni Services

Upon graduation from the Liberal Arts degree program, students qualify to join the HTIC Alumni Association. Contact Student Services for more information.



Noriko Ito,
Director of Student Services,
advising liberal arts student
Caylee Takafuji.



Kei Shimizu, College Preparatory
Program Advisor

STUDENT LIFE

The special interests and needs of the students at HTIC are facilitated through a variety of campus services.

Student Activities

A student government, organized and empowered by members of the student body, serves to represent student body interests and provide a forum for discussion of students' concerns. For the benefit of all students, the student government sponsors social, recreational, and cultural events, including a sports day in the fall and school-wide barbecues to celebrate the start of each term. A variety of student clubs are organized to encourage athletic and other extracurricular interests (students must maintain a 2.75 GPA to participate in HTIC sanctioned student clubs and teams). Students are also encouraged to contribute to the Learning Community by participating as members of the College's standing committees.

Health Services

All students are required to show proof of health insurance in order to register for classes. Health insurance provides for partial payment of medical services required if the student suffers a serious illness or injury while attending college. Although international students are encouraged to purchase health insurance in their home country, HTIC makes available a locally administered health plan for students without coverage. (Dental plans are only available from mainland administered health plans.) A listing of local health care providers is available from Student Services, bilingual physicians are included on the list for the convenience of HTIC's international students.

The State of Hawai'i requires that all students at an educational institution in Hawai'i be free of tuberculosis. Therefore, every student must have a tuberculosis test within six months prior to the start of school and submit a certificate, issued in Hawai'i, indicating that they are free of active tuberculosis. Documentation of measles, mumps, and rubella immunization, as prescribed by the laws of the State of Hawai'i, is also required of all students born after 1957. Assistance will be provided during orientation for students needing to obtain a Tuberculin test, certificate of clearance, and the required two Measles Mumps Rubella (MMR) immunizations. It is strongly recommended that all students bring a copy of their vaccination

history to HTIC for review by relevant professionals. Although not required, the Center for Disease Control recommends that students living in a dormitory or residence hall environment receive the meningococcal vaccine (meningitis).

Housing

HTIC is contained within a single building with administration offices, classrooms and the Learning Center located on floors six to nine, the cafeteria on the ground floor, and dormitories on floors 10-17. A strict “No Smoking” policy is in effect for the entire building, with smoking only allowed in designated outside areas. The building conforms to building code regulations.

All dormitory rooms have views of downtown Honolulu, Manoa, Waikiki or Diamond Head. Rooms are furnished with single beds, armoires and dressers, desks and chairs, and a complete private bath. A telephone, television set with cable hookup, and mini-refrigerator are also provided. Wireless on-line access is available for a nominal fee. Laundry facilities with coin-operated washers and dryers are located on each floor. Purchase of a meal-plan is mandatory for all students living in the dormitory. Inquiries regarding dormitory rooms may be directed to Student Life.

Students who choose to live off-campus will find apartments available in the surrounding Mo‘ili‘ili and nearby Waikiki areas that are within easy walking or commuting distance from HTIC. The City and County of Honolulu is serviced by an efficient bus system (The Bus) for students’ transportation convenience (student discounted monthly and annual passes are available for purchase from HTIC).



Andrew Fujimoto,
Student Support
Specialist (center),
chatting with students
Yuichi Ishioka (right) and
Atsuto Matsumoto (left).

Other Support Services

Administrative Services

The accounting office for HTIC collects tuition and fees, disburses refunds, and oversees the expenditure of all college funds, including student activity funds. The accounting office is located on the 9th floor.

Cafeteria/Food Services

Full meal services – breakfast, lunch, and dinner – are available weekdays during the term in the dining room on the first floor. Limited meal services are available on weekends, some holidays, and during inter-sessions.

Vending machines that dispense drinks and/or snacks are available on the ground, seventh and/or ninth floors.

Textbook Purchases

The textbooks for all HTIC classes are available for purchase at the beginning of each term.

Parking

Students, staff, and dorm residents are provided access to reserved covered parking by permit only and are charged by the month, quarter (three months), half year (six months), or year. Daily unreserved parking is limited and a small fee is charged.

Security

Security personnel are on duty 24 hours a day, seven days a week, ensuring the privacy and security of students, staff, and dorm residents. Security officers monitor entry to the building and parking lot, review safety and fire procedures, and report violations of college rules and regulations.

An elevator security system provides additional security for students living in the Tokai dormitory.

STUDENT RIGHTS AND RESPONSIBILITIES

“Becoming an Adult Learner”

HTIC strives to provide students with an intellectually stimulating environment with highly qualified and dedicated faculty and staff. Learning, however, is the responsibility of the student. It requires active participation and initiative as well as good study habits, motivation, and commitment. Attending classes regularly, completing all assignments on time, seeking assistance from instructors, and effectively using the services of the Learning Center will maximize learning. At HTIC civility in personal and public interaction is encouraged at all times.

Student Rights

HTIC supports, as indispensable, the principles of academic freedom that allow and encourage free inquiry and expression for students and faculty in their pursuit of learning. Students are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

Academic Grievances: Students have protection, through institutional policies and procedures, against arbitrary or erroneous actions. Academic grievances between a student and faculty member should be resolved expediently by the parties involved; however, if the problem cannot be resolved at that level, the student may pursue other remedies outlined in the College’s Student Conduct Code’s Academic Grievance policy. Grievances may be filed with any member of Student Services.

Nondiscrimination and Sexual Harassment: The College is committed to a zero-tolerance policy regarding discrimination on the basis of race, gender, age, religion, color, national origin, ancestry, disability, marital status, or sexual orientation. Accordingly, students have protection against discrimination regarding admission to and participation in all college programs.

Sexual harassment is viewed as a form of gender discrimination and is prohibited. Students who feel that they have been discriminated against or harassed should file their complaints with the Student Services Officers.

Educational Records: Students have the right to review and inspect their educational records, the right to request that records be amended, and the

right of protection from disclosure by HTIC of personally identifiable information in educational records without the written permission of the student involved.

Student Responsibilities

HTIC students assume responsibility for their actions. Their basic responsibility is to take full advantage of the opportunity to learn and participate in activities of the college community. Students must respect the rights of others and provide assistance whenever possible. College property must be respected and rules and regulations followed.

Attendance: Attendance is considered integral to a student's success at HTIC. Grading policy regarding attendance for a class is determined by individual instructors and is clearly stated in their course syllabus.

Leave of Absence: Students enrolled in the College Preparatory and Liberal Arts programs at HTIC are expected (international students are required) to maintain "continuous enrollment" for at least three terms after which they are entitled to a "vacation term." If a student needs to interrupt his/her academic studies due to off-site testing and interviews, health, personal, or emergency situations (family emergencies involve parents, siblings, spouse, or children.), the student must request a leave of absence from the Vice Chancellor and Dean of Instruction. The student should consult with an academic advisor for assistance in completing a leave of absence request.

If the leave of absence interrupts a course of study, it is the student's responsibility to meet with his/her instructor(s) to come to an agreement on how course requirements will be met. Instructors reserve the right to generate lower grades due to a student's absence from the classroom or failure to satisfactorily complete significant assignments, especially if those assignments are dependent on group or in-class work.

If course requirements are not completed by end of term, instructors may issue a grade of "I," incomplete. This grade will remain on students' transcripts until the middle of the following term; if course requirements are not completed by that time, a grade of "F" will be generated unless otherwise reported by the instructor. Students missing six weeks or more of any course will be advised to withdraw as missed coursework in excess of six weeks automatically generates a final grade of "F."

Approved leaves of absence permit students to resume their studies at HTIC under the same degree requirements that were in effect at the time they began their leave. A leave of absence is limited to a maximum of one term.

Absences in excess of one term require a student to re-apply for admission, subjecting the student to the policies and procedures in effect at the time of re-enrollment.

Academic Ethics: Academic ethics is expected of all HTIC students. Students will do their own work; cheating or plagiarism will not be tolerated.

Disciplinary action will be taken against students found to be academically dishonest. The nature of actions that may be taken, as well as the process employed, is detailed in the Student Conduct Code. A copy of the Student Conduct Code is available from Student Services.

Impermissible Behavior: HTIC students enjoy the basic rights of all members of society. They also have an obligation to fulfill responsibilities incumbent upon all citizens, as well as the responsibilities of their particular role within the academic community.

Students are expected to follow college rules and regulations and comply with U.S. federal laws and Hawai'i state laws. These include regulations related to consumption of alcoholic beverages, possession of weapons, smoking within the College's facilities, harassment, and damaging HTIC property as well as the use, manufacture, or sale of illegal substances. Violations will be dealt with in accordance with the Student Conduct Code and/or the applicable federal, state or local law(s), as appropriate.

Cross-Cultural Respect: Being a member of a multicultural "learning community" is a wonderful opportunity to experience new cultures, learn new languages and make new international friends. Extending to all the members of that community the mutual respect and appreciation for cultural differences, being sensitive to including others in discussions in and out of class through the use of a commonly understood language, and making the effort to reach beyond the barriers of national differences, are all important responsibilities for the HTIC student. The reward is in the rich new friendships and experiences a multicultural environment offers the entire "learning community."

ADMISSIONS INFORMATION

“Entering the Gateway”

HTIC welcomes applications from all individuals who have the ambition and ability to benefit from its educational offerings. This means that HTIC seeks to accommodate motivated students with a wide range of interests and abilities. Success at HTIC depends not only on language and academic ability, but also the individual desire of the student to commit themselves to academic excellence.

This school is authorized under Federal Law to enroll nonimmigrant alien students. HTIC admits students of any race, color and national or ethnic origin.

General Admission Requirements to HTIC

As a small college with a restriction on student enrollment, admission to HTIC's College Preparatory and Liberal Arts Programs is competitive. *Only students committed to a full course of study each term, with the intent to earn an Associate in Arts degree, will be accepted.* Students who demonstrate educational excellence in their past academic record and high motivation are given priority for admission.

Admission Requirements for U.S. Citizens and/or Legal Residents

For admission or consideration for readmission, students must comply with the following:

Submit to the Admissions Office by the deadline date:

- Completed Application for Admission form and \$50 application fee.
- Official Transcripts:
 - Submit high school transcripts and transcripts from all schools attended after graduating.
 - Transcript(s) must be sent by the issuing school(s) directly to the Admissions Office.
- 2.5 GPA is required for both freshman and transfer admission.
- Admissions' Statement Essay: guidelines are provided in the application materials.
- A letter of recommendation (optional).
- Completed Tokai Dormitory Application form and \$20 application fee (only necessary if you are applying for on-campus housing).

An applicant may be contacted for a personal or telephone interview upon receipt of the application documents.

Admission Requirements for International Students

For admission or consideration for readmission to the Liberal Arts Program or College Preparatory Program, students must comply with the following:

Submit to the Admissions Office by the deadline date:

- Completed Application for Admission form and \$50 (US) application fee.
- Completed Supplemental Application – Financial Support State
 - Attach a current (within six months) bank statement from your sponsor showing a balance of at least \$17,000.
- TOEFL score, IELTS (International English Language Testing System) or a copy of STEP EIKEN certificate
 - For Admission into the Liberal Arts Program: a minimum TOEFL score of 45 IBT, 133 CBT, or 450 PBT; an IELTS score of 4.5 or higher; or a STEP EIKEN certificate at the “*Ni Kyu*” (2nd grade) or higher is required.
 - For admission into the College Preparatory Program: submission of a TOEFL score, IELTS score, or a STEP EIKEN certificate is required. HTIC’s TOEFL college code is 9831.
- Official Transcripts:
 - Submit high school transcripts and transcripts from all schools attended after graduating, including language schools.
 - Transcript(s) from U.S. Schools must be sent by the issuing school(s) directly to the Admissions Office.
 - Applicant may submit official English transcript(s) from overseas schools together with other required documents.
 - Certificate demonstrating completion of high school level education must be submitted if transcripts are unavailable.
- 2.5 GPA is required for both freshman and transfer admission into the Liberal Arts Program.
- A letter of recommendation, in English, (optional).
- Completed Tokai Dormitory Application form and \$20 (US) application fee (only necessary if you are applying for on-campus housing).

An applicant may be contacted for a personal or telephone interview upon receipt of the application documents.

HTIC Application Deadlines

Application deadlines for the College Preparatory and Liberal Arts Programs for U.S. citizens and legal residents, and international students are as follows:

Application Deadlines for:	For U.S. Citizens and Legal Residents	For Students requiring an F-1 Visa	For Students with a Valid Visa
Winter 2010 Term (All Programs) Jan. 15-March 27, 2010	10/30/09	9/1/09	10/30/09
Spring 2010 Term (All Programs) April 9-June 19, 2010	2/1/10	11/30/09	2/1/10
Summer 2010 Term (College Prep) July 2-Sept. 11, 2010	5/3/10	2/26/10	5/3/10
Summer 2010 Term I (LA Program) July 6-August 11, 2010	5/3/10	2/26/10	5/3/10
Summer 2010 Term II (LA Program) August 13-Sept. 18, 2010	5/3/10	2/26/10	5/3/10
Fall 2010 Term (All Programs) October 1-Dec. 11, 2010	8/2/10	5/28/10	8/2/10

Application Procedures

Students may enter HTIC in any of the four terms – Fall, Winter, Spring, or Summer.

An application for admission may be made at any time, but no later than the published application dates indicated above for admission to a specific term. Every effort will be made to review and evaluate applications on a timely basis.

Prospective students will be informed of the action taken on the applications. Accepted international students receive a U.S. Immigration and Customs Enforcement SEVIS Form I-20AB. The Form I20AB is used when applying for an F-1 student visa at the U.S. Consulate or Embassy nearest the student's home. Processing of a visa application may take several months, so international students are advised to apply to HTIC as soon as possible. The determination as to whether a visa can be issued is the sole responsibility of the consular office. Upon issuance of a visa, the student can complete arrangements for travel to Hawai'i and enrollment in the college. (Note: International Students may not enter the U.S. prior to 30 days of program start.)

Pre-Registration Requirements:

Prior to registration students are required to have:

- Proof of Health Insurance: All students must have medical insurance coverage for the length of the term in which he/she is enrolled. Overseas travelers or student insurance is accepted.
 - Insurance information may also be provided at HTIC.
- Tuberculosis (TB) Clearance Certificate: As required by state law, all students must present a valid TB certificate of a negative tuberculin test issued by the State of Hawai'i or from a physician using a Hawai'i State Department of Health approved form.
 - The TB test must have been administered in Hawaii within 12 months prior to the first day of class.
 - Tuberculosis testing may be arranged through Student Services.
- Record of Immunization: Official record of two doses of measles vaccine, one in combination with measles-mumps-rubella (MMR), is required.
 - Proof of immunization should be in English, and certified by a physician or health/medical institute.
 - The immunization may be arranged through Student Services.
- Meningococcal Vaccine: Meningococcal Vaccine is recommended but not required. Students electing not to be inoculated must sign a waiver.
 - The immunization may be arranged through Student Services.

Advanced Placement

Students who have successfully completed an advanced placement exam, such as those offered through the College Board's College Level Examination Program (CLEP), may apply for advanced placement credit.

Transfer Credits from Other Institutions

Students transferring to HTIC from other accredited American or foreign colleges or universities may request that credits earned at these institutions be evaluated for transfer to meet HTIC requirements. Generally, credit will be given for courses applicable to the Associate in Arts degree and comparable to those offered at HTIC, provided that the student completed the courses with a grade of "C" or higher.

Disability Support Services

Students needing disability and support services are expected to identify themselves to the College. The College requires documentation regarding the nature and extent of their disability and recommendations for reasonable accommodations. Since accommodations may require additional time to arrange, requests should be received at least six (6) weeks prior to the start of term.

COSTS

“Investing in Your Future”

Investment in an education pays limitless dividends.

The cost of attending HTIC will vary with the program of study undertaken, living arrangements, and personal expenses. The following sections identify some of the primary costs.

Please note that all tuition and fees are subject to change in accordance with requirements of state law and/or action by the Board of Trustees or HTIC administration.

Tuition and Other Expenses

Tuition fees are charged according to the number of credits (Liberal Arts) or contact hours (College Prep) being taken by the student.

Tuition for students enrolled in the 2009-2010 academic year beginning in October 2009 for a full-time program of study or for students who are taking a part-time course load are shown below.

College Preparatory Program

\$3,150 per term for full-time students (18 contact hours required to be a full-time College Prep student).

Liberal Arts Degree Program

\$3,150 per term for full-time students (9 credit hours are required to be a full-time student)

\$400 per credit hour for part-time students (plus fees)

Student Activity and Learning Center Fees

Liberal Arts and College Prep students are also assessed a mandatory \$120 Activity and Learning Center usage fee each term. Cost for books and supplies are estimated to be from \$200 to \$400 per term.

Graduation Fees

Liberal Arts students in their final term of study will be assessed a \$100 graduation fee during the registration process. A \$12.00 service fee will be charged to any student whose diploma must be reordered.

Internet Access Fees

Internet access is available to students with personal computers. Fees for the service are as follows: set-up fee of \$20.00 for students with built-in wireless cards; quarterly usage fee of \$45.00. Those needing separate wireless cards may purchase a unit from HTIC.

Medical Insurance

All colleges are required by the U.S. Citizenship and Immigration Services regulations to certify that international students have sufficient funds on hand to defray expenses in the event of an emergency. HTIC has therefore determined that a mandatory health care program best insures this requirement for our international students. While it is encouraged that students purchase health insurance in their home country, medical coverage is also available for purchase through HTIC. More information and enrollment details are available from the Student Services Office.

Please note that in order to register for classes; all students are required to show proof of medical insurance coverage for the duration of the term for which they are registering.

Dormitory Rates

Double and triple occupancy dormitory rooms are available. Students are automatically placed in double or rooms; on a first-come basis.

Other housing costs include a \$100.00 security deposit, refundable upon successfully passing a room inspection at checkout, and a \$65.00 non-refundable charge for a set of bedding, including a pillow, blanket, and towels.

Housing information may be requested from Student Services. A non-refundable processing fee of \$20.00 is required with dormitory applications. Note: Students are expected to leave the dorm between quarters. There is a charge for intersession housing.

DORMITORY RATES

	ALL FULL TERMS*	SUMMER I OR II
DOUBLE	\$1,500	\$900
TRIPLE	\$1,300	\$800

Meal Costs

Meals are served in the College's cafeteria during the regular school term. Cost of meals is:

Breakfast	\$8.00
Lunch	\$8.00
Dinner	\$8.00

Meal plans are available for purchase by all students and are mandatory for all students living in the dormitory.

Cost of meal plans are:

90 meals	\$720 per term
100 meals	\$800 per term
120 meals	\$960 per term

No refunds are given for meal plans.

No meals will be provided on holidays observed by HTIC. (See calendar at back of catalog for holidays.)

When meal service is not available, students may choose to eat at the many reasonably priced restaurants within walking distance of the campus.

Estimated Total Costs

A sample one-term or academic year (three terms) budget can be estimated as follows for a full-time student at HTIC:

Educational Costs: 2009-2010

Liberal Arts or College Preparatory Programs

Tuition	\$3,150
Student Activity Fee	120
Books/supplies	250
Health Insurance	<u>315</u>
Total	\$3,835 per term or \$11,505 per academic year

Living Costs (in dorm)

Standard double room	\$1,500
Meals (90 meals)	<u>720</u>
Total	\$2,220 per term or \$6,660 per academic year.

Tuition Refunds

The following tuition refund schedule is used when:

- a student withdraws from HTIC;
- a change of registration necessitates a refund.

*No refunds will be given for Summer Session II unless changes are made within the first 12 days instruction during Summer Session I.

<i>HTIC TUITION REFUND SCHEDULE</i>	
<i>ALL TERMS*</i>	<i>REFUND</i>
Withdrawal or changes before the first day of instruction	100%
First 7 days of the term	75%
Days 8-12 of the term	50%
Changes thereafter	No refund

Dormitory Refunds

Dormitory room cancellations made prior to check-in will be refunded in full minus a \$25.00 processing fee. Students cancelling after checking-in will be refunded the balance remaining after a charge of \$30.00 (twin-standard or triple-large) per day of occupancy, plus the \$25.00 processing fee, is deducted.

COURSE DESCRIPTIONS

“Not Covering Subjects, but Uncovering the Mind”

The path to growth is in seeking new insights, discovering fresh perspectives, and being open to exploring new knowledge while continuously developing thinking and communication skills. These courses will challenge you as they prepare you to walk through the gateway into your future.

LIBERAL ARTS COURSES

A. LANGUAGE ARTS AND LITERATURE

All courses listed below meet A.A. degree Language Arts and Literature requirements, unless otherwise noted.

CHN 101 / Elementary Mandarin I / 3

An introductory course to Mandarin Chinese. Emphasis will be placed on listening, speaking, reading, writing, and grammatical structure of the Chinese language. The class will be taught in the context of better understanding Chinese culture. Not offered every year.

CHN 102 / Elementary Mandarin II / 3

Continuation of CHN 101. The course further develops the student’s ability in communication using various skills including listening, speaking, reading, and writing. Students are expected to acquire a vocabulary of 500 to 700 words. Prerequisite: CHN 101 or consent of the instructor. Not offered every year.

CHN 103 / Elementary Mandarin III / 3

Continuation of CHN 102. The course further develops the student’s ability in communication using various skills including listening, speaking, reading, and writing. Students are expected to acquire a vocabulary of 800 to 1000 words. Prerequisite: CHN 102 or consent of the instructor. Not offered every year.

ENG 022 / Introduction to Expository Writing / 3

Extensive practice in writing clear college-level prose including identifying ideas for an essay, deriving a thesis, developing effective paragraphs, revising, and editing. Course should not be taken if ENG 100 or equivalent expository writing course has been taken previously with a grade of “C” or better. Word processing skills may be required. This course does not meet A.A. degree requirements as it is a “basic skills” level course.

ENG 100 / Expository Writing / 3

Practice in writing clear and effective college-level prose. Emphasis on skills in critical thinking, organizational effectiveness, revision, and editing. Includes writing a research paper. Word processing skills required. Prerequisite: ENG 022 or placement by test. Must be completed with a grade of C or better.

ENG 109 / Expository Writing II / 3

Continuation of ENG 100 for students who want additional opportunities for developing expository writing skills. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing. Fulfills advanced writing course requirement.

ENG 200 / Research Writing / 3

Development of skills needed for research and term papers. Provides instruction on library resources, methods of evaluating evidence, and clear, logical prose. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing. Fulfills advanced writing course requirement.

ENG 204 / Creative Writing / 3

Practice in writing poems and short stories with special attention to the effective presentation of personal observations and original ideas. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing. Fulfills advanced writing course requirement.

ENG 209 / Business Writing / 3

Practice in writing clear, informative, and persuasive prose for business purposes. Word processing skills may be required. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing. Fulfills advanced writing course requirement.

ENG 250 / American Literature / 3

Study of major American authors from the colonial period to the present. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing.

ENG 251 / British Literature / 3

Study of major works in British literature. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing.

ENG 253 / World Literature I (to 1600) / 3

Selected literary classics from the different cultures of the world to 1600. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing.

ENG 254 / World Literature II (after 1600) / 3

Selected literary classics from the different cultures of the world from 1600. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing.

ENG 257 / Special Studies in Literature / 3

Various specific themes in literature. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing.

ENG 258 / Science Fiction Classics / 3

Study of novels and short stories that are classics of science fiction. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing.

ENG 259 / Literature of Peace / 3

Study of short stories, poetry, novels, and other forms of literature that focus on the importance of peace as an alternative to war. Prerequisite: ENG 100. Writing Intensive: requires a minimum of 3,000 words of writing.

ENG 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required. Prerequisite: ENG 100.

JPN 101 / Elementary Japanese I / 3

An introductory course to Japanese. Emphasis will be placed on listening, speaking, reading, writing, and the grammatical structure of the Japanese language. The class will be taught in the context of better understanding Japanese culture. Not offered every term.

JPN 102 / Elementary Japanese II / 3

Continuation of JPN 101. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. The class will be taught in the context of better understanding Japanese culture. Prerequisite: JPN 101 or consent of instructor. Not offered every term.

JPN 103 / Elementary Japanese III / 3

Continuation of JPN 102. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Prerequisite: JPN 102 or consent of instructor. Not offered every term.

JPN 201 / Intermediate Japanese I / 3

Additional training in oral-aural skills designed to build listening comprehension and fluency. Development of proficiency in reading and writing Japanese. Prerequisite: JPN 103 or consent of instructor. Not offered every term.

JPN 202 / Intermediate Japanese II / 3

Continuation of JPN 201. Prerequisite: JPN 201 or consent of instructor. Not offered every term.

JPN 203 / Elementary Japanese III / 3

Continuation of JPN 202. Prerequisite: JPN 202 or consent of instructor. Not offered every term.

JOURN 105 / The Press and Society / 3

An appraisal and critique of the news and opinion media (newspapers, magazines, radio, television, and advertising) and their role in the world, North America and Hawai'i. Theory, practice, development, influence, rights, responsibilities, problems, issues, and trends are reviewed and discussed.

JOURN 205 / Newswriting / 3

Fundamentals of gathering and writing news, and instruction in the rationale underlying professional journalism. Prerequisite: ENG 100. Writing intensive: requires a minimum of 3,000 words of writing. Fulfills advanced writing course requirement.

KOR 101 / Elementary Korean I / 3

An introductory course to Korean. Emphasis will be placed on listening, speaking, reading, writing, and the grammatical structure of the Korean language. The class will be taught in the context of better understanding Korean culture. Offered once a year.

KOR 102 / Elementary Korean I / 3

Continuation of KOR 101. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Prerequisite: KOR 101 or consent of instructor. Not offered every year.

KOR 103 / Elementary Korean I / 3

Continuation of KOR 102. The course further develops the student's ability in communication using various skills including listening, speaking, reading, and writing. Prerequisite: KOR 102 or consent of instructor. Not offered every year.

SP 151 / Personal and Public Speech / 3

Study of major elements of speech; intended to help student develop oral communication skills to function effectively in modern society. Participation in one-on-one situations, group activities, and public speaking to develop competency in personal and group communication.

SP 231 / Performance of Literature / 3

Introduction to the study of literature through performance. Practice in rhetorical and literary analysis culminating in solo or group performance of literary selections or original writing for an audience. May include the writing of original works for presentation. Oral Intensive: requires a minimum of 20 minutes of oral presentation per student.

B. ARTS AND HUMANITIES

All courses listed below meet A.A. degree Arts and Humanities requirements, unless otherwise noted.

ART 101 / Introduction to the Visual Arts / 3

Study of the nature of various visual arts and their expression in different forms. Develop appreciation for the influence of art on quality of life. Field trips may be required.

ART 108/ART 80 / Introduction to Digital Photography / 1

Introduction to photography through use of digital cameras and photography software. Digital camera required.

ART 113/ART 13 / Introduction to Drawing / 1

Foundations exploration in basic and advanced drawing techniques, including the descriptive, expressive, and formal aspects of visual language.

ART 123/ART 23 / Introduction to Painting / 1

Theory and practice of painting, material and technical procedures.

ART 171 / Introduction to Western Art I / 3

Historical survey of Western art from prehistory to the Middle Ages. Works of architecture, painting, sculpture, and other art forms will be studied.

ART 172 / Introduction to Western Art II / 3

Historical survey of Western art from the Renaissance to the present. Works of architecture, painting, sculpture, and other art forms will be studied.

ART 180 / Introduction to Eastern Art / 3

Historical survey of visual arts produced in Asia such as painting, sculpture, and architecture.

ART 239/ART 39 / Hawaiian Quilting / 1

The fundamentals of Hawaiian quilting.

HIST 151 / World Civilizations I (to 1500) / 3

Study of civilizations and their developments from prehistoric origins to 1500. Emphasis is placed on cultural, political, socio-economic, and religious changes.

HIST 152 / World Civilizations II (from 1500) / 3

Study of civilizations and their interconnectedness from 1500. Emphasis on cultural, political, socio-economic, and religious changes.

HIST 241 / Civilizations of Asia I (to 1500) / 3

General study and survey of major civilizations of Asia from prehistoric origins to 1500 with an emphasis on East Asia, Southeast Asia, and South Asia.

HIST 242 / Civilizations of Asia II (from 1500) / 3

General survey of major civilizations of Asia and their respective influences upon each other from the 1500's with an emphasis on East Asia, Southeast Asia, South Asia.

HIST 251 / History of Japan / 3

A survey of the history of Japan from ancient times to the present. Emphasizes political, economic, social, religious, and cultural institutions, as well as relations with East Asia.

HIST 281 / Introduction to America History I (to Civil War) / 3

Review of political, social, and cultural history of the United States from the pre-colonial era and Revolutionary War, through the development of a national government, frontier settlement, and issues of slavery and sectionalism that culminated in the Civil War.

HIST 282 / Introduction to American History II (from Civil War) / 3

Introduction to the emergence of modern American society from the period of the Reconstruction following the Civil War through the industrial revolution, immigration, the social changes of the early 20th century, the Great Depression, World War II, and the postwar developments that have influenced the United States in the modern era.

HIST 284 / History of the Hawaiian Islands / 3

Study of the cultural and social heritage of the Hawaiian Islands from early Polynesian settlement through the modern period.

HIST 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required.

HUM 100 / Themes in the Humanities / 3

An introduction to the humanities drawing upon various multicultural themes as expressed in art, music, performing arts, and literature. The course is offered as the core subject of the Freshman Learning Experience in linkage with English 22/100, Speech 151, and IS 100. Writing Intensive: requires a minimum of 3,000 words of writing; and Oral Intensive: requires a minimum of 20 minutes oral presentation per student.

MUS 106 / Introduction to Music Literature / 3

Elements, styles, and forms of music from listener's standpoint. Music appreciation course. May require attendance at concerts or other musical performances.

MUS 107 / Music in World Cultures / 3

Folk, popular, and art music from major regions of the world, with emphasis on Asia and the Pacific, representing styles and regional characteristics. Music appreciation course. May require attendance at concerts or other musical performances.

MUS 114/MUS 14 / Chorus / 1

Performance of choral literature from Renaissance to present. Previous choral experience not required.

MUS 121/MUS 21 / Musical Performance / 1

Basic principles of performance.

PHIL 100 / Introduction to Philosophy: Survey of Problems / 3

Great philosophical issues, theories, and controversies.

REL 150 / Introduction to the World's Major Religions / 3

Study of the origins of Buddhism, Christianity, Confucianism, Daoism, Hinduism, Islam, Judaism, Shintoism, and the indigenous traditions of Hawaii and Oceania.

C. MATHEMATICS AND SCIENCE

All courses listed below meet A.A. degree Mathematics and Science requirement unless otherwise noted.

GEOG 101 / The Natural Environment / 3

Survey of the natural environment; distribution and interrelationships of climates, vegetation, soils, landforms.

MATH 022 / Basic Algebra / 3

Introduction to basic algebra and math required for some college-level mathematics courses. Topics to include long division of decimals, finding the greatest common factor and the least common multiple of two or more numbers, calculating square roots, performing operations on polynomials, solving linear equations and inequalities, solving systems of two linear equations in two unknowns, factoring polynomials, simplifying rational expressions, solving rational equations, simplifying expressions containing exponents and roots and solving quadratic equations. This course does not meet A.A. degree requirements as it is a "basic skills" level course.

MATH 100 / Survey of Mathematics / 3

Survey of mathematics that highlights the power of mathematics as a deductive discipline. The use of deductive arguments, both in formal and natural languages, will be emphasized. Topics taught include elementary symbolic logic, the algebra of sets, numeration systems, number theory, application of functions, modular arithmetic, and elementary combinatorics and probability.

MATH 115 / Introduction to Statistics / 3

Study of descriptive and inferential statistics. Topics will include exploratory data analysis, methods of visualizing data using Excel, descriptive statistics, central limit theorem, normal and binomial distributions, estimations, probability, hypothesis testing, correlation and regression, and chi-square statistics.

MATH 140 / Precalculus/ 3

Functions, with special attention to polynomial, rational, exponential, logarithmic, and trigonometric functions, complex numbers, plane trigonometry, polar coordinates, conic sections. Prerequisite: Math 22 or placement by test.

SCI 121 / Biology and Society / 3

Introduction to the basic concepts of biology (e.g., genetics, evolution, ecology) and of the natural environment. Develops an understanding of scientific framework and the impact of science on society.

SCI 122 / Introduction to Science: Physical / 3

Introduction of the characteristics of science, the historical development of scientific concepts, and of the physical environment. Focus is on topics from physics, chemistry, astronomy, geology, and oceanography.

SCI 123 / Introduction to Science: Hawaiian Environment / 3

Characteristics of science and its interaction with society as illustrated by topics in geology, astronomy, oceanography, and biology of the Hawaiian Islands. Field trips may be required.

SCI 210 / Environmental Issues / 3

Study of global environmental issues from physical, biological, and socio-cultural perspectives. Topics will include biological processes; ecological principles; chemical cycling; ecosystem vulnerability; human population; environmental policies; relationships between social, economic, and environmental problems.

D. SOCIAL SCIENCES

All courses listed below meet A.A. degree Social Science requirements, unless otherwise noted.

AMST 201 / The American Experience / 3

Study of dominant American values and institutions (political, social, legal, and economic), and their influence on individuals living in the United States.

AMST 202 / Diversity in American Life / 3

Study of diversity and variety in contemporary American life. Develops an understanding of a multicultural, multiracial society.

AMST 211 / Contemporary American Issues: Domestic Issues / 3

Exploration of American domestic issues including economics, politics, civil rights, family life, health care, and the environment.

AMST 212 / Contemporary American Issues: Global Issues / 3

Exploration of American international affairs that involve global issues such as trade, environmental protection, national security, arms control, and human rights.

ANTH 200 / Cultural Anthropology / 3

Study of the nature of culture and the basic tools for analyzing cultural behavior. Develops an understanding of the interrelationships between culture and personality, and of the process of cultural change.

ANTH 201 / Japanese Culture / 3

Study of Japanese culture using the basic tools for analyzing cultural behavior. Compares Japanese and U.S. cultures through examining rites and rituals, religions, family and social life.

COM 140 / Introduction to Intercultural Communication / 3

Introduction to learning effective communication in a variety of intercultural contexts. Emphasis on theory, research, and managing intercultural communication. Problems such as culture shock and opportunities to overcome cultural barriers are presented and examined.

COM 201 / Introduction to Communication / 3

An overview of communication emphasizing the interpersonal, intercultural, organizational, and international communication, management, multimedia, mass media, and telecommunications perspectives.

COM 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required.

ECON 120 / Introduction to Economics / 3

Survey of the principles of microeconomics and macroeconomics to enable students in all disciplines to understand current economic events.

ECON 296 / Contemporary Economic Issues / 3

An examination of the travel industry from an economic perspective, which includes study of the economic factors of the industry such as hotel, restaurant, transportation, entertainment, location, seasons, and the relation with other industries.

ECON 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required.

GEOG 102 / World Regional Geography / 3

Study of the geography of the major cultural regions with a focus on the interrelationships of geography and current political, social, and economic conditions.

GEOG 151 / Geography and Contemporary Society / 3

Study of resource management and population geography and their application to contemporary problems in a worldwide perspective.

POLSCI 130 / American Government and Politics / 3

Introduction to the organization and functioning of American political systems at the local, state, and national levels. Topics discussed include how the present American political system was formed and what political issues exist today.

POLSCI 220 / International Relations / 3

Study of concepts and theories in international relations and of contemporary world politics. Topics include the analysis of the causes of war and international conflicts, peacekeeping strategies, and various global issues.

POLSCI 222 / Issues in International Relations / 3

Study of historical and current issues in world politics, e.g., U.S.-Japan relations, causes of war and peace, international relations in Asia and the Pacific, and the analysis of international conflict.

POLSCI 273 / Nonviolent Political Solutions / 3

Exploration and analysis of nonviolent and non-killing political theories and movements including the theories of Immanuel Kant, Henry David Thoreau, and Woodrow Wilson, and the practices of Mohandas Ghandi and Martin Luther King, Jr.

POLSCI 299 / Directed Reading and Research / 1-4

Individualized or small group work on selected topics. Consent of the instructor and approval of the Dean of Instruction are required.

PSY 100 / Survey of Psychology / 3

Introduction to basic principles of human behavior. Topics include biological foundations of behavior, motivation, emotion, learning, memory and thought processes, personality, development. Social behavior, stress, abnormal behavior, and methods of therapy.

PSY 170 / Psychology of Adjustment / 3

Understanding, evaluating and improving adjustment. Ideas and techniques concerning behavior change and personal growth. Topics include developmental theory, gender, conflict resolution, and contrasting cultural views of mental health.

SOC 100 / Introduction to Sociology / 3

The fundamental concepts, theories, and methods of research of sociology with emphasis on basic social relationships, social structures, and processes.

SOC 256 / Race and Ethnic Relations in Hawaii / 3

Introduction to the historical, social, and cultural dynamics of ethnic and race relations in Hawaii with an emphasis on cultural identity formation in a multicultural island community.

D. INTERDISCIPLINARY AND OTHER STUDIES

HPER 101 / HPER 11 / Physical Fitness / 1

Conditioning exercises and activities to develop and maintain physical efficiency.

HPER 102/HPER 12 / Aerobic Fitness: Beginning / 1

Aerobic fitness improvement. Learning and practicing safe total body workout routines to music.

HPER 150/HPER 50 / Introduction to Dance / 1

Survey of the development of major dance styles and their relationship to contemporary choreography.

HPER 160-163/HPER 60 / Judo / 1-4

Introduction to the fundamentals of judo. Four levels of study from beginning to advanced.

ICS 100/ICS 22 / Introduction to Computers / 1

Introduction to computers through hands-on keyboarding and word processing as well as other software. Student may test out of course. (Required class.)

ICS 190 / Video Editing/Making Films / 1

Introduction to use of video editing in making films. Prerequisite: ICS 100 or consent of the instructor.

ICS 195 / Computers for the Office / 1

Introduction of computer software applications for the office. Prerequisite: ICS 100 or consent of the instructor.

ICS 198 / Webpage Design: Publishing / 1

Fundamentals of webpage design. Prerequisite: ICS 100 or consent of the instructor.

ICS 199 / Making a Magazine: Desktop Publishing / 1

Fundamentals of desktop publishing. Prerequisite: ICS 100 or consent of the instructor.

IS 100 / Freshman Seminar: An Introduction to Higher Education / 1

Introduction to American higher education and the concept of a “learning community.” An integral part of the Freshman Experience, the course assists students’ transition into the LA program. Required for A.A. degree; must be taken in the first term of study in the LA program. (Credit/no credit.)

IS 105 / Career/Life Exploration and Planning / 1

An introductory course to assist students in becoming more self-directed in the career/life development process.

IS 192 / Service Learning (1-4 credits)

Practicum course that provides students with an opportunity to do volunteer work at a community service agency or business to secure practical understanding of social issues. Approval of the Dean of Instruction is required.

IS 196 / Seminar on Peace Studies / 1

Introduction to the concepts of peace, war, and security through the study of historical and current conflicts and conflict resolution. Required for A.A. degree. (Not offered in summer.)

IS 200 / Sophomore Seminar: The Capstone Course / 1

A special research seminar to be taken during the student’s last term. Required for the A.A.

COLLEGE PREPARATORY PROGRAM COURSES

College Preparatory Program courses are both credit and non-credit in nature. Subject matter foundation courses numbered “22” are 2-3 credits which cannot be used for the completion of the Associate in Arts degree. Non-credit courses are scheduled for various hours during the week based upon the length of the term.

CORE 1LS / Listening and Speaking / 5 hours

CORE 1RW / Reading and Writing / 5 hours

LAB 1 / ESL Lab I: Introductory / 4 hours

CPE 64 / Basic Grammar and Vocabulary / 4 hours

CPE 67 / Introduction to TOEFL / 4 hours

A skills-based introduction to basic and foundational English language skills.

CORE 2 / Integrated English Studies: Beginning / 10 hours

LAB 2 / ESL Lab II: Beginning / 4 hours

HIST 22 / Foundations of World History / 4 hours

An introduction to geography and how it relates to world history, economics, and government while developing English language skills in a unified approach to learning. Introductory level of the CPP.

CORE 3 / Integrated English Studies: Lower Intermediate / 10 hours

LAB 3 / ESL Lab III: Lower Intermediate / 4 hours

SOC 22 / The Foundations of Sociology / 4 hours

An introduction to the basic social structures of society including family while developing English language skills – reading, writing, listening, and speaking – in a unified approach to learning. Beginning level of the CPP.

CORE 4 / Integrated English Studies: Higher Intermediate / 10 hours

LAB 4 / ESL Lab IV: Higher Intermediate / 4 hours

COM 22 / The Foundations of Intercultural Communication / 4 hours

An introduction to the field of Communication with an emphasis on intercultural communication while developing English language skills – reading, writing, listening, and speaking – in a unified approach to learning. Intermediate level of the CPP.

CORE 5 / Integrated English Studies: Advanced / 10 hours

LAB 5 / ESL Lab V: Advanced / 4 hours

AMST 22 / The Foundations of American Studies / 3

An introduction to the popular culture of the United States while developing English language skills – reading, writing, listening, and speaking – in a unified approach to learning. Advanced level of the CPP.

CPE 72 / Newspaper and Magazine Reading I / 4 hours

Improving English reading ability with an emphasis on vocabulary development.

CPE 73 / Listening and Speaking I / 4 hours

Developing listening and speaking skills for more effective communication.

CPE 74/ Vocabulary Development I / 4 hours

Increasing vocabulary for listening comprehension, reading recognition, and written and conversational usage.

CPE 75N / Grammar in Writing I / 4 hours

Developing writing skills with an emphasis on logical development and correct grammar usage.

CPE 76 / Introduction to Pronunciation and Intonation / 4 hours

Developing and improving pronunciation and intonation of North American English.

CPE 79 / Introduction to Debating / 4 hours

Improving oral communication with an emphasis on the development of critical thinking skills.

CPE 82 / Newspaper and Magazine Reading II / 4 hours

Improving English reading ability in preparation for college-level work.

CPE 85N / Grammar in Writing II / 4 hours

Developing writing skills with an emphasis on critical thinking and correct grammar usage.

CPE 86 / Advanced Pronunciation and Intonation / 4 hours

Mastering pronunciation and intonation of North American English.

CPE 93 / Debating Controversial Issues / 4 hours

Developing critical thinking and debate skills by examining contemporary social issues.

CPE 95 / Film Analysis / 4 hours

Improving critical thinking skills through verbal and written analysis of film.

FACULTY AND STAFF
“Bringing the Learning to Life”

HTIC's learning community of students, faculty, staff, and administrators work together to fulfill the mission of our college. Everyone shares in the educational experience, making the campus vibrant and creating a legacy that inspires a lifelong love of learning.

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Accountant, Finance
M.B.A., B.A., Hawai'i Pacific University

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Maintenance

Mario Ness

Network Operation Services

Peter Paelma

Maintenance

Sherwood Petersen

Conference and School Services Facilitator

Misty Tachibana

Human Resources Specialist
B.A., University of Hawai'i at Manoa

2009-2010 ACADEMIC CALENDAR

FALL TERM 2009

May 29	Friday	Application for Admission Deadline: Students Requiring Visa
August 3	Monday	Application for Admission Deadline: Students Not Requiring Visa
August 17-21	Monday-Friday	Fall Term Advising for Continuing Students
August 24-28	Monday-Friday	Fall Term Registration for Continuing Students
Sept. 28-30	Monday-Wednesday	Orientation Activities
September 30	Wednesday	Advising and Registration (All New Students)
October 1	Thursday	First Day of Liberal Arts and College Prep Classes Tuition Payment Deadline for All Students
October 5	Monday	Fall Convocation
October 8	Thursday	End of Late Registration Last Day to Add Liberal Arts Courses
October 9	Friday	Last Day to Add/Drop College Prep Courses
October 16	Friday	Last Day to Drop Liberal Arts Courses
October 12	Monday	Holiday: Discoverer's Day
October 21	Wednesday	Town Hall Meeting
Nov. 9-13	Mon, Tues, Thurs.-Fri.	Winter Term Advising for Continuing Students
November 11	Wednesday	Holiday: Veterans' Day
November 13	Friday	Last Day to Withdraw from Courses
Nov. 16-20	Monday-Friday	Winter Term Registration for Continuing Students
November 26	Thursday	Holiday: Thanksgiving Day
November 27	Friday	Instructional Holiday
December 2	Wednesday	Student Presentation Day
December 4	Friday	Institutional TOEFL Testing
December 9	Wednesday	IS 200 Capstone Presentations
Dec. 10-11	Thursday-Friday	Final Examinations for Liberal Arts Classes
December 11	Friday	Last Day of Fall Term
December 12	Saturday	Commencement Ceremony

WINTER TERM 2010

September 1	Tuesday	Application for Admission Deadline: Students Requiring Visa
October 30	Friday	Application for Admission Deadline: Students Not Requiring Visa
Nov. 9-13	Mon-Tues, Thurs-Fri	Winter Term Advising for Continuing Students
Nov. 16-20	Monday-Friday	Winter Term Registration for Continuing Students
January 11-13	Monday-Wednesday	Orientation Activities for Liberal Arts and College Prep students
January 13	Wednesday	Advising and Registration (All New Students)
January 14	Thursday	First Day of Liberal Arts and College Prep Classes Tuition Payment Deadline for All Students
January 18	Monday	Holiday: Martin Luther King, Jr. Day
January 19	Tuesday	Winter Convocation
January 21	Thursday	End of Late Registration Last Day to Add Liberal Arts Courses
January 22	Friday	Last Day to Add/Drop College Prep Courses
January 29	Friday	Last Day to Drop Liberal Arts Courses
February 3	Wednesday	HTIC Town Hall Meeting
February 15	Monday	Holiday: Presidents' Day
Feb. 22-26	Monday-Friday	Spring Term Advising for Continuing Students
February 26	Friday	Last Day to Withdraw from Courses
March 1-5	Monday-Friday	Spring Term Registration for Continuing Students
March 17	Wednesday	Student Presentation Day
March 19	Friday	Institutional TOEFL
March 24	Wednesday	IS 200 Capstone Presentations and Final Examinations for Liberal Arts Classes
March 25	Thursday	Final Examinations for Liberal Arts Classes
March 26	Friday	Last Day of Winter Term Holiday: Prince Kuhio Day

SPRING TERM 2010

November 30	Monday	Application for Admission Deadline: Students Requiring Visa
February 1	Monday	Application for Admission Deadline: Students Not Requiring Visa
Feb. 22-26	Monday-Friday	Spring Term Advising for Continuing Students
March 1-5	Monday-Friday	Spring Term Registration for Continuing Students
April 5-7	Monday-Wednesday	Orientation Activities for Liberal Arts and College Prep students
April 7	Wednesday	Advising and Registration (All New Students)
April 8	Thursday	First Day of Liberal Arts and College Prep classes Tuition Payment Deadline for All Students
April 12	Monday	Spring Convocation
April 15	Thursday	End of Late Registration Last Day to Add Liberal Arts Courses
April 16	Friday	Last Day to Add/Drop College Prep Courses
April 23	Friday	Last Day to Drop Liberal Arts Courses
April 28	Wednesday	Town Hall Meeting
May 17-21	Monday-Friday	Summer Term Advising for Continuing Students
May 21	Friday	Last Day to Withdraw from Courses
May 24-28	Monday-Friday	Summer Term Registration for Continuing Students
May 31	Monday	Holiday: Memorial Day
June 9	Wednesday	Student Presentation Day
June 10	Thursday	Institutional TOEFL Testing
June 11	Friday	Holiday: Kamehameha Day (observed)
June 16	Wednesday	IS 200 Capstone Presentations
June 17-18	Thursday -Friday	Final Examinations for Liberal Arts Classes
June 18	Friday	Last Day of Spring Term
June 19	Saturday	Commencement Ceremony

SUMMER TERM 2010

February 26	Friday	Application for Admission Deadline: Students Requiring Visa
May 3	Monday	Application for Admission Deadline: Students Not Requiring Visa
May 17-21	Monday-Friday	Summer Term Advising for Continuing Students
May 24-28	Tuesday-Friday	Summer Term Registration for Continuing Students
June 28-30	Monday-Wednesday	Orientation Activities for College Prep Students
June 30	Wednesday	Advising and Registration for New College Prep Students
June 30 – July 1	Wednesday-Thursday	Orientation Activities for Liberal Arts Students
July 2	Friday	Advising and Registration for New Liberal Arts Students

SUMMER SESSION I

July 1	Thursday	First Day of College Prep Classes
July 5	Monday	Holiday: Independence Day (observed)
July 6	Tuesday	First Day of Liberal Arts Classes – Summer Session I Tuition Payment Deadline for All Students
July 9	Friday	Last day to Add/Drop College Prep Courses Last day to Add Liberal Arts Courses (Summer I) End of late Registration for All Students
July 12	Monday	Summer Convocation
July 14	Wednesday	Last Day to Withdraw from Liberal Arts Courses (Summer I)
August 10	Tuesday	Last Day and Final Exams for Liberal Arts Courses (Summer I)
August 13	Friday	Last Day to Withdraw from College Prep Courses

SUMMER SESSION II

August 12	Thursday	First Day of Liberal Arts Classes – (Summer Session II)
August 17	Tuesday	Last Day to Add Liberal Arts Courses (Summer Session II)
August 16-20	Monday-Friday	Fall Term Advising for Continuing Students
August 20	Friday	Last Day to Drop Liberal Arts Courses (Summer II)
August 23-27	Monday-Friday	Fall Term Registration for Continuing Students
August 20	Friday	Last Day to Withdraw from Liberal Arts Courses (Summer II)
September 3	Friday	Institutional TOEFL for College Prep students
September 6	Monday	Holiday: Labor Day
September 10	Friday	Last Day College Prep Classes
September 17	Friday	Final Exams for Liberal Arts Courses (Summer II)
		Last Day of Summer Term

2010-2011 ACADEMIC CALENDAR

FALL TERM 2010

May 28	Friday	Application for Admission Deadline: Students Requiring Visa
August 2	Monday	Application for Admission Deadline: Students Not Requiring Visa
August 16-20	Monday-Friday	Fall Term Advising for Continuing Students
August 23-27	Monday-Friday	Fall Term Registration for Continuing Students
Sept. 27-29	Monday-Wednesday	Orientation Activities
September 29	Wednesday	Advising and Registration for all New Students
September 30	Thursday	First Day of Liberal Arts and College Prep Classes Tuition Payment Deadline for All Students
October 4	Monday	Fall Convocation
October 7	Thursday	End of Late Registration Last Day to Add Liberal Arts Courses
October 8	Friday	Last Day to Add/Drop College Prep Courses
October 11	Monday	Holiday: Discoverer's Day
October 15	Friday	Last Day to Drop Liberal Arts Courses
October 20	Wednesday	Town Hall Meeting
Nov. 8-10, 12	Mon-Wed, Friday	Winter Term Advising for Continuing Students
November 11	Thursday	Holiday: Veterans' Day
November 12	Friday	Last Day to Withdraw from Courses
Nov.15-19	Monday-Friday	Winter Term Registration for Continuing Students
November 25	Thursday	Holiday: Thanksgiving Day
November 26	Friday	Instructional Holiday
December 1	Wednesday	Student Presentation Day
December 3	Friday	Institutional TOEFL Testing
December 8	Wednesday	IS 200 Capstone Presentations
Dec. 9-10	Thursday-Friday	Final Examinations for Liberal Arts Classes
December 10	Friday	Last Day of Fall Term
December 11	Saturday	Commencement Ceremony

WINTER TERM 2011

September 1	Wednesday	Application for Admission Deadline: Students Requiring Visa
October 29	Friday	Application for Admission Deadline: Students Not Requiring Visa
Nov. 8-12	Mon-Wed, Fri	Winter Term Advising for Continuing Students
Nov.15-19	Monday-Friday	Winter Term Registration for Continuing Students
January 10-12	Monday-Wednesday	Orientation Activities for Liberal Arts and College Prep students
January 12	Wednesday	Advising and Registration (All New Students)
January 13	Thursday	First Day of Liberal Arts and College Prep Classes Tuition Payment Deadline for All Students
January 17	Monday	Holiday: Martin Luther King, Jr. Day
January 18	Tuesday	Winter Convocation
January 20	Thursday	End of Late Registration Last Day to Add Liberal Arts Courses
January 28	Friday	Last Day to Drop Liberal Arts Courses
February 2	Wednesday	HTIC Town Hall Meeting
February 21	Monday	Holiday: Presidents' Day
Feb. 22-25	Tuesday-Friday	Spring Term Advising for Continuing Students
February 25	Friday	Last Day to Withdraw from Courses
Feb. 28-Mar. 4	Monday-Friday	Spring Term Registration for Continuing Students
March 16	Wednesday	Student Presentation Day
March 18	Friday	Institutional TOEFL
March 23	Wednesday	IS 200 Capstone Presentations and Final Examinations for Liberal Arts Classes
March 24	Thursday	Final Examinations for Liberal Arts Classes Last Day of Winter Term
March 25	Friday	Holiday: Prince Kuhio Day (Observed)

SPRING TERM 2011

November 30	Tuesday	Application for Admission Deadline: Students Requiring Visa
February 1	Tuesday	Application for Admission Deadline: Students Not Requiring Visa
Feb. 21-25	Monday-Friday	Spring Term Advising for Continuing Students
Feb. 28-Mar. 4	Monday-Friday	Spring Term Registration for Continuing Students
April 4-6	Monday-Wednesday	Orientation Activities for Liberal Arts and College Prep students
April 6	Wednesday	Advising and Registration (All New Students)
April 7	Thursday	First Day of Liberal Arts and College Prep classes Tuition Payment Deadline for All Students
April 11	Monday	Spring Convocation
April 14	Thursday	End of Late Registration Last Day to Add Liberal Arts Courses
April 15	Friday	Last Day to Add/Drop College Prep Courses
April 22	Friday	Last Day to Drop Liberal Arts Courses
April 27	Wednesday	Town Hall Meeting
May 16-20	Monday-Friday	Summer Term Advising for Continuing Students
May 20	Friday	Last Day to Withdraw from Courses
May 23-37	Monday-Friday	Summer Term Registration for Continuing Students
May 30	Monday	Holiday: Memorial Day
June 8	Wednesday	Student Presentation Day
June 9	Thursday	Institutional TOEFL Testing
June 10	Friday	Holiday: Kamehameha Day (observed)
June 15	Wednesday	IS 200 Capstone Presentations
June 16-17	Thursday -Friday	Final Examinations for Liberal Arts Classes
June 17	Friday	Last Day of Spring Term
June 18	Saturday	Commencement Ceremony

SUMMER TERM 2011

February 25	Friday	Application for Admission Deadline: Students Requiring Visa
May 2	Monday	Application for Admission Deadline: Students Not Requiring Visa
May 16-20	Monday-Friday	Summer Term Advising for Continuing Students
May 23-29	Tuesday-Friday	Summer Term Registration for Continuing Students
June 27-29	Monday-Wednesday	Orientation Activities for College Prep Students
June 29	Wednesday	Advising and Registration for New College Prep Students
June 29-July 1	Wednesday-Thursday	Orientation Activities for Liberal Arts Students
July 1	Friday	Advising and Registration for New Liberal Arts Students

SUMMER SESSION I

June 30	Thursday	First Day of College Prep Classes
July 4	Monday	Holiday: Independence Day
July 5	Tuesday	First Day of Liberal Arts Classes – Summer Session I Tuition Payment Deadline for All Students
July 8	Friday	Last day to Add/Drop College Prep Courses Last day to Add Liberal Arts Courses (Summer I) End of late Registration for All Students
July 11	Monday	Summer Convocation
July 13	Wednesday	Last Day to Withdraw from Liberal Arts Courses (Summer I)
August 9	Tuesday	Last Day and Final Exams for Liberal Arts Courses (Summer I)
August 12	Friday	Last Day to Withdraw from College Prep Courses

SUMMER SESSION II

August 11	Thursday	First Day of Liberal Arts Classes – Summer Session II
August 16	Tuesday	Last Day to Add Liberal Arts Courses (Summer II)
August 15-19	Monday-Friday	Fall Term Advising for Continuing Students
August 19	Friday	Last Day to Drop Liberal Arts Courses (Summer II)
August 22-26	Monday-Friday	Fall Term Registration for Continuing Students
August 26	Friday	Last Day to Withdraw from Liberal Arts Courses (Summer II)
September 2	Friday	Institutional TOEFL for College Prep students
September 5	Monday	Holiday: Labor Day
September 9	Friday	Last Day College Prep Classes
September 16	Friday	Last Day and Final Exams for Liberal Arts Courses (Summer II)

NOTES



← HTIC



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