BYU HAWAII

STUDENT LIFE HANDBOOK 2014
This handbook is a referral source divided into four major sections: student services, student activities, general information and codes of honor and respect.

As a new or returning student to Brigham Young University–Hawaii, you are embarking on one of the greatest adventures of your life. College is more than just a training ground; it is about becoming educated, articulated, principled, self-confident and creative. Your college experience will enable you to discover your talents, excel beyond your limits, and achieve your greatest potential.

Our university community provides many opportunities for your personal, spiritual and intellectual growth and development. Become involved and do not miss out. Seek assistance when needed from faculty and staff about academic, social, career, or personal issues. They are here for you.
The mission of Brigham Young University–Hawaii is to integrate both spiritual and secular learning, and to prepare students with character and integrity who can provide leadership in their families, their communities, their chosen field, and in building the kingdom of God.
Welcome to Brigham Young University–Hawaii. BYU–Hawaii was founded in 1955 and is an integral part of the Church Educational System of The Church of Jesus Christ of Latter-day Saints. Other institutions include BYU in Provo, Utah, BYU-Idaho in Rexburg, Idaho, and LDS Business College in Salt Lake City, Utah.

Located in beautiful Laie, Hawaii, BYU–Hawaii is a comprehensive undergraduate university that offers more than 40 areas of study within our four academic colleges. Our mission to create learners, leaders and builders in the kingdom of God. This is accomplished by integrating both spiritual and secular learning, and preparing students with character and integrity who go forth to serve and lead around the world. Dedicated faculty experts, knowledgeable staff, and exceptional students all work together toward this mission every day.

Your commitment to the standards of the Honor Code is critical to your success at BYU–Hawaii. I encourage you to review these standards often (honorcode.byuh.edu/). As you are true to these standards and your commitment to keep them, and as you help those around you to do the same, you will receive blessings in your spiritual and academic endeavors that would otherwise not be yours.

With approximately 50 percent of our 2,700 students coming from more than 70 countries outside of the United States, BYU–Hawaii is recognized as the most internationally diverse baccalaureate university in the United States. Take advantage of the diversity around you. Get to know fellow students who come from different backgrounds, upbringings and experiences. This will be a unique opportunity for you as you receive your education at this special place.

An education at BYU–Hawaii can change the way you view the world and the manner in which you make your contribution in the world throughout your life. I look forward to seeing you around campus.

Aloha,
Steven C. Wheelwright
President
Aloha and Welcome to your new BYU–Hawaii Ohana (Family).
The New Student Orientation (NSO) team has prepared an NSO week schedule filled with fun activities, and a Student On-Campus Checklist for you.

To succeed, a student must get involved, speak up, and get connected in your new environment. You will be expected to empower yourself by searching out answers to your questions, seeking help when you need to, and addressing people you have never met before, with an open friendly smile. Everyone at BYUH wants you to succeed and is always willing to support you if you need help, but they won’t know if you don’t speak up.

The following introductory steps will help you transition smoothly into your new environment:

**Step 1** Check into your Hale (Dormitory), Temple View Apartments (Student family housing), or off-campus housing. Make sure you meet with your Hale RA (Residential Assistant), Temple View Apartments RA, or off-campus home land lord/property owner so they may issue you your key card or key and an outline of rules and regulations for the space you will be inhabiting while attending BYUH.

**Step 2** Pick Up a Student On-Campus Checklist from your RA. If you live in Temple View Apartments or off-campus or if your RA has run out of checklists, pick one up at the Health Center or the Campus information desk.

**Step 3** Next go to the BYUH Health Center located next to Hale 1, opposite the McKay Faculty building. You will need to get clearance for your TB (Tuberculosis) Test and MMR (Measles, Mumps, Rubella Vaccine) from them. If you did your TB test or MMR back home with your own doctor, make sure your doctor sends your results in to the BYUH Health Center. Ph# (808)675-3510 | Fax# (808)675-3506. The Health Center will issue you a clearance slip.

**Step 4** Complete the Title IX Sexual Misconduct Training online through Canvas using your CES Net ID.

**Step 5** Take the Health Center Clearance Slip to the Student Leadership, Activities, and Service (SLAS) information desk in the Aloha Center to receive your student Identification Card.

**Step 6** Follow the instructions outlined on the step by step student On Campus Checklist and you will accomplish all you need to do during NSO week.

**IWORK International students** will need to visit with Financial Services, International Student Services, and Human Resources departments. Each department requires you to bring in your legal documents with you to register for various forms, immigration, and a social security number.

**International Non-IWORK students** will also need to visit with Financial Services, International Student Services, and Human Resources departments. However, these departments will require different forms for you to fill out because you are a different status student. This group of students may fulfill these requirements at the One Stop Student Services program.

**Domestic students** may visit Financial Services if you need to but you can do this during the One Stop Student Services. BYU–Hawaii looks forward to embracing you into their beautiful environment and happy Ohana.

Jacquie Alisa
Coordinator, SLAS
Academic Advisement provides assistance in all areas of a student’s academic life. While college life can be overwhelming, academic advisors are available to provide support and guidance. Students are encouraged to work closely with their academic advisor throughout their years at BYU–Hawaii. Each advisor can help students make appropriate short and long term academic decisions. For more information, visit advisors.byuh.edu/.

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<tr>
<th>Majors</th>
<th>Advisors</th>
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Ph. (808) 675-3891  
ACR 141  
chingm@byuh.edu | Rowena Reid  
Ph (808) 675-3791  
ACR 141  
reidr@byuh.edu | Joselyn Akana  
Ph. (808) 675-3274  
ACR 141  
Joselyn.akana@byuh.edu |
| Joanie Ford  
Ph. (808) 675-4713  
ACR 141  
Joanie.ford@byuh.edu |  | Donna Checketts  
ACR 141  
Donna.checketts@byuh.edu |

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Ph. (808) 675-3597  
MCK 173  
Patricia.campbell@byuh.edu | Betty Nikora  
Ph. (808) 675-3249  
MCK 173  
Betty.nikora@byuh.edu | Brittany Price  
Ph. (808) 675-3827  
MCK 173  
Brittany.price@gbyuh.edu |

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| Accounting, Business Management, Finance, Human Resources, Organizational Behavior, Marketing, Operations & Supply Chain Management, Hospitality & Tourism, Political Science | Martha Christensen  
Ph. (808) 675-4706  
HGB 211  
marthach@byuh.edu | Susan Wesley  
Ph. (808) 675-3596  
HGB 269  
wesleys@byuh.edu |
ADMISSIONS AND RECORDS

BYU–Hawaii exists to provide an education consistent with the religious and family values taught by The Church of Jesus Christ of Latter-day Saints. The Admissions Office gives preference to members of the Church in good standing but will not unlawfully discriminate against applicants based upon gender, race, creed, religion, national origin, age, or disability who meet the requirements, who agree to abide by the Honor Code and Dress and Grooming Standards, and who are otherwise qualified based upon available space. High standards of honor, integrity, and morality, graciousness in personal behavior, application of Christian ideals in everyday living, and abstinence from tobacco, alcohol, and harmful drugs are required of every student.

BYU–HAWAII STORE

The BYU–Hawaii Store, located in the Aloha Center, stocks both new and used required texts and educational supplies. The store also offers a wide selection of general books, LDS merchandise, gift items, logo items, office supplies, art supplies, clothing, computer equipment, software, and other necessities. The store offers many additional services including beach rental equipment. The store accepts cash, VISA, MasterCard, American Express, and personal checks. The BYU–Hawaii Store is open during fall and winter semesters from 9:00 a.m.-6:00 p.m., Monday through Friday. Hours are subject to change. Visit bookstore.byuh.edu for current hours of operation or call (808) 675-3563.

CASHIERS OFFICE

Located in the Lorenzo Snow Administration Building, the Cashier's Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Payment of tuition, school fees, or encumbrances; personal and payroll check cashing for faculty, staff and students; and other transactions can be made at the cashier's counter from 9:00 a.m. to 4:00 p.m. The Cashiers Office is closed on weekends, holidays and during devotionals.

TRAVEL SERVICES

Travel Services is located on the first floor of the Lorenzo Snow Administration Building (LSB). Alumni, parents, and current students can call for air, car, and hotel reservations. Special room rates at the Turtle Bay Resort and Waikiki hotels are also available. Contact Personnel:

Lei Liua (808) 675-3950 liual@byuh.edu
Lurline Nunu (808) 675-3395 nunul@byuh.edu
Rusia Mamea (808) 675-3393 mamear@byuh.edu

COUNSELING SERVICES

The stewardship of BYU–Hawaii Counseling Services is to support students in achieving personal growth and to assist them in resolving psychological and social problems that hinder their progress in life. We accomplish this by combining professional excellence with a caring and supportive attitude, a culturally sensitive perspective, and the eternal principles of the gospel of Jesus Christ. The Student Counseling Services is located in Room 181 of the McKay Building. It provides individual, couple, and group counseling by mental health professionals. The services are free and confidential. Issues that are common topics for counseling include: depression, anger management, anxiety, relationships, stress management, pre-marital, marital and other concerns. We also offer a variety of outreach services such as speakers for workshops, firesides, etc. Also housed in the department is Services for Special Needs, which is committed to providing a learning atmosphere and accommodations which responds to those with special needs. Counseling Services can be reached at (808) 675-3518. Emergency services are also available by calling (808) 675-3911.

FITNESS CENTER

The Fitness Center is located in the Old Gym. Fitness equipment includes stair masters, life cycles, treadmills, universal equipment and free weights. A current BYUH ID and towel are required when using the Fitness Center. Educational Outreach offers aerobic classes daily including Zumba, stability ball and strength training, body pump, body toning, and yoga. An aerobics pass can be purchased at the Educational Outreach Office. For current hours, visit exs.byuh.edu/?q=EXS/fitness_center.

AIRPORT SHUTTLE

Discounted airport shuttle reservations can be made by contacting Island Transporter:
Phone: (808) 293-5877
Email: islandtransporter@gmail.com
Online: www.isletransporter.com/coconutexpress.html

*At the bottom of the online form type “Coconut” in the Promo Code box to get the BYUH rate.

NOTE: The Coconut Express rate for students and their families scheduled within listed dates is $50 plus tax and is valid for transfers between the Honolulu Airport and BYU–Hawaii. Please check current semester Arrival and Departure dates at student.byuh.edu/airport_shuttle. A special discounted rate of $105 plus tax is also available for those whose travel plans fall outside of the designated times listed. All pickups scheduled after 10:00 PM may be assessed the higher rate. There are no refunds or cancellations. Once an order is placed and payment received, you will automatically be charged whether or not the service is used.
FINANCIAL AID
The Financial Aid Office is located on the first floor of the Lorenzo Snow Administration Building. The purpose of the financial aid program at BYU–Hawaii is to provide assistance to students who otherwise would be unable to attend or remain at the university.
A comprehensive program of scholarships, grants, part-time employment and loans is available through federal, state, and university funds. Financial assistance is available in the following areas:
1. BYUH student loan program
2. BYUH work/study program (for foreign students)
3. Student employment at BYUH, PCC and off-campus
4. Federal student loans/Pell grants
5. BYUH scholarships and awards
6. Private scholarships
7. Financial and employment counseling
8. Pre-employment and in-service orientation and training
U.S. citizens may apply for federal student aid but are required to complete the Free Application for Federal Student Aid (FAFSA) form, which is available in the Financial Aid Office or on the Internet at www.fafsa.com. Applications for scholarships, and loans are available either at the Financial Aid Office or online through the BYU–Hawaii homepage.

EDUCATIONAL OUTREACH
The Department of Educational Outreach, is the continuing education branch of Brigham Young University–Hawaii. The department has been building bridges between BYU–Hawaii and communities across the globe since 1955. Educational Outreach's mission is to offer a wealth of learning opportunities for university and community members from all walks of life to achieve academic, professional and personal growth. Programs fulfill a variety of learning needs through conferences, workshops, non-credit classes, and many more. Take the opportunity to explore the many possibilities we have to offer! Educational Outreach is located on the first floor of the Lorenzo Snow Administration building, room 130 (across from the Registrar's Office). Please call (808) 675-3780 for further information.

FOOD SERVICES
Food Services facilities are provided on campus at the Club (Cafeteria), Seasider, Farmer's Market, Catering, Take-out Services as well as Vending and Concessions. Detailed information about Food Services may be obtained by contacting them at (808) 675-3570 or visiting their web page at www.byuh.edu/services/food

Seasider Snack Bar
If you are hungry for a grab and go meal, or just want to dine in, the Seasider Snack Bar is the place for your needs. With burgers and stir fry's or salads and sandwiches, you can find it at the Seasider Snack Bar.
Also located here is the Sea Store. A convenience store to help fill your sweet needs with a variety of treats and candies at affordable prices. It is in the Aloha Center and is a subsidiary of Food Services.
For our Business Hours please visit our website at foodservices.byuh.edu/seasider

Club Dining Facility
Located just south of the Aloha Center, the Club Dining Facility is "OPEN" to students, faculty, staff and guests as they feast in an all "All You Can Eat" Facility. Main entrees include Special Bars such as Stir Fry Stations, Deli Sandwiches, Wraps, Fresh Salads, Burgers on the Grill, Waffles, Bagels, Cereals alongside a wide variety of desserts, beverages and more. Guests can now enjoy the luxury of our new special “ANYTIME DINING” meal services with unlimited access and continuous service with extended hours of operation. All patrons are asked to abide by the University’s Dress and Grooming Standards.
For Business Hours please visit our web site at foodservices.byuh.edu/new_theclub
For Dining programs please visit our web site at foodservices.byuh.edu/anytimedining

BYUH Farmers Market
Located in the Aloha Center Ballroom, every Pay Day Friday, the Farmers Market is open to the campus and community. foodservices.byuh.edu/farmersmarket
Cash, Credit Cards, Food Service Gift Cards, Flex Plus and Flex Dollars are accepted at all Food Service Facilities

Vending
Food Services provides vending machines that sell snacks, foods and drinks. Vending machines can be found in the residence halls, TVA, Lorenzo Snow Administration Building, General Classroom Building (GCB), Heber J. Grant Building (HGB) and by the library. Questions about locations of machines, products, refunds, etc., can be answered by calling Food Services ext. 3570, or visit the website by byuh.edu/service/food/club.
Student Services

THE HUB (Game room)
The Hub is located in the Aloha Center. Facilities include a bowling center, pool tables, ping pong tables, air hockey, arcade machines, video game consoles, and a TV lounge. The Hub also sells snacks and drinks. Come relax, hang out, and enjoy the fun entertainment The Hub has to offer. Options are available for parties. Coin change machines are also available. For questions, contact The Hub at (808) 675-3549.

HEALTH CENTER
The Health Center is a medical outpatient clinic. It provides primary care to all currently enrolled students, spouses, and their dependents. The Health Center is staffed with a qualified physician, a physician’s assistant, registered nurses and a full support staff. Routine care and minor emergencies are easily accommodated. The Health Center is open Monday, Tuesday, Thursday and Friday from 8:00 a.m. - 12:00 p.m., and 2:00 p.m. - 4:45 p.m. and Wednesday, 8:00 a.m. - 12:00 p.m. The Health Center is closed for school holidays, breaks, and weekends. If medical care is needed when the Health Center is closed, a nurse is on call to assist in emergencies and can be reached through BYUH Security at (808) 675-3911. As required by Hawaii state law, EVERY student must have TB clearance by receiving a tuberculosis skin test prior to attending classes. Registered nurses will administer your TB test free of charge upon arrival, and the test is valid for four years. Clearance to attend classes will not be given until all state requirements have been met. You must also be properly immunized against measles, mumps, and rubella to attend the university. Verification of two measles, mumps and rubella (MMR) immunizations is required. Proof may be obtained through your physician, immunization or school record. Your MMR must be received at least 30 days before arriving on campus; otherwise you may not be able to attend class. All patient records are treated confidentially. For more information, call (808) 675-3510.

HOUSING
Students share central bathroom and laundry facilities. Applicants who are admitted to the university are required to pay housing fees as soon as they are admitted to the University. Applicants whose fees are received before the deadline are placed on a waitlist according to the date the $50 non-refundable processing fee is paid. Hales One and Ten provide apartment-style living and is reserved for female students who meet the credit eligibility requirements. Married student apartments also are available but are limited. If you have any questions regarding housing department, please visit the BYUH website, e-mail housing@byuh.edu or call (808) 675-3534.

LANGUAGE PLACEMENT
Upon arrival at BYU–Hawaii, all non-native English speaking students need to complete the English language placement examinations to determine their academic English proficiency and level. Students whose academic English skills are shown to be sufficient for general education level studies may bypass EIL (English as an International Language) courses. Those whose academic English skills are inadequate for general education studies will automatically be enrolled in EIL courses.

Generally, students whose TOEFL scores are between 475 and 525 should plan to enroll in EIL courses full-time when they arrive at BYU–Hawaii. Those whose scores are at the lower end of this range should expect to spend several semesters in EIL courses. Even students with high TOEFL scores may need some additional academic English language instruction.

Following the placement examinations, students who are assigned to the EIL Program will be placed in a series of courses which are set up to meet the students’ needs as they progress through the program. (Some University courses may be taken while in EIL - check with your academic advisor.) All EIL classes are university-level language courses, and they meet two, three or four times per week. Full university credit is awarded for the courses that are successfully completed.

INTERNATIONAL STUDENT SERVICES
To assist our many international students, BYU–Hawaii maintains an International Student Services Office staffed with advisors who are knowledgeable in matters concerning J and F Visas. The International Student Services office is located in the Lorenzo Snow Building, Rooms 102/104, where international students may ask questions and seek assistance.

Upon arrival at BYUH, international students must check-in with the International Student Services Office and present their passport, visa, I-94, and DS2019 or I-20. New international students are also required to attend our Mandatory New Student Orientation, where we will share all important regulations that must be followed by an international student to maintain legal status.

The International Student Services Office:
- Maintains up-to-date records of student passports, visas, and documents as required by the U.S. Citizenship and Immigration Services
- Assists international students to comply with J and F visa regulations

For more information, check the website at http://iss.byuh.edu Questions about the I-Work program can be answered at the Financial Aid Office.
STUDENT MEDICAL BENEFITS

Students are automatically enrolled in the BYU–Hawaii Student Medical Benefit when they are a full-time (matriculated) student on campus attending class. International students must have 9 credits of face to face classes with an additional on-line class for a total of 12 credits. If a student is enrolled in fewer than 12 credit hours, he or she must be approved for a reduced load to be eligible for the Student Medical Benefit. The following do not count toward minimum credit hour requirements: Credits earned through testing (language credits, Advanced Placement exams, etc.); Credits earned by auditing a course (that is, taking a course but not receiving a grade or academic progress); and Credits earned for coursework taken at an institution other than BYU–Hawaii. Family members of married students are not automatically enrolled but may choose to enroll by submitting the Dependent Enrollment form. Married international students must enroll all family members in SMB. BYU–Hawaii maintains the right to revoke a student's full-time status because of academic, Honor Code, or other infractions. When a student ends full-time enrollment, they are no longer covered by the Student Medical Benefit.

REGISTRAR’S OFFICE

The Registrar's office oversees registration and maintains information pertaining to University policies and academic requirements. Access to student records is limited. Students have the right to withhold the disclosure of any or all categories of directory information. The registration process is aided considerably by online registration and the help of academic advisors in pre-registration. A schedule of classes is usually available a few weeks before the registration period begins. The schedule details everything you need to know about the registration process, including dates, advising requirements and placement tests. You must clear all outstanding financial obligations with the university before you can register. For additional information, call (808) 675-3736.

SECURITY

BYU–Hawaii Officers are available 24 hours a day to provide security and safety assistance. Students are encouraged to report all crimes or security concerns to the security office located in McKay 148. The security building is across the street from the medical services building. Security can locate medical assistance through on call nurses and counseling services. Additionally, Security provides vehicle and bicycle parking permits to students and faculty at a minimum charge. They can be reached by phone at (808) 675-3503 or via email security@byuh.edu.

STUDENT EMPLOYMENT

To work on campus, students must be enrolled at least 12 credit hours during the semester or 6 hours during a term. All students are restricted to 19 work hours per week. Jobs are posted at the Student Employment Office in the Lorenzo Snow Administration Building or you can visit hr.byuh.edu/student/employment to view posted jobs.

The Polynesian Cultural Center (PCC) offers another substantial source of student employment at BYU–Hawaii. The PCC Employment Office lists the jobs available at its window on the first floor in the breezeway of the Lorenzo Snow Administration Building. Full-time students are given first preference in any job opening. For more information, please call the Student Employment Office at (808) 675-3490 from 8:30 am - 4:30 pm on weekdays.

STUDENT MAGAZINE AND MULTIMEDIA

Ke Alaka‘i (in Hawaiian it means “The Leader”) is the university student magazine and website functioning under University Communications. An ICS instructor, who has both academic and professional training, advises the magazine and multimedia outlets. The Ke Alaka‘i magazine is published weekly on issues of interest to students and the campus community. Ke Alaka‘i is a laboratory to prepare students to work in the field of journalism, communication, graphic design and multimedia through training in professional standards and multi-cultural communication. It also acts as a forum for student expression. It is distributed free at various campus locations. There are about 30 students who work producing the various publications and multimedia aspects of the Ke Alaka‘i.

COMM 211 (News Writing) is the preferred prerequisite for employed staff writers. Graphic design majors are preferred for employed layout artists. Students interested in employment in reporting, photography, graphic design, layout, video, social media and web design are encouraged to contact the Ke Alaka‘i office (Campus News Center) in the Aloha Center Room 134. Job openings at the Ke Alaka‘i are posted online through the campus Recruiting system.

TEACHER EDUCATION

For information regarding admission to teacher education, student advising, field experiences, student teaching, teacher certification, and the Hawaii Teacher Certification Exam, students should contact the School of Education, at the School of Education Building at (808) 675-3885.
**LEARNING CENTERS**

There are a number of labs and centers on campus, supported by their respective degree programs, which are available to assist you in your studies.

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<td>CAF 185</td>
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<td>12:00 p.m.-5:00 p.m. M-TH</td>
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<td>Reading &amp; Writing Center</td>
<td>MCK 199</td>
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<td>8:30am - 11:00pm M-W</td>
<td>readingwritingcenter.byuh.edu/</td>
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<td>Speech Lab</td>
<td>GYM 142</td>
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<td>5:00 p.m. - 8:00 p.m. M-TH</td>
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<td>Student Development Center</td>
<td>LSB</td>
<td>3516</td>
<td>8:00 a.m. - 5:00 p.m. M-F</td>
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<tr>
<td>Testing Center</td>
<td>MCK 115</td>
<td>3536</td>
<td>8:00 a.m. - 11:00 p.m. M-TH</td>
<td>testing.byuh.edu/studentresources</td>
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<td>8:00 a.m. - 2:00 p.m. Sat</td>
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*Note the hours set for here may vary by semester or term, so check the posted times*
LIBRARY
The Joseph F. Smith Library provides books, journals, films and online resources for student study and research. Course reserve materials are available at the Circulation Desk. The Library also houses the Pacific Islands Research Room and the University Archives. Additional services include the Copy Center and Media Delivery. Students may use the Library’s open computer lab (with both PCs and Macs) and they may also checkout laptops for limited use. The Library offers space for both individual and group collaborative study. Visit the Library’s home page library.byuh.edu for more information about Library resources.
Regular hours are: Monday-Thursday, 7:00 a.m. - 12:00 midnight; Friday, 7:00 a.m. - 8:00 p.m.; and Saturday, 9:00 a.m. - 9:00 p.m. Hours vary during holidays and semester breaks. The Library is closed on Sundays and during devotional assemblies. All services require a current BYUH ID card.

BYUH PRINT SERVICES
BYUH Print Services is located in the Facilities Management area next to the gas pumps. Services include the following: full service digital printing and binding, wide format printing and mounting, fine art giclee printing, laser and mechanical engraving, vinyl cutting and graphic design/consultation as needed. We also have self-serve copiers in our lobby. Print Services provides these services for BYUH and is also open to the public. Hours of operation are 8:30-4:30 Monday through Friday. Jobs may be submitted in person or through email at printservices@byuh.edu you may also call for more information at (808) 675-3641.

COPY CENTER
The Copy Center is located in the JFS library. Services include photocopies, color copies, transparencies, lamination, poster boards and photo preservation. For more information call (808) 675-3870 or visit oit.byuh.edu/copycenter.

BYUH MAIL CENTER
The Mail Center is located in the Aloha Center. We are here to service the campus which includes students, faculty and staff with all mailing needs. All on campus students have a mail box provided. A visit from the student will activate the box. Rental boxes are also available for others who are interested in also receiving mail. New on-campus students can easily have their belongings mailed to themselves for easy pick up. (Name, “New student”, 55-220 Kulanui St. Bldg. 5, Laie, Hawaii 96762) purchasing.byuh.edu/mailcenter. We also help with copies or faxing (808) 675-3322

COPIERS
Copy machines are located on the first and second floors of the library, in the Press and Graphics Office, and in the Media Lab.

COMPUTER LABS AND KIOSKS
Several computer labs and kiosks are available to the general student body. The labs, consisting of Mac and IBM compatible computers, are connected to the campus computer network, where students, faculty, and administrators can access various software and hardware tools: word processors, spreadsheets, databases, graphic tools, and other student and discipline-oriented software.
Another service, Information Technologies Services (ITS), oversees university upgrades and operates a help-desk. All students, faculty and administrators have user accounts that provide access to the electronic mail (e-mail) system on campus as well as Internet access. ITS also offers campus-wide training for application software.
For information on locations and hours of computer labs and kiosks, please visit labs.byuh.edu.

READING/Writing Center
The Reading/Writing Center (RWC) offers personal reading and writing assistance for students, staff, faculty, and community members. Our services include:
• Individual and group tutoring by certified peer tutors
• Helpful handouts of all aspects of writing
• Library for anyone with a BYU–Hawaii ID card
• Reading and writing workshops
• Website with resources for MLA and APA documentation, and other topics
The hours of the RWC include mornings, nights, and Saturdays; the official schedule is posted on the door of the RWC and on our website. Our tutors are friendly, helpful and excited to work with you for all of your reading and writing needs!
Please call (808) 675-3629 or visit our website readingwritingcenter.byuh.edu for more information

USE OF INSTRUCTIONAL SPACE AND RESOURCES
University facilities and equipment are intended primarily for the use of the faculty and for students enrolled in courses of instruction. A student who has completed registration, including the payment of fees, and whose name appears on the final class rolls, is authorized to attend classes and to use University instructional space, facilities, or equipment. Students may not attend classes for which they have not paid fees or from which they have withdrawn.
ALUMNI ASSOCIATION

The BYU–Hawaii/CCH Alumni Association is an integral part of the University community. It serves as a continuing link between the University and its alumni, students, parents and friends. The association promotes alumni support of the University and its mission. It reaches out to more than 31,000 alumni and provides valuable services and programs for students still at the University. All former students with 24 or more credit hours hold membership in the Alumni Association, as do persons who serve or have served on the faculty or administration. There are no dues or membership drives. Services to alumni include on-campus programs during homecoming, commencement, and alumni receptions and reunions. The BYU–Hawaii University Magazine is sent out once a year to members of the association, an email newsletter is distributed regularly, as well as other ongoing communication. In addition, alumni received discounts from some businesses including the BYU–Hawaii Store and Polynesian Cultural Center. More information can be obtained by contacting the Alumni Association, BYUH, 55-220 Kulanui Street, #1951, Laie, Hawaii 96762, or through the Alumni section of the BYUH home page.

ATM

A Bank of Hawaii automatic teller machine is located outside the Aloha Center front entrance and an American Savings Bank portable ATM is inside the Aloha Center next to the BYU–Hawaii Store. Other ATMs are located at the Polynesian Cultural Center and Laie Foodland.

BLOOD BANK

Blood donor drives are conducted on campus to provide an opportunity for students, faculty, and staff to give blood to the Hawaii Blood Bank, which can then keep an adequate supply of blood for the community. You are encouraged to become a part of the continuing system that assures blood for all that need it. The only requirement for contributing blood to the Hawaii Blood Bank is to be in good health. If more information is needed regarding blood donations or blood use, call the BYU–Hawaii Health Center at (808) 675-3510.

CHANGE OF STUDENT INFORMATION

Changes of address, name, or other information affecting the student’s permanent academic record should be reported in writing to the Registrar’s Office as soon as possible.

AMBULANCE AND FIRE

Call extension 53911 for campus security. Residence halls call (808) 675-3911 if the services of an emergency vehicle are needed.

NOTARIES

Notaries are available in multiple locations on campus. Current staff and students may receive up to 5 signed notaries per day free of charge. There is a charge of $5 per notary for community members. Please call ahead of time to set up an appointment.

Coreen Williams  
HGB 242  
(808) 675-3472  
coreen.williams@byuh.edu

Theone Taala  
CAF 180  
(808) 675-3245  
theone.taala@byuh.edu

Ivy Kahalepuna  
Administration Office  
(808) 675-3705  
ivy.kahalepuna@byuh.edu

Wendy Vaka  
LSB 180  
(808) 675-3314  
wendy.vaka@byuh.edu

Tammie Fonoimoana  
LSB 189  
(808) 675-4737  
tammie.fonoimoana@byuh.edu

PARKING

The Security Office issues permits for automobiles, mopeds, motorcycles and bicycles that are to be parked on campus. Regulations governing the operation of vehicles on campus also are available at the Security Office and should be secured at the time of the vehicle registration. All students are responsible for knowing and abiding by BYU–Hawaii parking regulations. If you do own a car, bicycle or moped, you can enjoy convenient parking near Hales, TVA, classroom buildings, the Aloha Center, and other campus buildings. All students, faculty and staff with cars, bicycles or mopeds are required to have a current BYU–Hawaii parking permit. To obtain a permit, you will need:

- Current state vehicle registration card
- Current no-fault insurance card
- Current vehicle safety inspection card
- Valid driver’s license
- Current BYU–Hawaii ID card
- $5.00 fee

You can also apply online at studentlife.byuh.edu/security/trafficparking. If you do not have a current parking permit, then your car, bicycle or moped is subject to parking tickets that will be given and posted to your student or employee account. After three or more unpaid tickets, your vehicle may be towed. Unpaid tickets may also create a block that won’t allow you to register for classes until they are paid. An On-Campus Car Rental program by Hertz is available: www.hertz247.com/Honolulu/en-US/Home for those who prefer to rent a vehicle. For more information on Buying or Selling vehicles, visit the Security Office or www.dmv.org.
EMERGENCY PROCEDURES
In the event an emergency threatens Oahu, students will be kept up-to-date through advisories released by Campus Security. To provide for the safety of students, the Stake Center will serve as an emergency shelter. Resident assistants will advise students when to report to the shelter. Disaster kits should be taken with students to the shelter. Basic food service and health care will be provided in the shelter. Sign up for text alerts by texting 96762 to 888777.

BYU–HAWAII FINAL EXAMINATION POLICY
Final exams are to be offered on the specific day and time as determined by the official university exam schedule. Students must plan travel, family visits, etc., in a way that will not interfere with their final exams. Less expensive airfares, more convenient travel arrangements, family events or activities, and any other non-emergency reasons are not considered justification for early or late final exams. Exceptions to this policy are as follows and should be submitted in writing to the Dean of the college or school as soon as possible:

- A BYUH sponsored activity which takes an individual or a team away from the campus at the time an examination is scheduled;
- Emergency situations that are beyond the student’s control.

WITHDRAWAL FROM A COURSE
Any student withdrawing from individual classes during approved periods (see the Academic Calendar for deadlines) must clear with the instructor of the class and complete the withdrawal procedure. No withdrawals are permitted after the established deadline. A student who does not withdraw properly will receive an F or WF grade which is calculated as a failing grade.

WITHDRAWAL FROM THE UNIVERSITY
Students discontinuing their entire registration at the University are able to apply for discontinuance through the Request for Discontinuance page in Student Self Service in the MyBYUH application. Any student discontinued for an extended period of time should reapply for admission.

DELINQUENT BALANCES
A student who has a delinquent balance at the University (loan, library fine, fees, etc.) is subject to having registration, grades, and transcripts withheld until all outstanding charges are paid in full or satisfactory payment arrangements have been made with the University.

TESTING
The Testing Center offers "state-of-the-art" testing facilities, computers and accurate testing equipment for students. Students get immediate feedback on most examinations, and may also take various occupational or interest surveys in the Testing Center. Information on national testing is available (i.e. LSAT, ACT, GMAT, GRE, SAT, Praxis, TOEFL, and other admission tests to various undergraduate and graduate schools).

*Generally, the Testing Center hours are:
8:00 am - 11:00 pm (Monday - Thursday)
8:00 am - 8:00 pm ( Fridays)
8:00 am - 2:00 pm (Saturdays)

*For exceptions to our hours during the first two weeks of each semester, semester breaks and final exams, go to testing.byuh.edu/hours. To see if your instructor has scheduled a test in the Testing Center, and when it starts and ends, go to testing.byuh.edu/subj ecttests. Also, you can see your objective test scores and information at testing.byuh.edu/app/scout/login/?Rq=/courses/.
The last test is given 30 minutes before closing. Please be sure to bring your BYUH ID, pencil, and paper if needed. For more information, call (808) 675-3536, stop by Room 115 in the McKay Building or visit our website at testing.byuh.edu/.

TRANSCRIPTS
Online transcripts are available through the National Student Clearinghouse (NSC), a non-profit organization serving the higher education community.

Here are the benefits you will receive from online transcript ordering:

- Convenient 24/7 ordering access, including order status checks
- Secure transactions
- Automatic order updates via email
- Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

The online ordering system is used for all transcript requests EXCEPT ”Immediate Transcripts.” Outstanding restrictions and/or financial obligations must be cleared before transcripts can be processed. For more information, please refer to the website: http://registrar.byuh.edu/registrar/transcripts or call (808) 675-3732.
BYU–Hawaii has more international students working on Bachelor's Degrees than any other University in the United States. One of BYU–Hawaii's strengths is the ability of the students to blend diverse cultures, academics and education of the sole person into one harmonious lifestyle that is enhanced with popular activities organized through the Office of Student Leadership, Activities and Service. Getting involved in school and ward activities will help you feel like you belong to the University family.

BYU–Hawaii was built for your success. Nowhere in the world is the cultural diversity as wide or as unique as it is here. Take advantage of this tremendous opportunity to create memories, work hard, and make your stay at BYU–Hawaii productive and fulfilling.

STUDENT LEADERSHIP, ACTIVITIES AND SERVICE (SLAS)

Student Leadership, Activities and Service provides an exciting variety of programs for the student body and the rest of the University community. Office staff and student leaders can help you get involved in the areas that interest you below:

- The HUB (BYU–Hawaii Game Center)
- Aloha Center Information and Services Desk
- The Service Center
- The Student Events Team
- New Student Orientation
- Student, Alumni, Staff/Faculty, and other ID cards
- Leadership Development Programs (iLead and others)

Associations celebrate cultures or special interests of students in our campus community. Culture Night and Foodfest are also popular events.

INTRAMURAL SPORTS

The intramural program at BYU–Hawaii is administered by the Division of Exercise and Sport Science and consists of the following activities: pass football, basketball, volleyball, tennis, table tennis, racquetball, bicycle racing, cross-country running, surfing, bowling, track and field events, swimming, golf, badminton, and netball. Intramural activities provide opportunities for the development of teamwork and cooperation, organizational skills, leadership abilities, stress relief and emotional control, and other character building experiences. To sign up for intramurals, visit intramurals.byuh.edu/intramurals.

THEATER PRODUCTIONS

All BYU–Hawaii students are welcome to participate in a varied season of full-scale productions and workshops given by the Department of Music and Theatre for the entertainment and cultural advancement of the BYU–Hawaii community. Students with interest in theater—even non-theater majors—are encouraged to participate in any capacity and enroll in theater courses according to their interests. There are many opportunities for artistic growth and expression in all phases of theater productions. Academic credit is available. For more information contact the Department of Music and Theatre at (808) 675-3926.

DEVOTIONAL ASSEMBLIES

Devotional assemblies are usually held every week at 11am on Tuesday mornings in the Canon Activities Center (CAC). They are scheduled so it will not conflict with classroom work. These assemblies enable students to hear messages of inspirational power from carefully chosen speakers, including General Authorities of The Church of Jesus Christ of Latter-day Saints. Students, faculty and staff are encouraged to attend all devotions.

Brigham Young University–Hawaii Service Association (BYUHSA)

The Student Association at BYU–Hawaii is a service organization, dedicated to helping students develop leadership through service, increase cultural awareness and understanding, achieve academic excellence and participate in the campus life and community. Students interested in planning and implementation of campus programs are urged to come by the Student Leadership, Activities and Service Office in the Aloha Center.

Areas of influence for the BYUHSA team include:

- General student leadership on campus at events, functions, meetings and on committees
- Student Advisory Council (SAC): The research, feedback, relationship and education arm of BYUHSA, SAC gathers feedback and facilitates communication and education around issues of interest and importance to students on campus, in order to improve the campus experience.

Associations: With over 30 active student associations, students are able to become involved in personal and leadership development and campus life with support from the BYUHSA team.
CAMPUS WARDS

The Church at BYU-Hawaii is organized into various wards divided between two Young Single Adult stakes and two Married Student stakes. Each ward has a membership of between 150 and 200. The ward provides opportunities for participation in a variety of programs, such as family home evening groups, firesides, and ward activities and service projects. The overall goal is to provide spiritual growth leading to strong testimonies of the divinity of Jesus Christ. The majority of the wards meet in the new stake center here on campus, with the singles stake wards meeting in the North or Ocean end of the building and the married students meeting in the South or mountain end. Wards start meeting in both stakes at 8:30 am. You will be given a ward assignment when you first arrive on campus according to where you live. wards.byuh.edu

FAMILY HOME EVENING

This is where you will meet a number of your new friends. The family home evening groups are intended to provide a stable structure for you while away from your own family. There is a “father” and “mother” who are students in your ward like yourself and are chosen simply to plan the group's activities. Ask your Relief Society or Elders Quorum President for more information on when your ward FHE is held.

FIRESIDES

Wards sponsor firesides, normally on Sunday nights, which allow you to explore the gospel in a more relaxed setting. Speakers are chosen both from in and out of the university community. They may be anything from religion teachers to physics teachers. Attendance at these firesides is a good way to get to know your ward members better.

PARTICIPATION

Students at BYU–Hawaii have an incredible opportunity to serve in ward and stake callings, giving them valuable experience in preparing for their future assignments in church and in life. Though the Bishop is not a student, his counselors may be. So are the presidents of the Elders Quorum and the Relief Society, Sunday School and every other major ward organization. Campus Bishops, Stake Presidents and other leaders are readily available to assist in counseling or with any problems or questions that may arise. Your ward leaders are willing and able to help make your educational and spiritual experience at BYU–Hawaii a great one.

WARD ACTIVITIES AND SERVICE PROJECTS

Your ward will keep you moving. Typical ward activities include trips into tourist attractions in Honolulu, luaus, pizza and video nights. You might even hike up Hawaii’s beautiful trails to waterfalls or Diamond Head, an extinct volcano. Whatever it is, it will provide you with memorable experiences and chances to get better acquainted your fellow ward members. Service projects are no less enjoyable. Wards have cleaned beaches, roads, and cemeteries, and even painted homes. Many students find that the service projects are more fulfilling than simple parties because, when you are finished, there is always someone ready to express gratitude and aloha for your work.
Codes of Honor and Respect

HONOR CODE STATEMENT

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men...If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things. - 13th Article of Faith.

As a matter of personal commitment, faculty, administration, staff, and students of BYU–Hawaii seek to demonstrate in daily living, on and off campus, those moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Participate regularly in church services
- Observe Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Specific policies embodied in the Honor Code include:
1. The Code itself
2. Academic Honesty Policy
3. Dress and Grooming Standards
4. Residential Living Standards, and
5. Ecclesiastical Endorsements.

ACADEMIC HONESTY

The first injunction of the BYU–Hawaii Honor Code is to be honest. Students come to the University not only to improve their minds, gain knowledge, and develop skills that will assist them in their lives work, but also to build character. President McKay taught that character is the highest aim of education. It is the purpose of the BYUH Academic Honesty Policy to assist in fulfilling that aim.

BYUH students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all of its forms, including plagiarism, fabrication or falsification, cheating and other academic misconduct.

ECCLESIASTICAL ENDORSEMENTS

All enrolled continuing students are required each year to obtain a Continuing Student Ecclesiastical Endorsement from the winter semester ecclesiastical leader of their assigned ward, to assure they are regularly attending meetings and doing their duty in the Church. Only the bishops of their wards of residence should endorse LDS students during winter semester; a bishop should not endorse students who do not reside in his ward winter semester.

Non-LDS students obtain their Continuing Student Ecclesiastical Endorsements from their own local ecclesiastical leaders or the LDS bishop within whose wards they reside during winter semester.

SEXUAL HARASSMENT/DISABILITIES

Preventing Sexual Harassment: Title IX of the education amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including federal loans and grants. Title IX also covers student-to-student sexual harassment.

If you encounter unlawful sexual harassment or gender-based discrimination, please contact Vice President Hippolite Wright, the Title IX Coordinator at (808) 675-4819 or by email at titleix@byuh.edu.

Students with Disabilities: Brigham Young University–Hawaii is committed to providing a working and learning atmosphere that reasonably accommodates qualified people with disabilities. If you have any disability that may impair your ability to complete a course successfully, please contact the Students with Special Needs Counselor, Leilani Auna, at (808) 675-3999 or (808) 675-3518. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities.

If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance procedures. You should contact the Human Resource Services at (808) 780-8875.

EQUAL EMPLOYMENT OPPORTUNITY

Brigham Young University–Hawaii is committed to a policy of equal opportunity for applicants and employees. This policy applies to recruiting, hiring, job assignment, supervising, training, upgrading, transfer, compensation, promotion, education and recreation, regardless of race, color, sex, age, national origin or ancestry, physical or mental handicap, or arrest and court records.
What is Title IX?

- Sexual harassment
- Sexual violence
- Sexual assault
- Stalking
- Dating violence
- Domestic violence
- Gender discrimination
- It is illegal

Where do I go to report an offense?

The police: 911
Campus Security: (808) 675-3501
The Title IX Coordinator: Debbie Hippolite Wright, (808) 675-4819, titleix@byuh.edu
Office of Honor: (808) 675-3493

Where do I go for Support?

Counseling Services: (808) 675-3518
The Health Center: (808) 675-3945
Your Bishop

Want to learn more?

Go to the University’s Sexual Misconduct website: http://hr.byuh.edu/sexual_misconduct
DRESS AND GROOMING STANDARDS

The dress and grooming of both men and women should always be modest, neat, and clean, and consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education. Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty represent the principles and standards of the Church. Members of the BYU–Hawaii community commit themselves to observe these standards, which reflect the direction given by the Board of Trustees and the Church publication For the Strength of Youth. These guiding principles apply at all CES institutions of higher education.

GENERAL

Dress and grooming should emphasize appropriateness and cleanliness, avoiding any unusual apparel or physical alterations, such as color or style of hair, tattoos, or multiple earrings, which bring undue attention to one’s self (a male pony tail or shaved head). Body piercing (e.g. nose, eyebrow, and tongue piercing) is not allowed. So-called grubby attire may be worn only in the immediate areas of residence halls and at informal outdoor activities, but not in dining and classroom areas. Grubby attire includes tank tops, shirts without sleeves or which expose the midriff, sweats and work overalls, medical scrubs, military camouflage or fatigue outfits, informal lava lava and clothes with holes or see-through fabric, or those which are noticeably frayed, cut off, or patched. Messages and pictures on clothing must be appropriate to LDS Standards. Footwear is to be worn in public campus areas (thongs and slippers are permissible). Acceptable attire will be designated for each student body dance. Attire for all other school activities, including athletic events, should be consistent with these standards and guidelines unless otherwise designated by appropriate authority.

Clothing, including swimming suits, must be modest in fabric, fit and style (no bikini, two piece, or French-cut styles). Modest shorts above the knees, sweats, and gym clothing are acceptable in athletic and living areas. Appropriate dress for athletic participation as well as for dance aerobic classes include modest t-shirts so that the midriff and back is covered. Tank tops should be modest so that underclothing or sports bras are not exposed under the arms. Appropriate shoes, sandals and flip flops should be worn.

MEN

Slacks, jeans, shorts that extend at least to the middle of the knee while standing, sweaters, and sport or dress shirts with sleeves are all acceptable men’s wear. Beards, goatees, and soul patches are not acceptable. Under rare circumstances a few students with medical situations may wear neatly trimmed beards if first approved by the Honor Code Office. Mustaches should be neatly trimmed and should not extend beyond or below the corners of the mouth.

Sideburns should not be long or bushy, and should not extend below the bottom of the ear. Men’s hairstyles should be clean, neat and trim. Hair should be above the collar of a dress shirt in the back and less than one-half inch over the ears. Earrings, excessive jewelry and body piercings are not appropriate. If a tattoo was obtained prior to acceptance to BYU–Hawaii, it must be covered at all times, and no new tattoos should be obtained. Footwear must be worn in all public places.

WOMEN

Dresses, sweaters, blouses with sleeves, skirts or culottes, modest pantsuits, jeans, shorts and slacks, are all acceptable women’s wear. Women’s hemlines on dresses, shorts, skirts or culottes are to extend at least to the middle of the knee while standing. Dresses or skirts with slits above the knee in the front or back are inappropriate. Similarly, the no-bra look is unacceptable at BYUH. Evening and formal wear may not include low-cut necklines, backless or strapless gowns. Multiple earrings are not allowed (no more than one earring on each ear). Existing tattoos should be covered.

RESIDENTIAL LIVING STANDARDS

BYU–Hawaii is committed to providing a learning atmosphere consistent with the principles of The Church of Jesus Christ of Latter-day Saints. Members of the BYUH community should likewise commit themselves to creating such an atmosphere for students residing in approved student housing on campus and BYUH off-campus contract housing.

To achieve this distinctive ambiance, BYUH has established living standards to help students learn some of the high ideals and principles of behavior expected at the University. These standards limit visiting privileges and hours and encourage clean, orderly, respectful, moral and dignified conduct.
Examples of Inappropriate Dress & Grooming

- No Shoes
- Skirts Above Knee
- Sleeveless
- Straps
- Scruffy Facial Hair
- Excessive Jewelry
- Extreme Hairstyle
- Hats Indoors
- Tight Leggings
- Bikini
- Tight Clothing
- Shorts Above Knee
- Backless
- Lowcut
- Beard

BYU Hawaii
http://honorcode.byuh.edu/
BYU–HAWAII HONOR CODE

The Church of Jesus Christ of Latter-day Saints sponsors Brigham Young University–Hawaii in order to provide a university education in an atmosphere consistent with the ideals and principles of the Church. The maintenance of high standards of personal behavior and appearance is essential to the preservation of that atmosphere and to the development of men and women who personify these ideals and principles. By enrolling in or accepting employment at BYUH, a person signifies that he or she has been, is now and will continue living in accordance with the following principles, whether on or off campus.

1. I live and will continue to live the law of chastity. This includes abstaining from all inappropriate physical and sexual relations outside the bonds of marriage.

2. I live and will continue to live the Word of Wisdom. This includes abstinence from alcoholic beverages, tobacco, tea, coffee, and the abuse of kava.

3. I respect and will continue to respect the property rights of others; this includes refraining from stealing, shoplifting, concealment, damage, or misuse of the property of others. I understand that in order to foster a theft-free campus, violators will be suspended from the University.

4. I am not involved nor will I become involved in drug abuse. This includes the possession, use, or distribution of any narcotic or dangerous drug or drug paraphernalia (as defined by applicable law), except as prescribed by a licensed medical practitioner (refer to Campus Drug policy pamphlet).

5. I will comply with all University regulations. This includes compliance with rules relating to campus organizations and to the use of University and off-campus housing and other facilities.

6. I respect the personal rights of others and will continue to do so. This includes:
   7. A. Not physically or verbally abusing any person and not engaging in conduct that threatens or endangers the health or safety of others. Violators will be suspended.
   8. B. Not obstructing or disrupting the study of others; the performance of official duties by University personnel; the teaching, research, disciplinary, administrative, or other functions of the University; or other authorized activities on University premises.

9. I honor, obey, and sustain the law and will continue to do so.

10. I am honest and will continue to be honest in all my behavior. This includes not cheating, plagiarizing, or knowingly giving false information. Honesty in academic conduct is expected of every student. Violations of academic honesty include but are not limited to the following:
   11. A. Giving or receiving unauthorized help during an examination.
   B. Altering without authorization any grade record, test or written work after submission for grading.
   C. Attempting to gain favorable consideration from a professor or an academic committee by misrepresenting the facts.
   D. Submitting as one's own any academic assignment that is the work of someone else.
   E. Claiming as one's own the language, ideas, or structure of another, either by failing to cite the source of quoted or paraphrased passages or by failing to distinguish clearly between one's own language and the language of a cited source through the proper use of quotation marks.
   F. Submitting the same paper or report in more than one course.
   G. Condoning violation by other students. When an instructor feels that a student has violated this code by cheating, plagiarizing or a comparable infraction, the instructor is obliged by University policy to confront the student. If the violation is confirmed, the instructor may fail the student for the course in which the violation occurs and report the student to the University Standards Office. A student who feels that he or she had been unfairly charged may appeal the instructor's decision to the respective dean.

12. I live and will continue to live the standard of Christian living as taught by The Church of Jesus Christ of Latter-day Saints both on and off campus. This includes Sunday activities consistent with Latter-day Saint ideals, graciousness and consideration for others, and observing high principles of honor, integrity, and morality. For LDS students, this also includes regularly attending Church meetings, fulfilling callings, and supporting Church leaders, and refraining from participation in organized athletic events and other activities that may detract from the spirit of the Sabbath.

13. I observe high standards of taste and decency and will continue to do so. This means refraining from disorderly, lewd, indecent, or obscene conduct and expression.

14. I will help others fulfill their responsibilities under the Honor Code.

15. I will observe University standards of dress and grooming as described in the Dress and Grooming Standards. I understand that a single violation of the Honor Code may be grounds for my dismissal from the University.
PROCEDURES FOR RESTITUTION

Students who are found guilty of violating University standards, policies, and/or rules and regulations will be subject to non-academic discipline. This may include one or more of the following: fines, community service, loss of privileges, non-academic probation for a specified period of time, being counseled out (voluntary withdrawal), suspension (involuntary withdrawal for a specified period of time), and/or expulsion (permanent, involuntary withdrawal).

Students who are counseled out, suspended, or leave the University with unresolved non-academic problems will be encumbered, and notices of the encumbrances will be sent to all LDS Church schools. They then will be required to obtain clearance from the BYU–Hawaii University Standards Office before they can be considered for readmission. Expelled students also will have the expulsion noted on their permanent record and notices of their expulsion will be sent to all LDS Church Schools.

Students placed in one of the above categories have the right to an Honor Code Administrative Review. Generally, the University will follow procedures outlined in the Administrative Review policy. However, any departure from these procedures will not act to invalidate the decisions made by the University, provided the procedures followed were fundamentally fair, given the facts and circumstances of the case.

The Administrative Review Process is under the direction of the Vice President for Student Development & Services. The Office of General Counsel may advise University personnel involved in the Administrative Review anytime during the process as to matters of University policy and procedure relevant to the deliberations. No review decision contrary to or as an exception to University policy will be implemented without the written approval of the Vice President for Student Development & Services.

The student applying for an Honor Code Administrative Review will not be excluded from class attendance or participation in any University functions and activities during the review process unless the University determines that such attendance and/or participation is likely to be disruptive or pose a substantial threat to the well-being or personal safety of the student or others. In those cases, the Office of the Vice President for Development & Services will advise the student of any restrictions and/or exclusions, pending the outcome of the review.

A student may, at any time during the review process, request permission to voluntarily withdraw from the University. Generally, such a request can be granted if there has been no violation of the law and such action would not compromise the integrity of the University. If the Vice President for Student Development & Services approves the request, he or she will discontinue the review process and allow the student to withdraw without any official action being taken or noted on the student’s official University records.

COMPLIANCE WITH FEDERAL LAW

The Student Right to Know and Campus Security Act of 1990 requires universities to provide selected campus crime statistic and graduation rates to prospective students and employees upon request. BYU–Hawaii is committed to be in compliance with this law. Campus crime statistics are available in booklet form prepared annually by the BYU–Hawaii Security Department and the University Personnel Office. Graduation rate information is available for prospective students and athletes through the Office of Institutional Research. Copies of current statistics may be obtained by writing to the specific departments BYU–Hawaii also complies with and supports the Drug-Free Schools and Communities Act of 1989.
CAMPUS PHONE DIRECTORY

INFORMATION
BYUH Information .................................................(808) 675-3211
Aloha Front Desk ....................................................(808) 675-3545

SECURITY AND HEALTH
Campus Security.......................................................(808) 675-3991
PCC Security.............................................................(808) 675-3111
Health Center............................................................(808) 675-3510

OTHER
Administration (Fax)...............................................(808) 675-3329
Admissions (Fax)......................................................(808) 675-3741
Bookstore...................................................................(808) 675-3563
Educational Outreach..............................................(808) 675-3780
Financial Aid.............................................................(808) 675-3706
Int'l Students and Student Development Office..............(808) 675-3516
IT Help Desk.............................................................(808) 675-3921
Library........................................................................(808) 675-3876
Registrar.....................................................................(808) 675-3736
Student Activities.....................................................(808) 675-3552
BYUHSA...................................................................(808) 675-3552
Testing Center...........................................................(808) 675-3536
TVA Office..................................................................(808) 675-4985

BYUHSA OFFICERS
President.................................................................(808) 675-3553
Vice President..........................................................(808) 675-3670
Secretary.................................................................(808) 675-3552
Financial Director.....................................................(808) 675-3373
Design & Tech Director ..............................................(808) 675-3557
Social Activities VP...................................................(808) 675-3554
Service VP.................................................................(808) 675-3561
Academic VP.............................................................(808) 675-3703
SAC VP/Student Advisory council (SAC) VP..............(808) 675-3556
Special Events VP....................................................(808) 675-3456
Clubs and Organizations VP.................................(808) 675-3555

OBSERVED HOLIDAYS
Fall: Labor Day, Thanksgiving (Thursday and Friday)
Winter: Human Rights Day, President's Day, Kuhio Day
Spring: Memorial Day
Summer: Independence Day

WEB DIRECTORY

Home Page - byuh.edu

Academic Calendar - academics.byuh.edu/academicdates
(Find registration, orientation, holidays, semester deadlines and final dates)

University Calendar - calendar.byuh.edu/
(Complete list of campus events)

Admissions - admissions.byuh.edu/apply

Bookstore - bookstore.byuh.edu/
(Order textbooks online)

BYUHSA - student.byuh.edu/byuhsa
(Student association site, officers, service and activity information)

Career Services - career.byuh.edu/
(Internships, graduate school, and eRecruiting)

Financial Services - financialservices.byuh.edu/
(Paycheck statements, tax-related questions, and downloadable forms)

Food Service - foodservices.byuh.edu/
(Club hours, menus, catering, employment, and vending questions)

Housing - housing.byuh.edu/
(On-campus, off-campus, and married student housing)

Library - library.byuh.edu/
(Online catalog, library resources, and databases)

Registration - advisors.byuh.edu/?q=advisors/registration

Scholarships - financialaid.byuh.edu/scholarship

Security - studentlife.byuh.edu/security/contactus
(Tips to protect you and your property on campus)

Student Employment - hr.byuh.edu/careers/howtoapply

Polynesian Cultural Center - www.polynesia.com
Parking for visitors is available in the Main Parking Lot at the front of campus. No permit is required. All other parking on campus is reserved for students, faculty, and staff, and is by permit only.
<table>
<thead>
<tr>
<th>Disaster</th>
<th>Where do I go?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hurricane</td>
<td>BYUH Stake Center</td>
</tr>
<tr>
<td>Tornado</td>
<td>BYUH Stake Center, your house, or your room</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Indoors: Get under a table or doorway and hold on. Outdoors: Stay away from buildings and crouch down</td>
</tr>
<tr>
<td>Tsunami</td>
<td>All students go immediately to higher ground. Go to the 2nd or 3rd floors of the Hales or TVA.</td>
</tr>
<tr>
<td>Flood</td>
<td>All students go immediately to higher ground. Go to the 2nd or 3rd floors of the Hales or TVA.</td>
</tr>
<tr>
<td>Blackout</td>
<td>Wait for instructions from your hale coordinator or landlord. BYUH Stake Center is your designated area for evacuation.</td>
</tr>
</tbody>
</table>

Sign up for text message alerts at www.nixle.com/dem or text your ZIP CODE to 88877

www.studentlife.byuh.edu