E ‘Ōlelo Hawai‘i Kākou

Hawaiian Language Learning Opportunity

Applicable UH Terms: Spring/Summer/Fall 2020

Enrollment Procedure Guide

Office of Hawaiian Education
Department of Education, State of Hawai‘i
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Superintendent’s Memo
## University of Hawai‘i Community Colleges

<table>
<thead>
<tr>
<th>College</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawai‘i Community College</td>
<td><a href="https://hawaii.hawaii.edu/">https://hawaii.hawaii.edu/</a></td>
</tr>
<tr>
<td>Honolulu Community College</td>
<td><a href="https://www.honolulu.hawaii.edu/">https://www.honolulu.hawaii.edu/</a></td>
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<tr>
<td>Kapi‘olani Community College</td>
<td><a href="https://www.kapiolani.hawaii.edu/">https://www.kapiolani.hawaii.edu/</a></td>
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<tr>
<td>Kaua‘i Community College</td>
<td><a href="https://www.kauai.hawaii.edu/">https://www.kauai.hawaii.edu/</a></td>
</tr>
<tr>
<td>Leeward Community College</td>
<td><a href="http://www.leeward.hawaii.edu/">http://www.leeward.hawaii.edu/</a></td>
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<tr>
<td>Maui College</td>
<td><a href="http://maui.hawaii.edu/">http://maui.hawaii.edu/</a></td>
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<tr>
<td>Windward Community College</td>
<td><a href="https://windward.hawaii.edu/">https://windward.hawaii.edu/</a></td>
</tr>
<tr>
<td>University of Hawai‘i Community Colleges</td>
<td><a href="http://uhcc.hawaii.edu/">http://uhcc.hawaii.edu/</a></td>
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</tbody>
</table>

**Project URL:** [uhcc.hawaii.edu/olelo](http://uhcc.hawaii.edu/olelo).

Further information for the ‘Olelo Hawai‘i Initiative is available including:
- Campus contacts for HIDOE employees with general inquiries;
- Campus contacts for HIDOE Unit leaders to schedule a custom class section;
Form-fillable payment forms for HIDOE tuition assistance;
  - Form A: Elementary Hawaiian;
  - Form B: Intermediate Hawaiian; and
  - Form C: Custom Class Agreement.

**Option 1: HIDOE Employees Taking Hawaiian Language Classes**

HIDOE will provide scholarship for its current employees to enroll in UHCC Hawaiian 101 and/or Hawaiian 102 which are offered as part of UHCC course schedules. Elementary Hawaiian courses are offered at every UHCC campus and in a variety of formats and modalities.

To view availability of Hawaiian Language courses:
1. View Class Availability: [http://myuhinfo.hawaii.edu/page/checkclass.html](http://myuhinfo.hawaii.edu/page/checkclass.html);
2. Select Campus;
3. Select Term; and
4. Select Subject = Hawaiian (HAW).

Distance courses:
1. Course listings offered via distance learning: [https://www.uhonline.hawaii.edu/courses/](https://www.uhonline.hawaii.edu/courses/).

HIDOE’s scholarship will cover the cost of tuition and student fees in any term as part of the contract. HIDOE will cover the cost of tuition and student fees based on the residency status of the employee. Employee will cover the cost of books and materials.

HIDOE employees who want to enroll in UHCC Hawaiian 201 and/or Hawaiian 202 courses must be approved by HIDOE’s Office of Hawaiian Education (OHE); see Additional Requirements section for approval process. Participant must receive a “C” or better and meet enrollment requirements established by the University system.

If the employee is not currently a UH student, he/she must apply online for admission to the UH campus offering the Hawaiian Language class he/she is interested in, as applicable [https://apply.hawaii.edu/](https://apply.hawaii.edu/).

**HIDOE Employee Enrolling into a Regular Hawaiian Language Class**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>All HIDOE employees designated to participate must:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. <a href="https://apply.hawaii.edu/">Apply</a> for admission to the UHCC campus offering the Hawaiian language class, if not currently a UH student. If the employee was recently a UH student, the employee may call their counselor at their last “home campus” to inquire about whether they are</td>
</tr>
<tr>
<td>Step 2</td>
<td></td>
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<tr>
<td>Upon acceptance to a UHCC campus via email, the HIDOE employee (student) must do the following:</td>
<td></td>
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<tr>
<td>1. If a first-time applicant to the University of Hawai‘i (UH) System, Create a UH Username and UH email address (hawaii.edu/username). This is their electronic key to gaining access to the university’s online services.</td>
<td></td>
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<tr>
<td>a. If returning as a UH student to the UH System, request to re-activate UH Username and account;</td>
<td></td>
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<tr>
<td>2. Submit required health clearance documents in order to be eligible for registration: TB, MMR (not required if born before 1957), Tdap, Varicella (not required if born before 1980).</td>
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<tr>
<td>Note: Typically, the employee will be considered an “unclassified” student, a student taking class(es) but not seeking a UH degree.</td>
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</table>

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<thead>
<tr>
<th>Step 3</th>
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<tbody>
<tr>
<td>1. Students should view holds to see if cleared for registration or holds, including financial obligations, must be addressed prior to registration.</td>
</tr>
<tr>
<td>2. Students may register for class(es) via STAR online registration (<a href="https://www.star.hawaii.edu/">https://www.star.hawaii.edu/</a>).</td>
</tr>
<tr>
<td>a. Registration must be done before the start of the term.</td>
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</table>
| b. If registering during the Late Registration period a late registration fee of $30 is charged which will be assessed directly to
Step 4

<table>
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<tr>
<th>the student.</th>
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</table>

1. In order to receive the tuition benefit, student must submit a payment authorization form to the business office of the UH campus of the Hawaiian language class BEFORE the payment deadline/disenrollment for non-payment date.
   a. For Elementary Hawaiian (HAW 101 or 102), HIDOE employee must submit a payment authorization (Form A), signed and approved by the employee's supervisor.
   b. For Intermediate Hawaiian (HAW 201 or 202), the HIDOE employee must submit a payment authorization (Form B), signed and approved by the employee's supervisor AND the Office of Hawaiian Education.

Scholarship Details for HIDOE Employee Enrolling into a Regular Hawaiian Language Class

If any employee is active as a UH student and receiving financial aid, this scholarship may be considered as part of the employee's financial aid package.

The tuition and fees for eligible courses will be paid directly to UH for eligible HIDOE employees who submit their completed payment authorization form by the deadline. Employee (student) is responsible for their own supplies, equipment, internet connection (if applicable), and transportation.

All participants must comply with the University's policies, procedures, and deadlines, including withdrawal deadlines.

Additional Requirements

- **Minimum course grade C (student must achieve):**
  The employee agrees to fully participate and complete all coursework upon enrollment into a Hawaiian language course funded by the Department. The employee must successfully complete the course with a grade C or better to continue to receive benefit.

- **Complete evaluation survey (google form):**

- **Non-work hours for Professional Development (PD):**
  PD opportunities must follow Department guidance which require that all Bargaining Unit 05 employees enrolling in Department funded courses must take place during non-work hours.
**Option 2: Custom “Sheltered” Hawaiian Language Classes**

HIDOE will provide scholarship for its current employees to enroll in a custom “sheltered” Hawaiian 101 and/or Hawaiian 102 course organized by a HIDOE unit leader for a designated group of employees (e.g., school level groups, complex area groups, state level groups, etc.).

HIDOE contract will cover the cost of tuition, fees, books and materials for sheltered classes. UH campus will provide the books and materials.

**HIDOE Units Organizing Custom “Sheltered” Hawaiian Language Classes**

1. To create a custom “sheltered” Hawaiian language class, the **HIDOE unit leader** is responsible for:
   a. Coordinating a minimum of 12 participants in the sheltered class. (Class maximum size is 20 students);
   b. Selecting a campus and contacting the campus contact (listed in http://uhcc.hawaii.edu/olelo/) to coordinate course level (101, 102, 201, or 202), dates/times of meetings, location, and modality (face-to-face, online, hybrid, etc.); and
   c. Securing a location for the class and ensuring that the room and any classroom requirements (e.g., projector, screen, internet access) are available for the class meetings, if designated at HIDOE locations.

2. To create a custom “sheltered” Hawaiian language class, the **UHCC campus contact** is responsible for:
   a. Coordinating availability of instructor for the “sheltered class”;
   b. Coordinating course section, dates/times of meetings, location, and modality (face-to-face, online, hybrid, etc.) with the HIDOE unit leader;
   c. Securing a location for the class and ensuring that the room and any classroom requirements (e.g., projector, screen, internet access) are available for the class meetings, if designated at UHCC locations; and
   d. Ensuring required books and materials needed for class are provided by UHCC campus.

3. UHCC campus will inform HIDOE unit leader who is organizing the class of the procedures for enrolling HIDOE employees in sheltered courses, which may include participants applying for admission and registering online. Employees participating in the classes must register for the class.

4. UHCC contact and HIDOE unit leader arranging the class must complete Custom Course form (Form C) and submit the form to Dr. Joshua Kaakua, Interim Academic Affairs Program Officer, UH, Office of the Vice President for Community Colleges (OVPCC) via email at; jkaakua@hawaii.edu.
Scholarship Details for “Sheltered” Hawaiian Language Classes

If any employee is active as a UH student and receiving financial aid, the value of the scholarship for this class may be considered as part of the employee’s financial aid package.

All participants must comply with the University policies, procedures, and deadlines, including withdrawal deadlines.

Additional Requirements

- **Minimum course grade C (student must achieve):**
  The employee agrees to fully participate and complete all coursework upon enrollment into a Hawaiian language course funded by the Department. The employee must successfully complete the course with a C or better to continue to receive benefit.

- **Complete evaluation survey (Google form):**
  The employee agrees to complete an exit survey at the end of the semester and no later than December 31st for Fall semester and May 31st for Spring semester. The exit survey can be found at this URL: [http://bit.ly/DOEexitsurvey](http://bit.ly/DOEexitsurvey).

- **Non-work hours for PD:**
  PD opportunities must follow Department guidance which require that all Bargaining Unit 05 employees enrolling in Department funded courses must take place during non-work hours.

Important Dates

**Custom Classes:**

Unit leaders arranging custom, closed classes for Spring 2020 or Summer 2020 should contact UHCC campus to coordinate custom course details as soon as possible.

- **November 27, 2019:** Submit agreement of Spring 2020 custom course details signed by HIDOE unit leader and UHCC campus contact.
- **March 16, 2020:** Submit agreement of Summer 2020 custom course details signed by HIDOE unit leader and UHCC campus contact.
- **July 15, 2020:** Submit agreement of Fall 2020 custom course details signed by HIDOE unit leader and UHCC campus contact.

**For Spring 2020:**

- **November 12, 2019:** Spring 2020 registration begins for new students.
- **November 27, 2019:** Submit agreement of Spring 2020 custom course details signed by HIDOE unit leader and UHCC campus contact.
- **December 12, 2019:** Payment deadline. Students utilizing tuition benefit must submit signed tuition assistance form to campus cashier's office on or before December 12, 2019, by 4:00 p.m.

For Summer 2020:
• For Agreement on Custom Classes: by March 16, 2020.
• For Admission, New Students: by April 17, 2020.
• For Registration & Payment: TBA.

For Fall 2020:
• For Agreement on Custom Classes: by July 15, 2020.
• For Admission: by August 1, 2020.
• For Payment: TBA.

Contact Information
Point of Contact for this opportunity is:

Joshua Kaakua, EdD
Interim Academic Affairs Program Officer
UH, Office of the Vice President for Community Colleges
2327 Dole Street
Honolulu, HI 96822
Office: (808) 956-3867
Email: jkaakua@hawaii.edu

Kahaulahilahi Vegas
Resource Teacher
HIDOE, Office of Hawaiian Education
1390 Miller Street, Room 306
Honolulu, HI 96813
Office Telephone: (808) 784-6091
Email: jetney.vegas@k12.hi.us

Further Information

Website URL: http://uhcc.hawaii.edu/olelo/.
Attachment A (Form A)

STATE OF HAWAI'I DEPARTMENT OF EDUCATION
PAYMENT AUTHORIZATION FOR UNIVERSITY OF HAWAI'I COMMUNITY COLLEGE
ELEMENTARY HAWAI'IAN LANGUAGE CLASSES
Certificate of Eligibility

Pursuant to the Memorandum of Understanding as agreed to by the State of Hawaii Department of Education and the University of Hawaii (MOA D19-173), this Certificate of Eligibility identifies the named HIDOE employee as eligible for subsidy of tuition and fees for Elementary Hawaiian language classes (Hawaiian 101 and/or Hawaiian 102), as offered by the University of Hawaii Community Colleges. Prior to payment deadline, submit a completed and approved copy of this form to campus business office of the eligible Hawaiian language class.

**HIDOE EMPLOYEE NAME:**

**HIDOE Employee ID:**

Employee Phone Number: Email

**UH ID No. or Birth Date:**

**HIDOE Unit (school, office):**

**HIDOE position title:**

**UH Campus enrolled at:**

**Term (semester/year):**

Please complete the following information on the course and a campus for your Hawaiian language class:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Record Number (CRN)</th>
<th>Credit Hours</th>
<th>Course Title</th>
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<tbody>
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</table>

I understand that this voucher will cover the cost of tuition and student fees for Hawaiian 101 and/or 102 courses (4 credits each) for the class identified above. If registration occurs after the late registration period, I understand that an automatic $30 late fee will be assessed. No refunds will be made. If I am found to be ineligible to use this payment voucher, I understand that I will be responsible for paying all applicable tuition and fees assessed. My signature below provides consent for the University of Hawaii campus to release registration information.

**Employee’s Signature:**

**Date:**

I certify that the individual named above is currently employed HIDOE.

Approved by Authorized HIDOE Supervisor:

**Name/Title/Unit**

**Phone**

**Signature**

**Date**
Attachment B (Form B)

STATE OF HAWAII DEPARTMENT OF EDUCATION
PAYMENT AUTHORIZATION FOR UNIVERSITY OF HAWAII COMMUNITY COLLEGE
INTERMEDIATE HAWAIIAN LANGUAGE CLASSES
Certificate of Eligibility

Pursuant to the Memorandum of Understanding as agreed to by the State of Hawaii Department of Education and the University of Hawaii (MOA D19-173), this Certificate of Eligibility identifies the named HIDOE employee as eligible for subsidy of tuition and fees for Intermediate Hawaiian language classes (Hawaiian 201 and/or Hawaiian 202), as offered by the University of Hawaii Community Colleges. Prior to payment deadline, submit a completed and approved copy of this form to campus business office of the eligible Hawaiian language class.

HIDOE EMPLOYEE NAME: ____________________________
Print: Last Name, First Name, Middle Initial(s)

HIDOE Employee ID: ________________________________

Employee Phone Number: __________________________ Email: ______________________________

UH ID No. or Birth Date: ________________________________

HIDOE Unit (school, office): ______________________________

HIDOE Position Title: ________________________________

UH Campus Enrolled at: ________________________________ Term (semester/year): ____________________

Please complete the following information on the course and a campus for your Hawaiian language class:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Record Number (CRN)</th>
<th>Credit Hours</th>
<th>Course Title</th>
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I understand that this voucher will cover the cost of tuition and student fees for Hawaiian 201 and/or 202 courses (4 credits each) for the class identified above. If registration occurs after the late registration period, I understand that an automatic $30 late fee will be assessed. No refunds will be made. If I am found to be ineligible to use this payment voucher, I understand that I will be responsible for paying all applicable tuition and fees assessed. My signature below provides consent for the University of Hawai‘i campus to release registration information.

Employee’s Signature: ____________________________ Date: ____________________________

I certify that the individual named above is currently employed by HIDOE.

Approved by Authorized HIDOE Supervisor:

_________________________________________ Phone ____________________________ Signature ____________________________ Date ____________________________

Office of Hawaiian Education Approval:

_________________________________________ Phone ____________________________ Signature ____________________________ Date ____________________________
Attachment C (Form C)

STATE OF HAWAII DEPARTMENT OF EDUCATION
AND UNIVERSITY OF HAWAII COMMUNITY COLLEGE HAWAIIAN LANGUAGE
Custom Classes

Pursuant to the Memorandum of Understanding as agreed to by the State of Hawaii Department of Education and the University of Hawaii (MOA D19-173), this form documents the agreement between a UHCC campus and a HIDOE unit (e.g., school, office) for a sponsored class. The class will consist of HIDOE employees only. This form must be submitted via email prior to the first day of class to Dr. Joshua Kaakua, Interim Academic Affairs Program Officer, UH, OVPCC at: jkaakua@hawaii.edu.

UHCC Campus: ____________________________ Term: ____________________

HIDOE Organizer (Name, Title & Affiliation): ________________________________

HIDOE Organizer Signature ______________________________________________

UHCC Contact (Name, Title): _____________________________________________

<table>
<thead>
<tr>
<th>Course Alpha &amp; Number</th>
<th>Course Record Number</th>
<th>Credits</th>
<th>Instructor</th>
<th>Dates and Times of Meetings</th>
<th>Meeting Location</th>
<th>Number of Students*</th>
</tr>
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* Class size is 12-20.

Approved:

UHCC Vice Chancellor for Academic Affairs or Designee Date

HIDOE Unit Leader Date

Title

UHCC Campus

Unit

State of Hawai‘i, Department of Education
Office of Hawaiian Education