

APPENDIX A

UNIVERSITY OF HAWAI'I LOCATION OF EDUCATION RECORDS

Each of the following offices maintain education records. A student who desires to inspect a particular type of education record is advised to contact the Dean or Director responsible for that type of education record at the address listed for each campus.

<u>Campus</u>	<u>Type of Education Record</u>	<u>Dean or Director to Contact at:</u>
University of Hawai'i at Manoa Honolulu, HI 96822 (eligible students are invited to inquire at the Office of the Dean of Student Affairs for a detailed listing of office numbers by building and room.)	Academic Records:	Registrar's Office Office of the Dean of each College Office of Student Academic Services for each College Office of Department Chairpersons for each academic department Offices of all instructional faculty Office of the Dean of the Graduate Division
	Student Services records:	Bureau of Student Activities Center for Student Development Financial Aid Office Student Employment Office International Student Office Student Housing Office Career Placement Office Veterans / Senior citizens/ Exchange Student Office College Opportunity Program Office Special Student Services Office
	Parking and Security Records:	Parking and Security Office
	Financial Records:	Cashier's Office

Campus

Type of Education Record

Dean or Director to contact at:

Other Services:

Sinclair Library
Hamilton Library

Disciplinary and Conduct Records:

Office of the Dean of Student Affairs

University of Hawai'i at Hilo
Hilo, HI 96720-4091

Academic Records:

Office of the Dean for Student Services
Office of the Chairperson of each academic department and
division

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative Services

Other Services:

Office of the Director of Library Services
Office of the Director of the Center for Continuing
Education and Community Service

Discipline and Conduct Records:

Office of the Dean for Student Services

West Oahu College
96-043 Ala Ike
Pearl City, HI 96782

Academic Records:

Office of the Student Services Coordinator
Office of the Dean of Faculty

Student Services Records:

Office of the Student Services Coordinator

Financial Records:

Office of the Director of Administrative Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Student Services Coordinator

Campus

Type of Education Record

Dean or Director to contact at:

Honolulu Community College
874 Dillingham Blvd.
Honolulu, HI 96817

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative
Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

Kapi'olani Community College
4304 Diamond Head Road
Honolulu, HI 96816

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative
Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

Kaua'i Community College
3-1901 Kaunualii Highway
Lihu'e, HI 96766

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative
Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

Campus

Type of Education Record

Dean or Director to contact at:

Leeward Community College
96-045 Ala Ike
Pearl City, HI 96782

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative
Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

Maui Community College
310 Ka'ahumanu Ave.
Kahului, HI 96732

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative
Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

Windward Community College
45-720 Keaahala Road
Kaneohe, HI 96744

Academic Records:

Registrar's Office

Student Services Records:

Office of the Dean for Student Services

Financial Records:

Office of the Director of Administrative
Services

Other Services:

Office of the College Librarian

Discipline and Conduct Records:

Office of the Dean for Student Services

Campus

Employment Training Office
620 Pensacola Street
Honolulu, HI 96814

Type of Education Record

Academic Records:

Student Services Records:

Financial Records:

Other Services:

Discipline and Conduct Records:

Dean or Director to contact at:

Office of the State Director (Student Services Specialist)

Office of the State Director (Student Services Specialist)

Office of the State Director (Administrative Officer)

Office of the State Director (Student Services Specialist)

Office of the State Director (Student Services Specialist)