# WELINA MAI!
Welcome to UH-West O‘ahu

## TABLE OF CONTENTS

- Introduction for Distance Learning Students ........................................ 3
- No‘eau Center Tutoring ................................................................. 4
- No‘eau Center Interactive Workshops .............................................. 5
- Academic Advising ........................................................................... 6
- Library Services .............................................................................. 7-8
- Distance Education Office ............................................................... 9
- IT Department ................................................................................ 10-11
- Distance Learning Online Resources ............................................ 12-13
CAMPUS RESOURCES

The University of Hawaii-West O’ahu is proud to offer an array of resources for its Distance Learning students. To help Distance Learning students obtain the resources they need to succeed, the No’eau Center has compiled this resource to highlight services available to Distance Leaners. Whether you’re enrolled part-time or full-time, taking one online course and enrolled in one of UH-West O’ahu’s online programs, you’re welcome to use any of the University’s Distance Learning/Education services. It is our hope that this guide provides you with resources you need to get connected and utilize support services to succeed within your courses.

On behalf of the entire University of Hawaiiʻi-West O’ahu campus, we welcome you to our campus and look forward to assisting you. Mahalo!

TESTING

If you need to take a quiz, test, exam or assessment at a testing site for one of your UH courses. You can utilize any UH affiliated testing center. Just be sure to contact your respective testing center for hours of operation and appointment.
NO’EAU CENTER Tutoring

The No’eau Center offers free distance tutoring in all subject areas. Tutoring is 50 minutes long and is offered Monday-Friday 8:30 AM - 4:30 PM. To schedule an appointment, please call 689-2750 or email uhwowc@hawaii.edu

Tutors do not spell check, grammar check, or proof-read essays; instead, they provide resources for students to apply spell check, grammar check, and revise the student’s own work. Tutors may refer students to the student’s professor for questions related to specific course-content or assignments.

Visit our No’eau Center Website for more information!

Tutors assist in the following ways:

- Brainstorm ideas
- Understanding concepts
- Practicing problems
- Develop strategies for breaking down projects into manageable and achievable tasks
- Increase awareness of procrastination and identify ways to get back on track
- Assist with exam preparation
The No’eau Center also offers a number of different workshops available online for Distance Education students. Many of the center’s workshops can be found online through the No’eau Center website.

The Center provides a series of student success workshops that cover an array of topics, including tips for better studying, time management skills, citation styles, and scholarship and career writing (i.e., resume, cover letter, personal statements).

If there is a workshop not available online, you’re welcome to schedule an appointment for a workshop via video conference.

**Workshop Coordinator**
Rebecca Carino
uhwowc@hawaii.edu

Want to check out the center’s workshops? See them all at this link: [No’eau Workshops](#)
Our academic advisors assist Distance Learning students with the following areas:

- Registration
- Pre-admission advising
- Changing of major/concentration
- Graduation requirements
- Academic probation
- Leave of absence/withdrawing

To schedule an appointment call toll free at 1-866-299-8656 or email uhwo.advising@hawaii.edu

Monday: 8:30 am - 4:15 pm  
Tuesday: 12:30 pm - 4:15 pm  
Wednesday: 8:30 am - 4:15 pm  
Thursday: 8:30 am - 4:15 pm

Have a question about transferring to UHWO?

Need help figuring out your major?

Transfer Student Academic Advisor
Larry Andres  
(808) 689-2696  
uhwo.advising@hawaii.edu  
Toll free 1-866-299-8656
LIBRARY SERVICES

Research

Need help finding a resource? Or don’t know where to start with your research? Contact a UHWO librarian! Our librarians are trained to instruct and guide Distance Learning students on using database components and journal research.

Phone
(808) 689-2700

Email
uhwolib@hawaii.edu

LIBCHAT

Lib chat is a chatting resource used by UHWO librarians to chat with students. This chat can be accessed here: UHWO Library Website
Library Staff

To gain assistance in researching a topic, Distance Learners can speak with a Librarian who specializes in a particular area!

Sara Aiello - Public Services, Public Services Librarian, Applied Sciences, Education & Social Sciences Liaison
Email: saiello@hawaii.edu
Telephone: 808-689-2710

Alphie Garcia - Collection Management, Information Resources and Collection, Management Librarian, Humanities Liaison
Email: alphie@hawaii.edu
Telephone: 808-689-2708

Kawena Komeiji - Public Services, Hawaiian Pacific Resources Librarian
Email: kawenask@hawaii.edu
Telephone: 808-689-2711

Frankie Passion - Public Services, Public Services Librarian, Interlibrary Loan, Business & Public Administration Liaison
Email: fpasion@hawaii.edu
Telephone: 808-689-2704
DISTANCE EDUCATION
Office and Resources

For any questions on how to use Laulima, Blackboard
Collaborate, or other programs created for your courses.

Please contact one of the three staff members in the Distance Education Office for assistance with UHWO online programs.

Sharla Hanaoka
uhwode@hawaii.edu

Rian Barreras
uhwode@hawaii.edu

Samantha Won
uhwode@hawaii.edu
IT DEPARTMENT
Technology Assistance

Need help with a technological problem? Contact UHWO IT’s services!

Technical assistance is available on topics such as:

• Using Information Commons workstations
• Accessing UHWO’s wireless network
• General assistance on UHWO course-related tech questions such as Laulima help, Blackboard Collaborate help, or other program help

UHWO’s IT Service Center is the primary location for Distance Learning students to receive technical assistance. For in-depth questions, an IT request will be submitted on behalf of the requester for IT staff follow-up.
As a UH student, you can also visit your nearest UH campus to receive assistance for a technological issue.

Before you leave to seek out assistance, we recommend calling your nearest UH campus for their hours of operation.

The UH-West O‘ahu IT department is staffed with IT specialists and student assistants. Please feel free to contact the UHWO IT Service Desk for questions or concerns with IT help.

Email: uhwohelp@hawaii.edu
Telephone: (808) 689-2411
Hours: Monday - Friday: 7:30 AM - 5:00 PM