



Handbook

for Inbound Exchange Students

*University of Hawai‘i at Mānoa
Mānoa International Exchange (MIX)*

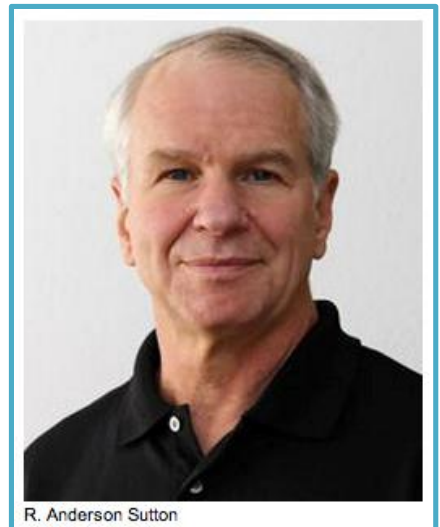


E komo mai!

Welcome to the University of Hawai'i at Mānoa!

The UHM Office of International and Exchange Programs is pleased to welcome you as an International Exchange Student to the University of Hawai'i at Mānoa. While on exchange, you will not only increase your knowledge and skills in your field of study, but also participate in the unique multicultural environment which the UH Mānoa campus and the State of Hawai'i offer.

You will also represent your university and your home country to the Mānoa community. We want to take this opportunity to learn from you at the same time that you are learning from us. We welcome you and hope that your time at the University and in Hawai'i will be a wonderful experience.



The purpose of this Handbook is to help you with your transition to the University, to Honolulu, and to Hawai'i. We invite you to read it carefully. It will provide you with some general information and will answer a variety of questions you may have. We hope this handbook will assist you in making a comfortable transition to campus life and help you derive the fullest benefits from your experience.

R. Anderson Sutton
Assistant Vice Chancellor for International Programs
Dean, School of Pacific and Asian Studies



Mānoa International Exchange (MIX) welcomes you!



Mānoa International Exchange (MIX) is one of the many ways the University of Hawai'i at Mānoa demonstrates its commitment to international education and understanding. MIX provides an opportunity for UHM undergraduate and graduate students to study overseas and also allows students from overseas universities (like you!) to study at UHM. We are so pleased

that you have chosen to experience UH Mānoa and the beautiful island of O'ahu. We wish you an incredible experience, and warmly welcome you into our campus community.

We are here to assist you in any way we can, whether prior to your arrival, during your time here, or after you return to your home university. Our offices are located in [Queen Lili'uokalani Center for Student Services \(QLC\) room 206](#), next to International Student Services (ISS). We look forward to meeting you upon your arrival at UHM, and to seeing you at various events such as Welcome Orientation, International Social Hour, and the MIX Fairs.

The MIX staff also has a team of MIX Interns and Volunteers comprised of UHM students who previously studied overseas. They know what it is like to go through the cultural adjustment process, and are eager to support you as you navigate your own study abroad experience. We are here for you!

Questions? inbound@hawaii.edu



Like **UH MIX** on Facebook to stay informed about activities and events for exchange students.

◆◆◆ Contents

Arrival Checklist	4
Explore Honolulu	5
Being a UHM Student	6
Clubs, Activities & Sports	7
Campus Services	8
Safety & Security	9
Communication	10
Food, Dining, Markets	11
English & Summer	12
The People of Hawai'i	13





Arrival Checklist

Check in with MIX staff

Come see us! We would like to meet you in person and know that you have arrived safely. Make sure you've registered online for a MIX "Check-In" Session with MIX staff. The session will take approximately 45 minutes and during this time, you will go over any Health Clearance issues, removing your registration holds, finding your academic advisors on campus, course registration, and housing issues. This is also a time for you to come and get your questions answered. If you haven't already done so, please sign up for a Check-In session here: <https://goo.gl/forms/wWa3A1hC6JNGI47x1>

Get a TB test at University Health Services

University Health Services is located on campus at 1710 East-West Road. Clinic hours are Monday-Friday 8:00AM-4:00PM. You must visit the clinic two times. During the first visit, the TB skin test is administered. Then 48-72 hours later, you must visit again to have your skin checked for results. After the second visit, your MyUH registration hold will be lifted if your test results are negative.

Attend an ISS Visa Clearance Session

All international students (in F-1 and J-1 status) must attend a mandatory Visa Clearance Session with International Student Services (ISS). Bring your passport, DS-2019 or I-20 form, and proof of health insurance. The ISS office is also located in QLC 206. Failure to attend a Visa Clearance Session will result in a hold being placed on your MyUH course registration on the first day of instruction (but will not prevent you from registering in MyUH before the semester starts). <http://www.hawaii.edu/issmanoa/>

Attend the Welcome Orientation & Social

All new international students, including exchange students, should attend the Welcome Orientation upon arrival. Helpful and practical information will be shared at the Welcome, as well as an orientation to UHM and Hawaiian culture. The Welcome will be followed by a brief tour and a time to socialize with other international students. <http://www.hawaii.edu/issmanoa/pages/home/new-students/orientation.php>

Take the ELI Placement Test

You are required to take the English Language Institute (ELI) Placement Test if your TOEFL score was below 100, your IELTS score was below 7.0, or you do not otherwise qualify for an exemption. See the ELI website to register for the test. <http://www.hawaii.edu/eli/>

Register for your UHM Courses

Log in to MyUH to register for your courses online, once all of your holds have been lifted. For more information, see the MIX website: http://manoa.hawaii.edu/mix/inbound_students/registration.html. After you register, we recommend exploring the campus and finding the buildings where your classes will be held.

Get your Student ID Card and Validation

Once you have registered for at least one course, you may apply for your Student Identification Card at Campus Center 211 (Ticket & Information Window). Valid photo identification is required, so be sure to bring your passport. Once you have paid any fees that are due, your ID Card can be validated. With a validated ID Card, you can borrow library books, use the recreation center and pool, and get a U-Pass sticker that allows you to ride the bus for free throughout the entire island.

Set up a local Bank Account (optional)

The closest bank is the American Savings Bank, located on campus in Hemenway Hall.

Apply for a Hawai'i State ID Card (optional)

It may be useful to have a Hawai'i State ID Card, which you can use for official identification purposes. The cost is \$15. Most exchange students would obtain a Hawai'i State ID Card rather than a Social Security Card. (If you are a non-U.S. citizen, you only need a Social Security Card for employment.) For more information, see <http://hidot.hawaii.gov/> or go to the Hawai'i Department of Transportation at 1199 Dillingham Blvd., Driver Licensing A-101. You will need to present your passport and DS-2019 or I-20. Be prepared for long lines!

Explore Honolulu

If you arrive in Honolulu before classes begin, there are lots of fun things to do!

- **Take a Campus Tour!**

Sign up for a campus tour at 211 Campus Center (Ticket & Information Window), or register for a campus tour with Admissions at <http://manoa.hawaii.edu/admissions/undergrad/visit/>.

- **Visit the Libraries and Computer Labs**

Hamilton and Sinclair libraries are great places to study! Both have computer labs available to all students. The Student Success Center and the Wong Audiovisual Center are located at Sinclair Library.

- **Ride the Rainbow Shuttle**

UHM provides a free shuttle service around campus and to the dormitories. Go along for the ride to see the campus. Shuttle schedule: <http://manoa.hawaii.edu/commuter/rainbowshuttle.html>

- **Explore the Neighborhood**

Walk up University Avenue into Mānoa Valley, where you will find Mānoa Marketplace (on East Mānoa Road) and several shops and restaurants. Or walk down University Avenue to Puck's Alley in Mō'ili'ili, where you will find markets, restaurants, and shops.

- **Have Fun in Waikīkī**

From campus, take the Waikīkī-bound #13 bus into Waikīkī. Walk along the beach, explore the shops and restaurants, visit the International Marketplace, and have fun! Check out the Waikīkī Aquarium and the Honolulu Zoo. <http://www.waquarium.org/>, <http://honolulu zoo.org>

- **Go to the Aloha Stadium Swap Meet**

If you want some affordable shopping, take a City Express A bus from Sinclair Circle on campus to Aloha Stadium. For a \$1 entrance fee, you can walk among all the vendors and find items available at low prices. <http://alohastadiumswapmeet.net/>

- **Visit a Farmers' Market**

For fresh fruits, vegetables, flowers, and local food, go to a farmers' market! On Saturdays there is a large farmers' market at Kapi'olani Community College (KCC). Take the #3 bus from UHM to KCC. <http://hfbf.org/markets/markets/kcc/>. For other farmers' markets in Honolulu and in other parts of O'ahu, see <http://www.gohawaii.com/oahu/guidebook/topics/farmers-markets-on-oahu>.



Learn more about taking The Bus at:

<http://thebus.org/>

◆◆◆ Being a UHM Student

Educational Philosophy of the University of Hawai'i at Mānoa:

The development of the human person to the fullest extent possible is central to the very existence of the university. Through an intellectually stimulating environment, the advancement of knowledge, learning, and skill development, students are prepared for a meaningful place in society.



Academic Calendar

The Academic Year begins in mid-August and ends in mid-May. It is divided into two semesters of 16 weeks each. There are specific dates associated with registration, including adding and dropping classes, and paying tuition. There are also several holidays each semester and a one-week Spring Break. The break between the fall and spring semesters usually begins the week before Christmas and extends through the second weekend in January. <http://manoa.hawaii.edu/records/calendar/index.html>

Registering for UHM Courses

Registration at UHM is via your MyUH Portal. <https://myuh.hawaii.edu/>

Please carefully read all of the information on the Registering for UHM Courses page of the MIX website. http://manoa.hawaii.edu/mix/inbound_students/registration.html

Grades

Your semester grades and Grade Point Average (GPA) will appear on your UHM transcript. Grade points are awarded as follows:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

Your GPA is the total number of grade points earned divided by the total number of credits taken.

Writing Papers for Classes

Most courses that you take will include the requirement that you to write at least one paper. If you do not have your own computer, campus computer labs are available for student use. The main computer labs for general student use are at Hamilton and Sinclair libraries. Additional computer labs are available in particular colleges or departments.

As a student at UH Mānoa, you have access to the **Writing Center** at the **Student Success Center** at Sinclair Library. <http://www.english.hawaii.edu/writingcenter/> This resource is highly recommended, particularly for classes in which essays or research papers are a major part of the final grade.

◆◆◆ Clubs, Activities & Sports

Clubs and Organizations

There are more than 200 UHM clubs and organizations on campus called Registered Independent Organizations (RIOs). We encourage you to get involved!

View a list of RIOs at <http://www.manoa.hawaii.edu/studentlife/studentorg/rio.php>.

View UH Mānoa events at hawaii.edu/calendar/manoa/ and manoa.hawaii.edu/studentlife/.

Sports and Recreation

Students are able to use the UHM athletic facilities, including a swimming pool, track, tennis courts, gymnasiums, and weight rooms. Student Recreation Services offers many non-credit classes and activities such as Hula and Tahitian Dance, Kayak, Hiking, Surfing, Stand-up Paddleboarding, Yoga, and more! The Student Recreation Services office is located in PE/A Complex Room 200 (lower campus). Visit <http://www.manoa.hawaii.edu/studentrec/index.html> for a schedule of outdoor education/recreation classes and fees, or visit their office for a full class listing.

Physical Education Classes

The department of Kinesiology and Rehabilitation Sciences (KRS) offers a variety of courses such as Aerobics, Swimming, Basketball, Weight Training, and Yoga (normally 1-credit). Search for KRS courses at the Class Availability website. <https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN>

Attend Athletic Events

With no major professional sports teams on the island, UH sports are a big part of the culture in Hawai'i. Men's teams include football, basketball, baseball, and volleyball. Women's teams include volleyball, basketball, softball, and soccer. Football is the most popular UH sport with home attendance reaching 50,000 at times. Students with a validated UH ID Card may attend any home UH sporting event for free. Take advantage of this and support your school and the teams! For more information, visit <http://www.hawaiiathletics.com>.



Come to International Coffee Hour! Each semester, Mānoa International Exchange hosts a coffee hour to give exchange students, returnees, and other interested students, faculty and staff a chance to get acquainted and to share experiences and

knowledge. All UHM students, faculty and staff are invited. International Coffee Hour is held on Friday afternoons from 3:00-5:00 PM, unless there is a holiday. The location is the 'Ewa Lanai on the 1st floor of Sinclair Library. Join us for coffee, snacks, and a chance to make some friends!

Join the International Student Association (ISA)! ISA is a student organization that provides an 'ohana (family) for international students as well as U.S. and local students. There are weekly meetings and a variety of fun activities.

<http://www.isauhm.com/>



Mentor/Mentee Program The ISS Mentorship program connects new international students (mentees) with local friends (mentors) to help with the adjustment process. Apply for the Mentorship program at <http://www.hawaii.edu/issmanoa/pages/home/new-students/mentor-mentee.php>.



Campus Services

University Health Services

Located on campus near Kennedy Theatre, University Health Services Mānoa (1710 East-West Road) offers a wide range of medical services and health programs to UHM students and scholars.

<http://hawaii.edu/shs/>

General Medical Clinic

At the Clinic, physicians and nurses provide basic medical care and first aid for illness and injury on a walk-in basis. Laboratory tests, immunizations, and medications are provided at moderate costs. Sports medicine services are available by appointment. Phone: (808) 956-8965

Women's Health Clinic

Services related to women's health and family planning are offered on an appointment basis. These include education, counseling, pregnancy tests, examinations, contraceptives, tests and treatment for sexually transmitted diseases. Fees are based on ability to pay. Phone: (808) 956-6221

Dermatology, Nutrition, Psychiatry

Dermatologists, Nutritionists, Psychiatrists and Social Workers are available by appointment.

Mānoa Career Center

Find resources regarding college planning, career options, employment, and pre-professional advice. Attend workshops on topics such as resumes and preparing for job interviews. The Career Center is located in QLC 212. <http://manoa.hawaii.edu/careercenter/>

Women's Center

The Women's Center is a safe space for students to meet and to gather. Each semester, this Center sponsors a variety of personal and academic development workshops. Located in QLC 211.

<http://hawaii.edu/womenscenter/>

Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) Student Services

LGBTI Student Services offers activities, programs and services that support UH's commitment to protecting students from discrimination on the basis of sexual orientation and/or gender identity. An LGBTI and Ally Coffee Hour is held every Wednesday afternoon. Located in QLC 211.

<http://manoa.hawaii.edu/lgbt/index.html>

Counseling and Student Development Center

Staff is available to help you with any personal, academic, or career concerns. Visit this Center if you need culturally sensitive assistance with any adjustment issues. All services are confidential and most are free of charge. Located in QLC 312. <http://manoa.hawaii.edu/counseling/>

Learning Assistance Center

Tutoring services are available to students, as well as workshops and study groups. Located at Sinclair Library. <http://manoa.hawaii.edu/learning/>

Mānoa Advising Center

Walk-in advising for new students. Located in QLC 101. <http://manoa.hawaii.edu/undergrad/mac/>

Service Learning Program Center

Visit this Center to learn about Volunteer and Service Learning opportunities, or ways to learn by getting engaged in the community and helping others. Located in QLC 209. <http://hawaii.edu/servicelearning/>

KOKUA (Disability Resource Center)

Academic support services are provided free of charge to students with documented disabilities. Services are individually tailored to meet each student's needs. Located in QLC 013. <http://hawaii.edu/kokua/>

◆◆◆ Safety & Security

In case of an emergency, dial 911 to talk to a local dispatcher if you need assistance from the police, emergency medical services (EMS), or the fire department.

Campus Security

The university has security officers that patrol the campus 24 hours a day. If you ever feel threatened or want an escort to your dorms or anywhere on campus, please call Campus Security at (808) 956-7233. Officers are trained to perform first-aid, CPR (Cardiopulmonary Resuscitation), and AED (Automated External Defibrillation). In an emergency, contact Campus Security at (808) 956-6911. <http://www.hawaii.edu/security/>

Emergency Call Boxes

There are many emergency call boxes located throughout the campus. You can use them to connect directly with the Campus Security dispatcher 24 hours a day, 7 days a week. Emergency Call Boxes can be easily identified by their blue light. They are activated by picking up the receiver or pressing the button. Campus Security can immediately identify the location of the caller even if you are unable to verbally communicate with the dispatcher.

Campus Escort Service

Call 956-SAFE (956-7233). Campus Security provides transportation or a walking escort from dusk to dawn for anyone walking along on campus at night.

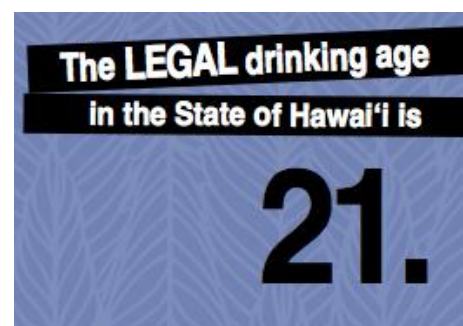
Crime

While the crime rate in Honolulu and Hawai'i tends to be relatively low, it is still wise to practice personal safety behaviors. Avoid certain areas at night when alone, and travel in groups whenever possible. Be aware of your surroundings and safeguard your valuables. In the dormitories or any shared living location, there is the potential for personal theft. Practice behaviors that keep your belongings safe, with special attention to credit cards, your passport, and electronics.

Start the Semester Safely & Securely

Find tips for being safe on campus, burglary prevention tips, and bicycle (bike) theft prevention at: <http://www.hawaii.edu/security/informationarticles.html>

Register your bike with the City and County of Honolulu! <http://www1.honolulu.gov/dts/bikereg.htm>



◆◆◆ Communication

Telephones

Cell phones and calling plans are available for purchase at the UHM Campus Center and at local shopping centers and retail outlets such as AT&T, Verizon Wireless, Sprint, T-Mobile, Mobi, etc.

The area code for the state of Hawai'i is 808. On-campus phone numbers start with 956- and dormitory numbers start with 957-. To call an on-campus number from a campus phone, you only need to dial 6- or 7-, plus the last four digits of the number. If you want to call an off-campus number from a campus phone, first dial 9.



An easy way to make a long-distance telephone call is with a calling card (available at convenience stores, grocery stores, and pharmacies). Other options for communicating with friends and family outside the U.S. are:

- Skype <http://www.skype.com/>
- Google+ Hangouts <http://www.google.com/hangouts/>
- Apple FaceTime. <http://www.apple.com/ios/facetime/>

U.S. Postal Service

The closest full-service post office to campus is located at 2700 South King Street, Suite B. To locate additional post offices, see the USPS website. <https://www.usps.com/>

Scanning & Faxing

Scanners are available in the Hamilton Library computer lab. Faxes can be sent and received from Campus Center 212 (Ticket & Information Window).

Campus Newspapers & Publications



Ka Leo is the UH student newspaper. Pick up a copy at distribution boxes located throughout the campus and in campus buildings. <http://www.kaleo.org/>



University of Hawai'i Press

The University of Hawai'i publishes books and journals on a wide range of topics, many of which are internationally known and pertain to Hawai'i, Asia, and the Pacific Basin. Publications are available at the Campus Center bookstore. <http://www.uhpress.hawaii.edu/>

◆◆◆ Food, Dining, Markets

While you're here on O'ahu, you won't go hungry! Enjoy many on- and off-campus dining options. Asian and international cuisines, as well as local Hawaiian food, are abundant.

On-campus Dining

There are many places to eat on and around campus! Restaurants and cafés are located at the Campus Center, Paradise Palms (near Hamilton Library), Mānoa Garden (near Sinclair Library), and at the Athletics Complex. There are also several food kiosks and food trucks on campus every day for your convenience. <http://manoa.hawaii.edu/food/>



Meal plans are available to students living both on and off campus.

Dining Dollars let you conveniently add money to your UH ID card for use as a debit card in campus cafeterias and cafés. <https://uhm.sodexomyway.com/dining-plans/index.html>

Grocery Stores

Grocery stores and markets located close to campus are:

- **Kokua Market Natural Foods** (2643 S. King Street) <http://www.kokua.coop/>
- **Nijiya Market** (1009 University Ave.) <http://www.nijiya.com/>
- **Down To Earth Organic & Natural Foods** (2525 S. King Street) <http://www.downtoearth.org/>
- **Safeway Grocery Store** (888 Kapahulu Ave.) <http://local.safeway.com/hi/>
- **Foodland Market City** (2939 Harding Ave.) <http://www.foodland.com/>

Pharmacy

The closest full-service pharmacy to campus is **Longs Drugs** (2470 S. King Street).



Farmers' Markets

Every Tuesday and Friday afternoon, there is a small farmers' market selling local produce at the Campus Center, down the stairs from Jamba Juice.

On Saturday mornings, there are farmers' markets selling fresh fruits and vegetables, flowers, local products, and hot food at Ala Moana <http://alamoanafarmersmarket.com/ala-moana.html> and at Kapi'olani Community College (KCC). <http://hbf.org/markets/markets/kcc/>

Restaurants

There are many restaurants close to campus, especially around the intersection of University Avenue and South King Street. The Ala Moana Shopping Center also has tons of restaurants, and is a great place to go shopping. <http://www.alamoanacenter.com/>. Tipping in restaurants is expected. It is common to tip around 15% – or more if you were especially satisfied with the service. It is not customary, however, to tip at self-service establishments or fast-food restaurants.

◆◆◆ English & Summer

Want to improve your English before your first semester as an Exchange Student?

Hawai'i English Language Program (HELP)

<http://manoa.hawaii.edu/eslhelp/wordpress/>

This UHM program is an intensive English language program run by the Department of Second Language Studies. HELP offers 3- and 4-week intensive summer programs that focus on academic English skills.



New Intensive Courses in English (NICE)

<http://www.nice.hawaii.edu/>

This UHM program is run by Outreach College and offers 3-week summer courses. The focus is on oral communication and American and Hawaiian culture. Excursions into the community and interaction with UH students are popular features of NICE programs.



Want to attend UHM Summer Sessions?

<http://www.outreach.hawaii.edu/summer/>

Before your Exchange: Inbound exchange students who will participate in UHM Summer Sessions prior to their fall semester exchange will need immigration documents that reflect this. If you want to attend UHM Summer Sessions prior to your fall semester exchange, please email inbound@hawaii.edu to let us know of your plans and to get further instructions. Exchange students do not get a tuition waiver for UHM Summer Sessions - all participants must pay the Summer Sessions tuition and fees.

After your Exchange: Please see an ISS Advisor *before* the end of the spring semester to request an extension of your program of study. You may be required to show proof of registration in Summer Session courses before your program extension will be granted. Exchange students do not get a tuition waiver for UHM Summer Sessions - all participants must pay the Summer Sessions tuition and fees.

The People of Hawai'i

Originally peopled by seafaring Polynesians, Hawai'i's history has been an interesting and controversial one in which the islands were an independent kingdom, a republic, a U.S. territory, and finally the 50th U.S. state.

Life and culture in Hawai'i differ from life on the U.S. mainland in many ways. The people of Hawai'i come from many different ethnic backgrounds, and many people here have mixed ethnic identities. The main groups you will find here are Japanese, Chinese, Caucasian, Korean, Filipino, Portuguese and Hawaiian. Many other ethnic groups are represented, including Vietnamese, Laotian, Cambodian, Thai, Okinawan, Samoan, Tahitian, Palauan/Micronesian, Tongan, Native American, African American and Hispanic.

One of the delights in living here is the variety of cultural festivals which take place throughout the year and which are attended by people of all backgrounds. These festivals take place in different locations around Honolulu, especially at Kapi'olani Park, Magic Island, Ala Moana Park, Lyon Arboretum, Chinatown, and other places.

The mixture of ethnic groups and value systems in Hawai'i can be confusing at times to newcomers who wish to "fit in" and are trying to find a culture with which to identify. It is necessary to be sensitive to the differences in cultural values exhibited by the people of Hawai'i, and if there is some type of behavior that puzzles you, the best policy is to ask. Hawai'i is considered by many to be a model of how people from different ethnic backgrounds can live and work together in harmony.

The capital of Hawai'i is Honolulu, meaning "safe harbor." It is located on the island of O'ahu, "the gathering place." The state has eight main islands, the largest called Hawai'i, or the Big Island, and the smallest being Kaho'olawe. The smallest inhabited island, Ni'ihau, is privately owned and is a protected community of Native Hawaiians. The other main islands are Kaua'i, O'ahu, Moloka'i, Lāna'i and Maui. Contemporary Hawaiians are in the midst of a cultural re-awakening, and are actively studying their history and possible direction for the future. Both English and Hawaiian are official languages of Hawai'i today, although for much of the last century, the Hawaiian language was suppressed. We encourage you to learn about the host culture during your stay in Hawai'i.

25 Hawaiian Values:

Aloha (Loving, gentle, generous nature)

Ha'aha'a (Humility)

Lokomaika'i (Generosity)

Ho'okipa (Hospitality)

Ho'omana (Spirituality)

Wiwo (Obedience)

Laulima (Cooperativeness)

Ma'ema'e (Cleanliness)

'Olu'olu (Graciousness, pleasantness, manners)

Pa'ahana (Industry, diligence)

Ho'omanawanui (Patience)

Le'ale'a (Playfulness)

Ho'okuku (Competiveness)

Ho'ohiki (Keeping promises)

Huikala (Forgiveness)

Na'auoa (Intelligence)

Kuha'o (Self-reliance)

Kela (Excellence)

Koa (Courage)

Kōkua (Helpfulness)

Lōkahi (Harmony, balance, unity)

Hanohano (Dignity)

Alaka'i (Leadership)

Ku I Ka Nu'u (Achievement)

Kūpono (Honesty)