### Services Available for Students

**Fall 2020**

**For additional and updated information on how to access student services go to:**

https://www.kauai.hawaii.edu/student-services

<table>
<thead>
<tr>
<th>Services</th>
<th>Contact Information</th>
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</table>
| **Academic Support Center (ASC)**  
Tutoring and Study Skills  | asckauai@hawaii.edu (Office Email)  
245-8394 (Office Phone)  
Tina Castro, Coordinator  
tcastro4@hawaii.edu  
245-8341 |
| **Admissions and Records**   | arkauai@hawaii.edu (Office Email)  
245-8225 (Office Phone)  
Karen Doiron, Office Assistant  
doiron@hawaii.edu  
245-8225  
Sarah Shirai, Assistant Registrar  
sarahsy@hawaii.edu  
245-8224  
Kailana Soto, Registrar  
kailana@hawaii.edu  
245-8226 |
| **Appeals**  
Request to temporarily lift financial obligation holds, tuition/fees refunds, and registration deadlines | Margaret Sanchez, Vice Chancellor for Student Affairs  
245-8274  
Clarice Kali, VCSA Secretary  
ckali@hawaii.edu  
245-8313 |
| **Business Office (Payments)**  | Submit payment online through myuh.hawaii.edu or email deannesy@hawaii.edu to schedule an appointment to submit payment in person. |
| **Career Center**  | Melissa Henry, Counselor  
mshenry@hawaii.edu  
245-0132 |
| **Chromebook Checkout**  | Library Circulation Desk  
245-8233 |
| **Counseling and Advising**  | counskau@hawaii.edu (Office email)  
245-8212 (Office Phone)  
Kimberly O’Brien, Office Assistant  
counskau@hawaii.edu  
245-8212 |
<table>
<thead>
<tr>
<th>Services</th>
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</thead>
<tbody>
<tr>
<td>John Constantino, Counselor</td>
<td><a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a></td>
</tr>
<tr>
<td>245-0113</td>
<td></td>
</tr>
<tr>
<td>Trade Technology Division Liaison</td>
<td>John Constantino, Counselor</td>
</tr>
<tr>
<td>Areas of service: Automotive, Carpentry, Electrical Installation, Electronics, Facilities Engineering</td>
<td></td>
</tr>
<tr>
<td>Melissa Henry, Counselor</td>
<td><a href="mailto:mshenry@hawaii.edu">mshenry@hawaii.edu</a></td>
</tr>
<tr>
<td>245-0136</td>
<td></td>
</tr>
<tr>
<td>Unclassified students</td>
<td></td>
</tr>
<tr>
<td>Pili Camara, Counselor</td>
<td><a href="mailto:jasminec@hawaii.edu">jasminec@hawaii.edu</a></td>
</tr>
<tr>
<td>245-8286</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts (L-Z) Division Liaison</td>
<td>Pili Camara, Counselor</td>
</tr>
<tr>
<td>Areas of service: Liberal Arts, Geographic Information Systems, Natural Science (Biological), Natural Science (Physical), Natural Science (Pre Engineering), Plant Biology and Tropical, Marine Option, Sustainability, Hawaiian Studies, Hawaiian Botany, Polynesian Voyaging</td>
<td></td>
</tr>
<tr>
<td>Pua Larson, Lead Counselor</td>
<td><a href="mailto:marlapua@hawaii.edu">marlapua@hawaii.edu</a></td>
</tr>
<tr>
<td>245-8258</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts (A-K) Division Liaison</td>
<td>Pua Larson, Lead Counselor</td>
</tr>
<tr>
<td>Areas of service: Liberal Arts, Geographic Information Systems, Natural Science (Biological), Natural Science (Physical), Natural Science (Pre Engineering), Plant Biology and Tropical Agriculture, Marine Option, Sustainability</td>
<td></td>
</tr>
<tr>
<td>Shaunte Sadora, Counselor</td>
<td><a href="mailto:ssadora@hawaii.edu">ssadora@hawaii.edu</a></td>
</tr>
<tr>
<td>245-8337</td>
<td></td>
</tr>
<tr>
<td>Areas of service: Creative Media, Early Childhood, and International Student</td>
<td></td>
</tr>
<tr>
<td>Shelley Sutter, Counselor</td>
<td><a href="mailto:shelley3@hawaii.edu">shelley3@hawaii.edu</a></td>
</tr>
<tr>
<td>245-8257</td>
<td></td>
</tr>
<tr>
<td>Health Education Division Liaison</td>
<td>Shelley Sutter, Counselor</td>
</tr>
<tr>
<td>Areas of service: Fitness Professional, Medical Assisting, Nurse Aid, Nursing and Exploratory Health</td>
<td></td>
</tr>
<tr>
<td>Wade Tanaka, Counselor</td>
<td><a href="mailto:tanakawa@hawaii.edu">tanakawa@hawaii.edu</a></td>
</tr>
<tr>
<td>245-8259</td>
<td></td>
</tr>
<tr>
<td>Business Education Division Liaison</td>
<td>Wade Tanaka, Counselor</td>
</tr>
<tr>
<td>Areas of service: Accounting, Business, Culinary, Hospitality, and Tourism</td>
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</tbody>
</table>
| **Disability Services** (Student Accommodations) | Alicia Sams, Counselor  
samsa@hawaii.edu  
245-8317                                                                                  |
| **Financial Aid**                             | kauccfao@hawaii.edu (Office Email)  
245-8360 (Office Phone)  
Ku'ulei Palomares, Financial Aid Specialist  
palomare@hawaii.edu  
245-0137  
Carna Brown, Financial Aid Officer  
carna@hawaii.edu  
245-8256  
Jeff Anderson, Financial Aid Manager  
jeffa@hawaii.edu  
245-8384 |
| **Hale Malama Care Center and Mental Health Services** | Brian Kohatsu, Coordinator and Counselor  
kohatsub@hawaii.edu  
245-8314 |
| **HINET, Student Food Pantry, and Student Lunch Coupons** | Berna Souza, Coordinator  
bwilson1@hawaii.edu  
245-0106 |
| **International Students**  
Academic Advising/International Student Advising | Shaunte Sadora, Counselor  
ssadora@hawaii.edu  
245-8337 |
| **Library**                                  | kauailib@hawaii.edu (Office Email)  
Circulation Services  
Regina Ikehara, Library Assistant  
ikehara@hawaii.edu  
245-8233  
Instructional and Reference Services  
Jay Baker, Librarian  
hjbaker@hawaii.edu  
245-8322  
Technical Services  
Diane Johnson, Librarian  
dianej@hawaii.edu  
245-8240  
Head of Library Services  
Bob Kajiwara, Librarian  
kajiwara@hawaii.edu  
245-8236 |
| **MySuccess (Starfish)**                     | Shaunte Sadora, Counselor  
ssadora@hawaii.edu  
245-8337 |
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<tr>
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</table>
| Na Pua Noeau                            | Malia Chun, Coordinator  
maliac@hawaii.edu  
245-8387                                                                                                                                 |
| Outreach to High Schools                | Hawaiian Immersion Charter Schools  
Pili Camara, Counselor  
jasminec@hawaii.edu  
245-8286  
Hawai‘i Technology Academy (High School)  
Melissa Henry, Counselor  
mshenry@hawaii.edu  
245-0136  
Jump Start  
John Constantino, Counselor  
johncons@hawaii.edu  
245-0113  
Kapa‘a High School  
Pili Camara, Counselor  
jasminec@hawaii.edu  
245-8286  
Pua Larson, Counselor  
marlapua@hawaii.edu  
245-8258  
Kaua‘i High School  
Melissa Henry, Counselor  
mshenry@hawaii.edu  
245-0132  
Shelley Sutter, Counselor  
shelley3@hawaii.edu  
245-8257  
Running Start  
Counselors  
245-8212  
Waimea High School  
Shaunte Sadora, Counselor  
ssadora@hawaii.edu  
245-8337  
Wade Tanaka, Counselor  
tanakawa@hawaii.edu  
245-8259 |
| Placement Testing                       | kautest@hawaii.edu (Office Email)  
245-8306 (Office Phone)  
Esther Miller, Coordinator |
| Prior Learning Assessment               | Counselors  
245-8212 |
<p>| Student Academic Grievance Procedure   | See <a href="#">procedure</a> |</p>
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<tr>
<td><strong>Student Activities Council</strong></td>
<td>John Constantino, Counselor&lt;br&gt;<a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a>&lt;br&gt;245-0113</td>
</tr>
<tr>
<td><strong>Student Clubs</strong></td>
<td>John Constantino, Counselor&lt;br&gt;<a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a>&lt;br&gt;245-0113</td>
</tr>
<tr>
<td><strong>Student Conduct Code</strong></td>
<td>Margaret Sanchez, Vice Chancellor for Student Affairs&lt;br&gt;245-8274&lt;br&gt;Clarice Kali, VCSA Secretary&lt;br&gt;<a href="mailto:ckali@hawaii.edu">ckali@hawaii.edu</a>&lt;br&gt;245-8313</td>
</tr>
<tr>
<td><strong>Student Employment</strong></td>
<td>Federal Work Study (On-Campus)&lt;br&gt;Jeff Anderson, Financial Aid Manager&lt;br&gt;<a href="mailto:jeffa@hawaii.edu">jeffa@hawaii.edu</a>&lt;br&gt;245-8384</td>
</tr>
<tr>
<td></td>
<td>Student Employment (On- and Off-Campus)&lt;br&gt;Melissa Henry, Counselor&lt;br&gt;<a href="mailto:mshenry@hawaii.edu">mshenry@hawaii.edu</a>&lt;br&gt;245-0136</td>
</tr>
<tr>
<td></td>
<td>Student Employment (On-Campus; Faculty)&lt;br&gt;JoRae Baptiste, Human Resources Manager&lt;br&gt;<a href="mailto:jorae@hawaii.edu">jorae@hawaii.edu</a>&lt;br&gt;245-8323</td>
</tr>
<tr>
<td></td>
<td>Student Employment (On-Campus; Bridge to Hope - Students Receiving State Assistance)&lt;br&gt;John Constantino, Counselor&lt;br&gt;<a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a>&lt;br&gt;245-0113</td>
</tr>
<tr>
<td><strong>Student Government</strong></td>
<td>John Constantino, Counselor&lt;br&gt;<a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a>&lt;br&gt;245-0113</td>
</tr>
<tr>
<td><strong>Student Health Insurance</strong></td>
<td>Clarice Kali, VCSA Secretary&lt;br&gt;<a href="mailto:ckali@hawaii.edu">ckali@hawaii.edu</a>&lt;br&gt;245-8313</td>
</tr>
<tr>
<td><strong>Student Identification Cards/Kaulana Bus Pass</strong></td>
<td><a href="mailto:counskau@hawaii.edu">counskau@hawaii.edu</a> (Office Email)</td>
</tr>
<tr>
<td></td>
<td>John Constantino, Counselor&lt;br&gt;<a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a>&lt;br&gt;245-0113</td>
</tr>
<tr>
<td><strong>Student Life</strong></td>
<td>John Constantino, Counselor&lt;br&gt;<a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a>&lt;br&gt;245-0113</td>
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</table>
| **Student Non-Academic Grievance Policy & Procedure** | Margaret Sanchez, Vice Chancellor for Student Affairs  
245-8274  
Clarice Kali, VCSA Secretary  
ckali@hawaii.edu  
245-8313 |
| **Testing Center**                                 | kautest@hawaii.edu (Office Email)  
245-8306 (Office Phone)  
Esther Miller, Coordinator |
| **Veterans’ Support Center**                       | 245-8391 (Office Phone)  
Alicia Sams, Counselor  
samsa@hawaii.edu |
| **Wai`ale`ale Project and Kipaipai Program**       | waiale@hawaii.edu (Office Email)  
Lahea Salazar, Program Coordinator  
lhea@hawaii.edu  
245-0105  
Kalei Carvalho, Student Support Specialist  
kalei677@hawaii.edu  
245-8383  
Polly Brun-Lee, F & SYE Educational Program Associate  
pbrn@hawaii.edu  
245-8392 |
| **Wellness Center**                                | 245-8307 (Office Phone)  
wellness@hawaii.edu (Office Email)  
Tammie Napoleon, Nurse Practitioner  
tnapoleo@hawaii.edu  
245-8308 |