

University of Hawai'i Maui College – Counseling Department

310 West Ka'ahumanu Avenue • Kahului, HI 96732

Phone: 808.984.3306 • Fax: 808.242.9618

STUDENT INSTRUCTIONS:

- To be certified for Veterans Benefits, the Department of Veterans Affairs must be informed of your previous college course work or training.
 - Request official transcripts, including ACE transcripts, from all previous colleges with the exception of the University of Hawai'i. The transcripts should be sent directly to UHMC Office of Admission and Records, 310 West Ka'ahumanu Avenue, Kahului, HI 96732. Call to (808) 984-3267 to verify that the transcripts have arrived.
 - Contact the UHMC Counseling Office, 984-3306, to schedule a transcript evaluation appointment. An official transcript evaluation must be completed before you can be certified for VA benefits beyond your second semester of enrollment. Transcript evaluations may take approximately a semester to complete.
- Schedule an appointment with a counselor for your current or intended major, if applicable, to select the courses you plan to take for the semester.
- Register, pay required tuition, and list the courses in the "ACADEMIC COURSE INFORMATION" section. The University of Hawaii Maui College campus code is **MAU**, Hawai'i CC (HAW), Honolulu CC (HON), Kapi'olani CC (KAP), Kaua'i CC (KAU), Leeward CC (LEE), Windward CC (WIN), UH Hilo (HIL), UH Mānoa (MAN), UH West O'ahu (WOA).
- Complete the Academic Advising for Veterans Benefits Certification Form on the other side. This form is to be completed by the student after registering & paying for classes. Submit this form to your counselor/adviser.

UHMC Current/Intended Major	Counselor	Location	Phone	Email
Accounting, Applied Business and Information Tech, Business Careers, Business Tech, and Liberal Arts.	Crystal Alberto	Ka Lama 216	984-3294	calberto@hawaii.edu
Dental, Nursing, Pre-Radiologic Tech (KCC), Pre-Emergency Medical Technical (KCC).	Maggie Bruck	Ho'okipa	984-3560	bruck@hawaii.edu
Hospitality and Tourism and Disability Services.	Lisa Deneen	Ho'okipa	984-3227	ldeneen@hawaii.edu
Agriculture, Auto Body Repair And Painting, Sustainable Construction Tech, Fashion Tech, and Weekend college.	Linda Fujitani	Ho'okipa	984-3226	lkfujita@hawaii.edu
Liberal Arts	Mikahala Helm	Ho'okipa	984-3247	mikahala@hawaii.edu
Administration of Justice, Automotive Tech, Culinary Arts, and Electronic and Computer Engineering Tech.	Kulamanu Ishihara	Ho'okipa	984-3272	vorhies@hawaii.edu
Liberal Arts	Michele Katsutani	Ho'okipa	984-3325	mkatsuda@hawaii.edu
All majors for Molokai & Lanai Education Center	Susan Nartatez	Moloka'i Ed. Center	553-4490	snartate@hawaii.edu
Liberal Arts	Shane Payba	Ho'okipa	984-3496	payba@hawaii.edu
Human Services, Liberal Arts, and Running Start.	Colleen Shishido	Pilina	984-3497	cshishid@hawaii.edu

IMPORTANT NOTICE: AFTER THE SEMESTER BEGINS, A HOLD WILL BE PLACED ON YOUR RECORDS. IF YOU ADD OR DROP A COURSE, YOU **MUST** CONTACT GEORGETTE TANAKA AT 808-984-3514.

PERSONAL COUNSELING SERVICES are available. Please contact Aris Banaag at 984-3278 or email him at arisb@hawaii.edu. His office is located in Annex 9, near the Health Center.

REMEMBER THIS FORM MUST BE COMPLETED EVERY SEMESTER.