



Welcome to Central Pacific College!

Our Mission

"Central Pacific College's mission is to provide students with 1) the highest quality in English language training, and 2) opportunities to develop linguistic and cultural competence in order to function comfortably in a multicultural environment."

Central Pacific College
1221 Kapiolani Blvd, Suite 740
Honolulu, Hawaii 96814
info@cpchawaii.edu
Ph: (808) 791-7800
Fax: (808) 791-7804

Faculty and Staff

Yuka Nishimoto – Managing Director & Instructor

Aloha, my name is Yuka and I am originally from Kyoto, Japan. After receiving my B.A. degree in English Literature, I spent the next four years teaching English to junior high school and high school students. I then traveled to Hawaii where I received my M.A. degree in Second Language Studies from the University of Hawaii at Manoa. I have spent the last six years teaching English and Japanese to adult learners. I love teaching at CPC because of the homey atmosphere and the students and staff are friendly. My favorite skill to teach is grammar, although I love teaching all skills! I am responsible for the overall management of the school, and if you have any questions regarding admissions, student services and/or academics, please feel free to ask me!

Dr. Gonzalo Isidro Bruno – Director of Studies & Accreditation Coordinator

Aloha! My name is Gonzalo and I am originally from Mexico City. I have a Doctorate in Language Education and a Master's Degree in Applied Linguistics/TESOL from Indiana University. I started teaching English and Spanish in 1984. I moved to Waikiki in 2014 because I started year-long training for triathlons and Stand Up Paddle boarding.

I enjoy working at CPC because the students are extremely self-motivated and eager to expand their worldview. I have conducted research and published on cognitive language learning strategies, reading, and multilingualism. If you would like assistance with any academic goal or objective, please let me know and I will be more than happy to provide support to you!

Catherine - Instructor

Aloha! I'm Catherine and I was born and raised on the island of Oahu. Because I love learning languages, I majored in Second Language Studies at the University of Hawaii. I have taught English in both Hawaii and Spain. When I'm not teaching or preparing for classes, I enjoy journaling in my hammock or enjoying the outdoors especially swimming at the beach and hiking in the mountains.

Rachel - Instructor

Aloha! My name is Rachel and I am from Korea. I have received my Bachelor's and Master's degrees in Second Language Studies from University of Hawaii at Manoa. I have been teaching both English and Korean in various places since 2012. I like singing and creating fun activities for language teaching! I believe learning can be fun and I hope your experience in my class will be an enjoyable one.

Andrea - Instructor

Aloha! My name is Andrea Kalwara. I have a Bachelor's degree in English and Linguistics and a Certificate in teaching ESL from Simon Fraser University in Canada. I have been teaching English as a second language for about 7 years and have taught in Canada, China, and the United States. I love teaching and motivating students to achieve their best results. I enjoy living in different countries, and so far, I lived in six (you can ask me which ones:)). I am excited to teach at CPC and help students to achieve their language dreams!

Emily - Instructor

Aloha! My name is Emily and I am originally from Montana in the northwest of the United States. After receiving my B.S. degree in Journalism in Boston, I spent two years in Seattle before moving to Taiwan. I spent two and a half years teaching English in Kaohsiung, Taiwan before traveling to Australia for a working holiday. I love teaching reading and speaking! I enjoy hiking, biking and snorkeling around the beautiful island of Oahu. My free time at home is usually spent finding new recipes to cook or watching movies. Languages spoken: English, beginner Mandarin and Spanish.

Kathy - Instructor

Kumusta! My name is Kathy, your English language teacher who loves food, traveling, and photography. I am a recent CELTA graduate who has two Bachelor's Degrees in Second Language Studies and History with a focus in Asia/Pacific. I'm very happy to be of service and would love a chance to meet you all. Fun Fact: English is my second language. Can you guess which country I'm from?

Brian - Instructor

Aloha! I come from the snowy Great Lakes state of Michigan, where I spoke French. After studying geology at university (You can ask me about volcanoes!), I traveled all over the world. I've lived in a tent in the New Mexico desert and a cabin in the Rocky Mountains. I lived in Saigon, Vietnam where I taught English for 9 years. While I was in Vietnam, I learned to speak Vietnamese and to play guitar and some traditional Vietnamese folk instruments. Then I moved to California where I managed the education department of a Vietnamese cultural center and learned to play ukulele. Finally, I moved to Hawai'i, where I'm still teaching English, learning languages, and playing music.

Brett - Instructor

Aloha! My name is Brett Russell and I am from California. I have a Bachelor's degree in English Literature from the University of Houston in Houston, TX and a CELTA from Teaching House, Washington D.C. Before moving to Hawaii, I taught ESL in Hanoi, Vietnam for three years. I have pilot licenses in airplanes and helicopters. Although I love to fly, my passion is teaching. My goal is to create a classroom experience that is both educational and a lot of fun. I hope to see you in my class!

English Programs

English Proficiency Program (EPP)

The English Proficiency Program is a twenty-hour per week program for international students. This six-level program is designed to enhance students' communicative and grammar skills. Students who are enrolled in this program may take morning (i.e. 9-1pm) or afternoon (i.e. 1-5pm) classes from Monday to Friday. The estimated time to complete the entire English Proficiency Program is three years.

English Conversation Program (ECP)

The English Conversation Program is a sixteen-hour per week program for international students who do not possess an F-1 student visa and arrive as temporary visitors. This six-level program is designed to enhance students' communicative and grammar skills. Students who are enrolled in this program may take morning (i.e. 9-1pm) or afternoon (i.e. 1-5pm) classes from Monday to Thursday. The estimated time to complete the English Conversation Program (ECP) varies in accordance with the student's enrollment.

TOEIC (Test of English for International Communication)

The TOEIC program is a twenty-hour per week program designed for students who have completed at least the Low Intermediate level. This course provides students with an overview of the exam as well as the necessary strategies and practice needed to take the TOEIC exam. The estimated time to complete the TOEIC program is twenty-four weeks.

TOEFL (Test of English as a Foreign Language)

The TOEFL program is a twenty-hour per week program designed for students who have completed at least the Low Intermediate level. This course provides students with an overview of the exam as well as the necessary strategies and practice needed to take the TOEFL exam. The estimated time to complete the TOEFL program is twenty-four weeks.

EPP/TOEIC/TOEFL Program

20 clock hours/week

Class Schedule

Morning Session		Afternoon Session	
Monday – Friday		Monday – Friday	
Class	Time	Class	Time
Class 1	9:00 – 10:50	Class 1	1:00-2:50

Break	10:50 – 11:00	Break	2:50-3:00
Class 2	11:00 – 12:50	Class 2	3:00 - 4:50

ECP Program

16 clock hours/week

Class Schedule			
Morning Session		Afternoon Session	
Monday – Thursday		Monday – Thursday	
Class	Time	Class	Time
Class 1	9:00 – 10:50	Class 1	1:00-2:50
Break	10:50 – 11:00	Break	2:50-3:00
Class 2	11:00 – 12:50	Class 2	3:00 - 4:50

*Breaks during classes usually occur after fifty minutes of class instruction, but is subject to the teacher's discretion.

**According to the student's level, they will be placed either in the morning or in the afternoon. Please contact us for details.

Assessment and Evaluation (EPP)

In order to ensure that all students are making adequate academic progress, students are expected to take chapter quizzes, participate in class activities and projects, complete daily class and homework assignments, and take midterm and final exams (which are administered in the sixth and twelfth week respectively). After the examination period, instructors will meet individually with students to review the exams, address questions/concerns, and to distribute the student's midterm/final progress report. A copy of the progress report will be placed in the student's file. For students who are unable to take either their midterm or final exam, they must inform CPC's admissions staff at least **a week in advance** in order to schedule a makeup exam. Make up exams will only be administered (no later than one week after the examination period has ended) to students who have a valid (e.g. sickness, travel) reason for missing their exam. Proof (e.g. doctor's note, plane tickets) must be provided to the admissions staff prior to the make up exam day. Chapter quizzes, however, cannot be made up. Students who miss a chapter quiz will be given a zero.

Completing students:

All completing students must take an **exit exam** and an **exit survey** prior to their departure from CPC. The exit survey will allow the student to evaluate such areas as curriculum, instructors, facilities, student services, housing (if applicable), and administrative staff. The office assistant will notify the completing student of the dates/times that are available for taking the exit exam.

Assessment and Evaluation (ECP)

All ECP students will be assessed on a pass/fail basis, and will be evaluated on the following criteria: **participation, and engagement and completion of student development activities (i.e., projects)**. Students must receive a cumulative score of 80% or higher to receive a passing grade. At the end of their program, ECP students will receive a progress report that documents their pass/fail grade as well as a certificate of completion. ECP students who receive a failing grade will not, however, receive a certificate of completion.

Grading and Advancement

Students will be graded in five different areas: Participation, Chapter quizzes, Projects/Activities, Midterm, and Final Exams. Adequate progress through each level requires the student to achieve a cumulative GPA of 3.0. A failed level may be repeated one time with approval from the Director of Studies. The student must meet with their instructors and the Director of Studies to devise a study plan in order to ensure that the student makes progress towards the next level. Students who fail to make progress a second time will be automatically dismissed from CPC.

Grading criteria	% of grade
Participation	15%
Chapter Quizzes/Projects/Activities	25%
Midterm Exam	30%
Final Exam	30%

Course grade	GPA
A (90-100)	4.0
B (80-89)	3.0
C (70-79)	2.0
D (60 & below)	1.0

Ex.

Level 1A (3.0 GPA) + Level 1B (3.1 GPA) = Level 2

Level 1A (2.0 GPA) + Level 1B (2.5 GPA) = Repeat

Class levels		Length of time to complete
1A & 1B	Beginner	6 months
2A & 2B	High Beginner	6 months
3A & 3B	Low Intermediate	6 months
4A & 4B	Intermediate	6 months
5A & 5B	Low Advanced	6 months

6A & 6B	Advanced	6 months
	Total	36 months (3 years)

- If you start at the Beginner level, the average length of time to complete the EPP program is 36 months, or three years. However, many students begin at different levels and stay for various amounts of weeks, therefore the actual time of study varies.

***Students may be enrolled at CPC for no more than three years regardless of the programs that s/he is enrolled in.**

- If you have completed Low Intermediate or higher, you may enroll in the TOEIC or TOEFL program. After completing the TOEIC and/or TOEFL program, you may continue from the last level that you completed

Students who fail to achieve a cumulative level GPA of 3.0 will be notified by the Director of Studies of their failure to adequately complete the level and therefore will be given the opportunity to repeat the level. Students must then meet with their instructors and the Director of Studies to collaborate on a study plan that will provide the student with the guidance necessary to make adequate progress towards movement to the next level. Students will also be notified that they may only repeat a level once, and that failure to pass a second time will result in dismissal from CPC.

Transfer Policy

Transferring to Central Pacific College

- a. Notify your current school of your intent to transfer
- b. Have your current school complete CPC's "International Student Transfer" form.
- c. Submit a copy of current Visa, previous attended school's I-20, Passport, and other applicable CPC admission documents.

Transferring out of Central Pacific College

- a. Consult CPC's admissions staff to complete the appropriate forms and to prepare the necessary documents (e.g., Verification of Acceptance form) for transfer.
- b. Students who have transferred out of CPC may return provided they have met the following conditions:
 1. Students who are in the process of transferring, are still in status but have decided to return to CPC will be allowed to reside in the same level in which they left (provided they have not completed the level).
 2. Students who have successfully transferred to another educational institution but have decided to return to CPC will be allowed to take classes provided they have not completed the EPP program. Returning students will also be asked to take the placement test to ensure accurate level placement.

Attendance Policy

In order to maximize your learning experience, it is important that you attend all classes (a minimum 80% cumulative attendance per quarter and across all quarters). CPC encourages all students to never miss a class. Because students study at CPC for different lengths of time, maintaining status can be determined in the following examples:

Student A	Student B
Enrolled dates:	12/30/15~3/21/2016
Total # of class hours (excluding holidays):	Class #1: 114 hours Class #2: 114 hours
Maximum # of absence hours allowed:	Class #1: 22.8 hours Class #2: 22.8 hours

Student A	Student B
Enrolled dates:	12/30/15~01/10/16
Total # of class hours (excluding holidays):	Class #1: 16 hours Class #2: 16 hours
Maximum # of absence hours allowed:	Class #1: 3.2 hours Class #2: 3.2 hours

- Students who accumulate **more than** the maximum number of absence hours allowed per class will have their I-20 terminated, and will have to depart the United States immediately. **This means being additionally late or absent after the maximum number of absence hours will incur I-20 termination.**
- An "Attendance Hour Count Form" will be distributed every term to ensure that students properly track their attendance hours. An "Attendance Warning Letter" will be distributed to all students who have accumulated half of the maximum number of absences allotted and a final warning letter when they are one absence away from achieving the maximum allotted absences.
- For students who extend their program in the middle of the term, the number of absences allowed will be recalculated from the point of extension. For example:

Student A:

Original enrollment dates: **12/30/2015 ~ 02/21/16**

Class hours: Class #1 (72) + Class #2 (72) = **144 total class hours**

Max. absence hours allowed: Class #1 = **14.4 hours**; Class #2 = **14.4 hours**

Dates of extension: **02/24/2016 ~ 03/07/2016**

Class hours: Class #1 (20) + Class #2 (20) = **40 total class hours**

Max. absence hours allowed: Class #1 = **4 hours**; Class #2 = **4 hours**

- Instructors will take attendance at the start of every class, and will follow the below guidelines:
 - a. 9:00-9:05: Present
 - b. 9:06-9:09: Late
 - c. 9:10~: Absent

- 3 lates = 1 absence
- Students who leave their classroom for **ten minutes or more** will be marked as **absent for the entire class.**
- Students will not be allowed to enter the class twenty minutes after it has started.
- **Students who have accumulated ten consecutive days of absences will automatically have their I-20 terminated.**

Dismissal Policy

A student can be dismissed from school for the following infractions:

- Violation of the student code of conduct
- Violation of the attendance policy
- Is a risk to students, teachers and/or staff members.

Leave of Absence Policy

Students may be granted an emergency leave of absence (LOA) only if they need to be absent for more than five days. The maximum number of days allotted for LOA is based on the number of days enrolled. International students cannot extend their leave beyond 50% of the length of period for which the student is enrolled.

1. **A Medical Leave of Absence** is permission to be absent from classes due to a personal illness or injury that impairs a student's ability to properly function in the classroom. The student will return to classes immediately after the approved LOA. The student will need to have official written documents:
 - a) An official letter from the student's doctor is absolutely necessary. It must be written on the doctor's letterhead stationery, not on a notepad.
 - b) It must give the specific beginning and end dates that the students will not be able to attend classes, and it must be signed by the doctor.
 - c) It must clearly indicate that the gravity of the illness prevents the student from attending regular classes.
2. **Bereavement:** a student may be granted emergency leave in the event of a death of a family member or close personal friend only if the student must return to his/her home country.
3. **Other** such emergencies of **extraordinary** circumstance that have been **approved** by the administration.

Vacation Policy

Students are allowed to take one of two options:

- 1) a three-month (one quarter) vacation after being enrolled at CPC for at least one academic year (four quarters);
- 2) a one-month vacation after being enrolled at CPC for a full term and at least 16 continuous weeks (four months). Students need to start this vacation period only on the start dates set for EPP enrollment (F1 students) and need to return to classes on the next enrollment date. If they miss a midterm or final exam during their vacation, they cannot pass the level.

The vacation will be approved provided that they meet the following criteria:

- Have maintained a minimum cumulative GPA of 3.0.
- Have maintained a minimum cumulative attendance average of 80%.
- All students requesting a vacation must complete and remit the Vacation/Emergency Leave Authorization Form to the Office Assistant at least two weeks prior to the start of the vacation period.
- After final grades have been submitted, the vacation request will be verified by the Director of Studies. Students who have requested to take a vacation will be notified by the admissions staff no later than the Wednesday after the final examination period has ended.
- Students must report to the school on the return date indicated on the Vacation/Emergency Leave Authorization Form (see the appendix for additional information). **Failure to report by the return date will result in a terminated I-20.**
- Upon return, of the three-month vacation, students must take a placement exam in order to reassess their level.

Satisfactory Academic Progress Policy (EPP)

Students who are under the satisfactory academic progress policy (SAP) adhere to the following:

1. Maintain a cumulative GPA of 3.0
2. Attend 80% (or higher) of classes per term and cumulatively across all classes (see Attendance Policy)

Students who fail to achieve the minimum cumulative GPA necessary to move to the next academic level will be given a "Level Failure Letter". This letter will serve as a written warning for students in which they will be notified that they will be given a second opportunity to move to the next level. Immediately thereafter, the student must meet with their instructors and the Director of Studies prior to the start of the term in order to collaborate on a study plan that will enable the

said student to make progress towards the next level. Students who fail to make progress a second time will be dismissed from CPC.

Students may appeal their level failure by the Friday before the start of the new term. Those who wish to appeal must consult with the Director of Studies, who will then review the student's academic history and determine whether or not the student will be allowed to move up. The Director of Studies will notify the student of the appeal decision on their first day of classes.

Students who have maintained a satisfactory academic record can request a free letter of good standing for their own personal use.

Satisfactory Academic Progress Policy (ECP)

Students who enroll at CPC in the ECP program will be evaluated on a pass/fail basis. As ECP students are non-F-1 students, and thus enroll anywhere from 1-12 weeks, they will be graded on participation and student development activities and projects. Any student that receives a failing grade or jeopardizes CPC's Student Code of Conduct will not receive a Certificate of Completion.

Repeating a Level

All students must complete a level in order to move to the next level. Completing a level is defined as having completed all of the required coursework, receiving a minimum GPA of 3.0, and attending a minimum of 80% of scheduled class hours. In the case for students who, for example, enroll in the middle of A term and continue on to the next term (i.e. B) will be classified as not having completed the level, and will be asked to repeat the level.

Changing Class Levels

Changing levels for new students

- It is the general policy of CPC that new, incoming students who receive a placement score that puts them between levels (for example, High Beginner and Low Intermediate), the student will be placed in the higher level.
- New students who feel that the level is too challenging may request to change levels until the end of the first week of school. Students must consult with the Director of Studies initially who will then in turn review the student's placement test scores.
 - a. Students who have achieved a 'solid' (i.e., average) placement test score (for example, an average score equivalent to Low Intermediate) will be advised to remain in the level, and to consult with the instructor(s) for additional assistance.
 - b. However, students who have received a placement test score that puts them between levels will be allowed to move to the lower level.

Changing levels for continuing students

- Continuing students may request to their current instructor to change levels during the first week of school. The instructor will notify the Director of Studies who will consult with the student's previous instructors. At the approval of the instructors, students will be administered an achievement exam for the term in which they wish to skip. The student must receive a score of 80% or higher in order to move levels. Please consult with the Director of Studies for further information.

Changing Classes

New and continuing students may choose to change classes (for example, from the morning to afternoon) but it is subject to availability.

Make up Classes

In certain cases, classes may be cancelled due to unforeseen circumstances. As such, students will be given the option to do an extra SDA project or have an additional day added to their enrollment.

Refund and Cancellation Policy

Students may request to receive a refund at any time during the program. However, this does not mean that they will always qualify for a refund. Students who have cancelled their enrollment must do so prior to the start of the program in order to receive a full refund. If a student is terminated from CPC, the student may still receive a refund. Please see the CPC refund and cancellation policy form located in the Appendix for more details.

Late Payments

New students:

Tuition payment may be remitted no later than the first day of classes. Students who fail to remit payment by the deadline will not be able to attend classes and will be asked to remit a \$100 late payment fee.

Continuing students:

Tuition payment must be remitted no later than one week prior to the start of classes. Failure to remit payment by the deadline will incur a \$100 late payment fee. If payment is not made before the first day of the extended period, the student will not be able to attend classes until payment is remitted.

Student Complaint Policy and Procedure

Students who have questions/concerns about their classes and/or program may consult directly with their instructors. The instructor will inform the Administrative Assistant immediately of the grievance/concern who will in turn speak to the Director of Studies. If the Director of Studies is unable to come to a resolution, the Managing Director will be consulted and will make the final decision.

Graduation

Students who complete their intended program with a passing grade (cumulative GPA 3.0 or higher) and cumulative attendance of 80% will be awarded a certificate of completion at the end of their studies.

Financial Aid

CPC currently does not offer financial aid assistance to students.

Placement Assistance

CPC currently does not offer placement assistance to students.

Immigration Information

Legal Responsibilities of International Students

PLEASE BE ADVISED THAT REGULATIONS CAN CHANGE AT ANY TIME! FOR IMMEDIATE UPDATES, go to www.ice.gov

1. Your **passport** must be valid at all times. Your passport is issued by your government and can be renewed in the United States at your embassy or consulate. See the administration for assistance.
2. You may only attend the **school** that your I-20 has authorized you to attend. If you entered the United States on a Central Pacific College I-20, you must attend Central Pacific College unless or until a transfer to another institution is processed.
3. Your I-20 must remain current at all times. If your I-20 is near expiration, consult with the front desk to apply for an extension.
4. You must be **registered** as a full-time student.
5. Working without employment authorization is illegal. Doing so can cause extreme difficulties and financial expense for legal fees.
6. Make photocopies of your I-20 and sections of your passport: i.e., pages with passport number, issued date, expiration date, picture page, visa stamp page, and the I-94, and keep them in a safe place.
7. U.S. Customs & Immigration Enforcement (USICE) requires students to notify them of a change in **address** within 10 days. Should you decide to move, pick up a change of address form at the reception desk, or you can download the form at: <http://www.uscis.gov/ar-11>

Student Code of Conduct

In order to enhance everyone's learning experience, students are expected to follow these **guidelines** of appropriate student behavior. Depending on the severity of the infraction, students will be subjected to the following procedures:

If a student violates any of the rules, they will be subjected to the following:

- a. A verbal warning and counseling by the Director of Studies
- b. A written warning issued by the Director of Studies
- c. Dismissal from school

ATTENDANCE

CPC requires that international students attend twenty hours of class per week. Students must attend class regularly and bring all relevant school materials (i.e. textbooks, writing utensils) to class every day. Instructors will take attendance daily at the start of class. Students must maintain at least 80% attendance per term and cumulatively across all terms. Accumulating less than 80% attendance per term will result in a terminated I-20. Please see the Attendance Policy for more details.

PARTICIPATION:

Active participation in class is assessed by regularly completing assignments, homework, quizzes, and projects. Your teachers will assess your participation on a daily basis, and this will serve as 15% of your total course grade.

RESPECT:

Respectful and appropriate behavior is expected toward fellow classmates, teachers and staff. Bullying or harassment (physical/verbal) in class or on school premises towards anyone **will not be tolerated**. Students who are caught doing so will be automatically dismissed from CPC and will have their I-20 terminated.

COURSE MATERIALS:

All students are required to purchase and have the appropriate course materials and to bring them to class.

COPYING MATERIALS:

Students are not allowed to make copies of their textbooks or exams for themselves or for their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

CHEATING AND PLAGIARISM:

In American schools, there are strict rules about cheating and plagiarism that may be different in your home country:

- **Cheating** includes giving or receiving answers on assignments and tests, submitting someone else's work as your own, or using notes, books or dictionaries for a test when these are prohibited.
- **Plagiarism** includes copying from a book or other sources and submitting it as your own work.

Plagiarism or cheating on exams will result in automatic dismissal from school.

CLEANLINESS:

CPC wants its campus to look as good as possible. It is important that all students clean up any messes that they have created and dispose of waste properly.

CELL PHONES:

Using a cell phone to make or receive phone calls, to text, and to surf the internet during class time is **prohibited**. If your phone has access to the internet, you may use it only for class-related activities, such as consulting a dictionary.

SMOKING:

It is illegal to smoke inside the building. It is also illegal to smoke in front of the entrance to CPC. Electronic cigarette smoking is also banned from school property.

BELONGINGS:

Please take your belongings home every day. If you wish to leave your belongings at CPC, please store them in the bins in the student lounge.

BULLETIN BOARD:

It is your responsibility to stay informed. Please check the bulletin board daily so as not to miss any important announcements.

ENGLISH ONLY:

In order to enhance the student's learning experience while studying at CPC, students are asked to follow its English Only Policy:

- * Students must speak **ONLY ENGLISH** during class. If a student speaks another language, he/she will receive a red warning card.

If you receive...

- 1 Card = Warning
- 2 Cards = Meeting with teachers and Dr. Bruno
- 3 Cards = Meeting with Dr. Bruno and Ms. Yuka Nishimoto
- 4 Cards = Can no longer continue at CPC

Food and Drink

Complimentary coffee and tea is available in the student lounge. Long-term students (F-1 visa and long-term visitors) must bring a coffee cup to school. Disposable cups will be provided only to

short-term visitors. Students are allowed to drink tea, coffee, and/or water in the classroom. However, it is prohibited to eat in the classroom during class hours. Please eat in the lounge before or after classes start, or during breaks.

Extending Course of Study

In order to extend your course of study, students need to pick up an **Intention for continuation/change of status form** at the office and submit it 2 weeks before the student's last scheduled day of class (the student's "program end date"). If this form is not submitted 2 weeks in advance and payment is not remitted at least 1 week in advance, then the student will not receive the usual discount for students who continue their studies at CPC. Please inform the Office Assistant right away of any changes in your course of study.

Transcripts and Academic Records

Students may request a copy of their transcripts or academic records from the admissions staff that is in accordance with the Family Education Rights and Privacy Act (FERPA). Students can refer to §99.10, §99.11, and §99.12 of the FERPA for more information.

Emergency Contact Information

Please contact Central Pacific College if you are in need of assistance in the case of an emergency.

CPC Resources

1221 Kapiolani Boulevard, Suite 740

Honolulu, HI 96814

Phone (808) 791-7800

Fax (808) 791-7804

Email info@cpenglish.com

CPC Student Services

Students who require assistance in finding suitable housing or seek counseling for a personal problem may consult with the administrative staff.

Housing (808) 791-7800

Advising (808) 791-7800

Community Resources

Emergency Dispatch 911

Hawaii Immigrant Justice Center (808) 536-8826

Hawaii Poison Center (808) 941-4411

Health Center (Waikiki) (808) 922-4787

Health Center (Diamond Head) (808) 733-9281

Help Line 211

Legal Aid Society (808) 536-4302
Mental Health Access (808) 832-3100
Mental Health America of Hawaii (808) 521-1846
National Suicide Hotline (24 hours) (800) 273-8255
Suicide/Crisis Center (24 hours) (808) 832-3100

Appendix

Contents

- Intention Form
- Refund and Cancellation Policy
- Vacation/Emergency Leave Authorization Form

(Please pick up actual form from the front desk)

Intention for Continuation/Change of Status

Student Name: (Please Print)

(Family Name)

(First Name)

Current Address:

(Street Address)

(Apt #)

(City)

(Zip Code)

Tel #: _____ **Today's date:** _____

I intend to: Extend
 Transfer

Please fill out information in section 1

Please fill out information in section 2

(*You must have completed 1 term at CPC.)

Return Home

Please fill out information in section 3

Change Visa Status

Please fill out information in section 4

<1. Intention to extend> New Term: Q - _____

Length of extension _____ weeks

Reason(s) for extending:

Improve ESL skills

Preparation for TOEFL, TOEIC,

Other reason(s): _____

Your clock hours for: ___ Your maximum absences for each class to keep the status: _____

<2. Intention to Transfer> *Please submit new school's transfer form.

Name of new school: _____

Address of new school: _____

(Street)

(City)

(State)

(Zip)

Start date at new school: ___ / ___ / ___
(mo/date/year)

Reason(s) for transfer: _____

<3. Intention to Return Home>

Last day at school: ____ / ____ / ____

Reason(s) for returning home: _____

<4. Intention to Change Visa Status>

Last day at school: ____ / ____ / ____

Reason(s) for changing visa status: _____

Vacation/Emergency Leave Authorization Form

1221 Kapiolani Blvd., Suite 740 • Honolulu, HI 96814 • Ph: (808) 791-7800 • Fax: (808) 791-7804

info@cpchawaii.edu • www.cpcenglish.com

FOR APPROVAL, SUBMIT TWO WEEKS PRIOR TO NEW TERM

A GPA score of 3.0 is required

Student Name: (Print) _____
(Family Name) (First Name) (Middle Name)

Program: EPP ECP OTHER _____

Program Start Date: ____ / ____ / ____ Program Finish Date: ____ / ____ / ____
Month Day Year Month Day Year

Destination: In-Country Out-of-Country

In-Country Destination: (Island, State, City) _____

(There are no special documents necessary for in-country travel. However, be sure to carry your passport, I-94 and I-20 page 1&3, so that you will have legal identifying documents with you should any problems arise)

Out-of-Country Destination: (Country, City, Territory) _____

(All Students travelling outside of the U.S. for a temporary period (5 months or less) must have a valid I-20 with the Designate School Official's (DSO) signature for re-entry on page 4. Your passport must also be current and your visa must be valid)

PDSO/DSO signature for re-entry on the page 3 of I-20 A/B.

Show plain tickets to admissions for photocopying.

Vacation Term or Month: WINTER / SPRING / SUMMER / FALL _____
Year

Date(s) requested for emergency leave: from ____ / ____ / ____ to ____ / ____ / ____
Month Day Year Month Day Year

Expected date of return: ____ / ____ / ____
Month Day Year

Please state with as much detail as possible the reason(s) for your vacation/emergency leave:

Emergency Contact: _____
(Family Name) (First Name) (Middle Name)

Relationship: _____ Home Phone: _____ Cell Phone: _____
.....

Submitted by: _____ Date: _____
(Student's Signature)

Approved by: _____ Date: _____
(PDSO/DSO Signature)