REGISTRATION

PROCEDURE:

1. Secure Registration Card and Course Cards from the Registrar.
2. Fill out Registration Card, front and back, as completely as you can before seeing your advisor.
3. Consult your advisor and secure his approval to your list of courses. Lists of advisors will be found on the Bulletin Board. If you are uncertain who your advisor is inquire of your Dean.
4. Fill out your Course Cards, one for each subject, being sure that the duplicate cards correspond. Do not tear apart the duplicate cards.
5. Take your Registration Card to your Dean for his approval.
7. Pay University fees at Business Office and have Registration Card receipted.
8. Leave Registration and Course Cards with the Registrar.

Graduate Students and candidates for advanced degrees consult the Chairman of Committee on Graduate Study, Dr. H. S. Palmer.

Maximum registration allowed is 18 semester hours exclusive of physical education or basic military courses, except that in the College of Arts and Sciences those students who have failed to earn 30 grade points in the preceding semester, or Freshmen whose high school average is below 85, are limited to 16 hours.

Fees—Detailed information about fees and charges is given in the Catalog on Page 26, but an amendment to this Catalog statement is now in effect requiring a minimum registration fee of $10.00 payable by all students each semester.

Debts and obligations to the University and the A. S. U. H. must be paid before registration is completed, except when permission to defer payment has been granted by the Treasurer.

Changes in registration may not be made after six weeks from the opening of the semester. In the College of Applied Science a change in program (course) may not be made within one year of graduation.
SCHOLARSHIP

Grading is on percentage basis, with 60 the passing mark and 50 to 59 representing a conditional failure which may be removed only in the following semester by special arrangements with the instructor. Students are expected to take the initiative in conferring with instructors in regard to removing conditions.

Grade Points are explained fully in the Catalog, Page 25. Graduation requirements are explained on Pages 30, 32, 37 and 54.

Discipline—Students who fail to pass in 50 per cent of the credits for which they are registered 6 weeks after the beginning of the semester are dropped from the University.

Failure to pass 75 per cent of the credits may be the cause of being dropped or of being placed on probation, at the discretion of the Discipline Committee.

Failure in the first semester of a year course bars the student from continuing that course.

Warnings of low scholarship are given by instructors and Dean, but do not assume that your work is of passing grade merely because you have not been warned. A request to call at a Dean’s office must be complied with at once.

Attendance and Absences—Absences from class and laboratory sessions are reported by instructors to the Dean concerned and, when excessive, the student is subject to discipline. Tardiness annoys others. Be prompt in your class engagements.

If the instructor is not present to take charge of a class five minutes after the second bell, the students are permitted to leave the class room.

Withdrawal—Students withdrawing from the University are expected to notify the Registrar.

Required Courses—Certain courses of study are required. Consult the Catalog, Pages 37 to 58. Military drill is required of all male American citizens in the Freshman and Sophomore classes unless exempted by the proper committee of the Faculty. Consult Colonel Clarke.
LIBRARY

Silence in the library is the first rule.

No student may have out more than six books at one time. Books may be kept for two weeks and may be renewed for another two weeks.

A fine of two cents per day is assessed for each book overdue, and 25 cents per day for “reserve” books.

Hours are 8:00 a.m. to 9:00 p.m. Monday to Friday, and 8:00 a.m. to 12:30 p.m. on Saturday.

SOCIAL LIFE

Social Activities—The reputation of the University is in part made by the social activities of the students, and each individual should feel under obligation to make his or her conduct above reproach. A few rules are to be observed:

1. Permission to conduct a dance or other social entertainment at which both sexes are present must be obtained from the Dean of Women. Chaperones acceptable to her are to be present at the invitation of the students.

2. Tickets to University or group dances or similar parties must not be offered for sale to the general public, but persons not connected with the University may attend if they come as the guests of students or faculty members and are introduced properly to the chaperones.

3. Use of University buildings for social or other activities in the evenings should be arranged for in advance at the Business Office. If extra janitor service is required, a moderate fee will be charged to cover this.

4. Women students resident on the campus are required to obtain permission from the Dean of Women to attend any social engagement in the evening, and certain “house rules” must be observed by all who reside in the dormitories.
Honor System—All examinations, or other written work done in class which counts for more than a recitation, shall come under the following rules:

At the end of each paper the student shall write and sign the following pledge:

I have neither given nor received aid during this examination.

Any paper which does not bear this pledge is not to be graded by the instructor. Any student passing in a paper without the pledge will be given the opportunity by the instructor to add it, and if he does so the paper will then be graded as if it had originally been received complete. If the student does not add the pledge the paper will be discarded and the student marked absent from the examination.

Instructors need not be present during examinations except to give out papers and answer questions. Students are expected to remain in the examination room while writing their papers, unless specific permission to do otherwise has been granted by the instructor. All unnecessary passing or noise should be avoided to the end that all members of the class may be able to concentrate on the examination. Communication with one another is not forbidden, except on the subject of the examination, but should not be indulged in except when quite necessary; if audible it is distracting, if inaudible it raises questions in the minds of other members of the class.

Any student or instructor who has reason to believe that any student has given or received aid during an examination shall report the same in writing to the Student Council, stating briefly the nature of the evidence he is prepared to give. If the Council deems the charges worthy of consideration it will notify the student against whom charges are preferred and request a written statement in answer, which may be supplemented at the discretion of the Council by a personal appearance before it. If the Council finds a presumption of guilt it shall notify the parties, instructing them to attend at a designated time and place, and shall then and there hear all the evidence on both sides. The Council will determine the question of guilt and the punishment to be inflicted, but may call for a second hearing before passing such judgment if there is reason to believe that the evidence is incomplete. The punishment to be inflicted shall be one or a combination of the
following:—1. Loss of credits. 2. Suspension or isolation. 3. Dismissal. The charges and the hearings shall not be public, but any sentences imposed shall be published without disclosing the names or classes of students affected. It shall be the policy of all concerned to cast no suspicion on the honesty of any student until his case has been heard and he has been proven dishonest.

It is expected that all members of the University will cooperate in the observance and enforcement of these rules.

Student Council—The members of the Student Council are chosen from the general student body. The officers are a chairman and a secretary, the chairman to be a Senior who served on the Council during his Junior year. The Student Council shall itself make nominations for its members. Additional nominations may be made by submitting to the chairman of the Council a petition bearing the name of a candidate and the signatures of ten students. The regular elections of the Council are held in May.

The Council shall serve as an advisory committee to the faculty concerning student opinion and shall be the spokesman for the students to the faculty on matters concerning University affairs. The Council shall be empowered to consider cases of improper conduct on the campus.

Smoking—By an A. S. U. H. rule, smoking is prohibited in the buildings on the campus, except in offices where permission may be granted.

Gambling—Students found gambling on the University campus or guilty of other unseemly conduct on or off the campus are liable to suspension or dismissal.

Games, such as cards, chess, etc., are not to be indulged in within class rooms and laboratories during hours in which the University is in session.

Eligibility to represent the University of Hawaii in athletic events is covered by the following A. S. U. H. rule:

1. No student shall represent the University of Hawaii in an athletic contest under an assumed name.

2. Only bona fide students in good standing will be allowed to represent the University of Hawaii in athletic contests.

(a) A bona fide student shall be one who is registered at the University of Hawaii for at least six credit-hours.
(b) In order to be in good standing at the time of competition, a bona fide student carrying six, seven or eight credit-hours must have a passing mark in at least six credit-hours, and a student carrying more than eight credit-hours must have a passing mark in at least 75 per cent of the total.

PARKING AUTOMOBILES

Certain sections of the campus roads are available for parking, but other sections are to be kept open and clear of automobiles in the interest of general safety. Observe instructions on roadside signs.

Two parking areas are provided, one between the men’s dormitory and the farm, and the other at the ewa end of the athletic field.