

## **ATTACHMENT A - ADDENDUM TO SYLLABUS LEGAL EDUCATION DEPARTMENT**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

### **LEGAL EDUCATION COURSES**

Courses offered through the Legal Education Department are designed to train paralegals and legal secretaries to work in law offices and other legal environments. The courses are not intended to provide "self-help" instruction for individuals who are interested in working on a personal legal problem. The courses are not designed to provide an opportunity for students to ask legal questions regarding specific legal problems. Our law courses and the instructors provide general legal educational information related to the subject matter covered. The instructors do not engage in rendering legal advice or services on personal matters, and the course information is not provided as a substitute for obtaining professional legal advice. If personal legal advice or other expert assistance is required, the services of a competent professional outside of class should be sought.

### **ELECTRONIC COMMUNICATION**

For the consideration of classmates, beepers must be turned to vibrate during class sessions and cell phones must be turned off. Check your messages between classes or during the break.

### **EMAIL**

#### **UH Policy on email communication**

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

For more information go to MyUH <https://myuhportal.hawaii.edu/cp/home/displaylogin>.

### **FOOD AND DRINK**

Food and drink of any kind are not permitted in the classrooms.

### **WORK AREA/WORKSTATIONS**

In consideration of other classroom users, please clear workstation area of all rubbish and return chairs to their proper position at the end of each class session.

### **UNINVITED GUESTS/CHILDREN**

As a courtesy to your classmates as well as to your instructor, uninvited guests and children are not allowed in the classroom. Please make special arrangements for child care. For child care information, see Single Parents and Displaced Homemakers Program below.

### **WITHDRAWAL**

The last day to withdraw from this class is noted on the academic calendar and deadlines at the KCC website, [www.kcc.hawaii.edu](http://www.kcc.hawaii.edu). Please check this site for the latest updates. It is your responsibility to withdraw via the Web or obtain the withdrawal form from the Kekaulike Information and Service Center (KISC), formerly Admission, Records, and Financial Aid offices, or from your counselor. It is to your advantage to consult with

your counselor for available options. Note: If you are enrolled in only one course at the College, withdrawing from that course also withdraws you from the College.

### **PLAGIARISM/CHEATING**

Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a “zero score” and will be asked to withdraw from class. If you turn in someone else’s work or reformat another person’s work as your own, it is cheating. You may not share disks, files, or printouts. Be honest with yourself and with others. If you have concerns, please discuss them with your instructor. For more information, please refer to “Student Conduct Code,” Kapi`olani Community College General Catalog.

### **DISRUPTIVE BEHAVIOR**

Any student whose speech or actions intentionally are disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of College services; or has a negative impact in any learning environment may be subject to disciplinary action by the College. For more information, please refer to “Student Conduct Code,” Kapi`olani Community College General Catalog.

### **LEGAL EDUCATION NEWS & ANNOUNCEMENTS**

Please check with your instructor for the latest announcements regarding registration, graduation, scholarships, employment, curriculum changes, etc. Information will also be available at <http://legal.kcc.hawaii.edu/>.

### **FINAL COURSE GRADE**

Final course grades are usually posted on the web within a week after grades are due. Grade reports are not mailed to students. Check MyUH at <https://myuh.hawaii.edu> to view grades.

## **STUDENT SUPPORT SERVICES**

**For more information, please refer to “Student Support Services,” Kapi`olani Community College General Catalog.**

**Academic Advisor, Cynthia N. Kimura** assists students with course selection, course waivers, transfer credits, etc., email [ckimura@hawaii.edu](mailto:ckimura@hawaii.edu) or phone 734.9107.

**Disability Services** provides support services to students with documented disabilities. Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, `Ilima 103, phone 734.9552 (V/T), for assistance.

**Kekaulike Information and Service Center (KISC)** (formerly the Admission, Records, and Financial Aid offices) assists students regarding registration concerns, transfer credits, financial obligations, scholarships/grants/loans, on campus employment, etc., email [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu) or phone 734.9555.

**Single Parents and Homemakers Program** assists eligible single parents and displaced homemakers to gain marketable skills. Services include academic, career and personal counseling; referral networks; career/life planning seminars; financial aid; child care information; and workshops/club activities. You are invited to contact the program in `Iliahi 201, email [spdh@hawaii.edu](mailto:spdh@hawaii.edu), and phone 734.9504.

**TRIO-Student Support Services** helps qualified low-income, first-generation students and/or students with disabilities to succeed in academics, attain their educational goal, or transfer to a four-year educational institution. You are invited to contact TRIO in `Ilima 104, phone 734.9553.

**Kahikoluamea** counselors encourage and support first-year Native Hawaiian students in their transition to college and toward the successful completion of their academic courses. Services provided include peer counseling, academic counseling, financial aid application assistance, and connections to programs and services designed especially for Native Hawaiian students. For more information contact Mike Ane at 734-9554 or Jill Kouchi at 734-9700.

This and all other course materials are available in alternative formats upon request.