**PRELIMINARY EVIDENCE REPORT: Standard 2.C.3**

The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services regardless of service location or delivery method.

**Evidence of Meeting the Standard**

**Thesis Statement:**

The counseling division offers comprehensive, appropriate and reliable services in online and face-to-face modalities. These services include access to year-around academic advising, targeted population counseling, email advising and email newsletters. Counseling is offered through in-person appointments, walk-in counseling hours as well as workshops. In 2016, the College increased access to counseling by dedicating one full-time counseling position to assisting completely online students. Further, our first-year center has modified its operational hours to remain open to 7:00pm, four evenings per week to accommodate late afternoon and evening students.

Various outreach activities include early access to college – the Kuilei Outreach Program, which dedicates two full-time counselors to visit high schools as well as middle schools to introduce our College and encourage matriculation to post-secondary education. These counselors guide incoming students through the college application, assessment, academic advising and application for financial aid. This program also supports the early admissions students who are concurrently enrolled in our College, taking college level courses at our local high schools, by providing counseling services on-site.

Our First Year Experience program offers orientation to provide a smooth transition into college. Orientation workshops are offered on campus in a face-to-face format as well as over the phone personalized orientations for students who are not able to come to campus.

For our health science course taught at various campuses within the University of Hawaii Community Colleges, counseling staff make regular visits as well as maintain accessibility through email.

**List of Evidence:**

* **SOS Workshops offered by the Library - http://library.kapiolani.hawaii.edu/SOS/**
* **College’s Catalog - https://www.kapiolani.hawaii.edu/admissions/course-catalog/**
* **Counseling Directory- https://www.kapiolani.hawaii.edu/campus-life/student-services/counseling/counseling-directory/**
* **Counseling Email Request Form- https://www.kapiolani.hawaii.edu/campus-life/student-services/counseling/**
* **Financial Aid Webpage - https://www.kapiolani.hawaii.edu/admissions/financial-aid/**
* **First Year Experience FAQ http://fye.kapiolani.hawaii.edu/frequently-asked-questions/**

**Evidence of Meeting the Standard:**