



December 14, 2007

Dear Student,

Aloha. We hope that this letter finds you well.

As we embark on another year, we would like to convey our heartfelt gratitude for your cooperation in our May 09, 2007 and June 01, 2007 notifications. Through this, we have been able to update your information in our Student Management System.

As you know, we are continuously striving to improve services to our students and faculty. There have been numerous student requests for changes, some of which we have opted to adapt in the coming year. The following policy changes will become effective as of January 14, 2008. Please read the information we have provided below and feel free to contact the office if you should have any questions.

a. Forms to be uploaded in our website

For convenience, all forms that you may need regarding your transactions with the University can be downloaded at our website (www.ampac.edu/sehs) as of January 15, 2008. These forms are classified into subfolders as Seminar/ Training Attendance Forms, Registrar, Admission, Student Services, and Finance Forms, Learning Contract and Addendum Forms, Submittal Review Sheet and Guide to Submission of Coursework.

b. Revised Submittal Review Sheet

The average turnaround time for the processing of coursework is 30-45 days, which is slow, specifically for coursework submitted thru postal mail.

To facilitate the grading of your coursework and to reduce the turnaround time, we have revised the Submittal Review Sheet to make it functional via electronic mail. It means that the University Faculty will use an electronic signature in evaluating your coursework and it will be returned to you via e-mail as an attachment in a pdf file instead of the usual postal mail. We are requesting that you submit your next coursework in this manner. Please contact us thru e-mail at studentservices@ampac.edu or you can give us a call at (808) 791-5050 if you have any questions regarding this. You will be required to use the new Submittal Review Sheet format and submission of coursework by electronic method only,

no later than January 15, 2008. Exceptions to this policy will be treated on a case-by-case basis that will be determined by the University's Academic Review Committee. A copy of the Revised Submittal Review Sheet is attached in this memo for your reference.

c. New Student ID (Student Management System) and ID pictures

As we update your information in the Student Management System, we are requesting each student to submit (2) 2x2 colored ID pictures. This will also be used in processing your student ID in the future. You may forward your ID pictures (please print your name on the back and also sign your name) to AmPac, Attention: Student Services Office.

This new ID number will supersede the old ID number that was issued to you at the time of your enrollment. Your new ID number should be included in all of your requests and transactions with the University. Please understand that failure to use your new student ID # will delay the processing of your request(s).

We hope that you understand that these new policies reflect changes for the betterment of the University. As always, we are striving to assist you in becoming empowered with the tools, skills, and necessary knowledge in your goal to achieving personal excellence.

We thank you for your continued support while we work to improve our system and the quality of education we offer at American Pacific University. Please feel free to contact us by phone at (808) 791-5050 or by e-mail if you have any questions.

We truly value you as a student and wish you all the best in your pursuit of educational excellence.

Aloha,

Student Services