Welcome students of the University of Hawai‘i – West O‘ahu! It is an honor and privilege to be your Chancellor! This is a kuleana/responsibility to which I am fully committed! I look forward to working with and for you as we embrace the values of learning, discovery, and innovation to prepare you in your journey toward becoming skilled community members and leaders.

This campus respects diverse perspectives, lifestyles, and culture, and values its students as important members of the campus community. I ask that you pūpūkahi i holomua (unite to move forward) as we work together in a productive, positive manner with respect for one another.

Let’s together build a kahua/foundation that strengthens our educational ‘auwai/pathway for the communities and families in Leeward and Central O‘ahu, and beyond.

“E ‘Eleu mai Kākou!”
“Step-up Together! Let’s Go!”

Mahalo nūnui! E mālama pono!

Maenette K.P. Benham
Chancellor, UH West O‘ahu
Academic Calendar
2017-2018

Fall 2017

Aug 21  First day of classes
Aug 30  Last day to add a class
Aug 30  Last day to drop a class with 100% refund (no W grade)
Sept 4  HOLIDAY: Labor Day
Sept 11 Last day to drop a class with 50% refund (no W grade)
Oct 20  Last day to withdraw from a class with no refund (W grade)
Nov 10  HOLIDAY: Veterans’ Day
Nov 23-24 HOLIDAY: Thanksgiving Break
Dec 1   Last day of classes
Dec 4-8  Final examinations

Spring 2018

Jan 8   First day of classes
Jan 15  HOLIDAY: Martin Luther King Jr Day
Jan 17  Last day to add a class
Jan 17  Last day to drop a class with 100% refund (no W grade)
Jan 29  Last day to drop a class with 50% refund (no W grade)
Feb 19  HOLIDAY: Presidents’ Day
Mar 9   Last day to withdraw from a class with no refund (W grade)
Mar 26-30 SPRING BREAK
Mar 26  HOLIDAY: Prince Kuhio Day
Mar 30  HOLIDAY: Good Friday
Apr 27  Last day of classes
Apr 30- May 4 Final examinations

Summer 2018

May 21 - June 29  Summer Session I
Jul 2 - Aug 10  Summer Session II

Withdrawal and refund dates are for semester-long classes.

The information provided in this publication is subject to change.
For updates, please visit our website at: uhwo.hawaii.edu.
Prepare For Your First Day

uhwo.hawaii.edu/accepted

☑ ACCEPTANCE TO UH WEST O‘AHU

1 CREATE Your MyUH Account
   Enables you to register for classes, pay tuition and access grades.

2 SUBMIT Your Intent to Enroll
   Secures your space for fall classes.

3 APPLY for Financial Aid & Scholarships
   Financial aid and scholarships can help you pay for your college education.

4 COMPLETE Placement Testing
   Check ACT/SAT scores to see if you need to take placement tests.

5 TURN IN Health Clearances
   Tuberculosis and immunization records of Measles, Mumps, and Rubella are required before you can register for classes.

6 SIGN UP & ATTEND Freshman Orientation & Registration
   Learn more about program requirements, campus services and get registered for classes.

7 SEND Final Transcripts
   Send final transcripts of all high school and college courses completed or in progress.

8 ATTEND Orientation
   Meet other students, get your UH ID and learn about clubs, resources and campus activities.

9 PURCHASE Books & Supplies
   Books, school supplies and apparel will be available at our bookstore.

10 JOIN the UH West O‘ahu Facebook group!
    Connect with other UH West O‘ahu students on Facebook!
    facebook.com/groups/uhwestoahu
Freshman Orientation
uhwo.hawaii.edu/accepted

After high school graduation, your first college semester is a new chapter in your life. In order to ensure that you start off on the right foot, UH West O’ahu offers several experiences to ease the transition through Freshman Orientation.

Freshman Orientation consists of a series of three specially designed interactions with students, faculty, and staff to help you with academic planning, degree requirements, student life, and what you need to know to be successful in college. The Orientation experience is broken into three parts: online videos in May and June, Freshman Advising in July, and concluding with La Pūnua Days Orientation in August, all of which helps to build a strong foundation in your first year at UHWO.

To register for Freshman Orientation, you must complete the following:

- Submit the Intent to Enroll Form
- Submit Health Clearance documents
- Complete the Authentic Assessment, if you do not have the minimum ACT / SAT score.
  (see Placement Testing information on page 8).

‘Ohana Orientation

We encourage parents or any supportive family member to attend an ‘Ohana Orientation. The program is designed to help parents and family members become familiar with UH West O’ahu and its resources, policies and procedures, and the adjustments new students face during their college experience. During orientation, parents and family members have the opportunity to meet with administrators, faculty as well as current students and other family members. All ‘Ohana orientations will be offered on the same day and time as the Freshman Orientation sessions.
The PUEO Leadership Program has been there for me since my first semester here at UHWO. It brought me closer to some of my current best friends and helped me connect with other resources around campus. These were main factors as to why I decided to join the program this past year. Throughout the year of being in the program I have gained several connections with faculty and staff on campus.

Josiah Kahala
Nānākuli High & Intermediate School
Placement Testing
uhwo.hawaii.edu/noeaucenter/testing

At UH West O‘ahu, we use the test scores from your ACT, SAT, AP or Smarter Balanced exam scores to determine placement in Math and English courses. Your scores are valid for two years. If you do not have the minimum score required or if your scores have expired, the Accuplacer test is used to determine your placement in Math and the Authentic Assessment is used to determine your placement in English. Your scores are important and will determine which classes you are eligible to register for this semester. Most importantly, your placement exam will help us determine which classes you will be most successful in completing.

SAT, ACT & AP Placement Scores*

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td></td>
</tr>
<tr>
<td>17 or lower:</td>
<td>English 100T</td>
</tr>
<tr>
<td>18 or higher:</td>
<td>English 100</td>
</tr>
<tr>
<td>Math</td>
<td></td>
</tr>
<tr>
<td>22 or higher:</td>
<td>Math 100, 103M/L, 103, 111, 115</td>
</tr>
<tr>
<td>27 or higher:</td>
<td>Math 135</td>
</tr>
<tr>
<td>29 or higher:</td>
<td>Math 140</td>
</tr>
<tr>
<td>31 or higher:</td>
<td>Math 241</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAT Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing (taken before March 1, 2016)</td>
<td></td>
</tr>
<tr>
<td>509 or lower:</td>
<td>English 100T</td>
</tr>
<tr>
<td>510 or higher:</td>
<td>English 100</td>
</tr>
<tr>
<td>Math (taken before March 1, 2016)</td>
<td></td>
</tr>
<tr>
<td>510 or higher:</td>
<td>Math 100, 103M/L, 103, 111, 115</td>
</tr>
<tr>
<td>640 or higher:</td>
<td>Math 140</td>
</tr>
<tr>
<td>700 or higher:</td>
<td>Math 241</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Smarter Balance</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4 OR (2) with 12th grade transitional course (B) or higher:</td>
<td>Math 100</td>
</tr>
<tr>
<td>3 or 4 12th grade year-long Calculus pathway combined w/ Alg. 3, Trig/Analytic Geometry, AP Calculus, AP/IB Calculus (B) or higher:</td>
<td>Math 103</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AP</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or higher:</td>
<td>English Language</td>
</tr>
<tr>
<td>3 or higher:</td>
<td>English Literature</td>
</tr>
</tbody>
</table>

*If you haven’t done so already send your SAT, ACT and/or AP scores to the Office of Admissions. If you have not taken the SAT, ACT and/or AP, or do not have an applicable score, please complete Accuplacer for Math placement and the Authentic Assessment for English placement.

The Accuplacer is

- An automated assessment program that allows you to see your scores immediately.
- Not timed, however, allow approximately 1 hour.
- First time free. Re-test costs $25 with no wait period.

The Authentic Assessment is

- Administered by English faculty.
- Timed and will take approximately 1 week to determine course eligibility.
- English placement will be in English 100T or English 100.

Testing Dates

- Accuplacer is offered Monday thru Friday during Test Center operating hours.
- Authentic Assessment is offered once a semester.

Contact the Test Center to set up your test appointment.

Accuplacer Study App

Download the Accuplacer study app to your phone, ipad or computer. Visit accuplacer.org and download the app today!
Additional Information

Student Identification Card
Once all financial obligations are paid (e.g., tuition and fees), you can obtain your student ID at the Office of Enrollment Services. This card entitles you to University privileges and benefits including access to the computer lab, library, software discounts at the bookstore, and discounted tickets to regular season UH athletic games. Student IDs must be validated every semester. Students will receive their IDs when they attend orientation.

Email Account
hawaii.edu/google
When you activate your MyUH account, you will also be given a hawaii.edu email account. This account will be the official way that we will communicate with you about all items that relate to your account. Be sure to check your account regularly for updates and important notifications.

Laulima
laulima.hawaii.edu
The learning and collaboration server for the University of Hawai‘i community. This is an online resource for many classes.

IT Services
www.uhwo.hawaii.edu/it
Students in need of IT assistance with Google@UH applications (including email), Wi-Fi, MyUH, and other UHWO course-related technologies can contact the UH West O’ahu IT Service Center via email at uhwohelp@hawaii.edu or by phone at (808) 689-2411. Students can also get in-person IT help on the first floor of the UHWO Library (next to the Reference Desk). Additional information and help articles can be found on the UH West O’ahu IT website: www.uhwo.hawaii.edu/it

Parking
Parking at UH West O’ahu is free and is available on a first-come, first-served basis. Students/Visitors can utilize Lot A. We also have an overflow area which may soon be under construction. No permit is required to park at either of these areas.

Pueo Express
Phone: (808) 689-2689
The Pueo Express Shuttle runs continuously between UH West O’ahu, the Kapolei Transit Center, Waipahu Transit Center and Leeward Community College, picking up and dropping off riders approximately every 15 minutes at the UH West O’ahu turn-around near the flag poles.

Bus Pass
thebus.org
Students planning to use the City and County of Honolulu bus system, may purchase a special bus pass (U-Pass) at a reduced rate. The passes are valid for one semester and can be purchased at the Office of Enrollment Services. A valid UH student ID is required.

Employment Opportunities
sece.its.hawaii.edu
On-campus employment is available to students enrolled in a minimum of six credits and 2.0 GPA per semester. To view job opportunities for student employment, visit the UH Student Employment and Cooperative Education at sece.its.hawaii.edu. Off-campus employment opportunities are posted on the bulletin board outside of the Campus Center building.

Center for Student Access
uhwo.hawaii.edu/studentaccess
Students with documented disabilities may be eligible for academic accommodations or auxiliary services. If you have a disability that requires special attention, please contact Tom Hirsbrunner, ADA/504 Coordinator, at the Center for Student Access, prior to the start of the semester.
Online Resources

Now that you are no longer in high school, you will experience an overwhelming sense of freedom and, at the same time, a great deal of responsibility. As a college student you will be held accountable for all of your academic affairs including deadlines, campus policies, registration procedures and of course, your coursework!

Aside from relying on the support staff available on campus, you will also depend heavily on both MyUH Services and STAR for Students. These customized online systems provide access to registration, graduation requirements, personal email account, and much, much more. Both portals are secured by a username and password, allowing only you to access your personal records.

Don’t forget, create your MyUH account before attending Freshman Advising!

MyUH Services
myuh.hawaii.edu

- Pay your tuition
- View your financial aid award
- Receive announcements about campus news and events
- Access Laulima for online courses
- Access your hawaii.edu UH email account

STAR for Students
star.hawaii.edu

- Register for classes
- View your student transcript, customize your graduation pathway and check your degree status
- Receive notes from your academic advisor
- View degree progress and courses still needed to complete your program
Searching for Classes

Selecting the right classes, creating a schedule, and registering online can be a bit daunting for any student. At UH West O‘ahu, there are many resources available that will explain the little details, such as acronyms and registration terminology. During orientation, we will make sure you understand how to navigate through this information. Aside from your trusted academic advisors and staff, you will also have the UH West O‘ahu General Catalog and schedule of classes at the click of a mouse. Below are descriptions of these tools.

Online Schedule of Classes

uhwo.hawaii.edu/schedule

<table>
<thead>
<tr>
<th>Gen. Ed/Focus</th>
<th>CRN</th>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>Credits</th>
<th>Instructor</th>
<th>Seats</th>
<th>Seats Avail.</th>
<th>Waitlisted</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>FW</td>
<td>65086</td>
<td>ENG 100</td>
<td>1</td>
<td>Composition I</td>
<td>3</td>
<td>J Clements</td>
<td>20</td>
<td>0</td>
<td>2</td>
<td>MW</td>
<td>1100-1220p</td>
<td>CL D150</td>
</tr>
<tr>
<td>FW</td>
<td>65244</td>
<td>ENG 100</td>
<td>5</td>
<td>Composition I</td>
<td>3</td>
<td>R Nelson</td>
<td>18</td>
<td>2</td>
<td>0</td>
<td>MW</td>
<td>0200-320p</td>
<td>CL D237</td>
</tr>
<tr>
<td>FW</td>
<td>65380</td>
<td>ENG 100</td>
<td>0</td>
<td>Composition I</td>
<td>3</td>
<td>J Sunouchi</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>TBA</td>
<td>WWW</td>
</tr>
</tbody>
</table>

Comment: This is an internet class.

Credits – the number of credits assigned to a course will determine how many hours the class meets in a week and how much the course will cost.

Building and classroom location
ITV Courses (Interactive Television) are usually limited to neighbor island students WWW courses are taught online.

UHWO Catalog

uhwo.hawaii.edu/catalog

| Course Reference Number (CRN) – is the number you will enter when registering for classes. You can click on the CRN to receive more information on the class. |
| Seats Available – number of spaces still available in the class |
| Day(s) the class will meet: |
| M Monday |
| T Tuesday |
| W Wednesday |
| R Thursday |
| F Friday |
| S Saturday |
| TBA To Be Arranged |
| Time – start and end times of the class. TBA (to be arranged) |

CHEM 100 Chemistry and Society (3)
Pre: Placement into ENG 100 or concurrent enrollment in ENG 22.
Coreq: CHEM 100L.
This course and its laboratory will introduce basic principles of chemistry and their impact on modern society and environment.
It is designed for non-science majors and therefore presented from a simplified chemical viewpoint. Emphasis will be on everyday phenomena and local Hawaiian issues. (DP)

Credits – the number of credits assigned to a course will determine how many hours the class meets in a week and how much the course will cost.

Identifies which Gen Ed/Focus requirement is being satisfied.
"With two children in college and especially in this difficult economy, financial aid has given my parents peace of mind. With less financial strain on our family, I am able to focus my energy on my studies and pursue a degree in Psychology.”

Wendy Todd
Saint Francis School

Financial Aid
uhwo.hawaii.edu/financialaid

Finding the money to pay for college is often one of the greatest challenges for students and their families. Whether it’s a grant, scholarship, loan or student employment, our staff can guide you through the process of securing any financial aid that you may qualify.

The process begins with completing the Free Application for Federal Student Aid (FAFSA). The FAFSA determines your eligibility for federal aid, and may also qualify you for State and institutional aid as well. Certain funds are limited, so apply early. If you miss the priority deadline, you can still apply to explore what’s available.

FAFSA Priority Deadline: March 1
fafsa.gov

UH West O’ahu’s federal school code 014315

Scholarships & Grants

You do not need to apply for grants administered through UH West O’ahu. Your eligibility will automatically be determined upon completion of the FAFSA and awarded based on the availability of funds.

Most scholarships require students to complete a separate application. For a listing of scholarships and their application forms visit: uhwo.hawaii.edu/scholarships.

Funds received from external sources (e.g., third party payments and external scholarships such as Hawai’i Community Foundation or Kamehameha Schools) must be reported to the Financial Aid Office.

Explore Scholarships

UH West O’ahu:
uhwo.hawaii.edu/scholarships

UH System:
hawaii.edu/finaid/scholarships

UH Foundation:
scholarships.uhfoundation.org

Hawai’i Community Foundation:
hawaiicommunityfoundation.org/scholarships
Aid Awards
myuh.hawaii.edu

Your award offer will be posted on your MyUH account and will reflect the types of aid for which you are eligible.

Funds will be applied directly to your UH West O‘ahu student account and applied to your tuition and fees for this campus. Funds are usually disbursed no sooner than 10 days prior to the first day of school.

Any excess funds will be refunded to you in the form of a check or directly to your checking or savings account, if eRefund is requested. You can sign up for eRefund through your MyUH account.

Registration at another UH campus

Classes taken at another UH campus may be calculated into your UH West O‘ahu financial aid package. To be eligible, you must be registered for at least six credits at UH West O‘ahu and courses taken elsewhere must be reviewed by an Academic Advisor to ensure that they are applicable and transferable toward your degree.

Students requesting approval will need to submit a completed Concurrent Enrollment Form. Once approved, you are responsible for any non-UH West O‘ahu charges and payment must be made directly by you for classes taken elsewhere. Your financial aid is only applied to your UH West O‘ahu tuition and fees.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Total</th>
<th>Accept</th>
<th>Accept Partial Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>$5,775</td>
<td>Accept</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Sub Loan</td>
<td>$3,500</td>
<td>Undecided</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Unsub Loan</td>
<td>$2,000</td>
<td>Undecided</td>
<td></td>
</tr>
</tbody>
</table>

View your financial aid status and accept your award offers through your MyUH account.

If you only want to accept a partial amount, enter the amount.
The UH West O’ahu Library serves as the center of campus by bringing together academic, intellectual and cultural elements of the people of Hawai’i in an environment that is both diversified and engaging, while supporting the academic and research needs of students, faculty, staff and the community.

The library houses over 30,000 volumes, including 2,500 Hawaiian-Pacific print titles, and 1,500 media resources. Students can also access print and media resources held in the other nine UH campus libraries. Through the library’s website, you can access numerous research databases, thousands of ebooks, scholarly peer-reviewed electronic journals and full-text articles. Librarians are also available to assist in-person, by telephone and through online chat.

The library also provides learning spaces that encourage collaboration through group work, as well as individual study. Comfortable seating strategically placed throughout the first and second floors encourages a more open and relaxed environment where students can use their laptop or mobile device, connect to the wireless network and enjoy a spectacular view of the campus.

Academic Advising
uhwo.hawaii.edu/advising

UH West O’ahu believes that students function best in an intimate learning environment in which they are active contributors to their own educational planning. Such planning includes identifying individual educational goals and objectives, as well as future career and educational plans.

To ensure that you meet these goals in a timely and efficient manner, you will be a part of an educational team that provides strong support and guidance with transition, registration, program requirements, and career planning. Each semester, both faculty and Academic Advisors will serve as resources in ensuring your academic success.

All Freshmen are assigned an Academic Advisor upon receipt of a student’s Intent to Enroll form. Although assigned, students can seek assistance from any Academic Advisor. Regular meetings with your advisors are strongly recommended. Students can set up formal appointments and utilize express advising during regular business hours. After hours appointments (Night Owl Advising) are also available.

Libraries
uhwo.hawaii.edu/library

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Visit the No’eau Center, UH West O’ahu’s Learning Center on campus, to get the most from your education. Trained peer-tutors and staff are available to help you improve your writing, guide you through math and statistics concepts, and support your learning in a variety of other subjects as well. Tutoring services are free and available in-person and online through video-chat, conference call, or written feedback. Whether you are struggling to pass your classes or striving for an A, the No’eau Center can help!

Writing
Tutors are devoted to helping you become a better, more confident learner. Tutors provide feedback and comments that can help you revise and strengthen your writing and writing process. Tutors can work with you at any stage of the process—whether you just want another pair of eyes to look over your draft before you submit it to your professor, have a draft but need help organizing it, or have just received an assignment and don’t know where to start. The tutor’s goal is to help you write effectively and confidently.

Math, Statistics, Accounting, and Other Subjects
Working with a peer-tutor will help you identify and utilize new learning tools and strategies in order to help meet your academic and personal goals. Peer-tutors will guide you through the problem-solving process, understanding concepts, practicing problems, developing studying strategies, and assisting in exam preparation at a comfortable pace.

Workshops
The No’eau Center offers workshops to enhance academic success. Throughout the semester, students are invited to use the No’eau Center’s popular online workshop videos and tools on various topics including:

- Writing papers in APA style
- Time management
- Study and test taking skills
- ASA formatting

The programs offered at the No’eau Center focus on life-long learning and the belief that all students are able to develop critical thinking and quantitative reasoning skills as they transition into the workforce.

“‘Pupukahi i holomua’ is a proverb, which translates to ‘unite in harmony to move forward.’ The No’eau Center brings this ancient Hawaiian proverb to present day, by cooperating with students to achieve academic success. I found the No’eau Center to be very helpful to me on many occasions. The room’s warm atmosphere and the welcoming personality of the tutors makes you feel right at home. Their guidance motivated me to be a better student, allowing me to take pride in my work.”

Samuel Wahilani III
Ke Kula Kaiapuni ‘O Ānuenue

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No’eau Center
for Academic Success
uhwo.hawaii.edu/noeau-center

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Workshops
The No’eau Center offers workshops to enhance academic success. Throughout the semester, students are invited to use the No’eau Center’s popular online workshop videos and tools on various topics including:

- Writing papers in APA style
- Time management
- Study and test taking skills
- ASA formatting

The programs offered at the No’eau Center focus on life-long learning and the belief that all students are able to develop critical thinking and quantitative reasoning skills as they transition into the workforce.
Student Life

Clubs & Organizations
www.uhwo.hawaii.edu/campus-life/clubs-student-organizations

Accounting Club
Alpha Phi Sigma
Anthropology Club
Associated Students of UH West O‘ahu
Bellydance Raqs
Campus Center Board
Department of Emergency Management Club
Every Nation Campus at UHWO
Gamma Iota Sigma
Golden Key International Honour Society
Helping Hands Club
HOSA - Future Health Professionals
International Student Club
Kahiau Hawaiian Club at UHWO
Kappa Delta Pi
No‘eau Engaging Really Driven Students
NAMI on Campus
National Bolshevik Party
Pamantasan West-O‘ahu
Peace, Love, Unity Respect
Psi Chi honor society
Pueo Cheerleading
Pueo Film Club
Sociology Club
Sports Fanatics
Student Activity Fee Board
Student Media Board
Student National Education Association (UHWO Education Club)
Student Veterans of America
The Eco Club
United Gamers League

You can start your own!

Student Government
asuhwo.com

The Associated Students of UH West O‘ahu (ASUHWO) is the official university student government organization. ASUHWO strives to provide activities that address the needs and interests of students, and to promote student participation in the university and community. Activities and projects include assisting the administration with policies, implementing spirit weeks, organizing campus-wide events, and coordinating West Fest. ASUHWO also provides financial support to student clubs.

The Hoot
issuu.com/uhwothehoot

The Hoot is the student-run smart paper. They write and edit articles, take pictures, design and manage their online publications, as well as handle the business side of newspaper production. They cover a range of topics from campus events to what’s going on in the community.

Office of Student Life
web: www.uhwo.hawaii.edu/campus-life/clubs-student-organizations
ph: 808.689.2942
em: slwo@hawaii.edu
sm: uhwostudentlife
Intramural Sports offers a wide variety of opportunities to stay fit and have fun at the same time. UH West O'ahu also participates in club sport leagues.

- Flag Football
- Kickball
- Dodgeball
- Soccer
- Basketball
- Volleyball
- Softball
- Ladderball
- Table Tennis
- Futsal (Indoor Soccer)