Admissions and Records Office Services
Anyone can apply to Hawaii Community College

Open Door Policy

No high school diploma or equivalent needed (unless under the age of 18 when semester begins)
HOW TO APPLY

- Find online application at: hawaii.hawaii.edu/apply
- Select your student type, read carefully and follow steps

Options
- Freshman/First time to college
- Returning student to Hawaii CC
- Transfer Student (from within the Univ. of Hawaii system)
- Transfer student (from outside the Univ. of Hawaii system)
- International Student (F1 Visa required)
- High School Students- (Early Admit)
- Continuing Education- (Non credit courses)
Apply for Financial Aid (if needed): https://studentaid.gov/h/apply-for-aid/fafsa

Once your Hawaii Community College application is processed and you have been Accepted:
*Standard processing time may take up to two weeks. However, during busy periods it may take longer.

- You will receive an acceptance email, please read and follow the important next steps.

You will need to submit health clearance forms:
- TB clearance: (after 16 years)
- MMR (2 doses): (1st dose after 1 years and 2nd dose at least 28 days apart)
- Varicella(2 doses): (1st dose after 1 years and 2nd dose at least 28 days apart)
- Tetanus-diphtheria-pertussis (Tdap): (after the age of 11 years)
Next Steps Cont...

- **Take care of any other Holds:**
  (Go to: [http://www.star.hawaii.edu/](http://www.star.hawaii.edu/) to view holds)

- **Take placement test:**
  (To schedule a placement test contact Hale Kea testing center at 934-2540)

- **Attend Mandatory Orientation/advising:**
  (Contact the counseling office at 934-2720 to schedule)

- **Register**
  (Go to [http://www.star.hawaii.edu/](http://www.star.hawaii.edu/) to register for classes)
At HawaiiCC we strive to ensure that all sensitive information is secure and treated with the greatest care. To best protect your privacy, all documents should be mailed, submitted in-person, or file-dropped through the UH FileDrop website. Documents sent from a personal email address or through fax may not be accepted.

https://www.hawaii.edu/filedrop/

Please make sure to use maximum date for the file drop expiration
TRANSCRIPT SERVICES

How to order official transcript:

- Fill out form at Admissions and Records office
- Order online (www.getmytranscript.org)
- Online form:
  (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_howto_transcript.pdf)

Cost:

- $5 Standard processing (within 7 WORK days)
- $15 Rush Processing (within 24 BUSINESS hours)

*Must clear all Financial Obligations before ordering
Use this form to request certification of your enrollment with HawaiiCC. Standard processing time within 7 business days.

- Fill out form [here](https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_certification_form.pdf) and send via UH Filedrop to hawccar@hawaii.edu

How to order unofficial Enrollment Verification through NSC:

*Option available about a month after semester started

- Order online at [here](http://nscverifications.org/welcome-to-verification-services/)
How to change your major/catalog year:

- Form available at Admissions and Records office
- Or

- Online (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_changeofmajor.pdf)
- Submit form to admissions and records office or via UH Filedrop to: hawccar@hawaii.edu

*If receiving financial aid, please contact your financial aid advisor to see if change will affect your aid prior to submitting the form*
This student Appeal for Policy/Procedural Exception Form is used to request consideration for an exception to established HawCC policy and procedure in the event of extenuating circumstance that are beyond the student's control, such as serious illness or injury, a death in the family, involuntary job transfers or military service, and institutional error.

A request for an exception to another campus' policy or procedure must be made to that campus. HawCC cannot make exceptions for another campus.

Please attach ALL supporting documentation of extenuating circumstance before submitting this form.

To submit this form, please send via UH Filedrop to: hawccar@hawaii.edu

Online Form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/student_appeal_form.pdf)
ACCEPTANCE ROLLOVER

- You can contact Admissions & Records if you have been accepted for one semester and would like to "rollover" your acceptance to the next, immediate semester (Fall to Spring, Spring to Summer, Summer to Fall) within 2 years of original acceptance.

- If you are unsure if you are eligible, please contact the Admissions and Records office (934-2710) or email hawccarr@hawaii.edu
APPLICATION TO CONVERT RESIDENCY

Use this form to apply to convert residency for tuition purposes before the first day of instruction. **Include all relevant documentation for the information that you have provided on the application to convert residency form.

- To submit this form and supporting documents, please send via UH Filedrop: hawccar@hawaii.edu

Online Form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/application_to_convert_residency_status.pdf)
AUTHORIZATION TO RELEASE MEDICAL INFORMATION TO ANOTHER UH SYSTEM SCHOOL

• Use this form to authorize the release of your medical records to another UH system school

• To submit this form, please email/UH Filedrop: hawccar@hawaii.edu

Online form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/authorization_to_release_medical_information.pdf)
Use this form if you are currently a student or have been accepted at another campus and would like to make Hawai‘i Community College your "home institution"

• To submit this form, please send UH Filedrop to: hawccar@hawaii.edu

Online Form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/change_of_home_institution_ff.pdf)
Use this form if a name change occurred, **you will need to submit appropriate documentation to your UH home institution ARO office**

- To submit this form, please send via UH Filedrop to: hawccar@hawaii.edu

**Online Form:**
(https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/uh_name_change_preferred_name_form.pdf)
Please contact a counselor or advisor before submitting an Academic Renewal form

Online Form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_acad_renewal_121203.pdf)
ADD/DROP FORM

• Use this form to accompany appeals or outside of normal STAR registration timelines.

• If STAR registration is available, you will be instructed to register or drop via STAR GPS system.

• Submit form via in person to the Admissions and Records Office or submit via UH Filedrop to: hawccar@hawaii.edu

Online Form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/add_drop_form.pdf)
Use this form to audit courses. Deadline to submit completed form: Last day to withdraw with a "W."

- To submit this form, please send via UH filedrop: hawccar@hawaii.edu

Online Form: [https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_auditors.pdf](https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_auditors.pdf)
Use this form authorizing Hawaii CC to access your undergraduate transcript history from designated UH system schools.

- To submit this form, please email: hawccar@hawaii.edu

Online Form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_request_for_system_credits.pdf)
To order a diploma or certificate, please see academic calendar for deadlines.

- To submit this form, please send via UH Filedrop to: hawgrad@hawaii.edu

Online Form:  
(https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/records/frm_diploma_cert_order.pdf)
You may at your discretion, grant HawaiiCC permissions to release information to a third party by submitting a completed Student Information

- Release Authorization Form
To submit this form, please email: hawccar@hawaii.edu

Online Form:
(https://hawaii.hawaii.edu/sites/default/files/assets/missions/docs/records/frm_student_info_release.pdf)

*Please make sure to answer all 4 security questions
STUDENT OVERLOAD REQUEST FORM

To be used to increase the maximum numbers of credits allowed per semester. Please see counselor before submission of this form.

• To submit this form, please email: hawccar@hawaii.edu

Online Form: (https://hawaii.hawaii.edu/sites/default/files/assets/admissions/docs/credit_overload.pdf)
If you have any questions regarding any of these forms or processes please contact the Admissions and Records office:

Phone: (808) 934-2710
Fax: (808) 934-2711
Email: hawccar@hawaii.edu
Webpage: http://hawaii.hawaii.edu/admissions