FREQUENTLY ASKED QUESTIONS BY NEW STUDENTS AT HAWCC

- **What is SOAR?**
  SOAR stands for Student Orientation, Advising, and Registration. During SOAR sessions new, returning, and transfer students are provided with useful information about the college, given an opportunity to meet with counselors or faculty advisors who assist with planning academic programs and selecting appropriate courses, and are then allowed to register for classes.

- **What is the difference between the career and technical education programs and the liberal arts program?**
  Career and technical education programs provide students with skills and competencies and, in most cases, are not intended or designed to prepare students for transfer directly into a baccalaureate (university level) program. The liberal arts program is designed to prepare students for transfer directly into a university-level baccalaureate program and requires different levels of math, English reading and English writing than the levels in career and technical education programs. The required courses for each of the programs/majors (degrees or certificate) are listed in HawCC college catalog.

- **How can I receive financial assistance to help pay for my tuition and books?**
  - Obtain the financial aid application form, complete the form, and submit it online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or send it as soon as possible in the accompanying envelope or Go to [http://www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) for on-line forms and instructions. If you are eligible for financial aid, aid may be awarded in the form of a grant and/or tuition waiver, work-study, and/or loan.
  - You may also want to apply for scholarships. Check with the Financial Aid Office and the Counseling and Support Services Center for information and application forms.
  - Interested Native Hawaiian students should check with the Financial Aid Office for tuition waivers and with a counselor for information about other kinds of support programs for Hawaiian students.

- **What is a college major?**
  A college major is the area of study in which a student wishes to specialize, and it should relate to the area in which he/she wishes to work. It is not necessary to select a major immediately. If a student does not have a major or is very undecided, he/she should see a counselor in the Career Center as soon as possible.

- **I’ve picked a major, but I’m not sure if that’s what I want. What should I do?**
  If possible, seek advising from a counselor before you register. If not, during your first semester go to the Career Center where the counselor and student assistants can help you explore your career and major options. The change of major form, (which has additional information), is available at the Records Office.

- **How long does a semester last?**
  A semester lasts approximately 15 weeks plus one week of finals. Courses which are “modularized” or accelerated are shorter than 15 weeks in length.

- **What about college dates and deadlines, (e.g., when does the semester begin and end)?**
  The HawCC college catalog contains the academic calendar where important dates and deadlines are indicated. You will receive this catalog during your SOAR.

- **What is a credit hour?**
  A credit hour is the credit value assigned to each class of each course. For each credit hour, a student usually spends at least 1 hour a week in class. Most classes are 3 to 5 credit hours each. The number of credits is determined by the number of lecture, laboratory, or field of experience hours determined necessary for each course. A credit hour is also called a “semester hour” or a “unit”.

- **How many credit hours are necessary to be a full-time student?**
  The full-time class load is 12 or more credit hours. Students who carry less than 12 credits are part-time.

- **How many credit hours should I take if I am working?**
  If you are working full-time, you should probably register for no more than 6 credit hours.
• **How often do classes meet each week?**  
  Most classes meet 3 to 5 hours a week. Generally, classes meet on Monday, Wednesday and Friday or Tuesday and Thursday.

• **How many homework hours should I study for each class hour?**  
  It is recommended that you study at least 2 to 3 hours for each hour spent in class. A full-time student taking 12 credits, therefore, should plan on at least 24 to 36 hours of study time each week.

• **How many hours should a full-time student work?**  
  It is recommended that a full-time student does not work more than 15 to 20 hours a week.

• **How do I find out what classes will be offered next semester?**  
  Go to [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) and click on “Check Class Availability.” Next, click on Hawaii CC Check Class Availability. Then select the semester you are interested in registering for. Class schedule information is usually available a few weeks before early registration begins (early April for Summer and Fall classes and early November for Spring classes).

• **How do I get a UH Username?**  
  1. Go to [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)  
  2. Left click on: **MyUH**  
  3. Left click on: **Get a UH Username**  
  4. Fill out requested information, then left click on Submit  
  5. Left click on: **Executive Policy E2.210** (Read Policy then click on agreement box)  
  6. Left click on: **Chapter 708** (Read Statutes and click on agreement box)  
  7. **Secret Questions & Answers:** Pick questions (arrow boxes on right) and answer  
  8. **Select a New Password:** Enter an 8 character password and confirm new password  
  9. Be sure to write the password down and keep it in a safe place  
  10. Left click on: **Activate UH Username**  
  11. **ITS Username Request Confirmation** will appear on the screen.  
  12. Print the confirmation page and keep for your records.  
  13. Close the screen.

• **How do I find out when I will be able to register?**  
  Students are assigned a registration “time ticket” based on the number of credits completed at HawCC (does not include in-progress credits). Students may register anytime after their time ticket; however, you are encouraged to register early because classes have limited seating and fill on a first-come, first-served basis. Time ticket information is available on-line at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) or in the Registration Information booklet distributed by the Admissions office.

• **How do I register for classes on-line?**  
  1. Go to [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) and click on “MyUH Portal”  
  2. Enter your **UH Username** and password, then click on Login  
  3. Click on **Add/Drop Courses**  
  4. Select a **semester** and press Submit  
  5. Drop down on Hawaii Community College and enter each CRN (Course Registration Number)  
  6. (Note: If taking a distance education class, drop down to proper campus and enter CRN)  
  7. Click on **Submit Changes**  
  8. Click on **View My Charges/Make A Payment**  
  9. Print tuition and fees payment  
  10. Print completed schedule by clicking on **View My Weekly Class Schedule**  
  11. Log out
What about jobs on campus?
See the Student Employment Coordinator located in the Financial Aid Office (Bldg. 379A) on the Manono Campus for jobs on campus. Go to http://www.hawaii.edu/sece/ and click on Login Here. Enter your MyUH Username and password to search for jobs on-campus.

What about jobs off campus?
See the Job Placement Counselor at the Manono Campus Counseling Center, Bldg. 379, Rm. 5 or call 974-7741 to make an appointment.

What about placement tests? What if I don’t “pass,” can I still attend HawCC if I’ve been accepted to the college?
Placement tests are given to determine your level of reading, writing, and math. If your placement scores do not meet the minimum level at which HawCC courses are offered, you will directed to participate in a non-credit (PREP) program to raise your level of competency. These programs are offered at the Hilo Community School for Adults (974-4100) and the HawCC Fundamentals in Reading, Writing, and Math program (974-7531). You may still begin taking college classes at HawCC which do not have reading, writing, or math pre-requisites.

Do I still need to take the placement tests if I’ve already completed college level courses at another college?
You may be able to demonstrate your level of competency in reading, writing, and/or math by presenting a copy of your transcript or grade report and the course descriptions to an academic advisor. If you are unable to present the necessary document during advising prior to registration, it advisable to go ahead and take the placement tests. Having placement test scores in the computer system facilitates self-service registration.

What is an Associate in Arts (AA) degree?
It is awarded after 60 credits of liberal arts courses have been completed. Consult the college catalog for a completed listing of required courses.

What is an Associate in Science (AS) degree or an Associate in Applied (AAS) degree?
These degrees may be awarded after completing 60 or more credits for a technical-occupational-professional program. These degrees allow for immediate application of skills to the workplace.

What is a pre-requisite?
It must be completed prior to enrolling in a particular course. It may be a course; a certain level of reading, writing, or math; or instructor’s consent.

What is a co-requisite?
It is a course that a student should take in the same semester with another course.

What is the difference between a returning student and a continuing student?
A returning student is someone who stopped out of college for a semester or more. A continuing student is someone who continuously registers and attends HawCC. A student who withdraws once the semester has begun and returns the following semester is considered a continuing student and is eligible to early register.

What if I can’t take the courses I need, because they’re not offered this semester or if the classes are full?
Look for alternative courses. AS and AAS degree programs require general education courses. Check to see if these classes are available. Once you are a continuing student, you will be able to early register. This will give you a better opportunity to take classes before they are filled.

I’m transferring from another college. How can my credits earned there transfer to HawCC?
Credits earned at another accredited college are evaluated once you are enrolled and when the HawCC Admissions and Records receives an official copy (in a sealed envelope) of your transcript and course descriptions are available to determine transferability. Credits from some international institutions are not transferable to HawCC.
• **What if I decide to stop attending a class?**  
  You should officially “drop” or withdraw from the class by logging in to your MyUH account. An “F” grade is likely to result if the student stops attending class and does not officially drop that class. Check the academic calendar for the deadlines to withdraw. If it is the only class you are registered for, you need to submit a Complete Withdrawal Form to the Records and Data Management Office.

• **What is a withdrawal?**  
  It is an official process to drop a single course or to completely withdrawal from college.

• **I have a disability, had special classes in high school, or need special accommodations. What should I do?**  
  See Karen Kane at Ha'awi Kokua, Bldg. 388, Manono Campus or call 933-0702 (V/TTY).

• **What does “GPA” mean? Is it important?**  
  Yes, your “GPA” is important. GPA stands for Grade Point Average. There are two kinds of GPA.  
  - The **term GPA** is based on the courses taken during the semester or summer session for which you have received a letter grade of A, B, C, D, or F.  
  - The **cumulative GPA** is based on all courses for which you have received a letter grade of A, B, C, D, or F at HawCC.

  Your GPA is important in several ways:  
  - You need to maintain a 2.0 cum GPA to receive **financial aid** including on-campus student employment.  
  - If a student on academic probation or continued academic probation receives a term and cumulative GPA below 2.0, this will result in **academic dismissal**.  
  - Many **scholarships** require at least 3.0 cum GPA.  
  - You need at least a 2.0 cum GPA to **graduate**.

• **How do I calculate my GPA?**  
  You may calculate your GPA, as indicated on your report card, using this simple formula below:

\[
\text{GPA} = \frac{\text{total grade points earned}}{\text{total credits attempted}}
\]

  Counselors are available to assist you with many questions you may have regarding the calculation and projection of term and cumulative GPA’s. Call 974-7741 for counselor assistance.

• **Where do I go if I have other questions or need more assistance?**  
  Go to the Counseling and Support Services Center on the Manono Campus to see a counselor. Call 974-7741 for an appointment or correspond with counselors via e-mail at hawcssc@hawaii.edu. Counseling services include academic, career, and personal counseling and referral to other services and agencies.

• **How can I be a successful college student?**  
  See a counselor in the Counseling and Support Services Center on the Manono Campus. Call 974-7741 for an appointment. Read the brochure “**Strategies for College Success**” and use the strategies.