

New Student Checklist

This checklist is to assist you when applying to our campus. You must complete tasks in order. Keep this checklist for future reference and advising.

1. Complete the [UH System Application Form](#) by August 1 (Fall Semester) or December 1 (Spring Semester):

- √ Submit to Student Services Office (Bldg. 3) as early as possible.
- √ The UH System Application Form is available online at www.hawaii.edu/admissions/
- √ Additional documents may be necessary to process your application.
- √ Expect a letter stating that you have been “Accepted” to Hawaii Community College.
- √ Late applications will be processed for late registration and assessed a Late Fee of \$30.00.

2. Take the college COMPASS Placement Test (Reading, Writing, & Math) at the HawCC at [West Hawaii Learning Center](#):

- √ Be there on time.
- √ Testing is FREE and takes approximately 3 hours.
- √ Testing is M-F 8:30 a.m. or 1:00 p.m. and Saturday, at 10:00 a.m. on a first-come first-serve basis note: Summer Semester testing is M-F 8:30 am or 1:00 pm on a first-come, first serve basis.
- √ **A PHOTO ID and a STUDENT ID NUMBER is REQUIRED.**

3. Submit Proof of TB Clearance and MMR to Student Services:

- √ You will **NOT** be able to register until proof of **TB and MMR** is submitted.
- √ TB date of proof must be less than 1 year old.
- √ All new students born after 1956 are expected to show proof of immunity of Measles, Mumps, and Rubella
- √ FREE TB testing is available at the Department of Health on Fridays between 2-4 p.m. except holidays on Friday and Mondays. You may call 322-1500 for more information.

4. If you need to apply for Financial Assistance:

- √ Apply online at <http://www.fafsa.ed.gov/> for FAFSA application (it's faster and more efficient).
- √ Priority deadline to apply for federal financial aid is **APRIL 1**.
- √ If students miss the priority deadline, they may still apply, however, funds may be limited.
- √ For financial aid instructions, policies, procedures, and **Supplemental forms** go to <http://www.hawcc.hawaii.edu/> and *click on How to Start* (link to website).
- √ Title Code for Hawaii Community College on the application is **005258**.
- √ Required supplemental forms must be completed and submitted to the Hawaii Community College, Financial Aid Office, 200 West Kawili Street, Hilo HI 96720.
- √ For additional information, call the Hawaii Community College Financial Aid Office at 974-7663

5. Once you receive your “Acceptance Letter”, you are REQUIRED to obtain an email account:

- √ Go to <http://www.hawaii.edu/account> and *click on Get an Account*
- √ Document and store your Username and Password for future use during your academic career at UH

6. Request Transcript(s) from previous college(s):

- √ Have official transcript(s) sent directly to Hawaii Community College, Admissions and Records Office, 200 West Kawili Street, Hilo HI 96720
- √ It is recommended that an additional copy of your transcript(s) is sent to you or the West Hawaii Campus to the: Attention of Student Services, 81-964 Haleki`i Street, Kealahou HI 96750
- √ Provide Hawaii Community College with course descriptions from out of state institutions
- √ Transfer credit evaluation will be done after you have actually registered.

7. Attend a New Student Orientation and Advising meeting by appointment. Call 322-4856:

- √ Bring a copy of your placement test scores
- √ If applicable, bring a copy of your previous college(s) transcript

√ Make sure you have cleared your health records

8. 8. Students with psychological disorders, learning or physical disabilities may contact Counselor, [Willow Aureala](#) for assistance at 322-4856.

9. Purchase Books Online, Phone, or Email:

√ Website <http://www.bookstore.hawaii.edu/hilo>

√ Phone 808-974-7348 or 808-974-7349

*UPS does not ship to PO BOX addresses. Please indicate a street address. If you do not have a street address, have them deliver your books to UH Center West Hawaii, 81-964 Haleki`i Street, Kealahou HI 96750

10. Sign up for a Student ID / Library Card:

√ Stop in at the Library/Learning Center after school starts for your student ID/Library Card

11. Tutoring:

√ Call 322-4862 or stop in the Learning Center and see Mike Hopson

[\(top\)](#)

West Hawai'i Center 81-964 Haleki'i Street Kealahou, HI 96750 Phone: (808) 322-4850 FAX: (808) 322-4855 Admissions & Advising: (808) 322-4856

copyright ©University of Hawai'i [Emergency Operations: HawCC & UH Hilo](#) [Emergency Contacts: UCWH](#) Contact [Web Developer](#)