

ADMISSIONS & RECORDS OFFICE

Mission: Hawai'i Community College's Admissions & Records Office's mission is to support student success through practices and policies that are **Fair, Accurate, Service-oriented and Timely (FAST).**

Fair means each and every person is treated with respect and consideration. Policies and practices are established to facilitate student success, maintain the integrity of office operations and ensure compliance with applicable federal, state and UH rules and regulations.

Accurate means that due diligence is practiced to ensure data is managed correctly and precisely. Accurate means that correct and timely information is provided to faculty, staff and students via a variety of media, and the information is presented in such a way as to be easily understood.

Service-oriented means that staff members will treat each customer, whether faculty, staff, student, or community member, as a valued member of the HawCC Kahale and will continuously strive to improve the quality of service provided.

Timely means that services are delivered in a reasonable amount of time given such considerations as best practices, available resources and workload.

Vision: Hawai'i Community College's Admissions and Records Office will be renowned for supporting student success by providing F.A.S.T. admissions, registration and educational record maintenance services with aloha.