New Student Checklist

1. Complete the System Common Application before August 1 (FALL) or December 15 (SPRING)
   ✓ The application is available online only at www.hawaii.edu/admissions.
   ✓ Additional documents may be necessary to process and complete your application.
   ✓ Expect an EMAIL stating that you have been accepted to Hawai‘i CC approximately 2-3 weeks after submitting an application.
   ✓ Please make sure your email is valid.

2. Health Clearance NEW Requirement Effective: July 1, 2020
   ✓ Measles, Mumps, Rubeola (MMR) 2 doses
   ✓ Tetanus - Diphtheria-pertussis (Tdap) 1 dose
   ✓ Varicella - 2 doses
   ✓ Meningococcal Conjugate (MCV) at least 1 on or after age 16 (For housing on campus only)
   ✓ Tuberculosis (TB) clearance

New students born prior to 1957 are exempt from the MMR immunization requirement. If you have not completed all of the immunizations or do not have an appointment card from your doctor by the 1st day of school, you WILL NOT BE ALLOWED TO ATTEND SCHOOL until these requirements are met.

3. Take the Accuplacer Exam (only if needed or advised by counselor).
   ✓ Accuplacer places students into reading, writing, and math courses.
   ✓ “Self-placement” may be an option, though; discuss with an advisor/counselor.
   ✓ Please inform Student Services if you have obtained a Bachelor or a Master’s degree.
   ✓ Initial testing is FREE and takes approximately 3 hours. All RETESTING less than 2 years old will cost $25.00.
   ✓ Testing is offered M-F. Walk-in from 7:45am until 8:30am or 12:30pm until 1:30pm.
   ✓ Limited seating available. No appointment required.
   ✓ You must bring a PICTURE ID and your *UH Student ID Number*
   ✓ Students with documented disabilities contact Ha‘awi Kokua 934-2825.

For all information regarding the Accuplacer Test, please contact the Library / Learning Center at 969-8830. Accuplacer Study Websites: https://accuplacer.collegeboard.org/student/practice or www.edready.org or www.khanacademy.org
4. ESTABLISH a MYUH Account Once You Receive Your Acceptance Letter
✓ Go to http://hawaii.edu/username and Click on “Get a UH Username.”
✓ Document and store your Username and Password for future use during your academic career at UH.
Note: The USERNAME and PASSWORD is very important. This will enable you to receive official email communication, view final grades, register and pay for classes.

5. Attend a MANDATORY New Student Orientation Session
✓ Once you are accepted, have cleared your TB and MMR Health holds, have taken your Accuplacer test (if needed) and set up your MYUH account, please call to set up your Mandatory Orientation.
✓ Call 969-8820 to schedule a mandatory orientation session.

☐ 7. Apply for Financial Assistance (FAFSA) and Scholarships
✓ Complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.
✓ Priority deadline to apply for federal financial aid is March 1st for Fall Semester and October 1st for Spring Semester.
✓ For financial aid eligibility requirements, forms, policies, and resources, go to www.hawaii.hawaii.edu/financialaid or call 934-2712 (Hilo) or 969-8824 (Pālamanui).
✓ Hawai‘i Community College school code is 005258.
✓ Scholarships: https://hawaii.hawaii.edu/financialaid/scholarships

☐ 8. Request Transcripts from Previous College(s)
✓ Have official transcript(s) sent directly to:
  Hawai‘i Community College, Admissions and Records
  1175 Manono St., Hilo, HI  96720

☐ 9. Students with Learning, Psychiatric or Physical Disabilities
✓ You may contact Mari Giel at Ha‘awi Kokua for assistance at 934-2825.

If you have registered for classes but do not pay the tuition and fees, YOU WILL INCUR A FINANCIAL OBLIGATION TO THE COLLEGE (EVEN IF YOU DO NOT ATTEND CLASSES). It is very important that you drop/withdraw prior to the first day of instruction if you do not plan on attending classes.

PAYMENT DUE UPON REGISTRATION!
You may RISK being DISENROLLED for nonpayment.

Hawaii Community College, Pālamanui Campus: 73-4225 Ane Keohokalole St. Kailua-Kona, HI 96740
Mailing: P.O. Box 1327 Kailua-Kona, HI 96740
Office of Student Services: Admissions / Records / Financial Aid / Counselor and Advisor: 808-969-8816
Library Learning Center 808-969-8830 / Cashier 808-969-8814 / Administration 808-969-8800