Your Registration Guide

E komo mai! Congratulations on your acceptance to Windward Community College. Please complete the items below before registering for your classes.

Mahalo nui!

- Submit your Certificate of Tuberculosis (TB) Examination to the Admissions & Records Office.
- Submit your record of immunization of Measles, Mumps, Rubella (MMR) to the Admissions & Records Office.

- Complete the Compass Test for math and English placement at The Testing Center.
  - Present your UH ID number and a picture ID to The Testing Center at Hale La'akea (Library), room 228.
  - The Compass Test is administered on a walk-in basis. Please allow 2 ½ hours for testing and arrive at least 2 ½ hours before The Testing Center is scheduled to close.
  - Please read the other side of this paper for exceptions to taking the Compass test.
  - The Testing Center Hours:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 12/19/14</td>
<td>8:00-6:00 PM</td>
<td>8:00-6:00 PM</td>
<td>8:00-8:00 PM</td>
<td>8:00-8:00 PM</td>
<td>8:00-4:00 PM</td>
</tr>
<tr>
<td>1/5/15-1/9/15</td>
<td>8:00-4:00 PM</td>
<td>8:00-4:00 PM</td>
<td>8:00-4:00 PM</td>
<td>8:00-4:00 PM</td>
<td>8:00-4:00 PM</td>
</tr>
</tbody>
</table>

- Set up your MyUH Account at myuh.hawaii.edu.

- Attend New Student Orientation (NSO) required of all NEW-to-WCC college students.
  - Call 808-235-7454 to schedule your NSO held at Hale 'Ākoakoa 232 with a WCC Peer Mentor.

- Check Your Registration Status on MyUH to view any “holds” on your record.
  - Holds prevent registration and can include Financial Obligation Hold, New Student Orientation Hold, Academic Advising Hold, or other holds. Holds such as Financial Obligation must be cleared (paid) before you can register for classes.

- Read the information on the back of this form.

I have completed the items above and I am ready to schedule an appointment to see a counselor for my registration. The number to make an appointment is 808-235-7413.

Counselor Name: ________________________________ Room: ________________________________
My Appointment Date: ___________________________ Time: ___________________________

If you register for Spring 2015 classes between November 7 and December 12, 2014, tuition and fees are due by 4 p.m. on December 12. After this date, please submit payment at the time you register.
IMPORTANT INFORMATION—PLEASE READ

1. If you need assistance in financing your college education, please contact Financial Aid Office at 808-235-7449.
   For VA Education benefits, contact the Admissions and Records Office at 808-235-7432.

2. Compass placement testing is required to determine eligibility for math, English, and other courses with math or English prerequisite. A placement test is NOT necessary if:
   • You have completed college-level math/English courses; however, you must present proof of course eligibility (copies of college transcript) to the counselor before registering for classes. Call your counselor at 808-235-7413.
   • You have an ACT English sub-score (not composite score) of 19 or higher (can waive Compass English) or ACT Math sub-score of 22 or higher (can waive Compass math). Please show ACT scores to your NSO leader or to your counselor.

3. MyUH.hawaii.edu is the website where you can register and add/drop classes (unless you have a hold), make tuition/fees payment, view grades, view financial aid awards, access your email account, and other academic services. Your username@hawaii.edu is the UH official form of communication. Be sure to check this email address daily for important messages.

4. Refer to the WCC College Catalog for important policies, procedures, and deadlines.
   http://windward.hawaii.edu/Catalogs_Schedules/index.php

5. PAY FOR TUITION/FEES. It is your responsibility to be sure that your tuition/fee is paid in full. You can pay online or in-person at any UH Business Office, or sign up for the UH Payment Plan. An outstanding balance may lead to a financial debt, be referred to a collection agency, and be denied UH services. If you decide not to attend, you must drop your classes by the deadline to avoid financial charges and unnecessary grades (e.g. F).

IMPORTANT CONTACTS

Academic Advising and Counseling
235-7413 Hale ‘Ākoakoa 212

Business Office/Cashier
235-7411 Hale Alaka‘i Lobby

Financial Aid Office
235-7449 Hale Alaka‘i 107

Admissions and Records Office
235-7432 Hale Alaka‘i 112

Career Center
235-7327 Hale ‘Ākoakoa 130

Testing Center
235-7498 Hale La‘akea 228

Bookstore
235-7418 Hale ‘Ākoakoa 160

Disabilities Services
235-7448 Hale ‘Ākoakoa 213

Trio – Student Support Services
235-7453 Hale Alaka‘i 129