Getting Started...

Be Eligible to Apply
- Must be at least 18 years or older, or U.S. high school graduate or equivalent (e.g. GED)
- Early Admit/Running Start admissions available to Junior or Senior in high school

Select Program
- Refer to back for available programs at Windward CC or refer to windward.hawaii.edu/academics
- Note: only certain programs are financial aid eligible, refer to windward.hawaii.edu/financial_aid or call 808-235-7449

Apply for Admissions Online
- An online application is available at windward.hawaii.edu/admissions_records
- Call Admissions and Records Office at 808-235-7432 if you need assistance
- Print and keep the Application Acknowledgement page for your confirmation and record
- Additional documents may be required:
  - if active duty stationed in Hawai‘i, Military Orders and Military Verification form (if applicant spouse/dependent, submit copy of military ID)
  - if Early Admit applicant, Early Admit application approved by high school and parent and high school transcript
  - if Running Start applicant, Hawai‘i Department of Education Running Start application approved by DOE high school and parent
  - other documents to determine residency status for tuition purposes
- DO NOT submit an online application if you:
  - have already applied to another UH Community College for the same term
  - have been accepted at another UH Community College for the same term, a Change of Home Institution form is required
  - are a current or continuing student at Windward CC or UH campus (did not “stop-out” a semester)
  - are a current or continuing student and you want to change your “Home” campus, a Change of Home Institution form is required

Apply for Semester:
Fall (August to December)—February 1 to August 10
Spring (January to May)—September 1 to December 31

Summer I (May to July)—February 1 to May 10
Summer II (July to August)—February 1 to June 15
Note: Summer tuition is higher than Fall/Spring tuition; refer to windward.hawaii.edu/business_office/tuition

Submit Health Clearances
- Tuberculosis (TB) Clearance within 12 months of start of term and immunization record (two shots) of Measles, Mumps, Rubella (MMR) (born before 1957, MMR not required)
- You may be accepted without health clearances but you will not be able to register for classes until health clearances are received

Get Accepted
- An acceptance letter and registration packet mailed to you within two weeks of receipt of completed application (first acceptance letter will be mailed in March for Fall/Summer semester and in October for Spring semester)
- If previously attended other colleges/military training, request the transcript be sent directly to Windward CC Admissions and Records Office
  - Must also complete a Request for Transcript Evaluation form at the Admissions and Records Office

Obtain Forms and Information
- Forms, residency requirements, and information available at windward.hawaii.edu/admissions_records