How to Enroll
Atelier Hawai‘i, June 4–July 13, 2018

Please follow this checklist to ease your registration process. Mahalo nui!

Important phone numbers and campus map are located on back.

If you are a NEW student (not yet registered in the UH System):
To register for Atelier Hawai‘i, ART 220 (6 credits), you must apply to be a student at Windward CC, be accepted, create a UH account and register through a counselor or STAR GPS. Please complete the following:

- **Apply online:** [windward.hawaii.edu/admissions_records](http://windward.hawaii.edu/admissions_records)
- **Set up your MyUH account**
  Once you receive your acceptance letter or email, log on to [myuh.hawaii.edu](http://myuh.hawaii.edu) to create your MyUH account. Follow instructions in your acceptance letter packet. For example, you will need health clearances: TB, MMR.
- **Make an appointment with a counselor**
  If you are new to UH, call 808-235-7413 to make an appointment with a counselor to register for ART 220. REGISTRATION BEGINS: April 9, 2018
- **Email your Student ID to instructor**
  Once you are in the UH system, email your Student ID number to Atelier Hawai‘i Instructor William Zwick at [zwickwil@hawaii.edu](mailto:zwickwil@hawaii.edu) along with a brief message (and drawing portfolio if applicable) letting him know you wish to enroll in the Atelier Hawai‘i summer class. After review, he will notify you as approved to register.
- **Register for ART 220** *(listed as Windward Atelier)*
  Using your UH user name and password, you can register for ART 220 at [star.hawaii.edu](http://star.hawaii.edu).

If you are a CURRENT student registered within the UH system:

- **Email your Student ID to instructor**
  Email your Student ID number to Atelier Hawai‘i Instructor William Zwick ([zwickwil@hawaii.edu](mailto:zwickwil@hawaii.edu)) along with a brief message (and drawing portfolio if applicable) letting him know you wish to enroll in the Atelier Hawai‘i summer program. He will review your information and send you an email notification that you are approved to register.
- **Register for ART 220** *(listed as Windward Atelier)*
  You can then register for the ART 220 through STAR GPS at [star.hawaii.edu](http://star.hawaii.edu). For more information, visit windward.hawaii.edu/star or contact a counselor.

If you are unclear about how to navigate the registration process, or are having trouble with your application, you are encouraged to contact STAR GPS counselor Sarah Akina at [inouyes@hawaii.edu](mailto:inouyes@hawaii.edu).
Important Contacts

Academic Advising and Counseling  
808-235-7413, Hale 'Ākoakoa 212

Admissions & Records  
808-235-7432, Hale Alaka'i 112

Business/Cashier  
808-235-7411, Hale Alaka'i Lobby

STAR GPS Counselor Sarah Akina  
808-235-7326, inouyes@hawaii.edu

Atelier Hawai‘i Instructor  
William Zwick  
808-938-3861, zwickwil@hawaii.edu

Windward Community College Campus Map

For your safety, security cameras are in use 24 hours.  
Campus Security: 808-235-7355