You are now ACCEPTED for Spring 2018! Here are your next steps:

We are excited that you made the choice to pursue your academic and career goals with us! The following steps are important to complete as you begin your academic journey. These steps are mandatory for all new Honolulu Community College students. Completing these steps will lead you on a pathway to success.

**KEEP YOUR ACCEPTANCE LETTER!** You may need it for scholarships or other purposes, make copies as needed.

**Mandatory Checklist - Steps 1 to 7**

1. **Step 1 – Apply for Financial Aid**  (Our federal college code is 001612)  
   We highly encourage you to apply for Financial Aid at [fafsa.gov](http://fafsagov)  
   Detailed application instructions are available at [honolulu.hawaii.edu/finaid](http://honolulu.hawaii.edu/finaid), under Related Pages (on the right side column), click on “How to Apply.” Apply early, some funds are limited. Priority Deadlines: March 1st for Fall and October 1st for Spring. However, you may still apply after the priority deadline.

2. **Step 2 – Create a MyUH Services Account**  
   Setup your MyUH Services Account online at [www.hawaii.edu/username](http://www.hawaii.edu/username/) and click on “Get a UH username.”  
   Write down and keep your MyUH username and password in a safe place. The MyUH Services is the official means by which the college will communicate important messages to you. Please check this account regularly.

   **MyUH Username:** ___________________________  
   **Password reminder:** ___________________________

3. **Step 3 – Submit Your Health Clearances**  
   Submit Health Clearances to the Admissions Office as soon as possible. Delaying this step will prevent you from registering for classes. If you need assistance, contact the Admissions Office at 808-845-9129.

   - [ ] Health Clearance Form*  
     - [ ] TB clearance (less than a year old, effective the first day of the semester)  
     - [ ] MMR (Measles, Mumps, Rubella) immunization shot record (2 shots required)

   - [ ] Emergency Contact Information Form*

   *Forms are available at [honolulu.hawaii.edu/admissions](http://honolulu.hawaii.edu/admissions) under Related Pages (on the right side column), click on “Admissions Acceptance Information,” then scroll down the page to “General Information for ALL newly accepted students” and click on Health Clearance Form [PDF].

4. **Step 4 – Take Your Placement Test**  
   The placement testing calendar and additional instructions are available online at [honolulu.hawaii.edu/testing](http://honolulu.hawaii.edu/testing).  
   You must bring your photo ID and a copy of your printed acceptance letter to the Testing Center. Other options for placement are submitting test scores (ACT, SAT, etc.) to the Admissions Office or self-reporting your test scores to the Admissions Office general email account at honcc@hawaii.edu.

5. **Step 5 - If you are a FRESHMAN/First Time College Student, complete the mandatory online New Student Orientation at [honolulu.hawaii.edu/orientation](http://honolulu.hawaii.edu/orientation).**  
   If you need assistance, please contact the Outreach Office at (808) 844-2309.

   OR

   **If you are a TRANSFER OR RETURNING Student,** you will be able to register for classes online through your STAR GPS beginning November 14, 2017. If you need assistance with registering for classes, please schedule an appointment via your MyUH Services from our HCC homepage at [http://www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu), then 1) go to the MySuccess tab; 2) click on MySuccess Network; 3) click on Schedule Appointment (Academic Counseling Center); 4) search for an available day and time; and 5) click on Sign Up to select a date and time. If you need assistance in scheduling an appointment in the MyUH Services, contact the Academic Counseling Office at (808) 845-9162.

6. **Step 6 – Freshman/First Time College Student - Once you have completed New Student Orientation, please contact the Academic Counseling Office (808) 845-9162 to sign up to attend a Mandatory New Student Registration session. Native Hawaiian Students, for your New Student Registration, please contact Hu`ili Ke Kukui Hawaiian Center at 844-2345**

7. **Step 7 – Pay Your Tuition & Fees**  
   All students are required to pay tuition and fees. At the Mandatory New Student Registration session you will be registering for your courses. We strongly advise you bring a method of payment to the event so that you can make a full or partial payment as soon as you incur the charges. Students who have been awarded Financial Aid at their home campus do not need to make payment (financial aid awards can be viewed on your MyUH Services [https://myuh.hawaii.edu](https://myuh.hawaii.edu)). Once you log in using YOUR UH username and password, you will see two options for tuition payment: 1) Pay Tuition and Fees (Student Login) 2) Enroll in Payment plan.