



You are now ACCEPTED for Fall 2020! 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 also need it for scholarships or other purposes, so make copies as needed.

Mandatory Checklist - Steps 1 to 6

_____ **Step 1 – Apply for Financial Aid** (Our federal college code is **001612**)

We highly encourage you to apply for Financial Aid at fafsa.gov. Detailed application instructions are available at 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.

_____ **Step 2 – Create a MyUH Services Account**

Setup your MyUH Services Account online at 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: _____

_____ **Step 3 – Submit Your Health Clearances**

In response to COVID-19, health clearances are not required for summer term. The health clearance deadline for fall has been extended to August 1. If you need assistance, contact the Admissions Office at (808) 845-9129.

Health Clearance Form*

- TB clearance (a record from less than a year ago, prior to the semester, or at the age of 16 or older)
- MMR (Measles, Mumps, Rubella) immunization shot record (2 shots required) or lab report (blood work)
- Tdap [Tetanus, Diphtheria, Pertussis (Whooping Cough)] immunization shot record or lab report for Tetanus/Diphtheria
- Varicella (Chickenpox) immunization shot record (2 shots required)

Emergency Contact Information Form*

*Forms are available at honolulu.hawaii.edu/admissions under the **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 \[PDF\]](#).

_____ **Step 4 – Submit English and math placement OR take the placement test**

The following are the different types of placement options you can choose from:

Option 1 – Self report your placement scores. Form available at honolulu.hawaii.edu/admissions under the **Related Pages** (on the right side column) and click on **“Admissions Acceptance Information,”** then scroll down the page to **“General Information for ALL newly accepted students”** and click on [Self-Report Form](#).

Option 2 – Submit SAT, ACT, SBAC or HiSET scores.

Option 3 – Submit official high school transcripts OR (for transfer students) meet with an Academic Counselor to evaluate your college transcripts.

Option 4 – Take the Placement Exam. Visit honolulu.hawaii.edu/testing for more information and test schedule.

English and math placement are required and are very important!

_____ **Step 5 - If you are a FRESHMAN/First Time College Student, complete the mandatory online New Student Orientation (video and questions) at honolulu.hawaii.edu/orientation.** If you need assistance, please contact the **Outreach Office** at (808) 844-2309. **Once you have finished watching the video and answering the questions,** log in at the bottom of the page using your *MyUH login* to view the upcoming **New Student Registration (NSR)** session dates. After viewing the session dates, please contact the Academic Counseling Office at **(808) 845-9162** to sign up to attend a **Mandatory NSR** session. **Native Hawaiian Students,** for your New Student Registration, please contact *Hulili Ke Kukui Hawaiian Center at 844-2345.*

OR

If you are a TRANSFER OR RETURNING Student, you will be able to register for classes online through your STAR GPS beginning **April 14, 2020.** For assistance with registration, please schedule an appointment via your MyUH Services from our HCC homepage at <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.

_____ **Step 6 – Pay Your Tuition & Fees**

All students are required to pay tuition and fees. 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/>). 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.