Academic Records

The Admissions & Records Office is the custodian of students' academic records. Requests for a transcript, change of major/program, change of home campus, change of address or name, preferred first name, request for transcript evaluation, enrollment verification, VA Educational Benefit certification are processed at this office.

Contact Admissions & Records Office
Hale Alaka’i 112
808-235-7432
https://windward.hawaii.edu/admissions-records/

Transcript Request

To request an official transcript, students must complete and sign a Transcript Request form at the Admissions & Records Office or via online. Transcript requests will not be accepted by telephone or from persons other than the student without the student’s written permission.

A transcript request is no longer required within the University of Hawai‘i System. Students should contact their home UH campus for transferring credits from the other UH campuses.

A transcript is processed within seven (7) working days for a fee of $5.00 per copy. A rush request is processed within 24 working hours for a fee of $15.00 per copy. Payment is required before the transcript request can be processed and student must be cleared of all UH financial obligations.

Veteran Administration

Windward Community College is a state-approved school for veteran’s educational benefits. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans Administration Regional Office.

The Admissions & Records Office is responsible for VA enrollment certification. VA enrollment certification will not be processed if the student has a financial obligation to the University of Hawai‘i.

VA students must have their prior credits from colleges previously attended and military training evaluated for possible transferring of credits into the college to avoid delay in VA enrollment certification.

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- College policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
• College policy ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Verification of Enrollment

The Admissions & Records Office is responsible for verifying or confirming students’ enrollment and degree conferral. To request a verification of enrollment, students must complete and sign a Verification of Enrollment form at the Admissions & Records Office. Verification of enrollment requests will not be accepted by telephone or from persons other than the student without the student’s written permission.

Change of Address

Students are responsible for keeping the Admissions & Records Office informed of their current mailing and permanent address. Mailing address can be changed via MyUH. International students permanent addresses must be their home country.

Change of Major

Students who wish to change their major must submit a Change of Major form to the Admissions & Records Office. The new major/program is effective the following semester once school begins.

Change of Name/Preferred First Name Request

Students may request a change of name with official documentation to the Admissions & Records Office. Students may request a preferred first name. This is to support students who have a preferred name, such as a Hawaiian name, an international name, or a name that is concurrent with their gender identity.

Change of Home Institution

Home campus is the school from which the student is seeking a degree, and it is where the student may apply for and receive financial aid or veteran education benefits.

To change home campus to Windward Community College, the Change of Home Institution form should be submitted to the Admissions & Records Office. Windward Community College is declared as the new home institution effective the following semester once school begins.
Request for Transcript Evaluation

For any previous coursework outside the UH system (and military training) to be evaluated for transfer to Windward Community College, a student's home institution must be Windward CC, he or she must also be in a declared program and currently enrolled or registered/accepted. The official transcript from the previous institution must be sent directly to Windward CC Admissions & Records Office for evaluation. A Request for Transcript Evaluation form may be submitted to inform the Admissions & Records Office of the incoming transcript. The transcript is maintained for one year.

Credits earned from other UH System campuses will be evaluated at the end of each semester and can be viewed via STAR GPS, Academic Essentials tab. A Request for Transcript Evaluation may be submitted to inform the Admissions & Records Office of the UH credits.

Kingdom of Hawaii Declaration

Students who would like the UH System to designate their affiliation with the Kingdom of Hawai'i in the student information system, please complete the Kingdom of Hawai'i Declaration form at Admissions & Records Office.