

# Academic Records

The Admissions & Records Office provides students with a wide range of support services, including the interpretation of policies and procedures, troubleshooting registration errors, identifying and resolving registration holds, general registration assistance with adding/dropping/withdrawing/auditing classes, transcript requests, enrollment verification, Veterans Affairs certification, transfer credit evaluation requests, degree conferrals, and diploma processing.

Admissions & Records Office

Hale Alaka'i 112

808-235-7432

<https://windward.hawaii.edu/admissions-records/>

## Transcript Requests

Transcript requests may be submitted online via the National Student Clearinghouse, in person or by mail. Transcript requests will not be accepted by telephone or from any individual 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 Home Campus for additional information.

A standard transcript request is processed within 7 working days for a fee of \$5.00 per copy. A rush request is processed within 24 business hours for a fee of \$15.00 per copy. Payment is required before the request will be processed and the student must be cleared of all UH financial obligations. Fees and processing times differ for online orders. Please see the Admissions and Records Transcript Request site for additional information: <https://windward.hawaii.edu/how-to-apply/admissions-records/transcripts/>

## Veterans Administration

Windward Community College is an approved institution for education and training under the Veteran's Educational Assistance Act (GI Bill<sup>®</sup>) and the Dependent's Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans Administration Regional Office in Muskogee, OK at 1-888-442-4551. GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

The Admissions & Records Office is responsible for processing VA Enrollment Certification requests and reporting enrollment, academic action and degree conferral information to the VA. To request certification, students must meet with their Academic Counselor to complete a VA Registration Form. Completed forms should be submitted to the Admissions & Records Office for processing.

Transfer students must submit official transcripts of all college coursework and/or military training completed before their enrollment can be certified. Transfer credit will be applied to the student's program of study to decrease the number of required courses needed. All records of will be kept on file and provided to the VA or State Approving Agency upon request. Failure to comply may result in a disruption of VA benefits.

Windward Community College complies with Public Law 116-315, Section 1018 - VA beneficiaries are provided a College Financing Plan displaying the variety of costs and Financial Aid options for their chosen educational program.

Windward Community College complies with 38 U.S.C. § 3679(e) and will not impose any penalty, including the assessment of late fees, 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 of a payment to be provided by the Secretary under Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post-9/11 GI Bill of this title.

Students receiving VA benefits are limited to two consecutive semesters on academic probation. If they remain in probationary status for a third consecutive semester or longer, their VA benefits will be discontinued until they are in good academic standing

## Verification of Enrollment

The Admissions & Records Office is responsible for processing Enrollment Verification requests. Students must complete a Verification of Enrollment form, and submit the signed request to the Admissions & Records Office for processing. Requests are not accepted by telephone or from individuals other than the student without the student's written permission.

### **Change of Address**

Students are responsible for informing the Admissions & Records Office of any changes to their mailing and permanent addresses. Mailing addresses can be updated via MyUH. International students must list a permanent address in 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 will be effective the following semester, excluding the Summer Session.

### **Change of Name/Preferred First Name Request**

Students may request a change of name (preferred first name) with official documentation to the Admissions & Records Office. 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**

Students currently attending a UH System Campus may request a Change of Home Institution without applying for Admission to Windward CC. A Home Institution is the campus from which the student intends to receive a degree and financial support, such as Financial Aid or Veterans Educational Benefits. Please submit a Change of Home Institution form or the Kualu Build electronic version to the Admissions & Records Office for processing. Windward Community College will be declared the new Home Institution effective the following semester, excluding Summer Sessions.

### **Request for Transcript Evaluation**

Students who wish to transfer prior college (non-UH System) coursework or military training to Windward CC must be classified as degree-seeking at Windward CC and currently enrolled or registered/accepted to qualify for a transfer credit evaluation. Official transcripts must be sent directly from the prior institution to the Admissions & Records Office. A Request for Transcript Evaluation form may be submitted to inform the A&R of the incoming transcript. Transcripts not sent for evaluation due to the student's status will be maintained for one year.

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

### **Kingdom of Hawai'i 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 the Admissions & Records Office.