Application

All applicants must complete the University of Hawai‘i System Application online by the application deadline. Applicants are encouraged to file their admissions application as early as possible. Completed applications and all supporting and requested documents must be received by the deadline. For application deadline dates, refer to the Admissions and Records office webpage at https://windward.hawaii.edu/admissions-records/

- Students who have missed at least one semester of enrollment must re-apply for admission. However, students who stopped out within two years, may contact the Admissions & Records Office to re-activate their application if their home campus was Windward CC.

The enrollment of non-residents and international students is governed by the Board of Regents policy. Non-Residents are assessed a non-refundable non-resident application fee.

Any and all documents received by the college are the property of the college and will not be returned to the applicant.

Early Admissions Programs

In addition to the completion of the University of Hawai‘i System Application, the following is also required:

- For Running Start and Early College - complete the UH Dual Credit Application with approval from the high school and parent/legal guardian to attend college classes while earning credits toward their high school graduation and college degree.
- Early Admit - complete the Windward CC Early Admit Application with approval from the high school and parent/legal guardian to attend campus college classes while still enrolled in high school.
- Homeschool - complete the Windward CC Early Admit Application with approval from the parent/legal guardian and the Department of Education Exceptions to Compulsory Education (4140) form.

High school students continuing their Early Admissions Programs for the following semester must re-submit the appropriate early admissions application to continue their status. If graduating from high school and continuing for the following semester, students must submit a Change of Major form to Admissions & Records office to declare a degree program.

Auditing

Refer to Auditing in the Academic Regulations section.

Senior Citizen Visitor Pass

The Senior Citizen Visitor Pass (SCVP) allows seniors to “visit” courses that are offered at Windward Community College free of charge if applicable seats are available (maximum of three classes). Senior Citizen Visitors are exempt from tuition/fee payments, no credit is awarded, no name will appear on the instructor’s class roster via MyUH, and no permanent academic records are retained in the Admissions & Records office. The Senior Citizen Visitor status cannot provide an active UHID, access to MyUH or Laulima, or full library privileges.

Senior Citizens may apply during Late Registration Period at the Admissions & Records office meeting the following conditions:

- Be a Hawai‘i resident for tuition purposes
- At least 60 years of age prior to the first day of the semester
- Clear of any University of Hawai‘i financial obligations
- Meet the course prerequisites
- Meet State of Hawai‘i Department of Health health clearance requirements
- Senior Citizen Visitor Pass Application is required each semester (Fall and Spring only)

If the Senior Citizen wishes to enroll in courses to receive credit, the Senior Citizen is required to follow the same procedure and deadline as other students. Once this Senior Citizen Visitor Pass is issued, the Senior Citizen Visitor cannot request credit for the visited class(es).

Faculty/Staff Tuition Waiver

Faculty and staff may be eligible for tuition waivers. Employees must be employed on a half-time basis or more to be eligible for tuition waivers at any campus for a maximum of six credits per semester. Faculty/staff tuition waiver applicants must follow the same admissions requirements, procedures and deadline as other students. Once accepted, registration is only during the Late Registration period. Refer to Human Resources department.