

Registering for Classes

Students must apply for admission and gain acceptance to the College to be eligible for registration. Applicants are notified of their admissions decision via email, and receive guidance on the following next steps:

Health Clearances

The State of Hawai'i Department of Health Administrative Rules, Title 11 Chapter 157 and 164.2 requires all students to meet its health requirements prior to attendance at any post-secondary institution in the State of Hawaii. Certificate of TB (Tuberculosis) Examination, and Immunization documentation for Measles, Mumps and Rubella (MMR), Varicella (chickenpox), effective Fall 2020, and Tdap (Tetanus-diphtheria-acellular pertussis), effective Fall 2020, are required. Health Clearances must be signed and stamped by a U.S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practiced Registered Nurse (APRN), Physician Assistant (PA), or clinic. Completed forms should be uploaded to Med+Proctor, the University of Hawaii's partner in processing immunization verifications. Please visit our [Health Clearance](#) site for additional information.

Placement Testing

Evidence is required to determine placement for math, English, and other courses with a math or English pre-requisite. To determine placement, students may:

- Provide documents for placement evaluation (e.g. high school transcript, college transcript, SAT, ACT, Smarter Balance Assessment) to their Windward CC Counselor
- Take the Accuplacer or EdReady Placement test. Please visit [The Testing Center](#) for more information on these testing options

Placement options can be discussed at New Student Orientation or with a Counselor prior to registration. Transfer students who have completed college-level courses in math and English are not required to take placement tests. Proof of completed courses (e.g. copy of transcript or grade report) must be provided to the Counselor prior to registration.

MyUH Account

[MyUH Services](#) provides students with a one-stop resource to access UH forms and apps, such as Class Availability, Registration Timetables, the Course Transfer Database, and Student Payments & Financial Resources.

- Your <username>@hawaii.edu is the official means of communication within the University of Hawaii System. UH email should be checked frequently for important messages
- Set up/manage your UH username at <https://hawaii.edu/username/>

New Student Orientation

All first-year college students are required to attend a New Student Orientation session. At this meeting, students receive information about registration, campus resources, and college success. Accommodations for distance learning (online) students are available. Contact Student Affairs Peer Mentors at 808-235-7454.

Register for Classes

First-year college students must see a counselor before registering for classes. Counselors assist students with academic advising, class scheduling, and registration. Contact Student Affairs Counseling and Advising at 808-235-7413. Returning and transfer students in good academic standing may register independently online via STAR GPS.

Tuition/Fees Payment

Payment can be made online via [MyUH Services](#) or in person at any UH Cashier's Office. Any outstanding balance may lead to a financial debt, referral to a collection agency, and denial of UH services. Students who register but choose not to attend must drop their classes by the deadline to avoid financial charges and punitive grades (e.g. F grade).

Welina Windward

Welina Windward introduces all first-year students to the Windward Community College ‘ohana. This daytime event includes a campus tour, tips & tools for navigating the first few weeks of college, information on student resources, and a chance to meet your fellow peers and administrators. To RSVP, please contact the Peer Mentor Center at 808-235-7454 or wccpeers@hawaii.edu.