Steps to Registering for Classes

Before an applicant can register for classes, the applicant must apply for admissions and be accepted into the college. Applicants will be notified via email regarding their acceptance. Upon receipt of an acceptance letter, students must complete the following:

Health Clearances

In compliance with the Hawai‘i State Department of Health regulations, students must show evidence of Tuberculosis (TB) clearance within 12 months prior to the start of the term AND two doses of immunization against Measles, Mumps and Rubella (MMR) if born after 1956.

Placement Testing

The placement tests are for placement purposes only and are not admission tests. A picture ID and UH ID number are required to take a Windward CC-sponsored placement test. There is no charge for initial placement testing. Contact the Testing Center in Hale La'akea 228 at 808-235-7498 or visit https://windward.hawaii.edu/placement-tests/ for more information. The Testing Center can also provide guidance for distance learning students who require placement testing at other sites.

Placement into math and English is accomplished through a variety of ways including information from high school transcripts, ACT/SAT scores, Smarter Balanced Assessment scores, GED scores, transfer coursework from another college, and Windward CC-sponsored placement test (currently ACCUPLACER test). Results will indicate the level at which to start coursework at Windward Community College.

Please discuss placement options at your New Student Orientation or with your counselor prior to registration. Transfer students who have completed college-level courses in math and English are not required to take the 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

Student creates a MyUH account upon acceptance via myuh.hawaii.edu. MyUH Services is where students register for classes, add/drop classes, make tuition/fee payment, and view grades using STAR GPS. Students UH email account (username@hawaii.edu) is the official form of UH communication. Students must check their hawaii.edu email regularly for important messages.

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. Contact Student Affairs at 808-235-7454 in Hale ‘Ākoakoa 232 to sign up. Accommodations for distance learning (online) students can be made when signing up for orientation.

Register for Classes

First-year college students must see a counselor to register for classes. The counselor assists the students with academic advising, class scheduling, and registration. Returning and transfer students in good academic standing may register independently online through STAR GPS. Students should confirm their official class schedule via STAR GPS. To make a counseling appointment:

Contact Student Affairs
Hale ‘Ākoakoa, Room 212
808-235-7413

Tuition/Fee payment
Students can pay online or in-person at any UH Cashier’s Office by the deadline. Students can also sign up for the UH Payment Plan.

Contact the Business Office
Hale Alaka’i Lobby
808-235-7411
https://windward.hawaii.edu/tuition-fees/

Frosh Camp

All incoming freshman (first time to college) are required to attend Frosh Camp. Frosh Camp is an interactive program that will give you a head start on your first semester at Windward Community College, providing success strategies, access to campus resources, increased awareness of college expectations and improved transitioning to college.

Frosh Camp is provided to students in Fall and Spring. Call 808-235-7454 for more information.