

# Steps to Enroll



**Brad**  
Liberal Arts  
Program

**Jaylyn  
(Kawai)**  
Automotive  
Program

I Am A ...

Welcome! At Kaua'i Community College, we are dedicated to providing you with the assistance you need to achieve your academic and career goals. **APPLY TODAY** to get started! Contact the Admissions and Records Office at (808) 245-8225 or [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu) for more information.

Please select one of the student types below that best describes you and follow each step carefully.

## First-Time College Student

*A recent high school graduate or a student who is attending college for the first time with no prior college attendance.*

### Step 1: [Submit the online UH System Application](#)

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

*If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).*

### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [Get a UH Username](#)

Upon acceptance, you can create a UH Account by visiting: [hawaii.edu/username](http://hawaii.edu/username). Click on “Get a UH Username!” and complete the Check Status Form. Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email, and your academic records.

Your username followed by “@hawaii.edu” (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

#### **Step 4: Create an [FSA ID](#) or Complete the Financial Aid Application ([FAFSA](#))**

Create or update your Federal Student Aid ID (FSA ID) and/or complete the Free Application for Federal Student Aid (FAFSA) online. For more information on grants, scholarships and student loans visit the [Financial Aid website](#) or [studentaid.gov](http://studentaid.gov).

#### **Step 5: [Placement/Assessment](#)**

Complete the [UHCC EdReady Placement/Readiness](#) or call the Counseling Office at (808) 245-8212 to discuss placement options.

#### **Step 6: [Health Clearances](#)**

[Health requirements](#) need to be cleared in order to register for classes.

- [Health Clearance Form](#) (PDF)

#### **Step 7: [Academic Advising](#)**

An academic advisor will help you select classes, register, and explore career options. Academic advising is required for all incoming first year students. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

#### **Step 8: [New Student Orientation](#)**

Students must attend a [New Student Orientation](#) to learn about program requirements and services available to them. New student orientation is available online or in-person

**[APPLY NOW!](#)**

## Transfer Student from non-UH campus

*A student who is currently attending college or has earned college credit from a non-UH campus.*

#### **Step 1: [Submit the online UH System Application](#)**

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

*If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).*

#### **Step 2: Check Your Acceptance Email**

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [Get a UH Username](#)

Upon acceptance, you can create a UH Account by visiting: [hawaii.edu/username](http://hawaii.edu/username). Click on “**Get a UH Username!**” and complete the Check Status Form. Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email, and your academic records.

Your username followed by “@hawaii.edu” (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

### Step 4: Transfer Credit Evaluation

Complete the [Transfer Credit Evaluation Form](#) and submit to the Admissions & Records Office for an official transcript evaluation. All official transcripts must be sent from EACH non-UH campus directly to the Admissions & Records Office.

KCC accepts credits from institutions fully accredited by U.S. regional accrediting associations, provided that such credits are substantially equivalent to courses at KCC and have been completed with a grade of “D” or better.

KCC uses the [UH Course Transfer Database](#) as a guide to evaluate general education credits.

### Step 5: Do I need to take a Placement Test?

If you haven't completed any English or Math courses at your previous institution, please follow these instructions to take the [UHCC EdReady Placement/Readiness](#).

### Step 6: Health Clearances

[Health requirements](#) need to be cleared in order to register for classes.

- [Health Clearance Form](#) (PDF)

### Step 7: [Apply for Financial Aid](#)

Complete the Free Application for Federal Student Aid (FAFSA) online and visit the [Financial Aid website](#) for more information on grants, student loans, and scholarships.

### Step 8: [Academic Advising](#)

An academic advisor will help you select classes, register, and explore career options. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

[APPLY NOW!](#)

## Transfer Student from UH campus

*A student who is currently attending another UH campus.*

*(Note: A student who is not currently enrolled but attended another UH campus should refer to the Returning Student section.)*

### Step 1: [Submit the UH Change of Home Institution Form](#)

The UH Change of Home Institution Form (online) will change your primary campus to reflect Kaua'i Community College (KCC). Your home institution should be the campus in which you intend on receiving a degree and any financial support (i.e. financial aid, veterans benefits).

*The deadline to submit the form is no later than the first day of instruction.*

### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: Transfer Credit Evaluation

Complete the [Transfer Credit Evaluation Form](#) and submit it to the Admissions & Records Office for an official transcript evaluation. If you have taken courses from a college or university outside the UH system, then official transcripts must be sent from EACH non-UH campus directly to the Admissions & Records Office. Transcripts received by another UH campus may be sent internally upon request.

KCC accepts credits from institutions fully accredited by U.S. regional accrediting associations, provided that such credits are substantially equivalent to courses at KCC and have been completed with a grade of "D" or better.

KCC uses the [UH Course Transfer Database](#) as a guide to evaluate general education credits.

### Step 4: Are you currently receiving Financial Aid or Veterans Benefits?

If you are currently receiving Financial Aid, notify the Financial Aid Office at your current institution that you will be attending KCC. You will need to update your [FAFSA](#) and include KCC's school code 001614. Additional information about financial aid, grants, student loans, and scholarships can be found on the [Financial Aid website](#).

If you are receiving Veterans Benefits, notify the VA School Certifying Official at your current campus that you will be transferring to KCC. Visit our Veteran Education Benefits website to learn more or call (808) 245-8225.

### Step 5: Academic Advising

An academic advisor will help you select classes, register, and explore career options. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). Please complete the [Intake Survey](#) before your appointment.

## Returning Student

*A student who is returning to Kaua'i CC who was enrolled or accepted within the past two years, can contact the Admissions & Records Office and request a Rollover Acceptance.*

*A student who is returning to Kaua'i CC after taking two or more years off must complete the below steps.*

### Step 1: [Submit the online UH System Application](#)

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

*If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).*

### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [Reactivate your UH Username](#)

Upon acceptance, you can reactivate your UH Account by visiting: [hawaii.edu/username](https://hawaii.edu/username). Click on “**Get a UH Username!**” and complete the Check Status Form. Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Your username followed by “@hawaii.edu” (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

#### **Step 4: Create an [FSA ID](#) or Complete the Financial Aid Application ([FAFSA](#))**

Create or update your Federal Student Aid ID (FSA ID) and/or complete the Free Application for Federal Student Aid (FAFSA) online. For more information on grants, scholarships and student loans visit the [Financial Aid website](#) or [studentaid.gov](https://studentaid.gov)

#### **Step 5: [Academic Advising](#)**

An academic advisor will help you select classes, register, and explore career options. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

[APPLY NOW!](#)

## Non-Degree Seeking Student

*A student who wants to enroll in classes for personal enrichment*

#### **Step 1: [Submit the online UH System Application](#)**

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- There is a non-refundable \$25 application fee for non-Hawai'i residents
- Information about [Residency for Tuition Purposes](#)
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

#### **Step 2: Check Your Acceptance Email**

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

#### **Step 3: [Get a UH Username](#)**

Upon acceptance, you can create a UH Account by visiting: [hawaii.edu/username](https://hawaii.edu/username). Click on “**Get a UH Username!**” and complete the Check Status Form. Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Your username followed by “@hawaii.edu” (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

#### **Step 4: [Placement/Assessment](#)**

If you plan to enroll in English or math courses or any course with English or math prerequisites, then call the Counseling Office at (808) 245-8212 to discuss placement options.

#### **Step 5: [Health Clearances](#)**

[Health requirements](#) need to be cleared in order to register for classes.

- [Health Clearance Form](#) (PDF)

## [APPLY NOW!](#)

### High School Student

*A high school student taking college courses.*

Our Early Admission programs allow high school students to enroll in college classes and earn credits toward high school graduation and a college degree. There are several different Early Admission programs in Hawai'i that eligible high school students can participate in. The most common programs are Early College and Running Start.

#### **Step 1: Meet with your High School Counselor**

Consult with your high school counselor about Early College, Running Start, or Early Admission opportunities and eligibility requirements.

#### **Step 2: [Submit the online Kama'āina Application](#)**

#### **Step 3: Check Your Acceptance Email**

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

#### **Step 4: [Get a UH Username](#)**

Upon acceptance, you can create a UH Account by visiting: [hawaii.edu/username](http://hawaii.edu/username). Click on "Get a UH Username!" and complete the Check Status Form. Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Your username followed by "@hawaii.edu" (e.g., student@hawaii.edu) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

#### **Step 5: [Placement/Assessment](#)**

Complete the [UHCC EdReady Placement/Readiness](#) or call the Counseling Office at (808) 245-8212 to discuss other ways to place into classes. Other ways may include high school grades and grade point average or ACT, SAT, and the Smarter Balanced Assessment (SBA) scores.

#### **Step 6: Submit the appropriate approval form with signatures to KCC's Admissions & Records Office**

*A new form must be submitted each semester for continued participation in the program. Form can be dropped off during office hours or emailed to [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu).*

- [Dual Credit Application Form](#)
  - Early College
  - Running Start
- [Early Admissions Approval Form](#)
  - Public and private high school students not seeking high school credit
- [Early Admissions Approval Form \(Home-Schooled Applicants\)](#)
  - Home-schooled students 16 years of age or older

#### **Step 7: Get Registered**

New Running Start and Early Admit students will be contacted by our Transitions Specialist to assist them in registration. Continuing students will be registered and receive an email confirmation. Classes are restricted to those listed on the approval form. For any questions, please call 808-245-0127.

Early College students are registered for classes by the Admissions & Records Office. Students must contact their high school Early College coordinator for more information regarding class offerings.

## International Student

For more information go to [International Programs page](https://www.kauai.hawaii.edu/international-programs-steps-enroll) and see Steps To Enroll (<https://www.kauai.hawaii.edu/international-programs-steps-enroll>).

## Veteran

Veterans planning to use their educational benefits may visit <https://www.kauai.hawaii.edu/veterans-enrolling> for additional information.

Come to our Veterans' Support Center to make use of the experience and knowledge of the Student Veteran staff who will walk you through the complete process! We are here to help you! **CALL US! 808-245-8391**

### Step 1A: [Submit the online UH System Application](#)

- If you are a Hawai'i resident or an active duty military member or eligible dependent stationed in Hawai'i, there is no application fee.
- If you are a veteran or an individual eligible to use VA (Veteran Affairs) educational benefits and live in Hawai'i, there is no application fee and you may qualify to pay resident tuition rates.
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15
- Students using VA benefits must declare a major or select an approved program of study to receive benefits. See [WEAMS](#) for a complete list of approved programs.

If you need help choosing a [program of study](#), please schedule an appointment with Career Counselor at [mshenry@hawaii.edu](mailto:mshenry@hawaii.edu) or 808-245-0132. For more information, visit the [Career Center](#).

### Step 1B: Apply for VA Education Benefits

- Go to <https://www.va.gov/education/about-gi-bill-benefits/>.
- Students seeking to use [Tuition Assistance](#), should meet with an Education Counselor at the Education Center located at your military base to identify your TA portal.
- For additional assistance, call the Veterans' Support Center at (808) 245-8391.

### Step 2: Check Your Acceptance Email

An acceptance letter from Kaua'i CC will be sent to the email address you listed on your application. If you did not receive an acceptance letter, please contact [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). In your acceptance letter, there is more information about your next steps.

### Step 3: [Get a UH Username](#)

Upon acceptance, you can create a UH Account by visiting: [hawaii.edu/username](https://hawaii.edu/username). Click on "Get a UH Username!" and complete the Check Status Form. Your UH Username is your personal identification for accessing [MyUH online services](#), including registration, email and your academic records.

Your username followed by "@hawaii.edu" (e.g., [student@hawaii.edu](mailto:student@hawaii.edu)) will be your UH email address. It is important to check this email often as it serves as the official means of communication within the UH system.

### Step 4: Submit Certificate of Eligibility (COE)

A copy of your COE must be submitted to the VA School Certifying Officials (Admissions & Records Office) at [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu). Students receiving the following VA benefits must submit the COE:

- Chapter 33 (Post 9/11 and Post 9/11 - Transfer to Dependents)
- Chapter 30 (Montgomery GI Bill® Active Duty)
- Chapter 35 (Survivors' and Dependents' Educational Assistance)
- Chapter 1606 (Montgomery GI Bill® Selected Reserve)

Students receiving the following VA educational benefits are not required to submit the COE:

- [Veteran Readiness and Employment \(VR&E\)](#)
- Reservists/Active Duty/Guard using Tuition Assistance funds

For questions contact the U.S. Department of Veterans Affairs: 1-888-442-4551.

#### **Step 5: [Request Transcripts](#)**

- Army, Coast Guard, Marines and Navy transcripts can be requested through: <https://jst.doded.mil/jst/>.
- Air Force CCAF transcripts can be requested through [Air University](#).
- Mail directly (unopened) all civilian prior education transcripts to Kaua'i Community College, Admissions & Records, 3-1901 Kaumuali'i Hwy., Līhu'e, HI 96766
- Complete the [Transfer Credit Evaluation Request Form](#) and return to [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu).

#### **Step 6: [Apply for Financial Aid](#)**

Complete the Free Application for Federal Student Aid (FAFSA) online and visit the [Financial Aid website](#) for more information on grants, student loans, and scholarships.

#### **Step 7: [Placement/Assessment](#)**

Complete the [UHCC EdReady Placement/Readiness](#) or call the Counseling Office at (808) 245-8212 to discuss placement options.

#### **Step 8: [Health Clearances](#)**

[Health requirements](#) need to be cleared in order to register for classes.

- [Health Clearance Form](#) (PDF)

#### **Step 9: [Academic Advising/Registration of Classes](#)**

An academic advisor will help you select classes, register, and explore career options. Academic advising is required for all incoming first year students. To schedule an appointment, contact the Student Counseling Office at (808) 245-8212 or schedule [online](#). **Please complete the [Intake Survey](#) before your appointment.**

#### **Step 10: [VA Enrollment Certification Form](#)**

After you have registered for classes, complete the VA Enrollment Certification Form and submit it to the Admissions & Records Office at [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu).

- The VA Enrollment Certification Form does not apply to those using Tuition Assistance funds.
- The VA Enrollment Certification Form needs to be completed at the beginning of EACH semester.

#### **Step 11: [Purchase Books](#)**

Books may be purchased at the [Kaua'i Community College Bookstore](#) in person or online.

- **IDAP charges** tend to be applied after classes start and are to be paid with your book stipend.

#### **Step 12: [New Student Orientation](#)**

Students must attend a [New Student Orientation](#) to learn about program requirements and services available to them. New student orientation is available online or in-person.

- Contact Veteran Support Counselor, Alicia Sams (808-245-8317, [samsa@hawaii.edu](mailto:samsa@hawaii.edu)) to schedule a tour of the Veterans' Support Center on campus.

## Senior Citizen Visitor Pass

Kaua'i Community College offers a "Senior Citizen Visitor Program" to bona fide residents of the State of Hawai'i who are 60 years of age or older.

- No tuition and fees will be charged for the classes you attend as a senior visitor. You are expected to comply with all College policies while a visitor at the campus
- You will not receive any credit for classes that you attended as a visitor, nor will a record of your enrollment be kept. If you wish to receive credit or have records for a class, you must enroll as a regular student and pay the applicable tuition and fees.

The Senior Visitor Pass is valid for one semester only. If you wish to continue the next semester, you will need to submit another Senior Citizen Visitor Pass application. If you have any questions, please contact the Admissions & Records Office at (808) 245-8225.

### STEP 1: [Class Availability](#)

Check to see that the class you are interested in still has seats available.

### STEP 2: Submit Senior Citizen Visitor Pass Application

Come to the Admissions & Records Office after the late registration period. See the [academic calendar](#) for specific dates.

- Must meet course prerequisite(s)
- Must be clear of UH financial obligations

### STEP 3: Health Clearance

Every senior visitor must submit a Tuberculosis (TB) Clearance, MMR immunization record (born 1957 or later), and Tdap.

- [Health Clearance Form](#) (PDF)

### STEP 4: Instructor Approval

Once the above steps have been completed, Admissions & Records will issue your Senior Visitor Pass. This pass is valid only for open classes and is subject to the Instructor's approval. You must obtain approval for every class you wish to attend as a visitor by presenting the senior visitor pass to the instructor to be signed.

### STEP 5: Submit Senior Pass

Return your signed Senior Visitor Pass to the Admissions & Records Office to complete the application process.

## Admissions and Records

Location: One Stop Center, 1st Floor

Phone: (808) 245-8225

Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)

Website: <https://www.kauai.hawaii.edu/admissions-and-records>

## Career Center

Location: One Stop Center, 1st Floor  
Phone: (808) 245-0132  
Email: [kauaics@hawaii.edu](mailto:kauaics@hawaii.edu)  
Website: <https://www.kauai.hawaii.edu/careers>

## Financial Aid

Location: One Stop Center, 1st Floor  
Phone: (808) 245-8360  
Email: [kauccfao@hawaii.edu](mailto:kauccfao@hawaii.edu)  
Website: <https://www.kauai.hawaii.edu/financial-aid>

## Student Counseling

Location: One Stop Center, 1st Floor  
Phone: (808) 245-8212  
Email: [counskau@hawaii.edu](mailto:counskau@hawaii.edu)  
Website: <https://www.kauai.hawaii.edu/academic-advising>