Steps to Enroll

Whether you are a new high school graduate, a returning student, a transfer student from another campus, an international student, a veteran, or a current high school student, please click below for more information on how to enroll.

I Am A ...

First-Time College Student

**Step 1: Submit the online UH System Application**

There is no application fee for Hawaii residents, active duty military members and their eligible dependents stationed in Hawaii and qualifying veterans and their eligible dependents.

A non-refundable $25 application fee for non-Hawaii residents is charged at the time of the application.

- Information about Residency for Tuition Purposes
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

**Step 2: Placement/Assessment**

Call (808) 245-8212 to schedule the placement test or ask about 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.

- English Placement & English Pathways
- English Content and Workload Guide
- Math Placement & Math Pathways

**Step 3: Health Clearances**

- Submit Tuberculosis (TB) Clearance
  TB results must be submitted within one year of the start of the semester.
- Submit Measles, Mumps & Rubella (MMR) Immunizations
  Proof of two (2) Measles Mumps Rubella (MMR) shots or combination 1 Measles and 1 MMR shot are required for initial and continuous enrollment.
  ** Registration will not be permitted without Health Clearances **
- Health Clearance Form

**Step 4: Get a UH Username**

Upon acceptance, you can create a UH Account by visiting: 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.

**Step 5: New Student Orientation**

Students must attend New Student Orientation to learn about program requirements and services available to them. New student orientation is available online or in person

**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: Academic Advising

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

Step 8: Register for Classes

STAR GPS Registration displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 9: Pay Tuition (you must login)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the payment plan otherwise you will be dropped from your classes.

Step 10: Purchase Books

Books may be purchased at the Kauai Community College Bookstore or online at the following website: www.bookstore.hawaii.edu/kauai/Home

Store Hours:
M - Th 8:00 am - 5:30 pm
F 8:00 am - 3:30 pm
Sat - Sun Closed

Step 11: Finally: GO TO CLASS !!!

The first day of Instruction for the Spring 2019 semester is Monday, January 7, 2019.

Apply Now!

Transfer Student from non-UH campus

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

Step 1: Submit the online UH System Application

There is no application fee for Hawaii residents, active duty military members and their eligible dependents stationed in Hawaii and qualifying veterans and their eligible dependents.

A non-refundable $25 application fee for non-Hawaii residents is assessed at the time of the application.

- Information about Residency for Tuition Purposes
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

Step 2: Transfer Credit Evaluation

Complete the Transcript Evaluation Request 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 Transfer System Course Transfer Database as a guide to evaluate transfer credits.

Step 3: Health Clearances
• Submit Tuberculosis (TB) Clearance
  TB results must be submitted within one year of the start of the semester.

• Submit Measles, Mumps & Rubella (MMR) Immunizations
  Proof of two (2) Measles Mumps Rubella (MMR) shots or combination 1 Measles and 1 MMR shot are required for initial and continuous enrollment.
  ** Registration will not be permitted without Health Clearances **

• Health Clearance Form

Step 4: Get a UH Username

Upon acceptance, you can create a UH Account by visiting: 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.

Step 5: 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 6: Academic Advising

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

Step 7: Register for Classes

STAR GPS Registration displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 8: Pay Tuition

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the payment plan otherwise you will be dropped from your classes.

Step 9: Purchase Books

Books may be purchased at the Kauai Community College Bookstore or online at the following website: www.bookstore.hawaii.edu/kauai/Home
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Transfer Student from UH campus

A student who is currently attending another UH campus

Step 1: Submit the UH Change of Home Institution Form

The UH Change of Home Institution Form (PDF) will change your primary campus to reflect Kauai 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). Submit by one of the following:
1. Email: arkauai@hawaii.edu
2. In-person: One Stop Center, Room 101
3. Mail to:
   - Kauai Community College
     Admissions & Records Office
     3-1901 Kaumualii Highway
     Lihue, HI 96766

**Step 2: Transfer Credit Evaluation**

Complete the [Transcript Evaluation Request Form](#) and submit 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 from other UH campuses do not need to be sent.

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 Transfer System Course Transfer Database](#) as a guide to evaluate transfer credits.

**Step 3: 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 Kauai Community College (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 4: Academic Advising**

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

**Step 5: Register for Classes**

[STAR GPS Registration](#) displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

**Step 6: Pay Tuition** (you must login)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the payment plan otherwise you will be dropped from your classes.

**Step 7: Purchase Books**

Books may be purchased at the Kauai Community College Bookstore or online at the following website:

[www.bookstore.hawaii.edu/kauai/Home](http://www.bookstore.hawaii.edu/kauai/Home)

Store Hours:
- M - Th 8:00 am - 5:30 pm
- F 8:00 am - 3:30 pm
- Sat - Sun Closed

**Step 8** Finally: **GO TO CLASS !!!**

The first day of Instruction for the Spring 2019 semester is Monday, January 7, 2019.

Apply Now!

Returning Student
Student who are returning to KCC after taking two or more semesters off

Step 1: Submit the online UH System Application

There is no application fee for Hawaii residents, active duty military members and their eligible dependents stationed in Hawaii and qualifying veterans and their eligible dependents.

A non-refundable $25 application fee for non-Hawaii residents is assessed at the time of the application.

- Information about Residency for Tuition Purposes
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

Step 2: Reactivate your UH Username

Upon acceptance, you can create a UH Account by visiting: 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.

Step 3: Apply for Financial Aid (if needed)

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 4: Academic Advising

An academic advisor will help you choose your classes and explore careers so that you are on track. Academic advising is required prior to selecting your classes. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

Step 5: Register for Classes

STAR GPS Registration displays the courses you need to graduate in a timely manner and allows you to personalize your educational plan. For more information visit star.hawaii.edu/help

Step 6: Pay Tuition (you must login)

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

Payment must be RECEIVED or you must sign up for the payment plan otherwise you will be dropped from your classes.

Step 7: Purchase Books

Books may be purchased at the Kauai Community College Bookstore or online at the following website: www.bookstore.hawaii.edu/kauai/Home

Store Hours:
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Step 8: GO TO CLASS !!!

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Apply Now!

Non-Degree Seeking Student

Student who want to take only a few classes

Step 1: Submit the online UH System Application
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A non-refundable $25 application fee for non-Hawaii residents is assessed at the time of the application.

- Information about Residency for Tuition Purposes
- Application deadlines (may be subject to change):
  - Fall term: August 1
  - Spring term: December 15

**Step 2: Placement/Assessment**

If you plan to enroll in English or math courses or any course with English or math prerequisites, then call (808) 245-8212 to schedule the placement test or ask about other ways to place into classes.

**Step 3: Health Clearances**

- Submit Tuberculosis (TB) Clearance
  TB results must be submitted within one year of the start of the semester.
- Submit Measles, Mumps & Rubella (MMR) Immunizations
  Proof of two (2) Measles Mumps Rubella (MMR) shots or combination 1 Measles and 1 MMR shot are required for initial and continuous enrollment.
  ** Registration will not be permitted without Health Clearances **
- Health Clearance Form

**Step 4: Get a UH Username**

Upon acceptance, you can create a UH Account by visiting: 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.

**Step 8: Pay Tuition**

After you have registered for classes, tuition can be paid online through MyUH Portal using a credit card or in-person at the Business Office (One Stop Center) using cash, check or debit card. View Academic Calendar for tuition and registration deadlines.

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**Step 9: Purchase Books**

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Apply Now!

High School Student

High school student taking college courses

What is Dual Credit?
Dual Credit is a program that allows high school students to enroll in college classes, and earn credit toward high school graduation and a college degree. There are several different dual credit programs in Hawai‘i that academically qualified high school students can participate in. The two most common dual credit programs are Early College and Running Start.

What is Early Admission?

The Early Admission Program is intended to encourage highly motivated and academically and/or vocationally talented high school students (including private and home-schooled students) to advance in their schooling by supplementing their regular high school work with selected college courses. The courses taken may not necessarily count toward high school graduation.

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 UH System Application

- **Institution:** Kauai Community College
- **Planned Course of Study:** Running Start, Early Admissions, and Jump Start (Non-Degree)

It is recommended that Hawaii DOE high school students apply through MyFutureHawaii.

Step 3: Complete the High School Approval Form

* A new form must be submitted each semester for continued participation in the program.

  - **Dual Credit**
    Eligible high school students qualified to participate in the Early College or Running Start program are required to complete and submit the Dual Credit Application form.

  - **Early Admission**
    Eligible students that plan to participate in the Early Admissions program must complete and submit the Early Admissions Approval Form.

  - **Home-schooled students** that plan to participate in the Early Admissions program must be 16 years of age or older and submit the Early Admissions Approval Form (Home-Schooled Applicants). In addition, a valid copy of the State of Hawai‘i Department of Education Exceptions to Compulsory Education Form (4140) is required.

Step 4: Placement/Assessment

Call (808) 245-8212 to schedule the placement test or ask about 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.

  - English Placement & English Pathways
  - English Content and Workload Guide
  - Math Placement & Math Pathways

Step 5: Health Clearances

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- Health Clearance Form

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the Check Status Form. 
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**Step 7: Register for Classes**

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**Step 8: Pay Tuition** (you must login)

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**Step 10: GO TO CLASS !!!**

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International Student

For more information go to International Programs page (kauai.hawaii.edu/international-programs-steps-enroll)

Veteran

Step-by-step instructions how to enroll. (kauai.hawaii.edu/veterans-enrolling)

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

Senior Citizen Visitor Pass

You may attend classes as a "Visitor" without having to pay tuition and fees if you are a senior citizen who:

1. Is 60 years or older during the week immediately following the late registration period;
2. Is a bona fide resident of the State of Hawai‘i as described by University of Hawai‘i’s definition;
3. Meet course prerequisites, if any; and
4. Does not have any financial obligation.

Grades or credits will not be recorded and your name will not appear on the instructor’s official class roster. Acceptance into classes is by instructor approval, after the late registration period. Check the Academic Calendar for scheduled dates. This is to assure that others wanting to register for credit or to officially audit classes will have the opportunity to do so.

Visitor passes are issued for each course and may be obtained at the Admissions & Records Office after late registration (after Jan 15). Passes are issued only if seats are available.

If you are a new or returning visitor, you will need to complete an application form for residency determination purposes.

If you wish to register during the regular registration and late registration periods, you may do so but you must complete all registration procedures and pay full tuition and fees.