Steps to Enroll

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 for more information.

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

I Am A ...

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 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. 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. 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: 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 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 or 808-245-0132. For more information, visit the Career Center.

Step 2: Check Your Acceptance Email

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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: Health Clearances

Health requirements need to be cleared in order to register for classes.

- Health Clearance Form (PDF)

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 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 (PDF) 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).

Submit by one of the following:
1. Email: arkauai@hawaii.edu
2. In-person: One Stop Center, Room 101
3. Mail to:
   - Kaua‘i Community College
     Admissions & Records Office
     3-1901 Kaumuali‘i Highway
     Līhu‘e, HI 96766

*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. 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.

**APPLY NOW!**

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*

**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
**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. 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. 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: 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 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. 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. 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, Running Start and Jump 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. 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. 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

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

- 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
- Jump Start Enrollment Form
  - Public high school seniors who plan to enroll full-time in a CTE program

Step 7: Schedule an Advising Appointment

Running Start, Jump Start and Early Admit students are required to meet with an academic counselor to register for classes. Classes are restricted to those listed on the approval form. To schedule an appointment, call the Counseling and Advising Office at (808) 245-8212.

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 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.
- Veterans deemed a non-resident will be charged the $25 application fee.
- Information about Residency for Tuition Purposes
- Veterans and their beneficiaries eligible to use (Veterans Affairs) VA educational benefits 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 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. 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. 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: 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. 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 Kauai 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.

**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.
• 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 Kauai 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) to schedule a tour of the Veterans’ Support Center on campus.

**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. 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.