



Follow these simple steps to get started for Spring 2012 at University of Hawai'i Maui College!

1. Turn in an application for admission

- ◆ You can submit online or drop off your application to the University of Hawai'i Maui College Admissions Office in the Ho'okipa Building, 310 W. Ka'ahumanu Ave., Kahului, HI 96732. Application fee for non-residents is \$25.00 (no fee is charged for Hawai'i residents.)
- ◆ The EOC (Educational Opportunity Center) also located in the Ho'okipa Building offers college, financial aid, and scholarship application assistance. (808) 984-3286.

2. Apply for financial aid and/or scholarships (optional)

- ◆ Call the EOC for assistance, (808) 984-3286.
- ◆ Complete the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov.
- ◆ Additional financial aid information, scholarships, and forms are available online at <http://www.maui.hawaii.edu/financial> or at the Financial Aid Office in Ho'okipa.

3. Submit health clearance form

- ◆ You will need to submit proof of TB clearance (needs to be less than a year old) and a copy of MMR (measles, mumps, & rubella) immunization records (showing evidence of 2 shots) to the UHMC Campus Health Center in person or by fax (808) 242-1578. This is required before you can **register** for courses! MMR waived for those born prior to 1957.

4. Prepare for and take the COMPASS placement tests

- ◆ Obtain MyUH ID number at the UHMC Admissions Office in the Ho'okipa Building.
- ◆ COMPASS Placement Test resources and sample questions are available online at <http://www.act.org/compass/sample/index.html>.
- ◆ Bring a picture ID and student ID number to The Learning Center to take the English and math COMPASS tests. You will receive your test results immediately. <http://maui.hawaii.edu/tlc/>

5. Request official transcripts (other than UH system) if you've attended prior universities

- ◆ Request that an official transcript from institutions other than the UH system be sent directly from the institution to University of Hawai'i Maui College Admissions Office, 310 W. Ka'ahumanu Ave., Kahului, HI 96732. Complete Transcript Evaluation Request form and submit to the Counseling Office.
- ◆ Bring copies of your official transcripts and/or report cards when meeting with your program counselor to determine what classes may be applicable to your University of Hawai'i Maui College degree. Additional course information may be requested.
- ◆ A guide to transfer equivalences in the University of Hawai'i system is available at <http://www.hawaii.edu/transferdatabase>.

6. Set up a MyUH username and password (get a UH email account)

- ◆ The MyUH portal provides a number of useful services to all students in the UH System, including online registration, records, and financial information. To setup your account, log on to <http://myuhportal.hawaii.edu> and click on "Get a Username."

7. Meet with a Counselor/Academic Advisor

- ◆ STAR and other group advising sessions are essential for educational planning.
- ◆ In-person, phone, and Web-based advising are also available.
- ◆ If your questions require more time, please schedule an appointment. For appointments call: (808) 984-3306. Please have your UH student ID, your major, and your counselor's name handy when making this call.

8. Register for courses (Registration begins Nov 7, 2011 according to completed UHMC credits. Check My UH Portal for your date)

- ◆ The Schedule of Classes is available in hardcopy and online at maui.hawaii.edu and select Course Schedule. It provides information on how to register for classes, as well as, what classes are being offered. The hardcopy provides more detailed descriptions, online provides the latest availability of classes.

9. Pay your tuition and fees by the posted deadline

- ◆ After you have registered for classes, pay your tuition online through the MyUH portal using a credit/debit card, savings/checking or in person at Cashier in Ho'okipa Building by the posted deadline. (Check MyUH Portal for details.) **Payment deadline for students registering November 7- December 9 is December 9 before 4:00pm. Students who register after December 9 will not be purged and are obligated to pay tuition and fees-unless they officially drop class (es) within the refund period.**

10. Get your books and supplies at UHMC Bookstore

- ◆ Bring your class schedule with CRN# to ensure you choose the correct books. The bookstore offers a new textbook rental program. Textbooks are listed at the Bookstore website: <http://www.bookstorehawaii.edu/maui/home.9spx>

11. Attend a General Student Orientation session (GSO)

- ◆ Students learn about important campus services, facilities, personnel, and programs. Meet other new students!
- ◆ Choose a date to attend: **Refer to the schedule of classes** or visit the website www.maui.hawaii.edu/orientation for more information.

12. Attend first day of classes on January 9, 2012.

For information on parking, bookstore hours, important dates, and payment deadlines, refer to our website www.maui.hawaii.edu, the college catalog, or the schedule of classes.

If you have a documented disability and need special academic accommodations, please call (808) 984-3306, the Disability Services office located in the Counseling Center (Ho'okipa 135), for an appointment.