



UNIVERSITY
of HAWAII
SYSTEM

Cory Ando <cando@hawaii.edu>

[Test] Registration Information (Official KCC Message)

1 message

Kapiolani Community College Transfer Year Experience Program <kaptye@hawaii.edu>

Wed, Mar 1, 2017 at 2:21 PM

Reply-To: us5-673dab7127-37ecf722e4@inbound.mailchimp.com

To: "<< Test First Name >>" <cando@hawaii.edu>



Aloha!

Congratulations on completing the first set of steps towards becoming a student at Kapi'olani Community College! The steps below will walk you through the process of registering and paying for your courses.

SUBMIT YOUR HEALTH CLEARANCES FOR TUBERCULOSIS (TB) AND MEASLES, MUMPS, RUBELLA (MMR) TO THE KEKAULIKE INFORMATION AND SERVICE CENTER

- Health clearances should be submitted to the Kekaulike Information & Service Center in-person or by mail to 4303 Diamond Head Rd, 'Ilima 102, Honolulu, HI 96816, by fax to [808.734.9896](tel:808.734.9896), or by email to kapinfo@hawaii.edu.
- More information on the health clearance requirements can be found on the [Health Clearance Form](#).

OBTAIN REGISTRATION OVERRIDES

- To obtain a registration override through email,
 - Send an email from your UH @hawaii.edu email to kaptye@hawaii.edu. In the email, be sure to list the courses you want to register for (for example

CHEM 161, BIOL 171, ENG 200) and be sure to attach a copy of your transcripts.

- To obtain registration overrides in-person,
 - Visit the Transfer Year Experience Office in Iliahi 231 or,
 - Visit the Kekaulike Information and Service Center in Ilima 102 between 8:00 a.m. - 4:00 p.m., Monday - Friday.
 - Be sure to bring a copy of your transcript(s), a list of courses you want to register for (for example CHEM 161, BIOL 171, ENG 200), and the print out from the [UH System Transfer Database](#) that verify you meet the prerequisite.

REGISTER FOR COURSES THROUGH YOUR MYUH ACCOUNT

- The schedule of courses for the summer and fall 2017 semesters will be available on March 26, 2017 on the [Class Availability Site](#).
- Registration for courses in the summer and fall 2016 semester(s) begins on April 10, 2017.
- Your first step in registering for courses is to log in to your STAR account at <http://www.star.hawaii.edu>.
- Once you've logged in, you should your graduation pathway. Click on the "**Register [Add/Drop]**" box next to the semester for which you will be registering for courses.
- The next screen will provide you with video tutorials on how to register for courses.
- When registering, be careful on the days a course meets:
 - **M** = Monday, **T** = Tuesday, **W** = Wednesday, **R** = Thursday, **F** = Friday, **S** = Saturday, **U** = Sunday
- If the "**Room**" is listed as **WWW**, this means that the course is conducted online

PAY YOUR TUITION AND FEES BY 4:00 P.M. (HST) ON JULY 21, 2017

- Payments can be submitted online through your MyUH account if you are paying by credit or debit card.
- Cash, check, or money order payments can be made at the Cashier's Office in Ilima 106.
- Payment plans are also available if you are unable to pay in full. To see available plans, click on "view payment plan information" in your MyUH account.

If you have any questions, concerns, or if you're feeling lost at anytime, please contact me at kaptye@hawaii.edu or [\(808\) 734-9676](tel:8087349676). You can also schedule an appointment with me by logging on to <http://kaptye.youcanbook.me>.

Your UH email is the official communication method between you and the faculty and staff at Kapi'olani Community College. Please check your email regularly, since important emails are only to your UH email. To access your UH Email, log on to <http://gmail.hawaii.edu> or click "Gmail" icon in your MyUH (<http://myuh.hawaii.edu>).

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