Kekaulike Center - Admissions, Records, Registration (Credit/Non-Credit), Transcript Evaluations, Graduation, & Financial Aid

Mission Statement

The Kekaulike Center is committed to providing access, support, and service through an informed enrollment process that includes: Admissions, Financial Aid, Registration, Records, Transfer of Credits, and Graduation to all students from diverse, local and global communities.

Who We Are and What We Do

The Kekaulike Center (KISC) provides enrollment services to all of Kapi'olani Community College's students(current and prospective and non-credit), staff and faculty. The function of this organizational unit is to establish policies and procedures for all processes related to admissions, records, registration, graduation and financial aid with particular attention to the maintaining of and confidentiality of student records thereby ensuring the integrity of academic and institutional policies and procedures. Our unit is responsible for the processing of admission applications; determining the resident tuition status of all applicants and registered students; creating and maintaining of student records, including VA records; evaluating previous coursework for transfer credits; degree conferrals and maintenance of STAR as well as the maintenance of student records (which include medical records, address changes, name changes, enrollment verifications, etc.). The Kekaulike Center is dedicated to delivering these high quality services with integrity and Aloha to support the needs of our students to ensure a smooth transition in achieving their educational goals. Our office performs an essential role in supporting, facilitating and promoting the educational mission of Kapi'olani Community College by connecting students to a continuum of services from pre-admissions through post-graduation and is committed to:

- Supporting student success and the goals and mission of our college community.
- Values the diversity and individuality of all persons.
- Recognizes that access to prompt, courteous, and knowledgeable service is essential.
- Incorporates continuous improvement of services, processes, and procedures through technology and increased skill levels.

The Kekaulike Center is staffed with highly qualified personnel who are technical experts in their specified areas who constantly monitor office practices and procedures and recommend changes to ensure effective, efficient and prompt service. As the initial touch point for prospective, current students, and former/alumni students at KCC, we serve as the driving force in the gathering, disseminating and interpreting of valuable information that serves as the foundation for planning and tracking of student success at KCC.

Divisions in Kekaulike Center

Admissions

Responsible for all admissions processes for KCC. Including determining the resident status of all applicants, processing of all change of home institution applications, select admittance programs, and serves as the initial point for all international and early college admissions.

Our Admissions office processes approximately 10,000 applications annually with a full-time staff of two persons.

Records/Registration

Responsible for the maintenance of all student records, which includes but is not limited to registration services (late registration etc,) certification of VA educational records, maintenance of medical clearance records, name changes, change of majors, enrollment verification, student academic records, which includes grade changes, printing of official transcripts, and maintaining of official test scores (ACT, SAT, COMPASS, Smarter Balance) and high school transcripts, etc.

Divisions in Kekaulike Center cont.

Transcript Evaluation and Graduation and STAR Management

Responsible for the evaluation, processing and management of transcripts for all transfer students, the articulation of courses to KCC, the awarding of degrees and certificates and the management of graduation records, graduation exceptions, and the maintenance of STAR Rules and STAR Graduation Pathway, which serves as the "official" degree audit for all students.

Financial Aid

Responsible for providing information, service, processing and management of student financial aid services that includes but is not limited to helping students apply for Federal Student Aid (FAFSA), the awarding and management of federal and institutional grants, student loans, work study, and scholarships. The Financial Aid Office helps to make it possible for students to attend KCC regardless of their economic circumstances.