New Student Checklist

Congratulations on your acceptance to the University of Hawai‘i at Mānoa! Use the following checklist as a guide to help you on your road to becoming a Warrior!

CONFIRM YOUR ACCEPTANCE

☐ Confirm your acceptance by submitting your Intent to Enroll & Tuition Deposit
  ○ Contact: Cashier’s Office
  ○ Office: Queen Lili‘uokalani Center for Student Services, Room 105
  ○ Phone: (808) 956-7554

Q’s about your intent to enroll? Contact the Admissions office at 808-956-8975 or toll-free at 800-823-9771

GET A HEAD START

☐ Apply for Financial Aid
  ○ Contact: Financial Aid
  ○ Website: http://www.hawaii.edu/fas
  ○ E-Mail: finaid@hawaii.edu
  ○ Phone: (808) 956-7251
  ○ Deadline: March 1st (Fall)

☐ Apply for Housing
  ○ Contact: Student Housing
  ○ Website: manoa.hawaii.edu/housing/
  ○ E-Mail: uhms@hawaii.edu
  ○ Phone: (808) 956-8177
  ○ Deadlines: May 1st (Fall)

☐ Apply for Scholarships
  ○ Website: www.hawaii.edu/fas/info/scholarships.php
  ○ Website: www.star.hawaii.edu/scholarship

☐ For International Students (non-U.S. citizens)
  ○ Learn more about health insurance options and I-20 completion/status
    ▪ Contact: International Student Services
    ▪ Website: www.hawaii.edu/issmanoa
LEARN MORE ABOUT UH MANOA

□ Schedule a Campus Tour
  ○ Contact: Office of Admissions-Campus Tours
  ○ Website: www.manoa.hawaii.edu/undergrad/admissions/visit
  ○ E-Mail: visituhm@hawaii.edu
  ○ Phone: (808) 956-7137 or toll-free (800)-477-3233

□ Attend a High School Visit/UHM Event
  ○ Events Calendar Website: http://www.manoa.hawaii.edu/admissions/undergrad/visit/events.html

GET CHECKED & CLEAR ALL HOLDS

□ Submit Health Clearance
  ○ Contact: University Health Services
  ○ Form: www.hawaii.edu/myuh/healthform
  ○ E-mail: uhsm@hawaii.edu
  ○ Phone: (808) 956-8965
  ○ Deadline: July 15 (Fall) December 1 (Spring)

□ Submit Final Transcripts
  ○ Contact: Undergraduate Admissions Office
  ○ E-mail: uhmanoa.admissions@hawaii.edu
  ○ Phone: (808) 956-8975 or (800) 823-9771 (Toll-Free & Within USA only) or (808) 956-7943 (For Text (V/T)

PREPARE FOR MANOA

□ Check Your Star Report (for transfer credits, AP, IB, CLEP)
  ○ Website: www.star.hawaii.edu

□ Sign up for Placement Exams
  ○ Math www.math.hawaii.edu
  ○ Chemistry www.manoa.hawaii.edu/chem
  ○ English Language Institute (for international students) www.hawaii.edu/eli
Foreign Language Placement (NOTE: All foreign language classes begin at the 100 or 101 level without a placement exam. If you feel you are beyond the introductory level you can sign up for a test to placed in a higher course)

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Number</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Filipino</td>
<td>(808) 956-6970</td>
<td><a href="http://www.hawaii.edu/filipino/PlacementExam.html">http://www.hawaii.edu/filipino/PlacementExam.html</a></td>
</tr>
<tr>
<td>French</td>
<td>(808) 956-4175</td>
<td><a href="http://manoa.hawaii.edu/ll/for-students/Placement-exams/">http://manoa.hawaii.edu/ll/for-students/Placement-exams/</a></td>
</tr>
<tr>
<td>German</td>
<td>(808) 956-4182</td>
<td><a href="http://manoa.hawaii.edu/ll/for-students/Placement-exams/">http://manoa.hawaii.edu/ll/for-students/Placement-exams/</a></td>
</tr>
<tr>
<td>Spanish</td>
<td>(808) 956-3347</td>
<td><a href="http://manoa.hawaii.edu/ll/for-students/Placement-exams/">http://manoa.hawaii.edu/ll/for-students/Placement-exams/</a></td>
</tr>
</tbody>
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FAQ: ARE PLACEMENT EXAMS REQUIRED FOR ALL MAJORS? NO. Some departments require placement exams in order to register for classes. (i.e. Engineering majors must take a math placement).

Completion of a foreign language is also not a requirement for all majors. To find out the requirements for your major, please contact your school or college. Visit: [www.manoa.hawaii.edu/academics/colleges.html](http://www.manoa.hawaii.edu/academics/colleges.html) for a listing of websites.

Sign up for First Year Programs (for incoming freshmen only)
- Contact: First Year Programs
- Website: [http://manoa.hawaii.edu/freshman/fs](http://manoa.hawaii.edu/freshman/fs)
- E-mail: freshman@hawaii.edu
- Phone: (808) 956-8626

Sign up for New Student Orientation
- Contact: New Student Orientation
- Website: [http://www.hawaii.edu/nso](http://www.hawaii.edu/nso)
- E-mail: nso@hawaii.edu
- Phone: (808) 956-3667

GET ADVICE – MEET WITH AN ACADEMIC ADVISOR

Find requirements for your major
- Website: [www.manoa.hawaii.edu/ovcaa/programsheets](http://www.manoa.hawaii.edu/ovcaa/programsheets)

Mānoa Advising Center (MAC) - For all pre- & undeclared majors
- Contact: Mānoa Advising Center
- Website: [http://www.manoa.hawaii.edu/mac/](http://www.manoa.hawaii.edu/mac/)
- E-mail: macadv@hawaii.edu
- Phone: (808) 956-7273
For all declared majors, please contact your College/School Academic Advising Offices. For a complete listing please visit: www.manoa.hawaii.edu/academics/advising/advisingOffices.htm

MAP OUT YOUR CLASS SCHEDULE

- **Check class availability** - Review the Schedule of Classes booklet or visit the UH Mānoa Registration Homepage for “Check Class Availability” online
- **Read course descriptions** at www.catalog.hawaii.edu
- **Check for your registration time and date** & sign up for courses through your MyUH portal
- **Find out about tuition costs & deadlines** - Refer to “Paying your tuition and fees” for tuition and deadline announcements at http://www.hawaii.edu/myUH/manoa.
- **Locate your classrooms by downloading the campus map:** http://manoa.hawaii.edu/campusmap/uhmmap.pdf

BECOME THE WARRIOR WAY

- **Pay Tuition** – submit payment either online through your MyUH portal or in-person at the Cashier’s Office
  - Contact: Cashier’s Office
  - Office: Queen Lili‘uokalani Center for Student Services, Room 105
  - Phone: (808) 956-7554

- **Buy Textbooks**
  - Contact: UHM Bookstore
  - Website: www.bookstore.hawaii.edu
  - Phone: (808) 956-8252

- **Get Your Student ID, Validation & University Bus Pass (UPASS) Sticker**
  - Contact: Ticket & Information
  - Website: www.hawaii.edu/campuscenter
  - Phone: (808) 956-7235
Explore Transportation Options

Find ways to transport yourself to the UH Mānoa campus and around O‘ahu by learning more about:

- Bus routes through [www.thebus.org](http://www.thebus.org) or visit the Campus Center for maps
- Routes of the on-campus shuttle
- Parking costs & options
- Finding car-pooling buddies

- Contact: Parking Office
- Website: [manoa.hawaii.edu/commuter/](http://manoa.hawaii.edu/commuter/)
- Phone: (808) 956-8899

Find a job (Either On- or Off-campus)

- Contact: Mānoa Career Center
- Website: [manoa.hawaii.edu/careercenter/](http://manoa.hawaii.edu/careercenter/)
- E-mail: careers@hawaii.edu
- Phone: (808) 956-7007