Follow these steps to get started in Fall 2014:

___ 1. Apply for admission
   ➢ Visit the website to submit your online application: [http://www.maui.hawaii.edu/?s=prospective&p=applynow](http://www.maui.hawaii.edu/?s=prospective&p=applynow)

___ 2. Apply for financial aid and/or scholarships (optional)
   ➢ Call the EOC (Educational Opportunity Center) - assistance for eligible individuals (808) 984-3286.
   ➢ Complete the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
   ➢ Additional financial aid information, scholarships, and forms are available online [http://www.maui.hawaii.edu/financial](http://www.maui.hawaii.edu/financial) or at the Financial Aid Office (808) 984-3277 in Ho`okipa.

___ 3. Submit health clearance form
   ➢ Submit proof of TB clearance that is less than a year old and a copy of MMR (measles, mumps, & rubella) immunization records showing evidence of 2 shots to the UHMC Health Center, (808) 984-3493, in person or by fax (808) 242-1578. MMR waivered for those born prior to 1957. Health clearance is required to register for courses!

___ 4. Request official transcripts (for universities attended outside the University of Hawai`i system)
   ➢ Request that an official transcript be sent directly from the institution to:
     University of Hawai`i Maui College Admissions Office, 310 W. Ka`ahumanu Ave., Kahului, HI 96732.
   ➢ Complete the Transcript Evaluation Request form [http://maui.hawaii.edu/?s=counseling&p=transcript-eval](http://maui.hawaii.edu/?s=counseling&p=transcript-eval) and submit to the Admissions Office.
   ➢ Bring copies of your official transcripts and/or report cards when meeting with your program counselor to determine if classes may apply to your UHMC 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](http://www.hawaii.edu/transferdatabase)

___ 5. Prepare and take the COMPASS placement tests
   ➢ Obtain UH ID number at the UHMC Admissions Office in the Ho`okipa Building.
   ➢ Bring - 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. For more information: [http://maui.hawaii.edu/tlc/](http://maui.hawaii.edu/tlc/)

___ 6. Get Access to the MyUH Portal (needed to do Maui CARL and to register for classes)
   ➢ The MyUH portal provides a number of useful services to all students in the UH System including online registration, email account, records, and financial information. To setup your account, log on to: [http://myuh.hawaii.edu/cp/home/displaylogin](http://myuh.hawaii.edu/cp/home/displaylogin) and click on “Get a Username.”

___ 7. Prepare for Academic Advising Appointment – Join Maui CARL
   ➢ Complete the Maui CARL modules, tasks, and quizzes. Directions on how to join Maui CARL on page 2.
   ➢ For assistance, visit the UHMC Learning Center, (808) 984-3240.

___ 8. Meet with a Counselor/Academic Advisor for Academic Advising
   ➢ Before scheduling an appointment, complete steps 1-7 (if applicable).
   ➢ For appointments, call (808) 984-3306 with your UH student ID # and UHMC major.
   ➢ Bring your completed Maui CARL Academic Advising Agreement and Course worksheet to appointment.
   ➢ In-person, phone, and Web-based advising are available.
9. Register for classes online
   - Registration begins April 14, 2014 according to student’s completed UHMC credits.
   - Check MyUH Portal for your date.
   - The online “Class Availability” provides current class listing, seating availability, and the electronic waitlist option (for select courses). Click the CRN for prerequisite information and details.

10. Pay your tuition and fees before 4pm, July 25, 2014
    - After you register for classes, pay your tuition online through the MyUH portal (credit/debit card, savings/checking) or in person at the Cashier’s Office (cash, check, or debit card) in Ho`okipa.
    - Payment installment plan available via MyUH.
    - Financial Aid applicants – contact Financial Aid Office, (808) 984-3277, to verify if classes will be held.

11. Get your books and supplies at UHMC Bookstore, (808) 984-3248
    - Bring your class schedule with CRN# to select the correct books. New textbook rental program offered.
    - Textbooks are listed at the Bookstore website [http://www.bookstore.hawaii.edu/maui/SelectTermDept.aspx](http://www.bookstore.hawaii.edu/maui/SelectTermDept.aspx)

12. Attend Student Orientation
    - Students learn about important campus services, programs, facilities, and personnel. Meet other new students!
    - Choose a date to attend. For more information, contact Student Life at (808) 984-3434.

    - Students who are not in class on the first day may be dropped, unless prior approval and arrangements are made with the instructor. For more information, [www.hawaii.edu](http://www.hawaii.edu) or refer to the UHMC Catalog or Schedule of Classes.

Disability Services: If you have a documented disability and need academic accommodations, please schedule an appointment with Lisa Deneen, Disability Services Coordinator, at (808) 984-3306 (Counseling Center in Ho`okipa).

What is Maui CARL?

Maui CARL is the Counseling, Advising and Registration Laulima site. It was designed to prepare you for your academic advising session. Complete Maui CARL before you meet with your counselor. Must have submitted a UH Admissions application to access Maui CARL.

How to Join the Maui CARL Laulima Site (Help available at the Learning Center, (808) 984-3240)

- Go to UHMC website [www.mauia.hawaii.edu](http://www.mauia.hawaii.edu) and click on “UH Services” (located in the blue tab and click on “Laulima”).
- Sign in to Laulima with your myUH portal username and password.
- Click on “Membership” on the left side tool bar.
- Click “Joinable Sites” located under membership (near the top of the page).
- Type “Maui” into the search feature on the right hand side.
- Look for Maui CARL and click “Join”.
- If the Maui CARL tab does not show near the top of the Laulima page, click “My Active Sites” tab or “My Current Sites” and click on “Maui CARL.”
- View the Welcome Video, complete Modules 1-5 and 2 quizzes. Bring your tentative Course Schedule Worksheet/Schedule Planner and your Academic Advising Agreement to your advising appointment with a counselor.