

## Who We Are

The Office of the Registrar team is here to help you navigate through your academic career.

**Cathy A. Zenz**, Registrar

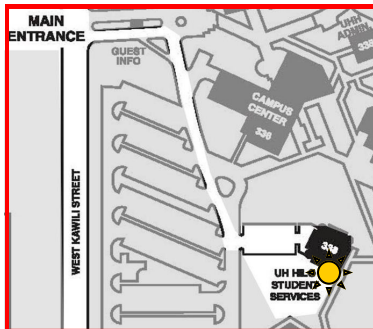
**Gabriele Matull Worst**, Associate Registrar

**Chelsea Wong**, Program Assistant, Records and Registration

**Precious Alejo**, Program Assistant, Graduation

**Suzanne Braley**, Transcript and Certification Office Assistant

Office of the Registrar



*The Office of the Registrar is located in the Student Services Building, first floor lobby.*

*Photo Credit: William Ing, James Rubio, Cindy Akagi*

## OFFICE OF THE REGISTRAR



Front row, left to right: Malia, Sara, Sheena, Chelsea, Wini, Precious  
Back row, left to right: Cathy, Gabi, Jessica, Rebekah, Suzanne

### HOURS

Monday thru Friday (closed holidays)

7:45 a.m. to 4:30 p.m.

### UNIVERSITY OF HAWAII AT HILO

#### Office of the Registrar

200 West Kawili Street

Student Services Building, Room 101

Hilo, Hawaii`i 96720-4091

Phone: 808-974-7322

TTY: 808-933-3334

Fax: 808-933-0862

E-mail: [uhhro@hawaii.edu](mailto:uhhro@hawaii.edu)

Twitter: [www.twitter.com/uhhro](http://www.twitter.com/uhhro)

<http://www.uhh.hawaii.edu/studentaffairs/records>

Available in alternate format upon request.

UH Hilo is an equal opportunity/affirmative action institution



UNIVERSITY  
of HAWAII®

HILO

OFFICE OF THE REGISTRAR

*More than just  
"Records"*

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TTY: 808-933-3334

## Your Undergraduate Academic Journey Begins Here:



### AFTER ADMISSIONS

The Office of the Registrar can assist you with registration in directed studies and applied music courses. We also process credit-by-exam results, credit/no credit or audit grading options, provide information about veterans benefit services, as well as answer general questions.

### THROUGHOUT YOUR ACADEMIC CAREER

The Office of the Registrar can assist you with:

- Transcript Requests
- Changes to Major (s) and/or Minor (s)
- Academic Subject Certificates
- Providing Written Enrollment Certification and Verification
- Automatically reporting your enrollment status to your Loan Company Clearinghouse
- Processing Requests to keep your Student Record Confidential/FERPA
- Changing your Permanent Address (except WUE). You can change your mailing address anytime via MyUH Portal.
- Name Changes (with proper documentation)
- Social Security Number Changes (required for Federal reporting)
- Process Complete Withdrawals (you cannot drop your last or only UHH course online)
- Make Changes to your Personal Records



### PREPARING TO GRADUATE

The Office of the Registrar is responsible for the following when you prepare to graduate:

- ✓ Enter Academic Modifications (*approved by the proper department chair*) to your STAR Degree Audit notes.
- ✓ Process your Graduation Application (*Payment needs to be processed by the Business Office first; now is the time to request the Hawaiian Language Diploma*).
- ✓ Forward your Graduation Application to the Advising Center to begin the Graduation Evaluation process.

### GRADUATION



To complete your graduation the Office of the Registrar will certify your degree after Advising Center does the final Degree Check. Once this is complete, we will then order, check, and distribute your Diplomas and/or Certificates as well as post your degree onto your academic transcript.

## Other Important Resources for your Academic Journey:

### Transfer Credit Questions & Residency:

Contact the Admissions Office  
808-974-7414

### Payment Information:

Contact the Business Office  
808-974-7404

### Financial Aid, Loans, Scholarships:

Contact the Financial Aid Office  
808-974-7323

### General Advising, Graduation Evaluation & Certification, and Information on Academic Policies & Procedures:

Contact the Advising Center  
808-974-7688

### Commencement Ceremony:

Contact Commencement Committee, e-mail:  
commence@hawaii.edu  
808-974-7555

### Disability Services:

Contact the Disability Services Office  
808-933-0816 / TTY 808-933-3334

### Resetting your MyUH Password:

Go directly to Computing Center with a photo ID.

(Bldg 346) 808-974-7437