

Who We Are

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

Cathy A. Zenz, Registrar

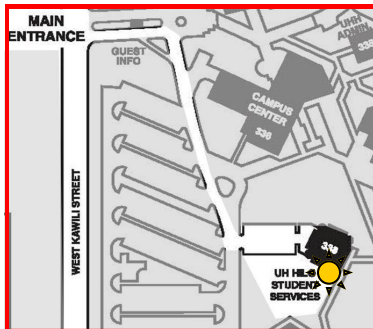
Gabriele Matull Worst, Associate Registrar

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

Twitter: www.twitter.com/uhhro

<http://hilo.hawaii.edu/registrar/>

Available in alternate format upon request.

UH Hilo is an equal opportunity/affirmative action institution



OFFICE OF THE REGISTRAR

*More than just
"Records"*

Tel: 808-974-7322

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