Welcome to Hawai’i Pacific University!

Congratulations and welcome to HPU! We are thrilled that you have selected HPU for your undergraduate experience. You are about to embark on an exciting and rewarding journey that will challenge you to learn and grow academically, personally, and professionally. At the same time, you will have opportunities both inside and outside the classroom to involve yourself in the community and build lasting friendships with classmates from around the world.

To ensure that your transition to HPU is a smooth one, we have created this guide especially for you. The New Student’s Guide provides all the necessary information to help you prepare for your first semester and resources available to make your HPU experience a successful one. Follow the 4 simple steps (see page 3) to start your journey with HPU.

If you have questions, there are academic advisors available to assist you along the way. We look forward to seeing you here soon!

All Students:

☑ Turn in Intent to Enroll form. If you have misplaced your form or have additional questions regarding the form, please contact the Admissions Office at 808-544-0238.

☑ Pay Enrollment Deposit of $200.00, which will enable you to register/be registered for courses. Deposit payments can be made anytime online through Campus Pipeline. (Look for My Quick Links located on the My HPU tab. Click on eBill + Pay Bill. The deposit can be made by...
✓ selecting *Deposits* at the top.) Students may also make payments in person at the HPU Business Office (UB 1200) with cash or check only.

✓ **Activate your HPU Pipeline account.** Your HPU Pipeline login information was emailed to you after your admission. Log in at campus.hpu.edu. If you are unable to log in, please contact the IT Helpdesk at help@hpu.edu or 808-566-2411 for assistance.

✓ **Immunizations.** Please refer here for detailed requirements.

✓ **Health Insurance.** Please refer here for detailed requirements.

✓ **Submit final transcripts.** All students must submit their *final* high school or previous college transcripts to the Admissions Office. New students entering HPU from high school must show proof of high school graduation, or equivalent, or their financial disbursements may be held or cancelled.

### First-Time Freshman Students:

✓ An Academic Advisor will register you for your first semester classes. We understand that starting college and preparing for a new and different academic experience can be a bit overwhelming, therefore we choose to register our first year students at the time they submit their enrollment deposit to ensure we are able to place you in the classes you will need to get off to a successful start in your first semester. These courses are selected based on the major you indicated on your admission application as well as your ACT/SAT scores. For each semester hereafter, you will be given the tools to register on your own.

✓ You will be notified by email once you’ve been registered for your classes. Your schedule can be viewed through your HPU Pipeline account under *My Quick Links > Printable Schedule*.

✓ If you have any questions about your schedule, or if you would like to make some changes to the courses that have been selected for you, we encourage you to contact your academic advisor for assistance.

✓ As official Advanced Placement (AP) scores, official college transcripts, and math and/or writing placement test scores are received, we encourage you to contact your Academic Advisor, so that your schedule can be adjusted accordingly.

✓ **Two weeks prior to the semester, you will have access to make changes to your schedule through Pipeline.** If you have questions about the process, please contact your Academic Advisor or refer the tutorial on How to Search and Register for Classes which will walk you through the process of making changes to your course schedule.

### Transfer Students:

✓ You will be notified by email once your official transcript(s) have been evaluated. Please refer to How to Search and Register for Classes, which will walk you through the process of how to register for courses through your HPU Pipeline account.

✓ You may register and/or make changes to your schedule during the first week of the full term. The last day to register and/or make changes for 8-week session courses is the first day of classes. If you have questions, please contact your Academic Advisor or refer to Academic Calendar for registration deadlines as needed.
International Students:

✓ You must always follow USCIS regulations governing their visa stay in terms of online courses and full-time enrollment.

✓ You are not permitted to enroll in 8A/8B courses on military base or online courses. Exceptions for online courses will be made for extraordinary circumstances with a clearly stated rationale. For undergraduate students, these exceptions are approved by Academic Advising and graduate student exceptions are approved by graduate coordinators and faculty advisors. Regardless of exception, students still must fulfill the physical presence requirements.

✓ For more information on these policies or any questions you may have, please click here or contact the Office of International Students and Scholars directly at iss@hpu.edu or (808) 356-5299.

Financial Aid/Scholarship and Business Office Information:

✓ Finalize financial aid and/or scholarships. Once your financial aid paperwork is complete, an Estimated Financial Aid Award Letter will be sent to your personal e-mail account. This letter will tell you how to “accept” your financial aid award. If you receive additional scholarships, be sure to let the Financial Aid Office know immediately at financialaid@hpu.edu.

✓ Note: If you are not receiving financial aid and would still like assistance with paying your educational expenses, we encourage you to check out Tuition Management Systems at www.HPU.afford.com or 1-800-722-4867.

✓ The Business Office will become an important part of your college career, as you interact to determine your student account charges, pay your tuition and fees, and understand your student account balances. To find out more about the Business Office and the services it provides, please click here to review the FAQs and other important information.

For a full checklist of things to do as you prepare to attend HPU, please review the New Student Checklist.

STEP ONE: Do I Need a Placement Test?

Purpose of the Tests

These are not entrance exams. You have already been admitted to Hawai’i Pacific University, and test results do not affect admission. You cannot fail placement tests. Your scores are a measure of your educational development in English, mathematics, and/or other areas. They enable your academic advisor to determine which courses you need in order to progress and succeed in your studies. Because scores do affect your placement into a writing or math level which will affect how quickly you are able to complete writing and math requirements within your program, you are strongly encouraged to prepare for these exams. **Students are strongly encouraged to take the placement exam prior to registering for your classes.**
ACT/SAT Scores

An ACT or SAT score can be used to determine what courses you take your first semester. Be certain that your official test scores have been sent directly to the Office of Admissions. Please see the Math and Writing Placement Guide for more information on writing and math placement based on your ACT or SAT scores. If you do not have recent SAT or ACT scores, you are required to take a placement test to determine which math and/or writing classes you will need to take in your first semester. Students with ACT/SAT scores placing them in a lower level math or writing course are strongly encouraged to take a placement exam.

Transfer Credit

If you have taken the Advanced Placement (AP) exam, International Baccalaureate Exam, or received college credit from another institution, please request official test scores and/or transcripts and send them to the Office of Admissions. If your evaluation has already been completed, please review your degree plan or your unofficial transcripts in your Pipeline account to view transfer credits. If you do not receive transfer credits for math or writing and have not submitted SAT/ACT scores, you are required to take a placement test to determine which math and/or writing classes you will need to take in your first semester.

Benefits of Placement Exams and How to Prepare

Preparing in advance for the placement exam will increase your chance of receiving a higher score allowing you to enroll in a higher-level course and ultimately saving you time and money. Students may take a placement test only once, so be prepared to do your best.

How to Sign up for a Placement Test

If you are on-island (O’ahu): HPU offers placement tests on our Downtown campus at certain times throughout the year. To take a test in person you may register online here.

If you are off-island (U.S. Mainland, International, Neighbor-Islands): We strongly recommend that you take the HPU placement tests online prior to arriving at HPU. You will need to find a suitable proctor to administer the test for you. Many high school and community college counselors are happy to provide this service for you if you request it. To learn more about taking placement tests from your current location, please click here.

You can learn more about Placement Tests here or contact the Center for Academic Success by email at assessment@hpu.edu or by phone at (808) 544-9334.
You may view your degree plan via Pipeline using Degree Works. The Student User’s Guide for Degree Works will walk you through how to run your current degree audit as well as a “what if” audit if you would like to explore other degree program options at HPU.

Your degree at HPU is divided into 3 main categories: general education, major requirements, and electives.

1. GENERAL EDUCATION

The purpose of the General Education Program is to provide students with a liberal arts foundation, set in the rich cultural context of Hawai‘i. Diverse courses outside the major will inspire lifelong learning by introducing students to ideas, perspectives, and experiences relevant to their lives. The General Education Program cultivates the skills, knowledge, and values expected of all educated persons through the achievement of specific student learning outcomes.

General education consists of 12 areas. Students must choose one class in each of these areas in order to complete the general education requirements. Please refer to your degree plan to learn about the course offerings available in each category. Note that the courses you will take to fulfill your general education requirements may overlap with your program’s major requirements so it is very important to review all of your degree requirements when choosing general education courses. Please review the Sample Four-Year Degree Plan for your major here.

2. MAJOR REQUIREMENTS

To look at a complete list of your major requirements, refer to your degree plan. This document provides you with a complete list of all courses required for your major. You may also refer to the Sample Four-Year Degree Plans for your program here. Full course descriptions with details about prerequisites that need to be completed prior to enrollment in the course can be found here. If you have additional questions about any of your degree requirements, contact your academic advisor for assistance.

3. UNRESTRICTED ELECTIVES

In addition to completing all general education and major requirements for your academic program, you must earn a total of 120 credits or more to receive a baccalaureate degree at HPU. The number of unrestricted electives needed will vary depending on the program requirements. Most HPU courses are equivalent to 3 credit hours. Language courses are equivalent to 4 credit hours and labs are typically worth 1 credit. To reach 120 credits, you may have to take additional courses of your choosing beyond the ones outlined by your major and general education requirements. Unrestricted Electives also provides you with an opportunity to pursue a Minor Program or the possibility of Study Abroad opportunities. For more information on these areas, please contact your academic advisor for assistance.
New First-Time Freshman Students:

We understand that starting college and preparing for a new and different academic experience can be a bit overwhelming, therefore we choose to register our New First-Time Freshman Students at the time they submit their enrollment deposit to ensure we are able to place you in the classes you will need to get off to a successful start in your first semester. These courses were selected based on the major you indicated on your admission application as well as your ACT/SAT scores. If you have any questions about your schedule, please contact your academic advisor for assistance.

Suggested courses for Transfer Students:

Make sure that Writing and Math requirements have been fulfilled. If you have taken Writing or Math courses at other institutions, be sure to have those courses transferred to HPU by providing the Admissions Office with official transcripts from your previous institution. If you have an Associate of Arts degree, then most general education requirements will be covered with the exception of courses that serve as prerequisites for your upper-division major requirements. It is always a good idea to check with your academic advisor to ensure that you are not registering for courses for which you will be receiving transfer credit.

Important Note! Transfer students should always double-check to ensure that all transcripts have been received by HPU and that all courses have been evaluated correctly. Any inquiries for transfer credits or courses can be directed to transfer@hpu.edu.

Other helpful resources for registration:

- How to Review your Degree Plan
- How to Search and Register for Classes
- Some classes offer a Waitlist Option. Please refer here for details on this process.

STEP FOUR: Sign-up for New Student Orientation!

Now that you have registered/been registered for classes, your journey to HPU continues with our New Student Orientation program. This informative and fun-filled experience will help you transition to university life, introduce you to HPU’s academic mission and goals, and connect you to students, staff, and faculty.

We invite incoming first year and transfer students to attend New Student Orientation with their families. All new, full-time undergraduate students enrolled in the fall or spring semester are required to attend and will be charged a one-time orientation fee to their student account (fee covers supplies, meals, transportation, and events).

Registration information is available online here. If you have questions, please email readysetgo@hpu.edu or contact the Center for Student Life & First-Year Programs at (808) 544-0277.