

***I want to take Leeward CC’s Early College Classes through my High School.***

***What do I need to do?***

1. **Talk to the Early College Coordinator at your High School**

* Let them know that you are interested!

1. **Fill out the UH Online Application by March 13, 2017** to show that you are serious.

* <https://apply.hawaii.edu>

1. **Take Leeward CC’s Accuplacer Test by March 31, 2017** to see what classes you are qualified to take.

* Check with your High School’s Early College Coordinator to see if your school is coordinating a testing field trip that you can attend, or if you have to take the test on your own.
* ***If you are testing on your own, please see the testing handout to see what you have to do!***

1. **Talk to your Leeward CC Early College Counselor**, Chris “Poki” Pokipala, and **your high school counselor** about what class(es) you should pick. *Make sure it counts BOTH for college AND for high school!*

* Poki’s Info: (808) 454-0706 or [cp2@hawaii.edu](mailto:cp2@hawaii.edu)

1. **Fill out and turn in the Dual Credit Application by May 1, 2017** (turning it in earlier is better!).

* [www.hawaii.edu/dualcredit](http://www.hawaii.edu/dualcredit)
* Make sure it has all 4 signatures (yours, your parent’s, your HS counselor & your HS principal)
* It can be submitted to your HS Early College Coordinator or to Leeward CC directly.

1. **Turn in your Health Clearances by May 1, 2017**

* TB test record no older than August 21, 2016 for Fall classes and no older than May 1, 2016 for Summer Classes.
* Measles, Mumps and Rubella shot record showing 2 shots.

1. **Tell your HS Early College Coordinator what classes you want to take**

***What Documents do I need to turn in for Early College or Running Start?***

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| ***I…*** | ***So, I need to Submit by May 1 (Summer or Fall) or November 15 (Spring)…*** |
| *Am taking classes with Leeward CC right now and want to continue next semester*  ***A.K.A. I am a “Continuing Student”*** | * A **Fully Signed** Dual Credit Application: [www.hawaii.edu/dualcredit](http://www.hawaii.edu/dualcredit) |
| *Took classes at Leeward CC before, but aren’t taking any Leeward CC classes right now.*  *I might be taking classes right now at another UH institution (KCC, HCC, UHWO).*  ***A.K.A. I am a “Returning Student”*** | * UH Online Application: <http://apply.hawaii.edu> * A **Fully Signed** Dual Credit Application: [www.hawaii.edu/dualcredit](http://www.hawaii.edu/dualcredit) |
| *Applied to Leeward CC before, but didn’t actually take any classes ever.*  ***A.K.A., I am a “Reapplying Student”*** | * UH Online Application: [http://apply.hawaii.edu](https://www.sis.hawaii.edu/uhdad/bwskalog.P_DispLoginNon) * A **Fully Signed** Dual Credit Application: [www.hawaii.edu/dualcredit](http://www.hawaii.edu/dualcredit) * TB Record **if** the one previously submitted is older than August 21, 2016 for Fall 2017 or May 30, 2016 for Summer 2017. * MMR Record if not previously submitted. |
| *Took or am taking classes at another UH campus, but want to take Leeward classes next semester. I have not taken Leeward classes before.*  ***A.K.A., I am a “UH Student, but I’m not a Leeward Student”*** | * UH Online Application: [http://apply.hawaii.edu](https://www.sis.hawaii.edu/uhdad/bwskalog.P_DispLoginNon) * A **Fully Signed** Dual Credit Application: [www.hawaii.edu/dualcredit](http://www.hawaii.edu/dualcredit) * TB Record **that I submitted to the other UH campus IF** it was not a community college. * MMR Record **that I submitted to the other UH campus IF** it was not a community college. |
| *I have never taken any classes before at any UH campus.*  ***A.K.A. I am a “New Student”*** | * UH Online Application: [http://apply.hawaii.edu](https://www.sis.hawaii.edu/uhdad/bwskalog.P_DispLoginNon) * A **Fully Signed** Dual Credit Application: [www.hawaii.edu/dualcredit](http://www.hawaii.edu/dualcredit) * TB Test record done no earlier than May 30, 2016 for Summer 2017 or no earlier than August 21, 2016 for Fall 2017 classes. * MMR Record **showing 2 vaccinations.** |