EARLY COLLEGE APPLICATION CHECKLIST

For 9th to 12th Grade

Before submitting your application, please be sure to complete this checklist according to the form/application that you are submitting. For example, if you are only submitting a Parent Consent Form and a Dual Credit Form, only complete the checklist for those two sections. **Once completed, upload it to the application submission form.**

If you are dropping off your application at the Waipahu High School Office, please be sure to only complete those with asterisks (*)

Failure to accurately complete and follow the checklist will result in having to redo your application and delay the submission of your application to the college you are applying for.

Please view this powerpoint as a guidance: Early College Application Process/Instructions

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Parent Consent (PC) Form

☐ ***Both** the student and parent **PRINTED NAME** section is complete.

☐ ***Both** the student and parent **SIGNATURE** section and the date it was signed is complete.

☐ *My PC form is only **ONE** page.**(Page 2 (Summer 2021) or Page 3 (Fall 2021) of the PC form Packet)**

☐ When uploading my PC form, I will make sure it is **high-quality standards.**
   ➢ It will be **CLEAR, CENTERED, and NO UNNECESSARY Borders.**

☐ When uploading my PC, I will make sure the file is labeled:
   ➢ **Last name, First Name,**
      ○ Ex: Villanueva, Leanne Aira

Dual Credit (DC) Application

☐ *Under the "Course" of my **LCC DC app**, it is labeled "**MOA.**"
   ➢ Only one is needed regardless of your interest to take multiple courses.

☐ *Under the "Course" of my **UHWO DC app, it is labeled with the actual class.**
   ➢ **For example: Music 107**

☐ *I made sure that the course I put for my UHWO DC app was being offered by UHWO.
   ➢ **For example: SP 151 is not being offered by UHWO**

☐ *My DC app for **LCC** and **UHWO** is **SEPERATED** and **NOT TOGETHER.**

☐ *My DC app for <u>Summer 2021</u> and <u>Fall 2021</u> is **SEPERATED** and **NOT TOGETHER.**

☐ *The Student and Parent signature section of my DC app is COMPLETE

  ➢ **Printed name of student and parent, Date, and no Fancy font was used to replace signatures.**

☐ **My personal information is accurate**

  ➢ Home address, Contact Information, Parent information, and **No nicknames were used**.

☐ When uploading my DC app, I will make sure it is **high-quality standards.**

  ➢ It will be **CLEAR, CENTERED, and NO UNNECESSARY Borders.**

☐ When uploading my DC app, I will make sure the file is labeled:

  ➢ **Last name, First Name, Semester**
    ○ Ex: Villanueva, Leanne Aira, FA21
      ■ FA21 = Fall 2021
      ■ S21 = Summer 2021

UH Online (UHO) Application

☐ *I applied and completed the right UHO app. *This only applies if you are not a LCC/UHWO continuing student.*

  ➢ **LCC:** https://universityofhawaii.liaisoncas.com/applicant-ux/#/login
  ➢ **UHWO:** https://www.sis.hawaii.edu/uhdad/bwskalog.P_DispLoginNon

☐ *I will be uploading/turning in the Correct Confirmation page for my **LCC** UHO app.

  ➢ **It is exactly as this example: https://bit.ly/3u8WkiD**

☐ *I will be uploading/turning in the Correct Confirmation page of my **UHWO** UHO app.

  ➢ **It is exactly as this example: https://bit.ly/2M1BlNI**

☐ When uploading my UHO app, I will make sure it is **high-quality standards.**

  ➢ It will be **CLEAR, CENTERED, and NO UNNECESSARY Borders**

☐ When uploading my UHO app, I will make sure the file is labeled:

  ➢ **Last name, First Name, Semester**
    ○ Ex: Villanueva, Leanne Aira, FA21
      ■ FA21 = Fall 2021
      ■ S21 = Summer 2021