

# Early Admit Application Instructions Summer 2018

## *Additional Requirements for Early College/Dual Credit Courses*

### For students attending KSM in the regular school year

#### 1) Register through KS Connect

- Grade level registration begins January 2, 2018 through February 15, 2018.
- Upon completion you will receive either a conditional enrollment or waitlist status.

#### 2) Complete the Request for Credit Approval on the KSM Summer School website here:

[www.ksbe.edu/maui/summer](http://www.ksbe.edu/maui/summer)

- Complete this form and submit for approval through Kula Ki'eki'e office.
- Deadline: March 1, 2018

Students registering for early college/dual credit courses will need to complete the following steps within early admit process. Documentation of your completion will be submitted to the Hālau 'o Kapikohānaiāmālama KSM Summer School Office by March 1, 2018, in order to be considered for Early College Program courses. If you are an "In Process Early Admit Applicant", you will contact Lisa Correa to indicate a choice of "summer 2018" on your Early Admission Program Application. If documentation is not submitted by the deadline, your application for early college courses will not be considered.

#### 3) Please complete the following steps based on your current status and submit supporting documents to the Hālau 'o Kapikohānaiāmālama KSM Summer School Office by March 1, 2018

<p><b><u>If you are a CONTINUING EARLY ADMIT STUDENT</u></b>  <i>"Currently enrolled at UHMC for the Spring 2018 semester"</i></p>	<p><b><u>If you are a CONTINUING EARLY ADMIT STUDENT with a BREAK IN SEMESTER</u></b>  <i>"Had been enrolled at UHMC in either the Summer 2017 and/or Fall 2017 semesters"</i></p>	<p><b><u>If you are an IN PROCESS EARLY ADMIT APPLICANT</u></b>  <i>"Currently registering for KS Dual Credit Program for Fall 2018 and/or Spring 2019 semesters"</i></p>	<p><b><u>If you are a NEW EARLY ADMIT APPLICANT</u></b>  <i>"First time applying for early college admission"</i></p>
<p><b>1. Early Admission Program Application (Early Admit Form)</b></p>	<p><b>1. Early Admission Program Application (Early Admit Form)</b></p> <p><b>2. Acceptance Rollover Form</b></p>	<p><b>1. Contact Lisa Correa to add Summer 2018 to your Early Admission Program Application (Early Admit Form)</b></p>	<p><b>1. UH Online Admissions Application; Application Acknowledgement</b></p> <p><b>2. Accuplacer Placement Test</b></p> <p><b>3. Early Admission Program Application (Early Admit Form)</b></p> <p><b>4. Health Clearance Form</b></p> <p><b>5. Consent to Release Grades for Early Admit Student to High School form</b></p>

## **For students attending a High School other than KSM during the regular school year**

Upon Completion of the Admissions Online Application for early college credit courses, students registering for early college credit courses will need to complete the following steps within the high school early admit process. Documentation of your completion will need to be submitted to the Hālau ‘o Kapikohānaiāmālama KSM Summer School Office by March 1, 2018, in order to be considered for early college credit courses. If documentation is not submitted by the aforementioned deadline your application for early college courses will not be considered.

**1) Please complete the following steps according to your current status and submit supporting documents to the Hālau ‘o Kapikohānaiāmālama KSM Summer School Office by March 1, 2018.**

<b>If you are a <u>CONTINUING EARLY ADMIT STUDENT</u> “Currently enrolled at UHMC for the Spring 2018 semester”</b>	<b>If you are a <u>CONTINUING EARLY ADMIT STUDENT with a BREAK IN SEMESTER</u> “Had been enrolled at UHMC in either the Summer 2017 and/or Fall 2017 semesters”</b>	<b>If you are a <u>NEW EARLY ADMIT APPLICANT</u> “First time applying for early college admission”</b>
<b>1. Early Admission Program Application (Early Admit Form)</b>	<b>1. Early Admission Program Application (Early Admit Form)</b>  <b>2. Acceptance Rollover Form</b>	<b>1. UH Online Admissions Application; Application Acknowledgement</b>  <b>2. Accuplacer Placement Test</b>  <b>3. Early Admission Program Application (Early Admit Form)</b>  <b>4. Health Clearance Form</b>  <b>5. Consent to Release Grades for Early Admit Student to High School form</b>

## **FORMS**

- **Early Admission Program Application (Early Admit Form)**
  - Please complete and submit the Early Admissions Program Application (Early Admit Form) to the Hālau ‘o Kapikohānaiāmālama KSM Summer School Office.
  - This form can be found on the KSM Summer School website here: [www.ksbe.edu/maui/summer](http://www.ksbe.edu/maui/summer) .
  - You will only need to complete the student and parent section of this form.
- **Acceptance Rollover Form**
  - If you are a continuing early admit student with a break in semester, please complete and submit the Acceptance Rollover Form to the Hālau ‘o Kapikohānaiāmālama KSM Summer School Office.
  - This form can be found on the KSM Summer School website here: [www.ksbe.edu/maui/summer](http://www.ksbe.edu/maui/summer) .
- **UH Online Admissions Application**
  - The UH Online Admissions Application can be found and completed online here: [https://www.sis.hawaii.edu/uhdad/bwskalog.P\\_DispLoginNon](https://www.sis.hawaii.edu/uhdad/bwskalog.P_DispLoginNon) .

- A step by step guidebook to assist you with the UH Online Admissions Application Process can be found on the KSM Summer School website here: [www.ksbe.edu/maui/summer](http://www.ksbe.edu/maui/summer) . If you need additional assistance with this process, please call our Hālau ‘o Kapikohānaiāmālama KSM Summer School Office at (808) 573-7037. There is no application fee for in-state (resident) applicants. Out of state (non-resident) applicants will be responsible for a charge of \$25.
  - Upon completion of the UH Online Admissions Application you will need to print out or screenshot the “Application Acknowledgement” page and submit it to our Hālau ‘o Kapikohānaiāmālama KSM Summer School Office. This is the required document due for this step.
  - After completing the UH Online Admissions Application the UH Admissions and Records office will review and process your application. UHMC will then release a UH number to the Hālau ‘o Kapikohānaiāmālama office and it will be distributed to the student and family by email or phone message. This takes approximately 1-3 weeks. This UH number is required for you take the Accuplacer placement test. Please plan accordingly to accommodate the length of time needed to receive a UH number.
- **Accuplacer Placement Test**
    - Upon receiving your UH number, you will now be eligible to schedule and complete your Accuplacer placement test at UHMC’s The Learning Center (TLC). More information regarding hours of operations and testing information can be found here: <https://maui.hawaii.edu/tlc/home/testing/placement/> . The first test is done at no charge. Any charges for additional tests taken are the responsibility of the applicant.
    - Once you have completed your placement test, please submit a copy of your results to the Hālau ‘o Kapikohānaiāmālama KSM Summer School Office.
- **Health Clearance Form**
    - Please complete and submit the Health Clearance Form to the Hālau ‘o Kapikohānaiāmālama KSM Summer School Office.
    - This form can be found on the KSM Summer School website here: [www.ksbe.edu/maui/summer](http://www.ksbe.edu/maui/summer) .
    - A negative TB clearance after June 18, 2017 and updated MMR shots are required.
- **Consent to Release Grades for Early Admit Student to High School form**
    - Please complete and submit the Consent to Release Grades for Early Admit Student to High School form to the Hālau ‘o Kapikohānaiāmālama KSM Summer School Office.
    - This form can be found on the KSM Summer School website here: [www.ksbe.edu/maui/summer](http://www.ksbe.edu/maui/summer) .
    - For students interested in dual credit, your high school is the final authority on high school graduation requirements. Students must work closely with a high school counselor to ensure that graduation requirements are met. It is understood that it is the student’s responsibility to ensure that the college course(s) completed as part of the dual credit program will also meet high school graduation requirements.

## **UHMC Review Process**

Once Early Admission Program Application and all supporting documents (confirmation of online admissions application, Health Clearance Form, printout of Accuplacer results & Consent to Release Grades for Early Admit Student To High School form) have been submitted, a “student packet” of documents with a supporting cover page will be submitted as a batch to UHMC Admissions and Records department for review. Upon approval the student will then receive an acceptance email and can begin to create a username and password. The student will then have access to register for specified summer school courses through UHMC.