EARLY ADMIT PROCEDURES

STUDENT RESPONSIBILITY

- Contact your high school counselor about the program, eligibility requirements, and procedures.
- Schedule an appointment with the Running Start or Early Admit UH Maui College counselor.

EARLY ADMIT APPLICANTS (HIGH SCHOOL FRESHMAN AND SOPHMORES)

- Must schedule an appointment with UH Maui College Vice Chancellor of Student Affairs, Debbie Nakama.

ADMISSIONS PROCESS

- Submit the UH application online and print application submittal confirmation page
- Since high school students are under the age of 18 parents are to complete residency information on the online application form.

EARLY ADMISSIONS FORM

- The form is to be completed by: Applicant, Parent, High School Counselor or Principal

TAKE THE COMPASS TEST:

- The COMPASS Placement Tests are computer-based assessments of your ability in different subjects. It helps place you in English and math courses in which you are most likely to succeed. Details on Placement tests and Test Center.

COMPLETE THE HEALTH REQUIREMENTS

- Tuberculosis (taken within 1 year) and Measles, Mumps and Rubella (MMR)

SUBMIT THE DOCUMENTS

- Submit all documents to your high school counselor, who will then submit to UHMC.

REGISTRATION

- Student must create a MY UH account
- Student registers for his/her courses, through MY UH account.
HIGH SCHOOL RESPONSIBILITIES

- Confirms that the student applied (on line) with UH Maui College
- Early Admit form or Running Start form completed (signature from applicant, parent, high school principal or counselor)
- Health form with completed TB (within 1 year) and MMR result
- Compass placement test score result
- Submit all of the items to the UH Maui College Running Start/Early Admit counselor

UHMC COUNSELOR RESPONSIBILITIES

- Confirm that the student applied on line.
- Completed (signature from applicant, parent, high school principal or counselor) Early Admit or Running Start form
- Completed Health Form for with TB (within 1 year) and MMR result
- Compass placement test result
- Submits to the Admissions and Records Office the completed packet

UH MAUI COLLEGE ADMISSION/RECORDS DEPARTMENT RESPONSIBILITIES

- Will confirm the admissions application form, determine residency
- Attach EA form and compass placement test result to the application
- Input application information into computer system.
- Places TB/MMR hold on students record
- Submit health information to health center
- Health Center removes the TB/MMR hold once health information confirmed
- Mail acceptance letter to student

CONTINUING ENROLLMENT FOR RUNNING START OR EARLY ADMIT STUDENTS

At the end of each semester all continuing Running Start or Early Admit students’ registration information is changed from Active to Inactive. The reason is that if the student’s record is Inactive he/she cannot register for the semester and must submit Early Admit form or change of information form for the next semester.

If the student is still in high school and would like to continue with UHMC and take credit courses

- he/she must submit the Early Admit form
- Once the form is submitted to the Admissions and Records office the status is changed to Active (AS).
- The student may register for course(s)

If the student graduates from high school and will continue taking courses with UHMC.

- The student must complete a Change of Information form to change major from Early Admit or Running Start to a UHMC degree program.
- Once the major is changed the registration status is changed to Active.
- Student may register for course(s).
RUNNING START PROCEDURES

STUDENT RESPONSIBILITY

- Contact your high school counselor about the program, eligibility requirements, and procedures.
- Schedule an appointment with the Running Start or Early Admit UH Maui College counselor.

RUNNING START APPLICANTS (HIGH SCHOOL FRESHMAN AND SOPHMORES)

- Must schedule an appointment with UH Maui College Vice Chancellor of Student Affairs, Debbie Nakama.

ADMISSIONS:

- Submit the UH application online and print application submittal confirmation page
- Since high school students are under the age of 18 parents are to complete residency information on the online application form

RUNNING START EARLY ADMIT FORM:

- Complete an application for Running Start: http://www.hawaii.edu/dualcredit/
- The forms is to be completed by: Applicant, Parent, High School Counselor or Principal

TAKE THE COMPASS TEST:

- The COMPASS Placement Tests are computer-based assessments of your ability in different subjects. It helps place you in English and math courses in which you are most likely to succeed. Details on Placement tests and Test Center.

COMPLETE THE HEALTH REQUIREMENTS:

- Tuberculosis (taken within 1 year) and Measles, Mumps and Rubella (MMR)

SUBMIT THE DOCUMENTS:

- Submit all documents to your high school counselor, who will then submit to UHMC.

REGISTRATION:

- Student must create a MY UH account
- Student registers for his/her courses, through MY UH account.
HIGH SCHOOL RESPONSIBILITIES

- Confirms that the student applied (on line) with UH Maui College
- Early Admit form or Running Start form completed (signature from applicant, parent, high school principal or counselor)
- Health form with completed TB (within 1 year) and MMR result
- Compass placement test score result
- Submits the completed packet to the Admissions and Records Office

UHMC COUNSELOR RESPONSIBILITIES

- Confirm that the student applied on line.
- Completed (signature from applicant, parent, high school principal or counselor) Early Admit or Running Start form
- Completed Health Form for with TB (within 1 year) and MMR result
- Compass placement test result
- At the end of the semester running Start counselor provides an excel list by high school indicates: last name, first name, course(s) and final grade(s) to the Registrar.

UH MAUI COLLEGE ADMISSION/RECORDS DEPARTMENT RESPONSIBILITIES

- Will confirm the admissions application form, determine residency
- Attach EA form and compass placement test result to the application
- Input application information into computer system.
- Places TB/MMR hold on students record
- Submit health information to health center
- Health Center removes the TB/MMR hold once health information confirmed
- Mail acceptance letter to student
- At the end of the semester the Registrar’s office will mail to each individual high school Registrars the RS student’s final grade(s).

CONTINUING ENROLLMENT FOR RUNNING START OR EARLY ADMIT STUDENTS. At the end of each semester all continuing Running Start or Early Admit students’ registration information is changed from Active to Inactive. The reason is that if the student’s record is Inactive he/she cannot register for the semester and must submit Early Admit form or change of information form for the next semester.

If the student is still in high and would like to continue with UHMC and take credit courses

- he/she must submit the Early Admit form
- Once the form is submitted to the Admissions and Records office the status is changed to Active (AS).
- The student may register for course(s)

If the student graduates from high school and will continue taking courses with UHMC.

- The student must complete a Change of Information form to change major from Early Admit or Running Start to a UHMC degree program.
- Once the major is changed the registration status is changed to Active.
- Student may register for course(s).