Completing an A.A.S. degree in Applied Trades
IMPORTANT - Pick up a program completion verification form letter from the Applied Trades program counselor.

This form letter is also available online at http://www.honolulu.hawaii.edu/aptr

Fill it out and mail it to the Workforce Development Division of the State Department of Labor & Industrial Relations.
The Workforce Development Division Will:

- Verify that you have fulfilled all of the requirements of your apprenticeship program.
- Indicate how many work hours you have completed.
- Provide the date that you were awarded your certificate of completion.
Transcript Evaluation Request Form

- Be sure to submit a Transcript Evaluation Request Form to the Records Office.
- If you do not submit this form, the Records Office will not process the document (your record) that is sent to HonCC by the Workforce Development Division.
<table>
<thead>
<tr>
<th>Trade</th>
<th>Work Process Hours</th>
<th>Related Instruction (School) Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boilermaker</td>
<td>6,000</td>
<td>576</td>
</tr>
<tr>
<td>Carpenter</td>
<td>8,000</td>
<td>615</td>
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<tr>
<td>Construction Craft</td>
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<tr>
<td>Laborer I</td>
<td>4,000</td>
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<tr>
<td>Drywall Installer</td>
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<td>535</td>
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<tr>
<td>Electrician</td>
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<td>800</td>
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<tr>
<td>Elevator Constructors</td>
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<tr>
<td>Floorlayer</td>
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<td>480</td>
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<tr>
<td>Glazier</td>
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<td>580</td>
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<tr>
<td>Ironworker – Fabricator</td>
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<tr>
<td>Ironworker – Structural</td>
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<tr>
<td>Masons Bricklayer</td>
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<td>432</td>
</tr>
<tr>
<td>Masons Cement Finisher</td>
<td>8,000</td>
<td>432</td>
</tr>
<tr>
<td>Masons Ceramic Tile Setter</td>
<td>8,000</td>
<td>432</td>
</tr>
<tr>
<td>Masons Plasterer</td>
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<td>432</td>
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<tr>
<td>Operating Engineer</td>
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<td>440</td>
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<tr>
<td>Painter</td>
<td>8,000</td>
<td>456</td>
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<tr>
<td>Plumber</td>
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<td>1080</td>
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<tr>
<td>Plumber – Refrigeration</td>
<td>10,000</td>
<td>1080</td>
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<tr>
<td>Plumber – Sprinkler Fitter</td>
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<tr>
<td>Plumber – Steam Fitter</td>
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<td>Roofer</td>
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<td>Sheet Metal Worker</td>
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<tr>
<td>Taper</td>
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<td>244</td>
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</table>
Hours to Credits Conversion

- You will receive 7 college credits for every 2000 apprenticeship Work Process hours and 5 credits for every 144 hours of Related Instruction up to a maximum of 45 credits.
- For example, if your program requires:
  - 432 hours of Related Instruction
    - 432 divided by 144 = 3
    - 3 x 5 credits = 15 credits
  - 8,000 Work Process
    - 8,000 divided by 2000 = 4
    - 4 x 7 credits = 28 credits
- So, 15 + 28 = 43 total credits
To Apply to HonCC as a Degree Seeking Student

- Go to the Honolulu Community College website.
  - [http://www.honolulu.hawaii.edu/](http://www.honolulu.hawaii.edu/)

- Fill out the online application:
  - By placing your cursor over the “How to Apply” link and by clicking on “Admissions”.
  - Then select the appropriate link.
ADMISSIONS

Honolulu Community College welcomes applications from any U.S. high school (or Development) recipient or persons 18 years of age or over who can benefit from the college. Persons under the age of 18 may be considered for early admission or the Running Start program. Choose the type of student that best describes you to view the admissions process.

FRESHMAN/FIRST TIME STUDENTS
TRANSFER TO HONOLULU CC (CURRENT STUDENT WITHIN UH SYSTEM)
TRANSFER TO HONOLULU CC (ALL OTHERS)
RETURNING STUDENTS
INTERNATIONAL STUDENTS
CONTINUING EDUCATION & LIFELONG LEARNING
OFF CAMPUS/MILITARY STUDENTS
ADMISSIONS ACCEPTANCE INFORMATION

ADDITIONAL LINKS
- Online Application
- UH Course Transfer Database
- Running Start
- Transfer Student Information
- Veterans Information

CONTACT ADMISSIONS
Building 6, 1st Floor
Phone: (808) 845-9129
Email
Steps Needed to Register

- Submit TB clearance & MMR record to Admissions.
- Receive an Acceptance email from Admissions.
- Take English and math placement tests.
  - At the Testing & Tutoring Center on the 3rd floor of Building 7.
- Finally, registration is done online via the UH portal which can be accessed from the HonCC home page by clicking MyUH.
Graduation Requirements

- A minimum of 60 credits.
- The maximum credits awarded for completion of an apprenticeship program is 45.
- A minimum of 15 credits (5 classes) of 100 and above level General Education coursework which includes:
  - A Communications course such as ENG 100.
  - A Quantitative or Logical Reasoning course such as Math 100.
  - Three (3) additional 100 and above level General Education courses from: Humanities and Fine Arts, Natural Sciences, and Social Sciences.
Additional Credits May Be Required

- Students who receive less than 45 credits for their apprenticeship programs will need to complete additional credits.
- These additional credits can be earned/obtained by:
  - taking other recommended college courses or
  - using previously completed approved college and/or military schoolwork or
  - taking DANTES and CLEP examinations which need not be related to your apprenticeship program.
If You’ve Taken Credits Elsewhere and Would Like These Applied Toward Your Degree

- List your other colleges/institutions (in addition to the Workforce Development Division) on the Transcript Evaluation Request Form that you submit to the Records Office.
- Official transcripts and course descriptions are required if courses were taken outside the UH System.
To Graduate You Must:

• Have a 2.0 cumulative grade point average (GPA).
• Submit a graduation application by Oct. 15 for Fall graduation and Mar. 15 for Spring graduation.
• Submit a Request For Waiver Of Degree Residency Requirement form if you completed your general education and/or additional courses at another campus.
• **Check your STAR Academic Essentials.**
  - [https://www.star.hawaii.edu/star](https://www.star.hawaii.edu/star)

• **Speak with a counselor.**
  - Counselors are located in the Admissions & Counseling Office on the 1st floor of Building 6.
  - You can set up an appointment by:
    - Logging onto your MyUH portal
    - Clicking on your MySuccess tab
    - Clicking on the Academic Counseling Center link
    - Searching for your Counselor’s name
    - Clicking on the Schedule Appointment link

• You may also call (808) 845-9129.
Questions?

PLEASE SEE A COUNSELOR.