

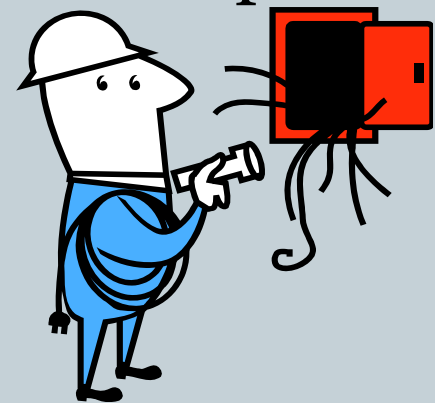
# Completing an A.A.S. degree in Applied Trades



# Applied Trades Verification Form Letter



- **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.



# Hours Required to Complete Apprenticeship Programs



<b>Trade</b>	<b>Work Process Hours</b>	<b>Related Instruction (School) Hours</b>
<b>Boilermaker</b>	6,000	576
<b>Carpenter</b>	8,000	615
<b>Construction Craft Laborer I</b>	4,000	290
<b>Drywall Installer</b>	8,000	535
<b>Electrician</b>	10,000	800
<b>Elevator Constructors</b>	8,000	576
<b>Floorlayer</b>	8,000	480
<b>Glazier</b>	8,000	580
<b>Ironworker – Fabricator</b>	8,000	580
<b>Ironworker – Structural</b>	6,000	432
<b>Masons Bricklayer</b>	8,000	432
<b>Masons Cement Finisher</b>	8,000	432
<b>Masons Ceramic Tile Setter</b>	8,000	432
<b>Masons Plasterer</b>	8,000	432
<b>Operating Engineer</b>	6,000	440
<b>Painter</b>	8,000	456
<b>Plumber</b>	10,000	1080
<b>Plumber – Refrigeration</b>	10,000	1080
<b>Plumber – Sprinkler Fitter</b>	10,000	1080
<b>Plumber – Steam Fitter</b>	10,000	1080
<b>Roofer</b>	8,000	240
<b>Sheet Metal Worker</b>	10,000	1050
<b>Taper</b>	8,000	244

# Hours to Credits Conversion



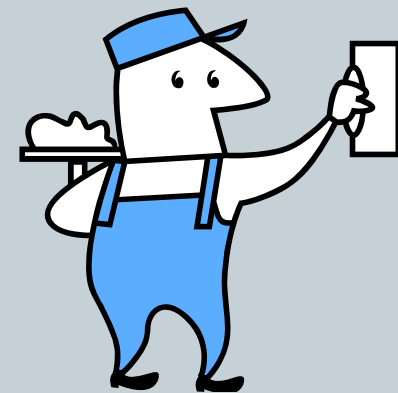
- You will receive 7 college credits for every 2000 apprenticeship Work Process hours and 5 credits for every 144 hours of Related Instruction up to a maximum of 45 credits.
- For example, if your program requires:
  - 432 hours of Related Instruction
    - 432 divided by 144 = 3
    - 3 x 5 credits = 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/>
- 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 graduate (or GED recipient or persons 18 years of age or over who can benefit from college) 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

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- [Printer-friendly version](#)
- [Send by email](#)
- [PDF version](#)





# 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 3<sup>rd</sup> 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



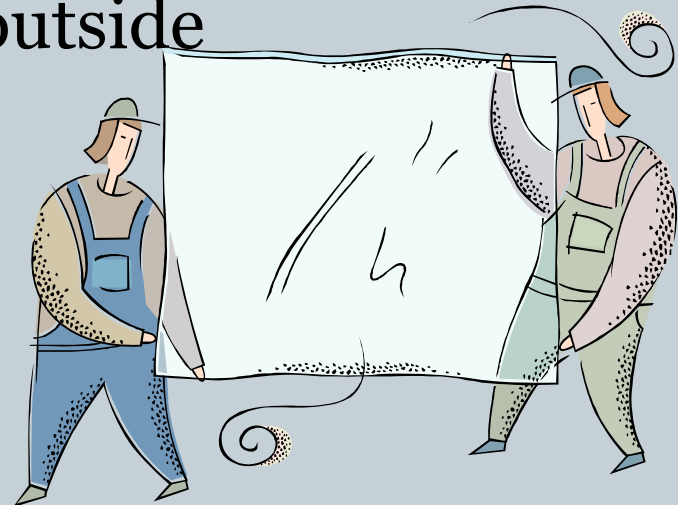
- Students who receive less than 45 credits for their apprenticeship programs will need to complete additional credits.
- These additional credits can be earned/obtained by:
  - taking other recommended college courses or
  - using previously completed approved college and/or military schoolwork or
  - 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.



# IMPORTANT



- **Check your STAR Academic Essentials.**
  - <https://www.star.hawaii.edu/star>
  
- **Speak with a counselor.**
  - Counselors are located in the Admissions & Counseling Office on the 1<sup>st</sup> 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.**