

# Early College Application Guide



UNIVERSITY of HAWAII\*

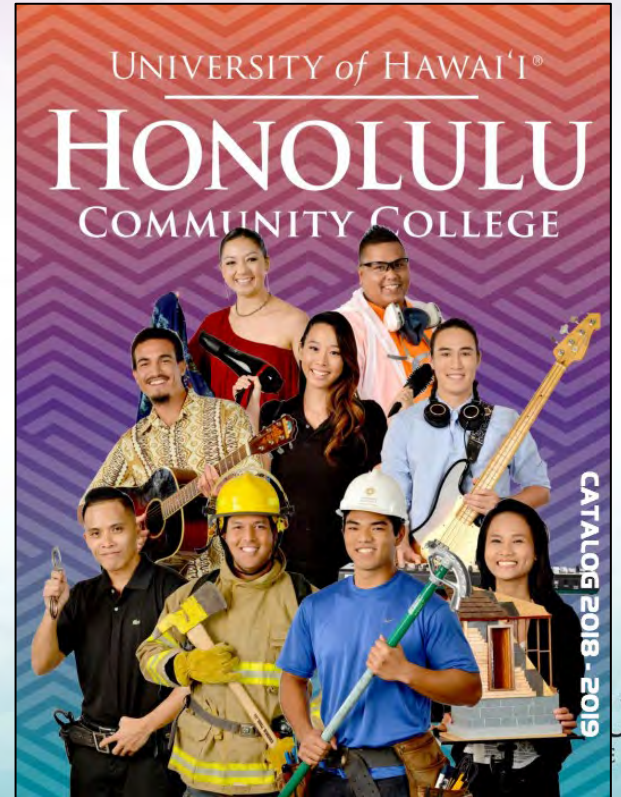
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# Who are we?

Aloha! As we adjust to working remotely, our HonCC Outreach team will be here to support you. If you need any help in this process our information is in the notes section.

Today we will work on:

1. Online UH System Application



# What's the Scoops?

- You will need the following to apply:
  - Your Social Security number
  - Information about Residency
- You can always save and logout and return to the application once you've setup your username and password.
- If you have already applied or have a UH number you probably do not need to apply again, please contact us to make sure.
- **For Farrington students taking Summer courses:**
  - If you're taking Summer 2021 courses, please see your "[Summer 2021 Application Guide](#)" instead and complete your application there.
  - You'll only be completing an online application once for Summer 2021 and submitting a [Rollover form for Fall 2021](#). Do not continue with this application.



# Common Questions

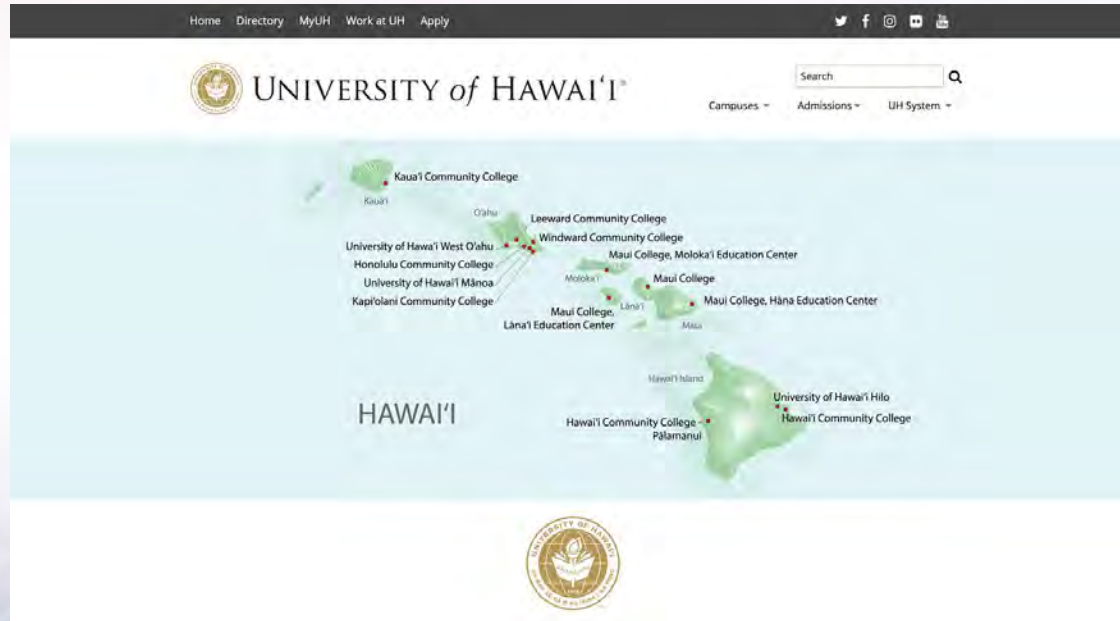
- **What community college am I applying to?**
  - Honolulu Community College
- **You are Hawai'i Resident if:**
  - Have a green card
  - You were born and raised in Hawai'i
  - You have lived here more than 12 consecutive months
- **On the “Select Degree” page:**
  - Select “**Early College, Running Start, or Early Admit**” as your major





# It's time to apply!

Go to [apply.hawaii.edu](https://apply.hawaii.edu) to get started



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# It's time to apply!

## Select Honolulu Community College

### Universities

[Mānoa Undergraduate](#)

[Mānoa Graduate](#)

[Hilo Undergraduate](#)

[Hilo Graduate](#)

[West O'ahu](#)

### Community Colleges

[Hawai'i](#)

[Honolulu](#)

[Kapi'olani](#)

[Kaua'i](#)

[Leeward](#)

[Maui](#)

[Windward](#)



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# Click on *Create an Account*

## Welcome to University of Hawai'i System

Thank you for your interest in the University of Hawai'i. University of Hawai'i campuses all use the Centralized Application System (CAS) for **undergraduate** enrollment, however, the applications are submitted to and processed by each individual campus.

You can access your application and change your answers prior to submission by using your login credentials from any computer with internet access. **Upon submission, your application answers cannot be changed or updated.**

**Unauthorized access is prohibited by law in accordance with Chapter 708, Hawaii Revised Statutes; all use is subject to University of Hawaii Executive Policy E2.210.**

Sign in with your username and password below. First time here? Select Create an Account to get started.

 Username

 Password

Sign In

Create an Account

[Forgot your username or password?](#)

# Creating an Account

- Fill out this information to create your account.
- **Your Name:** The name that you type here will be used on your application. Be sure to type it with no mistakes.
- Requesting a name change after your application is submitted could result in delays in processing your application.

The screenshot shows a web form titled "Create an Account". At the top, there is a heading "Create an Account" in a large, dark font. Below the heading is a paragraph of text: "The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details." To the right of this text is a small icon of a red asterisk with the text "Indicates required field".

The form is divided into two main sections:

- Your Name:** This section contains six input fields, each with a red asterisk indicating it is required:
  - Title
  - First or Given Name
  - Middle Name
  - Last or Family Name
  - Suffix
  - Display Name
- Contact Information:** This section contains two input fields, each with a red asterisk:
  - Email Address
  - Confirm Email Address

At the bottom right of the form, there is a button labeled "Home" with a downward-pointing arrow, suggesting a dropdown menu.



# Creating an Account

- **Password:** Please create a username and password that you will remember!

## Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details.

Ⓜ Indicates required field

### Your Name

Title

\* First or Given Name

Middle Name

\* Last or Family Name

Suffix

Display Name

### Contact Information

\* Email Address  Home

\* Confirm Email Address

# Important Note on Fees

- **Note:** The page may notify you of a **\$50 fee**. This fee will be reduced to \$0 once you complete the application.
- If the fee still appears at the end of your application, please review your answers carefully, particularly in the **Residency** section.



# Select Program for Honolulu Community College

- Search for “**Honolulu Community College**” in the search bar
- Scroll down and look for “**Early College, Running Start or Early Admit (Non-Degree)**”
- Click the plus (+) sign to select program
- Make sure term is for **Fall 2021**

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Back to Extended Profile Add Programs

Click **Show More** to view additional instructional text or **Show Less** to minimize it.  
For more information on degree codes and their definitions, [click here](#). Before you begin searching for programs, use the filter or search box below. You can search for programs or organizations (i.e., campuses) and many other fields with the filter.  
For more information on what programs are offered by the University of Hawai'i Community Colleges, please [click here](#).  
For Community College Applicants: Only one application to a program may be submitted to the University of Hawai'i System Community Colleges per term. If you have already been admitted to or are currently enrolled at the University of Hawai'i System and want to transfer to a University of Hawai'i Community College, please complete a Change of Home Institution form instead of this application. An additional application to a University of Hawai'i System Community College program is not required and will not be processed. For additional information and access to the form, [click here](#). If you are a non-resident (based on your responses to the residency questions), you will be assessed a \$25 application fee before you submit the application.

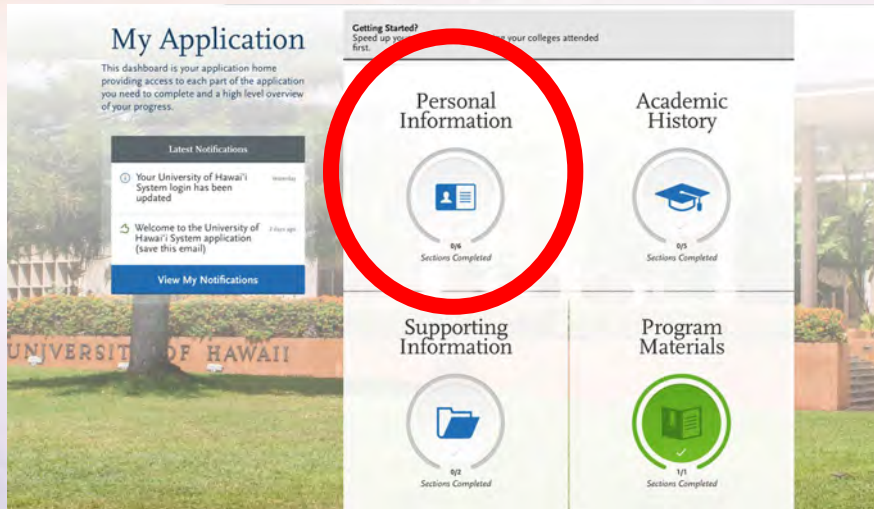
Add Program | Selected Programs

Showing results for: Available Programs

Add	Program Name	Start Term	Term Year	Degree	Site	Delivery	Deadline
+	Early Childhood Education - Certificate of Competence	Summer	2021	CO	Honolulu CC Main Campus - Honolulu, Oahu	On Campus	06/15/2021
+	Early College, Running Start or Early Admit (Non-Degree)	Fall	2021	ND	Honolulu CC Main Campus - Honolulu, Oahu	On Campus	08/01/2021
+	Electrical Installation & Maintenance Technology Associate in Applied Science	Summer	2021	AAS	Honolulu CC Main Campus - Honolulu, Oahu	On Campus	06/15/2021

Continue

# Application Home Page



- The home page provides access to each part of the application.
- There are 14 sections of the application. Click “**save and continue**” after you finish each part to save your progress.
- Click on *Personal Information* to get started.





# Click on *Biographic Information*

The screenshot shows the 'My Application' dashboard. At the top, there are four navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main content area is titled 'My Application' and includes a description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' Below this is a 'Latest Notifications' section with two items: 'Your University of Hawai'i System login has been updated' (3 days ago) and 'Welcome to the University of Hawai'i System application (save this email)' (3 days ago). A 'View My Notifications' button is at the bottom of this section. To the right, there is a 'Personal Information' section with a circular progress indicator showing '0/6 Sections Completed'. A blue sidebar menu is open, listing several categories: 'Biographic Information', 'Contact Information', 'Race & Ethnicity', 'Military Information', 'Other Information', and 'Residency'. The 'Biographic Information' item is circled in red. The background of the dashboard features a photograph of the University of Hawaii campus with a sign that reads 'UNIVERSITY OF HAWAII'.

# When completing your application...

My Application   Add Program   Submit Application   Check Status

## Contact Information

Enter your contact information in this section. Keep this information up to date throughout the application process. [Click here](#) for more information.

While you can edit this section after you submit your application, be sure to notify your campus(es) of any changes.

3/7 Sections Completed

Biographic Information ✓

Contact Information

Race & Ethnicity

Military Information

Other Information

Residency ✓

Undergraduate Additional Information

### Current Address

\* Country / Territory   Select a Country

\* Street Address 1

Street Address 2

\* City

\* State/Province

\* Zip/Postal Code

MISC00000000

Approximate Date through which current address is valid

\* Is this your permanent address?

Yes    No

\* Indicates required field

- Focus on completing the required questions
  - These are labelled with a red asterisk \*



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# 1. Biographic Information

## Biographic Information

Enter biographic information in this section. [Click here](#) for more information.

While you can edit this section after you submit your application, be sure to notify your campus(es) of any changes.

\* Indicates required field

### Your Name

To make changes to your name, go to the [Profile Section](#).

First or Given Name

Middle Name

Last or Family Name

Suffix

- **Your name** will be pulled from the information entered when you created your account.
- **Double check that your name is entered correctly.** Requesting a name change after your application is submitted could result in delays in processing your application.
- If needed, click on your username in the top right and click “My Profile” to make changes.



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# 1. Biographic Information (cont.)

## Biographic Information

Enter biographic information in this section. [Click here](#) for more information.

While you can edit this section after you submit your application, be sure to notify your campus(es) of any changes.

\* Indicates required field

### Your Name

To make changes to your name, go to the [Profile Section](#).

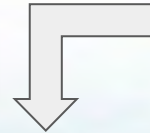
First or Given Name

Middle Name

Last or Family Name

Suffix

- Enter Gender assigned at birth.
- Enter Gender identity.
- Enter birth information in MM/DD/YYYY format.



Click **“Save and Continue”** to continue to the next page.



**Save and Continue**



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## 2. Contact Information

### Contact Information

Enter your contact information in this section. Keep this information up to date throughout the application process. [Click here](#) for more information.

While you can edit this section after you submit your application, be sure to notify your campus(es) of any changes.

Indicates required field

#### Current Address

Country / Territory

Street Address 1

Street Address 2

City

State/Province

Zip/Postal Code

Approximate Date through which current address is valid

Is this your permanent address?

- Enter your current address. **Your acceptance packet will be sent to this address.**
- Enter phone number.

Click **“Save and Continue”** to continue to the next page.



Save and Continue



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# 3. Race and Ethnicity

## Race & Ethnicity

Please note, this section is not required. If you choose not to respond, click **Save and Continue** to complete this section.

Select any and all of the options in this section which you feel best apply to you. Note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

Indicates required field

**Ethnicity**

Do you consider yourself to be of Hispanic/Latino origin?

**Race**

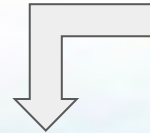
Please select below one or more of the following groups in which you consider yourself a member:

American Indian or Alaska Native

Asian

- Please select any and all of the options which you feel best apply to you. This section is optional.
- This section is used for statistical purposes only and does not affect your application.

Click **“Save and Continue”** to continue to the next page.



**Save and Continue**



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# 4. Military Information

## Military Information

Providing this information may lead to the availability of additional resources and support services. This section is optional. If you choose to not respond, click **Save and Continue**. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

<sup>1</sup> Indicates required field.

### Military Information

Are you currently serving in the U.S. Armed Forces (Air Force, Army, Coast Guard, Marine Corps, or Navy)?

Yes  No

Are you currently serving in the National Guard or Reserves?

Yes  No

Did you ever serve in the U.S. Armed Forces (Air Force, Army, Coast Guard, Marine Corps, or Navy)?

Yes  No

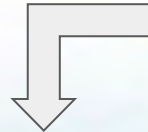
Did you ever serve in the National Guard or Reserves?

Yes  No

Are you a dependent of a member of the U.S. Armed Forces (Air Force, Army, Coast Guard, Marine Corps, or Navy), National Guard/Reserves?

- Answer questions regarding your military status.
- Providing military information may lead to the availability of additional resources and support services.

Click **“Save and Continue”** to continue to the next page.



**Save and Continue**



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# 5. Other Information

## Other Information

Enter your responses to these additional questions. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

\* Indicates required field

### Social Security Number (SSN) Acknowledgement

Although not required for enrollment, the SSN is used in providing students an annual Education Tax Credit Statement (1098-T), processing federal financial aid, Veterans' benefits, and military Tuition Assistance and for identification purposes as required by law.

Use of Social Security Number PDF: [click here](#)

\* Click below to acknowledge this message.

By checking this, you acknowledge the above statement

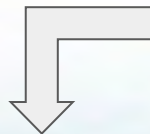
### Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

SSN

- Enter Social Security Number
- Enter Parent/Guardian Schooling
- Answer question regarding Hawaiian ancestry

Click **“Save and Continue”** to continue to the next page.



**Save and Continue**



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# 6. Residency

## Residency

Enter your responses to questions regarding your residency status. [Click here](#) for more information. Once you submit your application, you cannot edit this section.

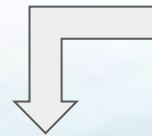
\* Indicates required field

### Residency

\* Will you be 17 years or younger, or 18 years or older when you enroll at the University of Hawaii System?

I will be 17 years or younger when I enroll.  I will be 18 years or older when I enroll.

- The first question is asking what your age will be when you start college in Fall 2021.
- Select responses to these questions regarding your residency status at the time of completing the application.
- **Read this section carefully.** It is used to determine your residency status. Click “**Save and Continue**” to continue to the next page.



Save and Continue



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# 7. High School Attended

- Click “Add High School” to begin this section, then add all high schools you have attended. If you were homeschooled, click on the “Home School” tab that appears.

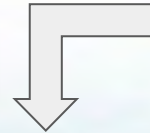
High School Attended

Enter your high school(s) attended or indicate if you are home schooled. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

\* Indicates required field

My High Schools



Click “Save and Continue” to continue to the next page.

Save and Continue



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# 8. High School Academic Information (skip)

## High School Academic Information

You can enter additional test score information in this section. This may be used for placement purposes. This section is optional. If you choose to not respond, click **Save and Continue**. [Click here](#) for more information.

Once you submit your application, you cannot edit this section.

Indicates required field

### Hawai'i State DOE Students

If you are a high school senior at a public high school in Hawai'i, you have the option to send your high school course work and test scores directly to the University of Hawai'i for placement purposes.

Are you a high school senior at a public high school in Hawai'i?

Yes  No

### Additional High School Academic Information

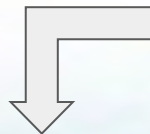
High School Cumulative GPA: \_\_\_\_\_

Class Rank:  
(Example: 401/579 or leave  
blank if not applicable)

GPA (Weighted) \_\_\_\_\_

- Skip this section. Leave all fields blank.

Click **“Save and Continue”** to continue to the next page.



**Save and Continue**



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# 9. High School Coursework (skip)

- Skip this section. Select “No” for both questions under *Coursework*.

## High School Coursework

Enter the courses you are taking or plan to take between now and when you graduate from high school. [Click here](#) for more information.

If you are applying to a community college, enter only your Math and English courses and grades. These may be used for placement purposes. You may skip this section if you provided your Hawai'i State DOE ID number in the High School Academic Information section. This authorizes the University of Hawai'i to retrieve your academic coursework from the Hawai'i Department of Education.

Once you submit your application, you cannot edit this section.

\* Indicates required field.

**Coursework**

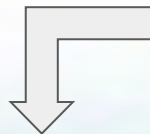
Do you want to add English courses?

Yes  No

Do you want to add Math courses?

Yes  No

Save and Continue



Click “**Save and Continue**” to continue to the next page.



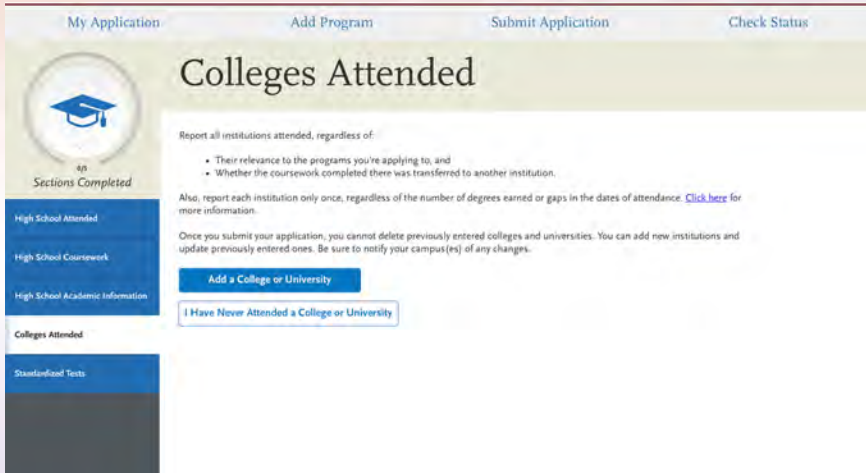
**Save and Continue**



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# 10. Colleges Attended (skip)



The screenshot shows a web application interface for 'Colleges Attended'. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below these is a header with a graduation cap icon and the text '43 Sections Completed'. A sidebar on the left contains several menu items: 'High School Attended', 'High School Coursework', 'High School Academic Information', 'Colleges Attended', and 'Standardized Tests'. The main content area is titled 'Colleges Attended' and contains the following text:

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. [Click here](#) for more information.

Once you submit your application, you cannot delete previously entered colleges and universities. You can add new institutions and update previously entered ones. Be sure to notify your campus(es) of any changes.

There are two buttons: 'Add a College or University' and 'I Have Never Attended a College or University'.

- Skip this section. Select **“I Have Never Attended a College or University”**.
- Click on the next section, *Standardized Tests*, in the left sidebar to proceed.



# 11. Standardized Tests (skip)

The screenshot shows a web application interface for 'Standardized Tests'. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below the tabs is a header with a graduation cap icon and the text 'Standardized Tests'. A sidebar on the left lists 'Sections Completed' with items: 'High School Attended', 'High School Coursework', 'High School Academic Information', 'Colleges Attended', and 'Standardized Tests'. The main content area contains instructions: 'You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. Click here for more information.' Below this is a button labeled 'I Am Not Adding Any Standardized Tests'. Underneath are sections for 'ACT' and 'IELTS', each with a horizontal progress bar and an 'Add Test Score' button.

- **Skip this section. Select “I Am Not Adding Any Standardized Tests”.**
- Return to the “My Application” page and continue to the *Supporting Information* part of the application.



# 12. Documents (skip)

My Application Add Program Submit Application Check Status

## Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

Sections Completed

Documents

Release Statement

### UPLOAD TIPS

- Review Uploaded Documents**  
The uploading process may have altered your formatting. Please review before submitting.
- Accepted File Types**  
doc, docx, pdf, ppt, pptx, jpg, png, jpeg. The size limit for each file upload is 10MB.
- Do Not Password Protect Your Documents**  
Protected documents will not be sent with your application.
- Conceal Your Social Security Number (SSN)**  
Only use correction fluid or a redacting marker to conceal your SSN before uploading.

Upload required and optional documents in this section. [Click here](#) for more information.

Once you submit your application, you cannot edit previously uploaded documents, but you can add new documents, if applicable. **Be sure to notify your campus(es) if you upload new documents after you submit your application.**

\* Indicates required field

- Skip this section. Select **“I Am Not Adding Any Documents”**.
- Click on **“Release Statement”** in the left sidebar to proceed to the next step.



# 13. Release Statement

## Release Statement

You must review and respond to the following release statements to submit your application. Once you submit your application, your responses cannot be edited. Review these instructions and the content of the statements carefully. It's your responsibility to read and understand these statements before responding to them. Visit the [Applicant Help Center](#) for more information.

\* Indicates required field.

**APPLICANT CERTIFICATION** - to be read and authorized by all applicants to certify the accuracy of the information provided.

I certify my responses to all the items provided on this Application Form are complete and accurate. I further certify that all official documents submitted in support of this application are authentic and unaltered.

Upon request, I agree to produce certified documents to determine my residency status. Incorrect information may subject me to additional residency requirements and/or disciplinary measures according to University policy.

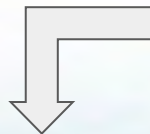
Further, I understand that the UH system shares a common database and information pertaining to me may be accessed by all UH campuses. Any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment and may subject me to requirements and/or disciplinary measures under the University's Student Conduct Code.

I understand that as a student, the UH System may also share my personal information with education partners, contractors, and government officials to the extent necessary to fulfill my educational requirements, comply with UH reporting requirements, and improve programs and services as allowable under the Federal Educational Rights and Privacy Act (FERPA).

Lastly, I understand that once I submit my application there are no refunds of the application fee (this includes missed deadlines and programs no longer accepting applicants).

- This is the last step! Read through the release statement before proceeding. Then, select **“I agree”**.

Click **“Save and Continue”** to continue to the next page.



**Save and Continue**

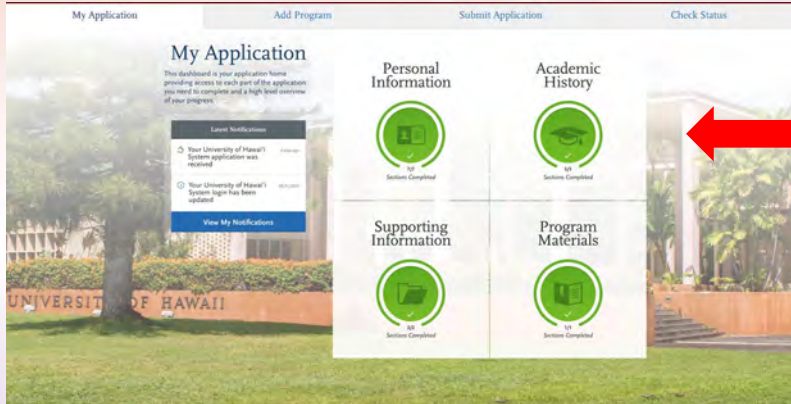


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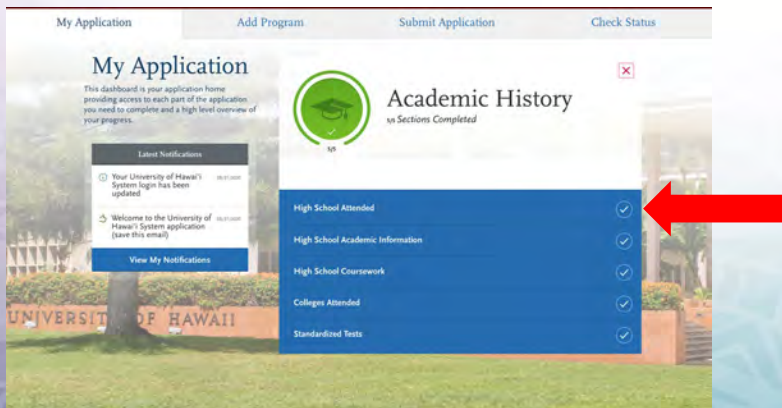
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# Make sure all sections are completed



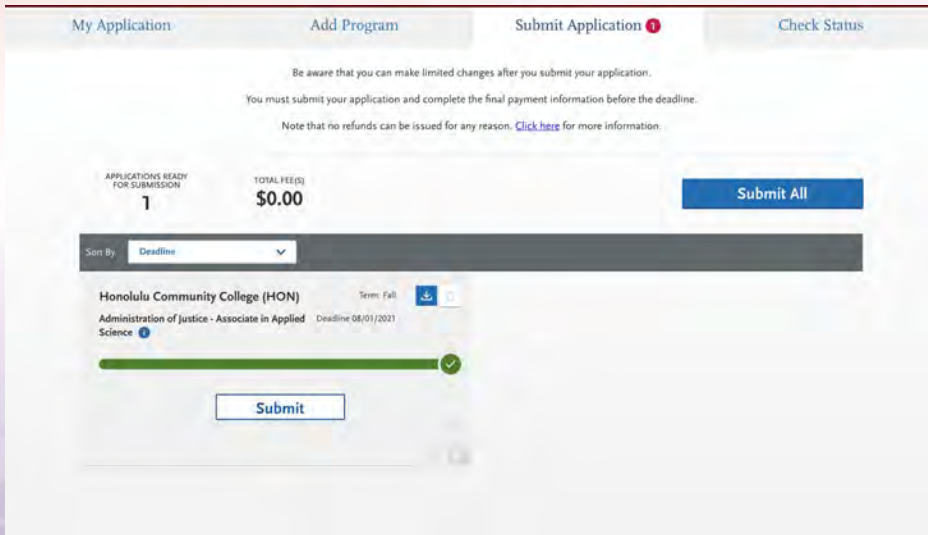
- The sections on the home page should be fully green if you've completed it.



- The boxes in each section should also have check marks next to them if you've completed it.



# Submitting the Application



The screenshot displays a web interface for submitting applications. At the top, there are four tabs: 'My Application', 'Add Program', 'Submit Application' (with a red notification icon), and 'Check Status'. Below the tabs, there are three lines of instructional text: 'Be aware that you can make limited changes after you submit your application.', 'You must submit your application and complete the final payment information before the deadline.', and 'Note that no refunds can be issued for any reason. [Click here](#) for more information.' The main content area shows a summary of applications ready for submission: 'APPLICATIONS READY FOR SUBMISSION: 1' and 'TOTAL FEE(S): \$0.00'. A blue 'Submit All' button is positioned to the right. Below this, a 'Sort By' dropdown menu is set to 'Deadline'. A list of applications is shown, with the first entry for 'Honolulu Community College (HON)' selected. This entry includes the program name 'Administration of Justice - Associate in Applied Science', the term 'Fall', and the deadline '08/01/2021'. A green progress bar with a checkmark indicates the application is ready for submission, and a 'Submit' button is located below the progress bar.

- **Your responses cannot be edited once you submit the application!** Please make sure all of your information is accurate.
- Make sure to follow through with the entire submission process until you reach a page where it says that you've submitted your application.
- You should also receive an email confirming that you've submitted it.



# What's next?

- You will receive an acceptance letter by mail **within 2 to 3 weeks** of submitting your application.
- Your acceptance letter will contain your **8-digit UH ID number**, which you will need to take the **EdReady Test** (if you have not done so already in previous semesters).



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# Have questions?

REMEMBER, IF YOU HAVE ANY QUESTIONS, FEEL FREE TO REACH OUT TO US!

EMAIL: [hccreach@hawaii.edu](mailto:hccreach@hawaii.edu)

OR

SCHEDULE A TIME TO MEET WITH US

<https://www.star.hawaii.edu/appointment/login.jsp?groupId=122>



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