

Directions on How to Apply for ICS170
Spring 2027

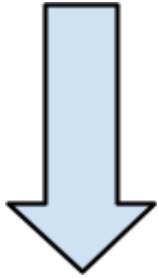
There are **three** tasks that you need to complete in order to take the course:

1. Dual Credit Application
2. Online UH System Application
3. Official Registration

For now, let's concentrate on doing task #1, the Dual Credit Application. We can do task #2 only after completion of the Dual Credit Application.

All three tasks must be completed by Friday, November 6, 2026

SCROLL DOWN

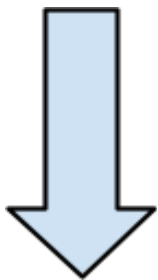


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TASK #1: Dual Credit Application

1. Go to <https://www.hawaii.edu/dualcredit/>
2. Choose “How to Apply”
3. Choose “Apply Now”
4. Choose “Spring 2027”
5. Fill in all student information. For name, please do not use apostrophes, hyphenations or okina. For the student email question, please type in your **personal email address, not your DOE email address**.
6. For the question on class, please choose your grade class during the 2026-2027 school year
7. For Course, type in exactly **ICS170 - MOA**. This is a 3 credit course. This will be a “HS Elective”. Your program is “Early College”. Your campus is “Leeward Community College”.
8. Press the “Submit” button. You will then see your actual finished application.
9. It is time to print but instead of printing, choose “Save as PDF”
10. Send the PDF copy to me at ronald.ikari@k12.hi.us.
11. I will send you a confirmation email after I have successfully received your PDF copy of your Dual Credit Application and we will move on to task #2. If you cannot save as a PDF, contact me and we will try it another way. **Signatures will be done electronically, so along with your parents, please check your email accounts.**

MOVE ON TO TASK #2

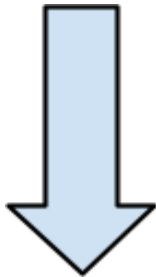


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TASK #2: Online Leeward Community College Application

- 1) If you are a continuing Early College student (taking LCC classes in Fall 2026 semester), **you do not have to do this task**. You are done. If you are **not** a continuing LCC student or if you took a break and skipped Fall 2026 semester, go on to step #2 below.
- 2) Go to
<https://star.hawaii.edu/shortapp/app/?campus=LEE&ProgramFilter=EarlyAdmit#/>
- 3) Please accurately fill in questions. You may need parent/guardian help. For the student email question, please type in your **personal email address, not your DOE email address**. For cell number, please type in **your cell phone number, not your parents cell number**.
- 4) Submit your application. You should **NOT** have to pay an application fee. If you do see a fee required, do not submit. After submission, you should immediately get an “application submitted” email from the UH system. If you don’t get an email, please let me know.
- 5) You are done with task #2! Forward to me a copy of your “application submitted” email as proof that you have finished your application. I will send you a confirmation email acknowledging receipt.
- 6) You should be getting your **acceptance** email from the UH system in about 7-10 business days. Please follow the instructions on your acceptance email. You should receive your UH ID Number and steps on how to create your personal UH account and UH email.

MOVE ON TO TASK #3



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TASK #3: Official Registration

Early College Coordinator, Mr. Ikari, will help you to complete this by appointment from November 16 - 30. You cannot enroll in ICS170 until you complete task #3 and officially register.