Directions on How to Apply for ART175
Fall 2024

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

1. Dual Credit Application
2. Leeward CC Kamaaina Online Application
3. Parental Consent Form
4. EdReady Placement Test (if taking an Early College course for the first time)

All four tasks will be done in order. For now, let's concentrate on doing task #1, the Dual Credit Application

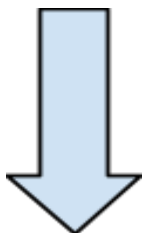**All tasks must be completed by Wednesday, April 24, 2024**

MOVE ON TO TASK #1

SCROLL DOWN

TASK #1: Dual Credit Application

1. Go to https://www.hawaii.edu/dualcredit/
2. Choose "How to Apply"
3. Choose "Apply Now"
4. Choose "Fall 2024"
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 the your grade class during the 2023-2024 school year
7. For Course, type in exactly **ART175 - MOA**. This is a 3 credit course. This will be a "HS Elective". Your location is "High School". 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.**
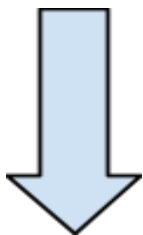
MOVE ON TO TASK #2
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TASK #2: Online Leeward Community College Application

1) If you are a continuing Early College student (taking LCC classes in Spring 2024 semester), **you do not have to do this task**. You can skip to task #3. If you are **not** a continuing LCC student or if you took a break and skipped Spring 2024 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**.

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.
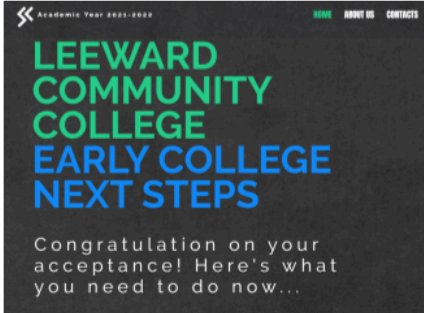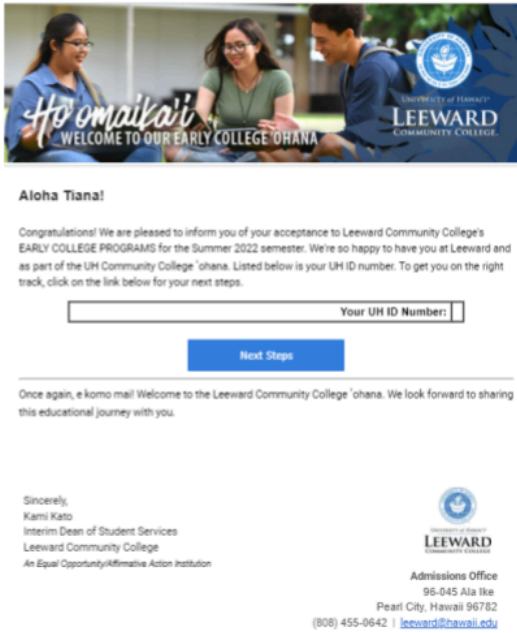
MOVE ON TO TASK #3
SCROLL DOWN

TASK #3: EdReady Placement Test

After completion of task #3, complete your placement test. ALL EARLY COLLEGE STUDENTS NEED TO PASS THE ENGLISH PATH 1 TEST IN ORDER TO ENROLL. If you have previously taken non-math Early College courses through LCC, you most likely have taken and passed this placement test and **DO NOT** have to retake this test. If you know for sure that you have not taken the EdReady English placement test or if you are a first time applicant, please follow the instructions below.

In order to complete this task, you must have received your acceptance email from LCC. It takes about 7-10 business days after you have submitted your UH Online Application. It should look something like this:

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.

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Next, take your placement assessment at https://uhcc.edready.org

The Goal Key for Leeward CC is UH_LEE_Placement

The goal key is Case Sensitive, goal key needs to be capitalized and lowercased as presented with the underscores.

You will need to take the following test with the minimum score:

English Path 1: College English. Score Needed: **64**
Placement Into: ENG100

Email me, Mr. Ikari, when you have passed your placement test

YOU ARE ALL DONE! CONGRATULATIONS!