<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Talk to your High School Counselor and let them know your interest in Running Start or Early Admit.</th>
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<tbody>
<tr>
<td>Step 2:</td>
<td>Meet with a Leeward CC Early College Counselor. Contact Information is listed on the back.</td>
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<td>Step 3:</td>
<td>Run the Classes by your High School Counselor.</td>
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<td>Step 4:</td>
<td>Apply to Leeward CC by the Deadline. Deadlines are listed on the back.</td>
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<td>Step 5:</td>
<td>Take Leeward CC’s Placement Test and turn in your Health Clearances.</td>
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<tr>
<td>Step 6:</td>
<td>Sign up for and Attend New Student Orientation. For students starting in Fall &amp; Spring semesters.</td>
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<tr>
<td>Step 7:</td>
<td>Meet with your Leeward CC Early College Counselor to register for your courses.</td>
</tr>
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<td>Step 8:</td>
<td>Buy your Books &amp; Pay your Tuition.</td>
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</tbody>
</table>

### Entry Steps for Running Start and Early Admit Students wanting to take Classes at Leeward CC

- **If you want your college credits to be used for your high school requirements, find out which high school requirements you still need and which ones you can use college credits to satisfy.**

  **Step 1:**
  Talk to your High School Counselor and let them know your interested in their program. Find out about the program and the process.

- **Identify classes you could take at Leeward that will help you with your high school requirements and/or college degree.**

  **Step 2:**
  Meet with a Leeward CC Early College Counselor. Contact Information is listed on the back.

- **Show your HS Counselor the list of potential courses that you and your Leeward CC Early College Counselor identified.**

  **Step 3:**
  Run the Classes by your High School Counselor.

- **Submit 2 applications. Please see the back for more information.**

  **Step 4:**
  Apply to Leeward CC by the Deadline. Deadlines are listed on the back.

- **Take the Accuplacer Test at either the Pearl City or Wai‘anae Campus’s Testing Center.**
  Visit www2.leeward.hawaii.edu/itg/testcenter for complete information.

- **Submit a TB and MMR record to the Student Health Center.**
  *Complete information can be found at www.leeward.edu/shs/lcc.

- **Follow the directions in the email sent to you telling you how to sign up for NSO or Welcome to Wai‘anae (W2W).**

  **Step 6:**
  Sign up for and Attend New Student Orientation. For students starting in Fall & Spring semesters.

- **Make an appointment to meet with your Leeward CC Early College Counselor.**

  **Step 7:**
  Meet with your Leeward CC Early College Counselor to register for your courses. *Students must meet with a counselor to register. They cannot do it alone.

- **Books can be purchased at Leeward CC’s Bookstore.**
  Visit www.bookstore.hawaii.edu/lcc for hours of operation.

  **Step 8:**
  Buy your Books & Pay your Tuition.
Leeeward CC’s Early College Counselors

Pearl City Campus
Amy Amper  
(808) 455-0221  
amyamper@hawaii.edu

Jean Stavrue-Peahi  
(808) 455-0317  
jstavrue@hawaii.edu

Wai‘anae Campus
Chris “Poki” Pokipala  
(808) 454-0706  
Cp2@hawaii.edu

Information for Applying to Leeuard’s Running Start or Early Admit Programs

Where can I find the Applications?

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Which Students should Submit it?</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Online Application</td>
<td>All Students</td>
<td><a href="https://apply.hawaii.edu">https://apply.hawaii.edu</a></td>
</tr>
<tr>
<td>Dual-Credit Application</td>
<td>Students who want the college credits applied to HS requirements</td>
<td><a href="https://hawaii.edu/dualcredit">https://hawaii.edu/dualcredit</a></td>
</tr>
<tr>
<td>Request for Early Admission Form</td>
<td>Students who do not want the college credits applied to their HS requirements</td>
<td><a href="http://www.leeward.hawaii.edu/files/ar_Request_for_Early_Admission.pdf">http://www.leeward.hawaii.edu/files/ar_Request_for_Early_Admission.pdf</a></td>
</tr>
<tr>
<td>Application for Home School</td>
<td>Homeschooled students</td>
<td><a href="http://www.leeward.hawaii.edu/files/ar_Request_for_Home_School_Early_Admission.pdf">http://www.leeward.hawaii.edu/files/ar_Request_for_Home_School_Early_Admission.pdf</a></td>
</tr>
</tbody>
</table>

How do I turn in my Applications?

All complete application materials need to be received by Leeward CC by (no late applications are accepted):

- November 15: Spring Semesters
- May 1: Summer & Fall Semesters

The UH Online application is submitted electronically. All other applications must be printed and fully signed (e.g., you, your parent, your counselor and your principal). They can then be submitted in person at Leeward CC’s Admissions & Records Office (Administration Building, 2nd Floor) or by mail at 96-045 Ala Ike, Pearl City, HI 96782.

If you choose to submit your applications to your high school, it is still your responsibility to make sure that the school submits them to Leeward on your behalf by the above deadlines.

Early College students (Running Start, Early Admit, etc.) are given conditional admission that is valid for only a single semester. Therefore, students must reapply for every semester in which they want to participate.