

**INSTRUCTIONS FOR COMPLETING  
THE COLLEGE OF EDUCATION APPLICATION  
Statewide Program  
Bachelor of Education (B.Ed.) in Elementary Education**

<b>Application Deadline November 1, 2007 for Fall 2008 Admission</b>
--

Thank you for your interest in applying to the College of Education (COE). All of the documents required for admission must be received (not postmarked) by November 1, 2007, for Fall 2008 admission in order for an applicant to be considered for admission to the College. **Only applicants who have submitted the COE Application with all supporting materials and documentation will be given consideration for admission.** You will be notified as soon as possible by mail.

**APPLICATION PROCEDURE:**

1. Read the COE Admission Requirements section of the “Bachelor of Education in Elementary Education (Statewide Program)” brochure.
2. Submit the COE application by November 1, 2007, for Fall 2008 admission to:

College of Education, Office of Student Academic Services  
1776 University Avenue, Everly Hall, Room 126  
Honolulu, HI 96822

3. Submit a Fall 2008 University of Hawai‘i System Application Form (SAF) to Admissions and Records (A&R) by November 1, 2007, to:

Admissions and Records  
Queen Lili‘uokalani Center for Student Services  
2600 Campus Road, Room 001  
Honolulu, HI 96822

The **Fall 2008 SAF** may be downloaded from August 2007, from:

<http://www.hawaii.edu/academics/admissions/contacts.html>

When writing certificate/degree information on Page 11 of the SAF, applicants should list B.Ed. as their certificate/degree and Elementary Education (EDEL) as their major.

4. Arrange to have **official** transcripts from **all** post-secondary institutions attended (except UHM System) sent directly to A&R. **Official transcripts sent to A&R must be received by November 1, 2007, for Fall 2008 admission.**
5. Schedule interview. (See instructions below.)
6. Fulfill the admission test requirement(s). **Successful passing test scores must be received by the University of Hawai‘i at Mānoa by November 1, 2007, for Fall 2008 admission.** Only official test results sent to the University of Hawai‘i by the Educational Testing Service (ETS) will be accepted. Student copies of test results will not be accepted.

The applicant may take the C-PPST (Reading, Writing, Math) at the UH-Mānoa Testing Center by calling (808) 956-3454 or (808) 956-3455 to schedule an appointment time. The tests are administered Monday through Saturday at either 8:00 a.m. or 12:30 p.m. Please note that the latest you will be able to take the tests at UH-Mānoa is October 1, 2007 for the scores to be received by November 1, 2007.

### **INTERVIEW INSTRUCTIONS:**

**Only applicants who have successfully completed all admissions requirements will be able to schedule Personal Admissions Interviews.** If you are uncertain about the status of your application, you may call or visit OSAS.

Personal Admissions Interviews will begin November 26, 2007, for Fall 2008 admission. **Applicants must reserve a date and time for an interview by calling OSAS neighbor island advisors between November 13, 2007 and November 23, 2007.**

To schedule your interview, or if you have any questions, please contact:

- Maui, Molokai, Lanai      Tom Benjamin (808) 984-3526 or [tbenjami@hawaii.edu](mailto:tbenjami@hawaii.edu)
- Kauai                              Scott Robinson (808) 241-7122 or [scottdr@hawaii.edu](mailto:scottdr@hawaii.edu)
- Big Island                        COE-Office of Student Academic Services (808) 956-7849  
or [osas@hawaii.edu](mailto:osas@hawaii.edu)

The University of Hawai#i at Mānoa is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers admission and access to, and participation, treatment and employment in the University's programs, activities, and services. For more information on equal opportunity and affirmative action policies and complaint procedures, contact:

Students: Alan Yang, Dean of Students, 956-3290 (V/T)

Employees: Mie Watanabe, EEO/AA Director, 956-7707 (V/T), email: [eeo@hawaii.edu](mailto:eeo@hawaii.edu)

Disability Services: Ann Ito, KOKUA Program Director, 956-7511 (V/T), email: [kokua@hawaii.edu](mailto:kokua@hawaii.edu)

International Students: Linda Duckworth, International Student Services Director, 956-8613,  
email: [issmanoa@hawaii.edu](mailto:issmanoa@hawaii.edu)