

**INSTRUCTIONS FOR COMPLETING  
THE COLLEGE OF EDUCATION APPLICATION  
Statewide Program  
Post-Baccalaureate Certificate in Secondary Education (PBCSE)**

**Application Deadline  
September 1, 2008 for Spring 2009 Admission**

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 September 1, 2008, for Spring 2009 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.

An applicant must indicate the program to which he/she is applying in order for the application to be processed. All programs and their respective codes are listed below.

**Secondary Education/Academic Majors (PBCSE)**

Secondary Education students must choose one of the academic majors/subject teaching fields listed below.

Program Code/Major	Program Code/Major	Program Code/Major	Program Code/Major
<b>English</b>	<b>Social Studies:</b>	<b>Sciences:</b>	<b>Career &amp; Technical Education:</b>
SE14 English	SE01 American Studies	SE04 Biology	SE41 Agriculture
	SE02 Anthropology	SE06 Chemistry	SE42 Family & Consumer Science
	SE12 Economics	SE11 Earth & Space Sci.	SE25 Industrial Arts
<b>Mathematics</b>	SE17 Geography	SE16 General Science	SE09 Marketing Ed.
SE28 Mathematics	SE21 Hawaiian Studies	SE32 Physical Science	SE05 Office Education
	SE24 History	SE33 Physics	SE08 Trades & Industry
	SE34 Political Science		- Community College Teaching
	SE35 Psychology		SE23 Trades & Industry
	SE38 Sociology		- High School Teaching

**APPLICATION PROCEDURE:**

1. Read the COE Admission Requirements section of the “Post Baccalaureate Certificate in Secondary Education, Statewide Program” brochure.

2. Submit the COE application by September 1, 2008, for Spring 2009 admission to:

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

3. Submit a University of Hawai‘i System Application Form (SAF) to Admissions and Records (A&R) by September 1, 2008, for Spring 2009 admission to:

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

The **Spring 2009 SAF** may be downloaded at:  
<http://www.hawaii.edu/academics/admissions/contacts.html>

When writing certificate/degree information on Page 11 of the SAF, applicants should list **PBCSE** as their certificate/degree and **SEED** (Secondary Education) as their major.

4. Arrange to have **official** transcripts from **all** post-secondary institutions attended (except UH System) sent directly to A&R. **Official transcripts sent to A&R must be received by September 1, 2008 for Fall 2009 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 September 1, 2008, for Spring 2009 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:

1. 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 August 1, 2008, for the scores to be received by September 1, 2008.
2. Prometric Testing Center by calling (808) 441-5095 for testing information and to schedule an appointment.
3. UH-Hilo by calling (808) 974-7370 for testing information and to schedule an appointment.

### **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, 2008, for Spring 2009 admission. **Applicants must reserve a date and time for an interview by calling an OSAS advisor between November 13, 2008 and November 23, 2008.**

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)
- Big Island & Kauai Karen Wilson (808) 322-1549 or [wilsonkl@hawaii.edu](mailto:wilsonkl@hawaii.edu)
- Oahu COE-Office of Student Academic Services (808) 956-7849  
or email [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)