

## PREPARING FOR A SUCCESSFUL EARLY COLLEGE PROGRAM WAI'ANAE HIGH SCHOOL

### • **Start Early** - handout

Multi-Year Plans - Our school has a multi-year plan which includes course sequencing, planned pathways for students with different achievement levels, and potential budgetary resources

Each Semester - Planning for each semester begins 1-year in advance: budget projections, confirmation of courses, review and revision of application and registration procedures, student achievement recognition, and review of high school graduation and degree attainment progress.

### • **Have an Overall, Principal-Driven Vision of what you would like your Early College Program to Accomplish**

- Our need is defined by our community
  - High first-generation college going students
  - Many families lack knowledge or experience to help students attain a college degree
- Provide students a chance to experience independent learning
  - Creates an easier transition to college
  - Experience early success, build confidence
  - Students build relationships with college faculty and become connected to student support services and/or programs
- Use student outcomes to review and revise regular school program
  - Collaborate with college to ensure alignment

### • **Identify a Target Population for your Early College Program. Keep them in mind as you build out your Program**

Early College is equally available to all students.

The school will make an effort to recruit students based on our Vision:

- First-Generation College-Going
- Low-SES
- Student who lack families who are able to help them through the college enrollment process

### • **Designate 1 Overall Coordinator for your Early College Program who is not an Administrator**

- Our school currently requires a dedicated full-time counselor to support this work. We choose to have a counselor because of their knowledge of
  - Academic, social, emotional issues
  - Early College knowledge
  - Career Readiness
  - College application process
- Our goal is to institutionalize Early College
  - It is a part of our regular course offerings
  - We may not always need a dedicated position
  - Knowledge should be shared, not rest in only one person

### • **Develop an Early College Team on your Campus** - handout

### • **Make sure there is sufficient Principal Support**

- Provides for a full-time dedicated counselor for Early College to build and begin the institutionalization process
- Provides supplementary funds for courses, books, and instructor materials
- Provides a concrete vision for the program and desired outcomes
- Ensures whole school participation and alignment of curriculum

### • **Procedures are your Friend!** - handout

### • **Parent & Student Orientations: Educate Students and their Parents about what's going to be required of them as Dually-Enrolled Students**

- In the beginning we held multiple stand-alone parent meetings each semester. We have revised to incorporate our Early College information into existing parent meetings to make it a part of our regular program.
- Parents and students have access to the latest information on our website [whsccc.weebly.com](http://whsccc.weebly.com)

**WAI'ANAE HIGH SCHOOL  
EARLY COLLEGE PATHWAYS**

<b>CASUAL</b>	<ul style="list-style-type: none"> <li>• Take courses as your schedule permits</li> <li>• Earn from 3 - unlimited credits at your own pace</li> </ul>
<b>1-YEAR COMPLETER</b>	<ul style="list-style-type: none"> <li>• Take a defined program of study that leads to earning 30-credits toward an undergraduate degree prior to graduation</li> <li>• Priority Registration each semester</li> <li>• Must enroll in "Bridge to ENG 200" Junior Year</li> </ul>
<b>RUNNING START HANDOFF</b>	<ul style="list-style-type: none"> <li>• Take a defined program of study that leads to taking Running Start courses at LCC in your senior year (still WHS student)</li> <li>• Priority Registration each semester</li> <li>• Must enroll in "Bridge to ENG 200" Junior Year</li> <li>• Must enroll in "Running Start Seminar" Senior Year</li> </ul>

**COURSE SEQUENCE**

SEMESTER	FALL	SPRING	SUMMER
Required Courses for student to complete pathways	GEOG 151 ENG 100 DMED 150 BIOL 124+L MATH 100	SP 151 OCN 201+L HWST 107 PSY 100 HIST 152 HWST 270	OCN 201+L SP 151 PACS 108 ENG 100 ENG 200 MATH 103 MATH 140*
Additional courses for casual participation	SP 151 PSY 100	ENG 100	
Other courses	MGT/HOSP EDU ACM/SP	MGT/HOSP EDU ACM/SP	MGT/HOSP EDU ACM/SP

*\*Math 140 is only necessary for students who want to complete a STEM pathway.*

**ADDITIONAL REQUIRED HIGH SCHOOL COURSES**

**Bridge to ENG 200** - This course is required for students who have completed ENG 100 to build their knowledge of composition and literature that will lead to success in higher-level college English courses. *Required for participation in ENG 200 or higher.*

**Running Start Seminar** - This course is required for students participating in Running Start. Students will meet twice per week to receive assistance with their transition to college and to keep students informed about activities that are happening on the high school campus. *Required for participation in Running Start.*

# WAI'ANAE HIGH SCHOOL EARLY COLLEGE TEAM

At Wai'anae High School, Early College is a whole school effort:

## Administration

- set the vision and provides support for the program
- regularly meets with Early College Coordinator to ensure whole school alignment
- Principal: sign MOA and addenda each semester as required
- Principal: sign each Dual Credit Application
- Principal: ensure funding is available for costs exceeding legislative appropriation
- assign parking for Early College Instructors

## Counselors

- participate in general Early College planning
- assist with recruitment (individual, report card conferencing, classroom presentations)
- assist students with applications each semester
- sign each Dual Credit Application
- sign each add/drop and complete withdrawal form to verify that student continues to meet graduation requirements
- review grades each semester to ensure students continue to meet graduation requirements, enroll in remediation course if students fails an Early College course

## College & Career Center

- assist students with applications each semester
- central hub for Early College information, application, and registration
- computer lab use for students to complete assignments
- testing center for students to take missed exams
- scheduling of on-campus Accuplacer and Authentic Assessment
- METS: weekly email to METS students with Early College reminders
- METS: campus tours with partner campuses for METS students
- METS: provide academic support for METS students

## Registrar's Office

- participate in Early College course sequencing and scheduling (in relation to overall school schedule)
- receive and input grades each semester
- assist with ACCN requests and revisions

## School Based Health Center (Wai'anae Coast Comprehensive Health Center)

- TB clearance for current patients
- Verification of vaccinations for current patients

#### Department Heads/Academic Coaches

- Recommend course selection in consideration of
  - School-Wide course sequencing
  - Advanced Placement
  - AVID
- Recommend changes to school-wide courses or curriculum in consideration of Early College student success/failure

#### SASA/Account Clerk

- establish procedures for Purchase Orders for courses, books, and supplies
- establish procedures for payment of Invoices
- assign keys for the rooms and computer labs to Early College Instructors

#### Custodial/Room Cleaners

- VP in charge of facilities coordinates with custodial staff/room cleaners to schedule cleaning of Early College rooms after class is done
- secure buildings after Early College courses have concluded
- disalarm buildings when school is not in session and college courses are

#### Teachers

- assist with recruitment of students
- assist with mentoring of students
- provide support for Early College instructors using their room

#### Technology Specialists

- provide Early College instructors with WIFI access
- set-up for placement testing each semester
- provide for computer labs in each Early College classroom
- provide projectors, speakers, and other required equipment for Early College courses

#### Educational Assistants

- provide general assistance daily to Early College Instructors
- take attendance for Early College courses
- assist students with applications each semester

#### Health Aide

- establish a procedure for students to access Form 14 - Student Health Records for college Health Clearance

#### Athletics

- assists with recruitment of students
- excuse students who miss practice due to Early College courses
- provides advanced notification for students absences due to athletic events

**Wai'anae High School – Early College**  
**Student Guide to Applying for Summer and Fall Semesters 2018**

[www.whsccc.weebly.com/fall](http://www.whsccc.weebly.com/fall)



<b>1</b> 15 minutes	<b>Do This Now</b> Apply to LCC for Summer&Fall 2018 (9/10/11) Apply to UHWO for Summer&Fall 2018 (10/11) Submit your TB Test Result (new students) Complete ECHS Transcript Request (10/11) Complete Dual Credit Application (9/10/11) <ul style="list-style-type: none"> <li>- Course is "MOA" from Leeward CC</li> <li>- Sign, get parent signature</li> </ul>	<a href="https://apply.hawaii.edu">https://apply.hawaii.edu</a> <a href="https://apply.hawaii.edu">https://apply.hawaii.edu</a> from your doctor <a href="http://tinyurl.com/ECHSTRF">http://tinyurl.com/ECHSTRF</a> <a href="http://tinyurl.com/echsdcapp">http://tinyurl.com/echsdcapp</a>
<b>2</b> 2 minutes	<b>Wait for 24-Hours</b> Call LCC-Waianae to schedule Accuplacer <ul style="list-style-type: none"> <li>- Tell them you're from Waianae High</li> <li>- Tell them you already applied</li> </ul>	454-4708 <a href="http://tinyurl.com/echsAccu">http://tinyurl.com/echsAccu</a>
<b>3</b> 3 minutes	<b>Update Later (10/11)</b> Once UHWO courses become available, you will meet with Mr. Lau to update your Dual Credit Application.	

**Priority Deadline: April 12, 2018, 12:00pm • Application Deadline: May 1, 2018, 12:00pm**

Give all of these items to your counselor or email to [CCC@seariders.k12.hi.us](mailto:CCC@seariders.k12.hi.us)

NEW STUDENTS ONLY	NEW & RETURNING STUDENTS
<input type="checkbox"/> Negative TB from September 1, 2017 or later <input type="checkbox"/> Health Card (Form 14) <input type="checkbox"/> ECHS Transcript Request <input type="checkbox"/> Accuplacer Assessment Score Report	<input type="checkbox"/> Application Acknowledgement for LCC & UHWO <ul style="list-style-type: none"> <li>- Be sure to apply for both Summer &amp; Fall</li> </ul> <input type="checkbox"/> Dual Credit Application <ul style="list-style-type: none"> <li>- For Summer &amp; Fall</li> </ul>

# ACCUPLACER TESTING AT LEEWARD WAI'ANAE

- There are 2 sections on the test:  
**WRITING** (you will write an essay), & **MATH** (20 multiple choice questions).
- There is no time limit, but each test section usually takes about 1 hour to complete.
- Your scores will print up right after you finish.
- Scores are valid for 2 years. The first test is free.  
 If you would like to retest within those 2 years, there is a \$25 fee, payable by check or money order to *Leeward Community College*.

**Remember to bring:**

Picture ID (e.g., a driver's license, state ID, military ID, or school ID)

**For more info,  
 appointments,  
 cancellations,  
 rescheduling**  
  
**Please call the  
 Leeward CC Wai'anae  
 Testing Center at  
 454-4708**

**PRACTICE HELPS!**

Accuplacer sample questions

<https://secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accuplacer-sample-questions-for-students.pdf>

Accuplacer WritePlacer sample essays

<https://secure-media.collegeboard.org/digitalServices/pdf/professionals/accuplacer-writeplacer-sample-essays.pdf>

Accuplacer practice tests

<https://accuplacerpractice.collegeboard.org/> (Sign up for a username and password, and then click on *Next Generation Practice Tests.*)

## TIP SHEET FOR COMPLETING UH APPLICATION

*Highlighted information should be gathered from your parent prior to starting application.*

### Create Login and PIN

LEEWARD COMMUNITY COLLEGE	UNIVERSITY OF HAWAII - WEST OAHU
Leeward Community College Leeward CC Main Campus	University of Hawaii West Oahu UH West Oahu Main Campus
RESIDENT/Military Exemption/Qualifying Veteran - CC	Non-Degree & Summer School
Summer 2018 & Fall 2018	Summer 2018 & Fall 2018

### Checklist Items

1	Verify your name and make any corrections necessary
2	Enter your address and check the box to use as your mailing address if it is the same
3	If you checked the box, this page will skip. If your mailing address is different, enter it on this page
4	Enter Citizenship Status (most are "Citizen") Enter student (not parent) email address Type the word "YES" to acknowledge that you read the notice. Enter student Social Security Number (optional) _ _ _ - _ _ - _ _ _ _ _ Enter student gender Enter ethnicity & race information Enter Birthdate, birthplace, and Hawaiian ancestry information Answer these questions: - Are you the first in your immediate family to attend college? Y N - Are you married? Y N - Are your parent(s) in the armed forces, national guard, reserve, or veteran? Y N
5	SKIP THIS PAGE (unless a non-citizen)
6	You are a resident of the State of _____ since _____ Have you lived in Hawaii for the past 13-months? Y N Do your parent(s) claim you on their Personal Income tax? Y N - If "Y", for which state? _____ Answer these questions based on only one parent: Relationship to you Mother Father Other _____ Does your parent claim legal residency in the State of Hawaii? Y N Has your parent lived in Hawaii for the past 13-months? Y N Has your parent filed Hawaii Individual Tax Returns for the past 2-years? Y N Is your parent registered to vote? Y N If "Y", in which state _____ Did your parent vote in the last election? Y N If "Y", in which state _____ Is your parent a US citizen? Y N
7	Running Start, Early Admission, and Jump Start
8	Enter Code 120222 Enter "Waianae High School" Do not enter address Enter Graduation Date Enter your parent's initials in the acknowledgement box
9	SKIP THIS PAGE

Click on the box "Application is Complete"

**DO NOT PAY ANY FEES.** If the system prompts you to pay, do not continue that application. Get help in the CCC.  
 Save the Application Acknowledgement as a PDF and email it to [ccc@seariders.k12.hi.us](mailto:ccc@seariders.k12.hi.us)

# Early College Application Process for Counselors

1

## COUNSELOR

- Collect Dual Credit Application
    - Verify Student and Parent have signed
    - Sign
    - Flag for principal signature
  - Give to principal
- 

These forms can be sent by email to [ccc@seariders.k12.hi.us](mailto:ccc@seariders.k12.hi.us) or clerks can scan and upload to "SCANNED FROM OTHER" folder

- UH Application (per campus, per semester)
- Health Clearance: MMR (Form 14 - Health Card), TB
- ECHS Transcript Request
- Accuplacer Score (taking the test is required, submitting the report is not)

2

## PRINCIPAL

- Sign and leave folder for ECC to Pick Up

3

## EARLY COLLEGE COORDINATOR

- Pick up folder from principal
  - Scan and place in shared folder
  - Submit to campuses
  - Originals to student folder
- 

- "Collect" forms from ccc email/SCANNED FROM OTHER folder and place in shared folder
- Submit to campuses



## COUNSELOR

- Verification of forms is available in the shared Google Folder