

Dual Credit

High school students will apply for admission to the UH institutions via the online application and will select the Dual Credit program of study including a concentration to assist in setting up a graduation pathway.

The following table identifies how the institutions currently list the current Early Admit program of study on the online application. Note: Four of the 10 system schools do not have the Early Admit program available on their online application list of programs of study.

INSTITUTION	Online Application Description Associated with the ND-SPEA Program
HawCC	Running Start, Early Admissions and Jump Start (Non-Degree)
UH,Hilo	Not listed (SPEH-SPE)
HonCC	Not listed (ND-SPEA)
KapCC	Running, Jump Start, & Early Admit
KauCC	Running Start, Early Admissions and Jump Start (Non-Degree)
LeeCC	Running Start, Early Admissions and Jump Start (Non-Degree)
UH,Manoa	Not listed (SPEA-ND)
UH,Maui College	Not listed (ND-SPEA)
WinCC	Early Admit Dual High School & College Enrollment
UH,West Oahu	Early College, Running Start and Early Admit

To be consistent, the description on the online application which appears on the program of study drop down list should all read the same – Dual Credit. [Are all 10 institutions being required to accept Early Admit applications online?]

CAMPUS TASKS:

- 1) The campuses should come to an agreement as to what the description should read on the drop down list of programs of study.
- 2) Provide Banner Central with a list of concentrations to be associated with the Dual Credit program of study for their campus.

Example:

Planned Course of Study (Checklist item 7 of 11)

Select your Planned Course of Study. ****The program you are selecting has concentration(s) or specialization(s) available, if you wish to be considered for this area, please click on Enter Concentration and select the appropriate option from the drop down. When you're finished, click Continue to navigate to the next section.**

Planned Course of Study: Running, Jump Start, & Early Admit

Concentration: Culinary Arts

[Change this Program](#)

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

Release: UH:8.7.1:1

University of Hawaii

After the application is submitted, the admissions staff will push the information to SAAADMS:

The screenshot shows the SAAADMS application form with the following details:

- Application:** Entry Term: 201710, Application Number: 1, Application Date: 07-SEP-2016
- Admission Type:** EA (Early Admission) - highlighted with a red box.
- Application Status:** I (Incomplete/Items Missing)
- Student Type:** R (Resident)
- Field of Study Summary:**

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201710	Major	Special - Early Admit	Arts & Sciences	
1	201710	Concentration	Culinary Arts		Special - Early Admit

Campuses will code all of these high school student applications as DC (Dual Credit) in the Admission Type field, as the over-arching category of high school students enrolling in college courses. The program of study information (which would include the concentration) should populate according to what the applicant selected on the application.

Each campus already has established their own workflow in terms of the processing and handling of these high school students' applications. The campuses identify what group each applicant falls into (Jump Start, Early College, etc.) and enter the respective attribute in the field on SAAADMS** under the Contacts, Cohorts, Attributes tab:

The screenshot shows the 'Contacts, Cohorts, Attributes' tab in SAAADMS with the following details:

- Contacts, Cohorts, Attributes:** This tab is highlighted with a red box.
- Contact Type:** A dropdown menu is visible.
- Cohort:** A dropdown menu is visible.
- Attribute:** A dropdown menu is visible, with 'JS' (Jump Start) selected and highlighted by a red box.
- Description:** 'Jump Start' is entered in the description field.
- Activity Date:** '07-SEP-2016' is entered in the activity date field.

**If the attribute is entered after the student has been admitted, the code will need to be entered on SGASADD (Additional Student Information form – Student Cohort/Student Attribute) directly.

Attribute Code	Description
JS	Jump Start

There was also a proposal to flag the Early College, etc. courses using a course attribute for reporting purposes. The campus' scheduler will need to enter the specified course attribute on SSADETL in the Degree Program Attributes field.

Attribute	Description

TASKS:

System must determine and provide to Banner Central:

- 1) proposed student attribute codes and descriptions (to appropriately flag these high school students) so that we can create the codes in Banner.**
- 2) proposed degree attribute code and description to flag the classes, so that we can create the code in Banner.**