



STATE OF HAWAII

DEPARTMENT OF EDUCATION

WAIPAHU HIGH SCHOOL
94-1211 FARRINGTON HIGHWAY
WAIPAHU, HAWAII 96797

SPRING 2021

RE: Waipahu High School Early College Consent Form

To the Parent/Guardian,

Congratulations! This letter is to inform you that your child has expressed an interest in participating in the Waipahu High School Early College program. Early College is a program that allows high school students to enroll in college classes and earn credit toward high school graduation and a college Associate degree. The class will be held during the weekdays at the end of the school day at Waipahu High School and occasionally at a nearby University of Hawaii system campus.

Final registration into the Early College class is based on 1) WHS Early College efforts to give all qualified applicants a class, 2) class availability and enrollment capacity, 3) priority registration status [Consistent with most universities and colleges, seniors are granted priority registration status, in addition to Early College students who need to meet high school graduation requirements through completion of a dual credit, Early College class, honors seeking students and Olympian degree-seeking students.], 4) ACCUPLACER Placement cutoff scores and course prerequisites, and 4) returning student status. **When student demand for a course exceeds the number of available seats and after all students with priority registration status have secured their seat, students who represent the excess demand will be placed in a fair and equitable lottery. (www.random.org)** Students who lose the lottery and who are not able to be registered for an Early College class that semester will be given priority status the following term.

The Waipahu High School Early College program adheres to the DOE/UH Memorandum of Agreement, UH and UHCC admissions criteria, regulations and policies of each respective institution of higher education (IHE) partner. Accordingly, the following guidelines articulate the admissions criteria:

1. LCC applicants need a minimum 2.0 GPA or higher.
2. UH West Oahu applicants need a minimum 2.7 GPA or higher.
3. Application to Early College is open to all students with consent of principal, parent/guardian and counselor.
4. Olympians and upper classman have "priority" registration. The goal is for each graduating senior to accrue the maximum number of college credits toward a college degree
5. (a) All **UH West Oahu applicants** or students must complete: 1) Apply Early College Survey (waipahuhs-earlycollege.org website), 2) Early College dual credit/Running Start application, 3) UH online application, 4) Parent Consent Form, and 5) official high school transcript.
6. (b) All **Leeward Community College applicants** or students must complete: 1) Apply Early College Survey (waipahuhs-earlycollege.org website), 2) Early College MOA Application, 3) UH online application, 4) Parent Consent Form.
7. Satisfactory ACCUPLACER Placement that meets or exceeds the prerequisite for the course.
8. All **NEW** students must complete 20 hours of EdReady English or attain a Math score of 85.

SPRING 2022

By signing this agreement all parties understand and agree to the following:

1. **The University of Hawaii and the high school reserves the right to determine admission to the university/college and/or registration in classes.**
2. The parent/guardian and student understand that if the student does not successfully complete the Early College dual credit course(s), the student may not meet high school graduation requirements.
3. The student and/or parent/guardian may, when applicable, be responsible for consumable supplies, transportation, and other related educational expenses; notwithstanding, students will be informed of such expense in advance.
4. The parent/guardian and the student understand that the student is expected to fully participate in all course activities (including off-campus field trips), courses which may be held at the college, labs, and course content which may involve exposure to alternative viewpoints that may include material of an adult nature.
5. The parent/guardian and student understand that the Hawaii State Department of Education is not liable for the student's health and safety when the student has left the high school campus.
6. The high school is the final authority on high school graduation requirements. Your child must work closely with her/his high school counselor to ensure that graduation requirements are met. It is the student's responsibility to ensure that college course(s) completed as part of the Early College program will also meet high school graduation requirements. If your child transfers to a different high school, the dual credits accrued through Early College may or may not count toward meeting the graduation requirements of the new high school. If your child does not successfully complete the Early College course(s), he/she may not meet high school graduation requirements.
7. All Early College students have the same rights and responsibilities as any other University of Hawaii Community College student and must comply with the applicable University of Hawaii Community College or UH West Oahu Student Conduct Code.
8. The student and parent/guardian gives permission for the UH West Oahu, Leeward Community College and Waipahu High School to share and release application and registration information, student health records, UH ID numbers, Placement test scores, Free or Reduced Lunch status, ethnicity, ELL status, student survey data and grades to each respective authority.
9. The Waipahu HS Early College program has limited seating capacity. Admission is based on first-come, first-serve and **FIRST to complete all** application documents.
10. **The University of Hawaii may photograph, videotape, or otherwise record the student's first name, voice, and/or likeness. These recordings will be used exclusively for non-commercial, educational purposes, which may include, but not be limited to, distribution by print or digital media within or outside the state of Hawaii for the duration of the media.**
11. Early College students with documented disabilities must call 307-9575 ten weeks prior to the start of the first day of Early College instruction in order to have adequate lead time for accommodations.
12. Early College students must at least meet with a Tagnawa tutor 3 times: 1) A meeting during the first week of the semester; 2) A second meeting before the course drop date **without** a "W" grade (4th week), 3) A third meeting before the course drop date **with** a "W" grade (12th week).

With your consent, your child may apply and may be registered for an Early College class depending on the aforementioned criteria and funding. **Attendance is mandatory and will be taken for each class** (*Asynchronous classes, students must **sign-in** every time they go online to do work and **sign-out** when they finish.) Should your child be registered for a course and fail to abide by the University of Hawaii and Waipahu High School policies, procedures and deadlines, the Principal or his designee reserves the right to disenroll your child for repeated tardiness, more than three (3) absences, violation of student conduct code and/or repeated failure to complete coursework. In such cases, or should your son/daughter fail to complete the course with a C- grade or better, your son/daughter will be responsible to pay the minimum tuition fee that Waipahu High School has already paid in full, **OR** sign a contract to complete EdReady (Math & English) at a predetermined level and deadline.

If there are any concerns or questions, please feel free to contact us at 307-9575. For more information:

<https://www.waipahuhs-earlycollege.org>

Parent/Guardian Signature & Date

Student Signature & Date

Printed Parent/Guardian Name

Printed Student Name

DAVID Y. IGE
GOVERNOR



DR. CHRISTINA M. KISHIMOTO
SUPERINTENDENT

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TO: Parents of Students enrolled in Dual Credit Courses

FROM: Keith Hayashi, Principal

SUBJECT: **Notification of University of Hawaii Policies and Training**

Our records show that your child is enrolled in a course that allows for dual credit with the University of Hawaii ("UH"). This letter is to inform you of UH policies that will apply to your child and the UH training that your child will be requested to complete.

Pursuant to State law, Act 208 of the 2016 Hawaii Session Laws, UH has statutory requirements to assure that it is compliant with Title IX. Part of the requirements is that they provide training to their students on Title IX. As a result, UH will be rolling out campus-wide training for students starting this fall. The training may include adult content or content that you may not believe is age-appropriate. Any student of the Department of Education ("DOE") who is enrolled in a dual credit course with UH will be notified of the training via their UH e-mail address and be asked to complete the training. The training will only be accessible through the enrolled student's UH e-mail address or through the MYUH portal on the UH website. If parents wish to view the training, they will need to make arrangements with their child to access the training.

In addition to the training, UH has various policies that apply to its students. This means that all of UH's policies relating to students apply to any DOE students enrolled in dual credit courses, in addition to the DOE policies that are in place. These policies include UH's EP 1.204-interim Policy and Procedure on Sex Discrimination and Gender-Based Violence. EP 1.204 makes confidential resources available to all students and these confidential resources are not required to notify parents/guardians of services rendered to students. EP 1.204 can be found on UH's website at <https://www.hawaii.edu/titleix/documents/6910/>

In addition, UH's Resource Guide to Title IX can be found at

<https://www.hawaii.edu/titleix/>

If you have any questions about this, please call 808-307-9575

Things to Consider Before Applying for Dual Credit Programs

The decision to begin college early is an important one. It is important to consider each student’s maturity level in making choices about educational options. Although a student may be academically prepared for college level coursework, s/he may find the demands of college extremely overwhelming. Student success requires motivated individuals who work independently, take initiative, have good study skills, and are able to responsibly complete assignments on-time throughout the semester.

Parents and students should give careful consideration to the appropriateness of the Early College program before enrolling. Students should always keep in mind that they are starting a permanent college transcript when they take any college class. High school and college advisors are available to discuss the many options available for early college access. Like any early access program, Early College has its own strengths and limitations:

Program Strengths	Program Limitations
<ul style="list-style-type: none"> <input type="checkbox"/> Students have the opportunity to take courses that may not be offered at their local high schools. <input type="checkbox"/> Academically prepared students have an opportunity to get a head start on taking college level courses and earning high school and college credits simultaneously. <input type="checkbox"/> Students have an opportunity to experience post-secondary education while in high school, easing the transition from high school to college and making future educational and career plans more realistic. <input type="checkbox"/> Students who have difficulty fitting into a traditional high school setting may flourish in a different educational setting. <input type="checkbox"/> Students and their families can reduce the cost of a college. <input type="checkbox"/> In college, high school students gain maturity and knowledge through participation in upper level courses and the diversity of other college students. 	<ul style="list-style-type: none"> <input type="checkbox"/> If your child transfers to another high school after earning Early College credits at Waipahu High School, the receiving institutions has sole discretion as to whether or not dual credit will be counted toward the high school graduation requirement. <input type="checkbox"/> Withdrawing from a course mid-semester could affect a student’s high school graduation status. <input type="checkbox"/> Some academically qualified students may not be ready socially or emotionally for the college environment and may find the independence and speed of college classes overwhelming. <input type="checkbox"/> College schedules may conflict with high school classes or extracurricular activities (sports, drama, clubs, etc.), so careful planning must occur in order to avoid conflicts with family, work, and school activities. <input type="checkbox"/> The college academic calendar may operate differently from the high school academic calendar (holidays and vacation periods are often different). <input type="checkbox"/> Students are expected to attend classes at the college even though their high schools may not be in session.

What to Expect as a College Student

Once students begin attending college, they will be considered as "regular" college students. The faculty will expect the same level of classroom participation and quality of work from all students. Students will be expected to meet class deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults. If students are having difficulty or need additional assistance, it is their responsibility to seek out the instructor. Instructors keep posted office hours when students can come to see them for help or discussion. Appointments can usually be made outside of office hours if students have schedule conflicts. Other things students can expect to encounter as college students are:

Class Pace: The academic pace of college classes is faster than in high school. For example, a high school math class that is taught in one year at the high school is taught in one semester at the college. There is little time for faculty to stop and review lessons for students who do not understand the material or who were absent from class. However, faculty members do encourage students to come to their offices for individual help.

Homework: Many college classes demand an average of 2 hours of homework for each hour of class time. Unlike high school, classroom time is not given to students for completing homework.

Class Size: Classes can vary in size from 10 to 35 students, with an average class size of about 30 students.

Attendance: Some faculty take attendance, others do not. It is the student's responsibility to be prepared for class every day and meet all deadlines. Some faculty give pop quizzes and expect all papers to be turned in on time with no possibility for make-up work.

Class Participation: This is an integral part of college and many faculty require students to participate in classroom discussions. Faculty will provide a syllabus at the beginning of the semester outlining their expectations. It is the student's responsibility to understand and follow through with these expectations.

Withdrawing/Dropping a Class: Withdrawing from a class may have serious implications on a student's high school graduation status. To withdraw from a class, students must obtain and fill out the correct form from the college office. A copy of this form should be given to the high school counselor and/or Early College counselor. Many students believe that if they simply stop attending, they will be withdrawn from a course; this is NOT true, and students must officially withdraw by filling out the correct form and informing the proper officials.

Grade Reports: Grades are posted on "My UH Portal" following final exams. Each high school will receive grade reports for their Early College students and will, in turn, post these credits/grades on each student's high school transcript according to Department of Education guidelines.

Academic Records: Students successfully completing classes through the Early College program will receive both high school and college credit. Grades received become part of their permanent college transcript.

Academic Standards: The University of Hawai'i has an Academic Standards Policy. Students must maintain a 2.0 grade point average each semester. Students whose cumulative GPA falls below a 2.0 for any one semester may be placed on academic probation. Students may face dismissal from the college if they are academically deficient. In general, a minimum cumulative GPA of 2.0 is required for college graduation.

Costs: Generally, college expenses (tuition, books, lab fees, transportation, etc.) are the responsibility of the Early College student; however, some students may be eligible for various types of financial assistance, such as the GEAR UP Hawai‘i - Running Start Scholarship, McInerny Foundation Scholarship or other grant subsidies that may defray part or all of these expenses. Students should check with their high school and/or UH Running Start counselors to see if any financial assistance is available.

Parent’s Access to Student Records: It is the policy of the University of Hawai‘i to regard Early College students as "regular college students," as such, Early College students are treated as adults. Colleges are not allowed to give information regarding a student’s attendance or progress to parents without the student’s written permission. In addition, faculty will not discuss the student’s progress without written consent.

Transferring to Another College or University: College credits are transferable to all University of Hawai‘i campuses, according to the guidelines of each institution. Students interested in attending private or out-of-state colleges should contact each institution on an individual basis for their policy on accepting Early College credits. It is important for students to consult with college admissions representatives and university advisors as early as possible to ensure the credits are transferable.

Important Web Links:

Early College Frequently Asked Questions
<https://www.waipahuhs-earlycollege.org/faqs>

UH Systems email account setup: <NAME@hawaii.edu>
https://www.sis.hawaii.edu/uhdad/bwskalog.P_DisplLoginNon

UH Laulima account setup
<https://laulima.hawaii.edu/portal>

Early College Running Start application:
<https://www.hawaii.edu/dualcredit/dual-credit-application/>

Free TB Testing:
Waipahu Civic Center: 94-275 Mokuola St., Rm 101, Waipahu. Mon. & Wed. 2:00 - 4:00 pm
or
Leeward Community College, Health Office, with submission of “Healthy Insurance Information Sheet” and “Acknowledgement of Receipt of Notice of Privacy Practices,” plus payment of \$12.00.

Urgent Care, Waipahu and Pearl City
<https://ucarehi.com/>

Student: How do I get my UH Username?

You may request your UH Username online from the [UH Account Management](#) page by clicking on the "Get a UH Username!" link. Your account should be ready within six minutes. Most services, such as [MyUH](#), will be available to you once your account is created. Your [UH Email Account](#) (@hawaii.edu) will be available for use after fifteen 15 minutes.

You will need to provide the following information to apply for an account:

- **your legal name** (the name that you use on your student application form or employment form)
- **your social security number or Banner Number or UH Number**
- **date of birth**
- **read and agree to the [Executive Policy E2.210](#) and [Chapter 708, Hawaii Revised Statutes](#)**

After you have completed the form, use the Continue button to submit your request. The online request system will check the Account Management database for your full legal name and the information above. If your information is found within the Account Management database, you will be asked to create a password for your UH Username. You need to select two questions and furnish the answers for these two questions. In the future, these two questions will allow you to reset your password online.

Your password is very important and should not be taken lightly. Please remember that your password should be something that you will remember but others cannot guess.

Password Tips

- Your password must be 8-32 characters long
- You must use at least one upper case alphabetic character, one lower case alphabetic character, one numeric character, and one special character
- Make it a habit to change your password frequently
- Choose a password that is hard to guess. Do not use dictionary words, birth dates, or names
- Make sure your password has nothing to do with the two questions and answers you provided when you initially set your password
- Memorize your password and do not share it with anyone
- Treat your password as you would treat any important **confidential** information about yourself