This handbook is provided as an informational tool to students at participating Hawai‘i high schools who are interested in enrolling in the Jump Start program in their senior year. Students are advised to seek the guidance of their applicable high school counselor, in or prior to their junior year in high school, to obtain additional information, required forms and to determine eligibility for the Jump Start program. Information in this handbook is subject to change. Interested students and parents should contact the designated Jump Start counselor at his/her school to determine the most current information.
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In 2010, Senator Norman Sakamoto introduced a resolution in the Hawai‘i State Legislature to explore the possibilities of establishing a Department of Education (DOE) Vocational/Technical Education Learning Center at Honolulu Community College (HonCC). SCR 103, Requesting a Report on the Feasibility of Creating a Vocational/Technical Education Learning Center at Honolulu Community College was passed by the State Senate in Spring 2010. The resolution requested that the DOE and HonCC convene a task force to discuss and report on the feasibility of creating a DOE Vocational/Technical Education Learning Center at HonCC.

The initial meetings in May 2010 included Senator Sakamoto and his staff, State Deputy Superintendent Ronn Nozoe, HonCC Chancellor Mike Rota and HonCC staff. The Learning Center Task Force was subsequently convened with Ann Mahi, Roosevelt High School principal, as chairperson, and principals from three additional participating high schools: Catherine Payne from Farrington High School, Penelope Tom from Kaimuki High School, and Ron Okamura from McKinley High School. After several discussions on the functionality of a Learning Center at HonCC, the idea evolved into Jump Start, a program that would allow high school seniors to register as full-time students in career and technical education programs at a community college. Soon thereafter, Kapi‘olani Community College (KapCC) was invited to participate in the meetings.

A Memorandum of Understanding (MOU) was developed for the four high schools and two Community Colleges in November 2010. The first Jump Start Memorandum of Agreement (MOA) was signed on March 16, 2011 for the 2011-2012 Academic Year, and a subsequent MOA for the 2012-2013 Academic Year was signed on December 5, 2011.

The MOA for the third year of Jump Start, for the 2013-2014 academic school year, added Leeward Community College (LeeCC) and six additional high schools to include Campbell, Kapolei, Nānākuli, Pearl City, Wai‘anae and Waipahu. In addition, a separate MOA was signed to begin a Jump Start program on Kaua‘i to include Kaua‘i Community College (KauCC) and the three Kaua‘i high schools, Kapa‘a, Kaua‘i, and Waimea.

In May 2013, a multi-year MOA was signed and included an important provision to “institutionalize and expand the Jump Start program statewide.”

Senator Jill Tokuda, current Senate Education Committee Chair, supports Jump Start and is a member of the Jump Start Task Force. Her office staff and office volunteers provide administrative support to the Task Force. In addition, the Hawai‘i P-20 Partnership for Education (P-20) provides support (2011-2015 academic school years) for the two-week summer college preparation program and $500/semester stipends for students’ books.
WHAT IS CAREER AND TECHNICAL EDUCATION (CTE)?

- According to the Association for Career and Technical Education (ACTE):
  - Career and technical education (CTE) prepares both youth and adults for a wide range of careers and further educational opportunities. These careers may require varying levels of education—including industry-recognized credentials, postsecondary certificates, and two- and four-year degrees.
  - CTE is at the forefront of preparing students to be “college- and career-ready.” CTE equips students with:
    - core academic skills and the ability to apply those skills to concrete situations in order to function in the workplace and in routine daily activities;
    - employability skills (such as critical thinking and responsibility) that are essential in any career area; and
    - job-specific, technical skills related to a specific career pathway.
  - CTE increases student achievement
  - CTE meets individual and community economic needs

- The Hawai‘i State Director’s Office for Career and Technical Education indicates:
  - CTE is an educational structure that allows students the opportunity to explore and learn through the practical application of academic and technical skills and knowledge.
  - CTE is the only educational program that is guided by business and industry.
  - CTE classrooms are filled with innovative students who even at the high school level, have the talent and ability to work within their respective industries.

- The Hawai‘i Department of Education states:
  - CTE programs prepare students for the high-performance workplace, including the development of high academic skills, thinking skills, and personal qualities as identified in the Hawai‘i State Standards. The program is organized and administered to provide equitable educational opportunities for all students.
  - Hawai‘i offers six career pathway frameworks:
    - Arts and Communication
    - Business
    - Health Services
    - Natural Resources
    - Industrial and Engineering Technology and
    - Public and Human Services
JUMP START PROGRAM INFORMATION

What is Jump Start?
Jump Start is a collaborative effort between the Hawai‘i State DOE and various University of Hawai‘i Community Colleges (UHCC) on O‘ahu and Kaua‘i. Jump Start allows high school seniors from participating high schools to enroll full-time in a career and technical education program at a participating community college.

What is the purpose of the Jump Start program?
The Jump Start program has been established to provide career and technical education opportunities to high school students whose interests are not currently being served by their high school. Jump Start provides students with the opportunity to get a “Jump Start” on their post-secondary goals.

What are the advantages of participating in the Jump Start program?
The program offers the opportunity for dual credit to participating high school students. For each community college (CC) course students successfully complete, students earn high school credit toward graduation while working towards a college degree or certificate.

Who may participate in the Jump Start program?
For Academic/School Year 2014-15, up to 60 seniors from the 10 participating O‘ahu high schools and up to 18 from the 3 participating Kaua‘i high schools may enroll as full-time students at HonCC, KapCC, LeeCC or KauCC.

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<thead>
<tr>
<th>O‘ahu</th>
<th>Kaua‘i</th>
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<tr>
<td><strong>Participating High Schools</strong></td>
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<td>Campbell High School</td>
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<td>Farrington High School</td>
<td>Kaua‘i High School</td>
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<td>Kaimukī High School</td>
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<td>McKinley High School</td>
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<td>Nānākuli High &amp; Intermediate School</td>
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<td>Roosevelt High School</td>
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<td>Wai‘anae High School</td>
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<td>Waipahu High School</td>
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<td><strong>Participating Community Colleges</strong></td>
<td><strong>Participating Community Colleges</strong></td>
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<td>Honolulu Community College</td>
<td>Kaua‘i Community College</td>
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<td>Kapi‘olani Community College</td>
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<tr>
<td>Leeward Community College</td>
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What are the requirements to enroll in the Jump Start program?

- **Career Exploration**
  It is required that students complete at least one or both of the following FREE career interest inventories/assessments to assist them in selecting an appropriate career and technical education program.
    - The Career Connections interest inventory may be found on the [UHCC Career Connections website](#).
    - The Realistic, Investigative, Artistic, Social, Enterprising and Conventional (RIASEC) interest assessment is available on the [UHCC Job Center Online website](#).
High School Graduation Requirements
Sophomores and juniors are encouraged to begin preparing to participate in the Jump Start program by completing any necessary high school graduation requirements prior to their senior year. Seniors, who have completed all courses required for high school graduation with the exception of one (1) English, one (1) Social Studies, one (1) Math, and elective credits, are eligible to apply for this program.

Please Note: Since the student will carry a full-time (12 credits or more per semester) course load at the community college, it is critical that students consult with their designated Jump Start high school counselor to ensure that the college courses in which they are enrolled also satisfy their high school graduation requirements. Students will be counseled to take core subjects at the community college if the courses are not part of the chosen program, or they may take online courses (e.g., NOVANET or DOE E-School).

Placement Requirements
Students must take a COMPASS placement exam prior to enrollment into the Jump Start program; placement requirements vary depending on the program of study chosen. Please refer to the Recommended Programs, Requirements and Additional Costs section of this handbook. Some community colleges may accept ACT scores in lieu of the COMPASS placement. Please confirm with a community college counselor.

Are there additional requirements once enrolled into the Jump Start Program?

- GPA requirements
  Student must earn a minimum 2.0 Grade Point Average (GPA) in the fall semester at the community college to continue in the Jump Start program in the spring.

- High School English and High School Math Equivalencies
  o English 22 and higher at the community college will be acceptable for high school Senior English credit.
  o Math 24 and higher at the community college will be acceptable for high school math credit.
  o Please note that these English and Math equivalencies are specific to Jump Start; Credit equivalencies in other programs should be addressed by the applicable high school of attendance.

- Senior Project Requirement
  Each high school will determine if a Senior Project is required for Jump Start students.

What are the costs for participating in this program?
If selected to participate in the Jump Start Program, the student’s high school will cover the cost of:
  1) Resident community college tuition* for a maximum of 16 credits per semester, for up to two semesters; and
  2) Basic community college student fees.

*Specific tuition and fees information may be found by visiting the University of Hawai‘i tuition schedule webpage. Questions regarding residency requirements should be addressed to the applicable community college counselor.

Students are responsible for costs of books, tools, supplies, and any other fees for their courses. For students who are legal permanent residents or United States citizens, a book allowance may be provided through a P-20 grant. Costs vary from program to program. Students should review the Recommended Programs, Requirements and Additional Costs section of this handbook to determine specific costs.
associated with the individual programs or visit the Jump Start website to determine the most up-to-date program requirements/recommendations, tuition, program and supplies’ costs associated with the various programs.

**Which community college programs are open to participating high school seniors?**
It is recommended that students select from the programs listed in the Recommended Programs, Requirements and Additional Costs section of this handbook because of the likely availability of classes in these programs at the respective community college campuses.

Students may also visit the Jump Start website to determine the current listing of recommended programs and any additional costs associated with the programs. Please note that program availability may change; students should contact their designated Jump Start high school counselor to determine if a program is available for their enrollment timeframe.

**How is Jump Start different from other early college programs?**
The Jump Start Program provides a great opportunity for early access to college in the student’s senior year. Unlike other programs, Jump Start allows a student to attend a community college on a full-time basis while also being allowed to continue participation in high school events (sports, prom, etc.). Jump Start courses focus on **specific career and technical education programs** at various community colleges. Students may also use coursework completed in the Jump Start program to fulfill remaining high school graduation requirements (students must check with their designated Jump Start high school counselor to determine equivalencies in coursework).

**What courses can I take?**
Students’ coursework should include remaining math and English coursework to satisfy high school graduation requirements, if applicable. The remaining courses should be part of the recommended programs of study. Jump Start’s goal is to ensure that students are on a pathway of completing a program of study in their chosen majors. The designated Jump Start college counselor will assist the student in determining which courses fulfill the remaining high school requirements and also requirements for the program of study.

**How do I apply?**
Application processes and timelines vary. Interested students should talk to their designated Jump Start high school counselor to determine the specific application timelines for his/her school and the applicable community college. Jump Start application forms may also be downloaded from the Jump Start website.

The application process may include, but is not limited to:
- **Jump Start Commitment Form** – requires signature from the student’s parent/guardian
- COMPASS testing
- **Jump Start Application Form**
  - Requires signature from the student’s parent/guardian, high school counselor, and high school principal. Students may download the application from the Jump Start website or request an application through their designated Jump Start high school counselor.
  - A copy of the student’s Career Connections or RIASEC inventory results
  - A short essay describing the student’s academic and professional goals.
- Proof of satisfying specific Health requirements (TB and MMR)
- Completion of the **Jump Start Teacher Recommendation Form**
• A scheduled meeting with the designated Jump Start high school counselor, student and the student’s parent/guardian.

**Is transportation available?**
Students must provide their own transportation to the community college of attendance.
## Island of O‘ahu

<table>
<thead>
<tr>
<th>High School Information</th>
<th>Contact Person/Title</th>
<th>Office Phone</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campbell HS 91-980 North Rd. Ewa Beach, HI 96706</td>
<td>Ms. Serena Lakalaka 11th grade Counselor</td>
<td>687-3131</td>
<td><a href="mailto:Serena_lakalaka@notes.k12.hi.us">Serena_lakalaka@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Farrington HS 1564 North King St. Honolulu, HI 96817</td>
<td>Mr. Regan Honda College Counselor</td>
<td>832-3600</td>
<td><a href="mailto:Regan_Honda@notes.k12.hi.us">Regan_Honda@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Kaimuki HS 2705 Kaimuki Ave. Honolulu, HI 96816</td>
<td>Mr. Tom Schemel Post High School Counselor</td>
<td>733-4900, ext. 247</td>
<td><a href="mailto:Thomas_Schemel@notes.k12.hi.us">Thomas_Schemel@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Kapolei HS 91-5007 Kapolei Pkwy. Kapolei, HI 96707</td>
<td>Mr. Myles Okoji Counselor</td>
<td>692-8200</td>
<td><a href="mailto:Myles_okoji@hurricanes.k12.hi.us">Myles_okoji@hurricanes.k12.hi.us</a></td>
</tr>
<tr>
<td>McKinley HS 1039 South King St. Honolulu, HI 96814</td>
<td>Ms. Colleen Inaba College Counselor</td>
<td>594-0400, ext. 1019</td>
<td><a href="mailto:Colleen_Inaba@notes.k12.hi.us">Colleen_Inaba@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Nānākuli HS 89-980 Nānākuli Ave. Waianae, HI 96792</td>
<td>Ms. Raemie Pagaduan Counselor</td>
<td>668-5823, ext. 249</td>
<td><a href="mailto:Raemie_pagaduan@notes.k12.hi.us">Raemie_pagaduan@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Pearl City HS 2100 Ho‘okiekie St. Pearl City, HI 96782</td>
<td>Mr. Mark Oda College Counselor</td>
<td>454-5574</td>
<td><a href="mailto:Mark_Oda@notes.k12.hi.us">Mark_Oda@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Roosevelt HS 1120 Nehoa St. Honolulu, HI 96822</td>
<td>Ms. Dayna Kaneshiro Post High School Counselor</td>
<td>531-9472</td>
<td><a href="mailto:Dayna_Kaneshiro@notes.k12.hi.us">Dayna_Kaneshiro@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Wai‘anae HS 85-251 Farrington Hwy. Waianae, HI 96792</td>
<td>Ms. Theresa Sanchez, College Counselor</td>
<td>697-9495</td>
<td><a href="mailto:t.sanchez@seariders.k12.hi.us">t.sanchez@seariders.k12.hi.us</a></td>
</tr>
<tr>
<td>Waipahu HS 94-1211 Farrington Hwy. Waipahu, HI 96797</td>
<td>Dr. Mark Silliman Transition Coordinator</td>
<td>528-9575</td>
<td><a href="mailto:Mark_Silliman@notes.k12.hi.us">Mark_Silliman@notes.k12.hi.us</a></td>
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## Island of Kaua‘i

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<tbody>
<tr>
<td>Kapa’a HS 4695 Mailihuna Rd. Kapa’a, HI 96746</td>
<td>Ms. Nellie Okamoto Counselor</td>
<td>821-4400</td>
<td><a href="mailto:Nellie_okamoto@notes.k12.hi.us">Nellie_okamoto@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Kaua‘i HS 3577 Lala Rd. Lihu‘e, HI 96766</td>
<td>Mr. Charles Fulks Counselor</td>
<td>274-3160, ext. 115</td>
<td><a href="mailto:Charles_fulks@notes.k12.hi.us">Charles_fulks@notes.k12.hi.us</a></td>
</tr>
<tr>
<td>Waimea HS P.O. Box 339 Waimea, HI 96796</td>
<td>Ms. Jennifer Moniz Counselor</td>
<td>338-6810, ext. 113</td>
<td><a href="mailto:Jennifer_moniz@notes.k12.hi.us">Jennifer_moniz@notes.k12.hi.us</a></td>
</tr>
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## JUMP START PARTICIPATING COMMUNITY COLLEGES AND CONTACT INFORMATION
### Island of O‘ahu

<table>
<thead>
<tr>
<th>Community College</th>
<th>Contact Person/Position</th>
<th>Office Phone</th>
<th>E-mail address</th>
</tr>
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<tbody>
<tr>
<td>Honolulu CC</td>
<td>Ms. Maggie Templeton Counselor</td>
<td>845-9137</td>
<td>mtemplet@hawai‘i.edu</td>
</tr>
<tr>
<td>Kapi‘olani CC</td>
<td>Mr. Sheldon Tawata, Ku‘ilei High School to College Coordinator</td>
<td>734-9842</td>
<td><a href="mailto:sheldont@hawaii.edu">sheldont@hawaii.edu</a></td>
</tr>
<tr>
<td>Leeward CC</td>
<td>Dr. Sharleen Chock Counselor</td>
<td>455-0235</td>
<td><a href="mailto:sharleen.chock@hawaii.edu">sharleen.chock@hawaii.edu</a></td>
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### Island of Kaua‘i

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<tbody>
<tr>
<td>Kaua‘i CC</td>
<td>Mr. John Constantino Counselor</td>
<td>245-8245</td>
<td><a href="mailto:johncons@hawaii.edu">johncons@hawaii.edu</a></td>
</tr>
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</table>

**RECOMMENDED PROGRAMS, REQUIREMENTS AND ADDITIONAL COSTS**

**Honolulu Community College**
- For more program information, visit the [Honolulu CC website](http://www.hcc.hawaii.edu) or click on the links provided in each Program.
- Specific course descriptions and program requirements may be found in the current [Honolulu CC catalog](http://www.hcc.hawaii.edu/catalog).

**Kapi‘olani Community College**
- For more program information, visit the [Kapi‘olani CC website](http://www.kapiolani.hawaii.edu).
- Specific course descriptions and program requirements may be found in the current [Kapi‘olani CC Catalog](http://www.kapiolani.hawaii.edu/catalog).

**Leeward Community College**
- For more program information, visit the [Leeward CC Website](http://www.leeward.hawaii.edu).
- Specific course descriptions and program requirements may be found in the current [Leeward CC Catalog](http://www.leeward.hawaii.edu/catalog).

**Kaua‘i Community College**
- For more program information, visit the [Kaua‘i CC Website](http://www.kauai.hawaii.edu).
- Specific information on course descriptions and program requirements may be found in the current [Kaua‘i CC Catalog](http://www.kauai.hawaii.edu/catalog).

*Please check with your designated Jump Start [high school counselor](http://www.hawaiicommunitycollege.com/jumpstart) or applicable community college for current information. Please note that all additional costs are estimated and are subject to change.

**Although there are no specific program entry requirements in math and/or English, certain courses have other prerequisite requirements; Minimum placement for these courses is English 22 or higher and Math 24 or higher to ensure that student will meet high school graduation requirements concurrently, if applicable.**
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<tr>
<th>Honolulu CC Programs**</th>
<th>Program Descriptions</th>
<th>Math/English Placement Requirements to begin major coursework</th>
<th>Additional Costs* Tools and Supplies*</th>
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<tr>
<td><strong>Administration of Justice (AI)</strong></td>
<td>This program is designed to prepare the student academically for entry into the Administration of Justice career field; i.e., law enforcement, courts, corrections, or private security. Courses are also provided to meet the training needs of the in-service professional.</td>
<td>Placement in ENG 100 Course Descriptions and Requirements</td>
<td>The cost for textbooks is approximately $400 per semester</td>
</tr>
<tr>
<td><strong>Auto Body Repair &amp; Painting (ABRP)</strong></td>
<td>The curriculum used for the program is published by the I-CAR Education Foundation and is based on the National Automotive Technicians Education Foundation (NATEF) Auto Body Task List and the National Institute for Automotive Service Excellence (ASE) technician certification standards. Students completing the program will be prepared for employment in the Auto Body Repair and Painting industry and related areas. Classroom and laboratory work is offered in a modern and well-equipped facility. The program is certified by NATEF.</td>
<td>Placement in ENG 22/60 or ESL 23 Placement in MATH 50/53 Note: Respirator Use Clearance Also Required Course Descriptions and Requirements</td>
<td>The cost for tools, supplies and textbooks is approximately $1500-2000. Purchases of additional tools, textbooks, and mock up materials may be required each semester.</td>
</tr>
<tr>
<td><strong>Carpentry Technology (CARP)</strong></td>
<td>Entrance into the carpentry trade is usually obtained through serving a four-year indentured apprenticeship. The Carpentry Department offers a program of instruction which, when successfully completed, provides an excellent background for those desiring to enter the Apprenticeship Program. Industry standards and safety regulations are emphasized.</td>
<td>Placement in ENG 22/60 or ESL 23 Placement in MATH 50/53 Course Descriptions and Requirements</td>
<td>The cost for tools and textbooks is approximately $460 for the first year and $50 for each succeeding year.</td>
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<tr>
<td><strong>Communication Arts (CA)</strong></td>
<td>The Communication Arts program embraces three areas of study which are all interrelated: Design (visual solutions), Print (production skills for print media) and Multimedia (on-line publishing). All focus on meeting the ever-changing needs of business and industry. The Communication Arts program prepares students for entry level employment in graphic design, advertising design, desktop publishing, electronic imaging and prepress, on-line publishing, digital photography, and all aspects of the publishing and printing industries.</td>
<td>Placement in ENG 100 Placement in MATH 25 Course Descriptions and Requirements</td>
<td>The estimated cost of the two-year program for required texts and supplies is approximately $2000.</td>
</tr>
<tr>
<td><strong>Computing, Electronics, &amp; Networking Technology (CENT)</strong></td>
<td>The Computing, Electronics, and Networking Technologies program is a course of study that prepares students for entry-level employment in the field of Information and Communications Technology. Core classes are designed to give students a firm foundation in the basics of computers, networking, and information systems.</td>
<td>Placement in ENG 100 Placement in MATH 103 or MATH 135 or Higher ICS 100 or ICS 101 Course Descriptions and Requirements</td>
<td>The cost of equipment and textbooks is between $1000-$2000 for the entire program. It is recommended that students have their own computers and access to the Internet.</td>
</tr>
<tr>
<td><strong>Early Childhood Education (ED)</strong></td>
<td>This program is designed for people interested in working with young children. There are two different focuses for this program: Infants and Toddlers and Preschool age children. Both programs prepare students</td>
<td>Placement in ENG 100 Course Descriptions and Requirements</td>
<td>The estimated cost of textbooks and supplies is $500.00.</td>
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<tr>
<td>Honolulu CC Programs**</td>
<td>Program Descriptions</td>
<td>Math/English Placement Requirements to begin major coursework</td>
<td>Additional Costs* Tools and Supplies*</td>
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<tr>
<td><strong>Fashion Technology (FT)</strong></td>
<td>This well-designed program teaches students the basics of clothing construction, industrial sewing, pattern making, textiles, textile art, fashion sketching and design, computerized grading, and marker making. Students learn through both instructional theory and hands-on, practical projects. Once students have mastered the fashion design and production techniques, they will advance to the high-tech equipment and software used in developing patterns.</td>
<td>Placement in MATH 50 or higher</td>
<td>The cost for textbooks is approximately $200-$500 per semester. The costs of supplies vary depending on projects ($150-$300 per semester).</td>
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<tr>
<td><strong>Fire and Environmental Emergency Response (FIRE)</strong></td>
<td>The Fire and Environmental Emergency Response Program courses are provided to meet the needs of the in-service professional as well as students who are not employed by the Fire Service. This Program is designed to prepare students academically for the Fire Service Field, i.e., insurance adjuster, investigator, and safety and building inspector.</td>
<td>Placement in ENG 100 Placement in MATH 24/50</td>
<td>The cost of Textbooks is approximately $100 - $250 per semester. Fees for clothing rental and equipment purchase for 280A, 280B, and 280C could exceed $1000.</td>
</tr>
<tr>
<td><strong>Music &amp; Entertainment Learning Experience (MELE)</strong></td>
<td>MELE - Music &amp; Entertainment Learning Experience utilizes a comprehensive music business and production curriculum meeting the requirements for entry-level training of music industry and production professionals. The curriculum focuses on combining academic experience with real-world applications to prepare students to work in the rapidly evolving global music industry of the 21st century. The program core offers a rounded curriculum grounding students in the basics of the music industry, sound recording and the business of music. The MELE program offers two distinct degree paths: the Associate of Science in Music Business &amp; Production and Associate of Science in Audio Engineering Technology.</td>
<td>Placement in ENG 100 Placement in MATH 25</td>
<td>The cost for textbooks is approximately $240.</td>
</tr>
<tr>
<td><strong>Sheet Metal and Plastics (SMP)</strong></td>
<td>This curriculum is designed to qualify students for entry into the field of sheet metal as apprentices. They will develop skills in fabricating air conditioning ducts; architectural metal work; welding and fabricating plastics; and, pattern development.</td>
<td>Placement in ENG 22/60 Placement in MATH 50/53</td>
<td>The cost of tools, instruments, and textbooks is approximately $580.</td>
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<tr>
<td><strong>Welding Technology (WELD)</strong></td>
<td>The Welding curriculum is designed to meet the minimum skill standards established by the American Welding Society (AWS) for entry-level welders. Training is given in both theory and practical skills in the various phases of welding and cutting. This includes arc welding, plasma and air carbon arc cutting, oxyacetylene welding, TIG welding, MIG welding, gas metal and flux core arc welding, welding inspecting testing principles and fabrication techniques. Entry-level welders are employed in a wide range of industries that use welding and welding-related tasks. This range of industries includes small, medium, and large union and non-union facilities. Students have the</td>
<td>Placement in ENG 22/60 Placement in MATH 50/53 Recommended Prep: IS 20</td>
<td>The cost for tools, books, and supplies is approximately $450.00. Purchases of additional tools and textbooks may be required each semester.</td>
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<tr>
<td>Honolulu CC Programs**</td>
<td>Program Descriptions</td>
<td>Math/English Placement Requirements to begin major coursework</td>
<td>Additional Costs* Tools and Supplies*</td>
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<td></td>
<td>option of pursuing a Certificate of Achievement or Associate of Applied Science degree.</td>
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### Kapiʻolani Community College - Recommended Programs, Requirements and Additional Costs

<table>
<thead>
<tr>
<th>Kapiʻolani CC Programs**</th>
<th>Program Descriptions</th>
<th>Math/English Placement Requirements to begin major coursework</th>
<th>Additional Costs* Tools and Supplies* (Textbooks: approximately $300/semester)</th>
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<tbody>
<tr>
<td><strong>Accounting (ACC)</strong></td>
<td>The Accounting Program prepares students for paraprofessional accounting positions in small business, public accounting, private industry, nonprofits and governmental organizations. Students get practical, hands-on workplace-relevant skills and techniques to research relevant data, find solutions to perform payroll and individual and business tax functions, prepare appropriate reports and use accounting information systems to perform accounting and reporting functions. As a capstone to the accounting degree, a required internship allows students to gain actual job experience while earning credits towards graduation. The degree and certificates provide various options for entry-level positions in bookkeeping, payroll, accounts receivable and payable, inventory, and tax services. Completion of the Associate Degree in Accounting prepares the students to transfer to University of Hawaiʻi-West Oʻahu (UHWO) for a Bachelor of Arts in Business Administration with a concentration in Accounting.</td>
<td><strong>Course Descriptions and Requirements</strong></td>
<td>Approximately $100 for face-to-face courses</td>
</tr>
<tr>
<td><strong>Culinary (CULN)</strong></td>
<td>Accredited by the American Culinary Federation Foundation (ACFF), the National award-winning Culinary Arts Program at KCC offers a variety of degree and certificates that prepare students for a wide range of positions in the food service industry, from entry level to managerial. The College has articulated its Advanced Professional Certificate (APC) in Culinary Management with a Bachelors of Applied Science (BAS) degree at the University of Hawaiʻi-West Oʻahu. Three Associate in Science (AS) degree options are offered in Culinary Arts with specializations in Culinary Arts, Pastry Arts, and Institutional Food Service. A Certificate of Achievement (CA) is offered in Culinary Arts. Certificates of Competence (CO) are also offered in Culinary Arts, Dining Room Service, and Pastry Arts.</td>
<td><strong>Course Descriptions and Requirements</strong></td>
<td>Approximately $350.00 for uniform/knife kit set</td>
</tr>
<tr>
<td><strong>Hospitality and Tourism with a concentration in Hospitality Operations Management (HOST)</strong></td>
<td>The Associate in Science, Hospitality and Tourism with a Concentration in Hospitality Operations Management is a four-semester program of study. The program is designed to help students acquire both the knowledge and practical skills necessary to qualify successfully for work in various capacities in the hospitality industry and to transfer to a four-year program. It prepares students for employment in hotel and resort front office, concierge, reservations, housekeeping, sales, and uniformed services positions.</td>
<td><strong>Course Descriptions and Requirements</strong></td>
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<tr>
<td><strong>Hospitality and Tourism with a concentration in Travel and Tourism Operations Management (HOST)</strong></td>
<td>The Associate in Science in Hospitality and Tourism with a Concentration in Travel and Tourism Operation is a four-semester program of study. This competency based program prepares students for employment in a variety of positions available in the large scope of the travel and tourism industry and to transfer to four-year programs. Students entering the workforce will find opportunities in airline operations, ticketing and reservations, travel agencies, tourism planning and development, meeting and convention coordination, special events and tour itinerary planning. In addition to the specialized Travel and Tourism courses, this program combines general education classes along with a complete hospitality core to</td>
<td><strong>Course Descriptions and Requirements</strong></td>
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<td>Kapiʻolani CC Programs**</td>
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<tr>
<td><strong>Information Technology (ITS)</strong></td>
<td>The Information Technology program provides students with strong fundamentals in programming, networking, computer support and maintenance, and front-end graphical user interface (GUI) programming with connectivity to databases such as Microsoft ACCESS, Microsoft SQL Server, and Oracle, in a stand alone or a Web environment. This is all done within the context of supporting business activities. Graduates are prepared to perform services as a computer support specialist, technical support specialist, help desk technician, database administrator, and network administrator to set up and configure a local area network, as a front-end GUI interface programmer, or Web developer using tools to create a web store or conduct a web-based business. A required internship offers students the opportunity to gain actual job experiences using skills learned in class. Completion of the Associate Degree in IT prepares the students to transfer to UHWO for a Bachelor in Applied Science in Information Technology.</td>
<td></td>
<td><strong>Course Descriptions and Requirements</strong></td>
</tr>
<tr>
<td><strong>Marketing (MKT)</strong></td>
<td>The Marketing program is designed to prepare students to apply principles, concepts and technical skills in marketing using a practice-based approach to learning. Students gain competency in customer relationships and the selling process, learn to develop a marketing plan, and learn general management theory and practices, organizational behavior, human resources, international marketing, integrated marketing communications and merchandise management via lectures and projects. A required internship offers students the opportunity to gain actual job experience using skills learned in class. Completion of the Associate Degree in Marketing prepares the students to enter the work force or to transfer to UHWO for a Bachelor of Arts in Business Administration with a concentration in Marketing.</td>
<td></td>
<td><strong>Course Descriptions and Requirements</strong></td>
</tr>
<tr>
<td><strong>Paralegal (LAW)</strong></td>
<td>The Paralegal program prepares students for entry level positions in the legal field working for lawyers, in law offices, or governmental agencies. Paralegal program graduates are prepared to assist in interviewing clients and witnesses, investigating cases, performing legal research, maintaining client files, drafting legal documents which may include contracts, mortgages and trust instruments, attending hearings, scheduling of court dates, managing workflow of cases and assisting the lawyers in other areas such as obtaining affidavits, and assisting in trials. A required internship offers students the opportunity to gain actual job experiences using skills learned in class.</td>
<td></td>
<td><strong>Course Descriptions and Requirements</strong></td>
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</tbody>
</table>

- **Information Technology (ITS)**
- **Marketing (MKT)**
- **Paralegal (LAW)**
<table>
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<tr>
<th>Leeward CC Programs</th>
<th>Program Descriptions</th>
<th>Math/English Placement Requirements to begin major coursework</th>
<th>Additional Costs* Tools and Supplies* Textbooks: Approximately $450/ semester*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (ACC) **</td>
<td>Accounting is a basic language of business. This program is designed to prepare you for entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related fields. Your development in the areas of analytical knowledge, communication skills, and computer applications is emphasized.</td>
<td>Course Descriptions and Requirements</td>
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<tr>
<td>Automotive Technology (AMT)**</td>
<td>Do you love cars—their engines, their complexity, their freedom? You can turn your love of cars into a high-paying career! You'll gain the skills and competencies necessary for a successful career as an automotive technician. You'll understand and achieve the work habits and attitudes necessary to work in a highly competitive field, and obtain the skills necessary to keep ahead of the latest technological changes in the automotive field. The program offers hands-on shop training by certified instructors (Automotive Service Excellence) with years of real-world experience in the industry.</td>
<td>Prerequisite to AMT 20 and to enter the first semester group of courses is completion of Eng 22 with a “C” or higher and placement in QM 107C or higher. Recommended preparation is placement in Eng 102 or completion of Eng 21 with “C” or higher.</td>
<td>$1,875 - $1,985</td>
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<tr>
<td>Business Technology (BTEC)</td>
<td>This program offers you practical skills for today’s competitive work environment. You can gain entry into just about any industry as office staff and learn about the company from the inside out. As a Business Tech major, you’ll acquire critical office and IT skills, along with communication and organizational proficiencies. You’ll also enhance your confidence and develop customer service excellence.</td>
<td>Course Descriptions and Requirements</td>
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<tr>
<td>Culinary Arts (CULN) **</td>
<td>Prepare for a culinary career with a fusion of hands-on experiences and classroom instruction. You’ll develop the skills and confidence essential for a wide range of culinary careers. You’ll be exposed to time-honored classical European and Asian techniques, as well as local and contemporary flavors. Over $6 million have been invested in our state of the art facilities, offering 4 beautiful &amp; practical teaching kitchens and the newly renovated fine dining restaurant, The Pearl. These facilities are designed to give you an opportunity to apply the theories and techniques of industry in a realistic and practical environment. You’ll also be able to enhance and broaden your education experience through externships at some of our state’s finest restaurants.</td>
<td>Course Descriptions and Requirements</td>
<td>$400</td>
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<tr>
<td>Leeward CC Programs</td>
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<tr>
<td><strong>Digital Media (DMED)</strong>**</td>
<td>This program combines a solid foundation of art and design with the practical technical skills needed to explore and express ideas in today’s multimedia world. You’ll get integrated digital media training in art theory, web development, computer graphics, digital photography, non-linear digital video, streaming media and web animation, motion graphics, media authoring, and 2D and 3D animation. Digital media specialists are in demand in almost every type of business. Leeward’s program helps you develop the skills required for a variety of digital media careers, in such diverse fields as multimedia industries, graphic design, education, advertising, computer science, television, film, and corporate communications.</td>
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<td>$800 - $1,000</td>
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<tr>
<td><strong>Health Information Technology (HIT)</strong>**</td>
<td>The U.S. Department of Labor states that employment in the Health Information Technology (HIT) field is projected to grow nearly twice as fast as the average for all occupations in future years! As the medical industry becomes increasingly dependent on digital communication and recordkeeping, the demand for skilled employees who can collect and analyze healthcare data is critical to manage vital information for their services. HIT professionals are responsible for the organization and accurate maintenance of computerized patient medical records. They may also be responsible for the timely and accurate submission of complex insurance documents. Successful graduates can find employment at hospitals, medical offices, and insurance companies in positions, including medical office manager, medical transcriptionist, medical records technician, and medical coding specialist.</td>
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<tr>
<td><strong>Information &amp; Computer Science (ICS)</strong></td>
<td>Today’s world revolves around technology...creating a continual need for skilled ICS workers! Just about everything depends on computers! You can prepare for employment as technical support to professional and administrative personnel with the Associate in Science Degree, choosing from five areas of specialty: Network Support, Database Support, Information Security, Mobile Developer, and Software Developer. Skills in writing, speech, economics and mathematics complete the preparation for employment. The ICS course credits are transferable at the bachelor’s degree level, so it’s a cost-effective way to start a four-year degree!</td>
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<td>$50</td>
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<td><strong>Management (MGT)</strong>**</td>
<td>This program prepares you for entry-level employment and supervisory positions in a variety of organizations. Become an expert in the use of the latest computer software, conquer office essentials, and get the edge needed to land that first job or earn that promotion! Our program provides training in the communication, problem-solving, and leadership skills necessary for success and advancement in today's workplace.</td>
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<tr>
<td><strong>Teaching (AAT)</strong>**</td>
<td><strong>Aspire to inspire!</strong> Becoming a teacher is one of the most rewarding careers you can choose. Leeward’s teacher education program provides a supportive learning environment where future teachers can come together to network, support, and</td>
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<td>Recommended placement of English 100</td>
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<tr>
<td>Leeward CC Programs</td>
<td>Program Descriptions</td>
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<td>grow with one another. The <strong>Associate in Arts in Teaching (AAT)</strong> degree program is designed to provide a career ladder for teaching. The program prepares you to be an effective educator and provides a solid foundation for those interested in becoming highly qualified Educational Assistants or those pursuing a baccalaureate degree in education <strong>towards teacher licensure</strong>. The AAT degree allows you to jump start your study of education by offering education course and field experiences in your freshmen and sophomore college years. <strong>Articulation agreements allow for a smooth transition from Leeward CC to local university teacher education programs.</strong> Join us as we change the world...one student at a time!</td>
<td>Course Descriptions and Requirements</td>
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<tr>
<td>Kaua‘i CC Programs</td>
<td>Program Descriptions</td>
<td>Math/English Placement Requirements to begin major coursework</td>
<td>Additional Costs* Tools and Supplies* Textbooks: Approximately $570/semester</td>
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<td><strong>Accounting</strong></td>
<td>The Accounting curriculum promotes the dynamic yet practical nature of the Accounting profession. An emphasis on the integration of knowledge and technology forms a solid foundation that will support versatile career and educational endeavors. Students engage in skills and competencies to succeed as paraprofessionals in business environments such as bookkeeping, payroll processing, tax preparation or supporting roles in government, new or continuing small businesses, or other large industries such as hospitality, tourism, or agriculture.</td>
<td><strong>Course Descriptions and Requirements</strong></td>
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<tr>
<td><strong>Auto Body Repair and Painting</strong></td>
<td>The Auto Body Repair and Painting program has revised its curriculum based on the National Institute for Automotive Service Excellence (ASE), National Automotive Technicians Education Foundation (NATEF), and Inter-Industry Conference on Auto Collision Repair (I-Car). The program prepares students to take further training if they desire I-Car certification.</td>
<td><strong>Course Descriptions and Requirements</strong></td>
<td>The cost of tools and supplies for the four semesters is approximately $1,900</td>
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<tr>
<td><strong>Automotive Technology</strong></td>
<td>The goals of the Automotive Technology program are to prepare the student with the skills and competencies necessary for a successful career as an automotive technician, to instill in the student the work habits and attitude necessary to work in a highly competitive field, and to provide the student with the basic skills necessary to become a lifelong learner in order to keep abreast of the latest technological changes in the automobile.</td>
<td>First-semester courses require placement into ENG 21 and MATH 50. Student must maintain a valid driver's license throughout the course of study. <strong>Course Descriptions and Requirements</strong></td>
<td>The cost of tools and supplies for the four semesters is approximately $2,500</td>
</tr>
<tr>
<td><strong>Business Technology</strong></td>
<td>The Business Technology program focuses on skills, attitudes, and knowledge needed to prepare students for employment in government and industry positions such as administrative assistants, information processors, receptionists, clerks, or secretaries.</td>
<td><strong>Course Descriptions and Requirements</strong></td>
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<tr>
<td><strong>Carpentry</strong></td>
<td>The Carpentry Technology program provides the basic entry-level skills in the construction of buildings. Skilled carpenters are required in areas of new building construction, repair, and alteration of buildings. The program provides an introduction into the sustainable and green construction methods and materials, while offering instruction in the State’s building codes for energy efficiency. This program also enhances the graduates’ entry into the carpenters’ apprenticeship program.</td>
<td>Program Admission Requirements: 1) Placement in ENG 22 or higher and qualified for MATH 50 or higher; 2) approval of instructor <strong>Course Descriptions and Requirements</strong></td>
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<tr>
<td>Kaua'i CC Programs</td>
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<td><strong>Cisco</strong></td>
<td>The Cisco Certified Networking Associate (CCNA) program is a four-course program that uses web-based computer instruction and a lab setting that closely resembles a real networking environment to explore networking technology. Students gain skills needed for designing, building and maintaining computer networks.</td>
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<td><strong>Digital Media Arts (DMA): Digital Film</strong></td>
<td>Students in the Digital Film program will receive instruction in story and script preparation; pre-production, as well as digital filming techniques and technologies; nonlinear editing and digital postproduction; and digital sound editing. Students will receive a solid foundation in elements of art and principles of design.</td>
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<td><strong>Digital Media Arts (DMA): Digital Graphics Design</strong></td>
<td>Students in the Digital Media Arts: Digital Graphic Design program will receive instruction in graphics hardware and software; digital imaging; print preparation; page layout and design; desktop publishing; print preparation; and applicable principles of graphic design for print, video, interactive multimedia, and web graphics.</td>
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<td><strong>Early Childhood Education</strong></td>
<td>The Early Childhood Education program prepares students with the attitudes, skills, and knowledge necessary to teach in preschool programs. The training melds the theoretical and the practical by including hands-on lab experiences using practices conducive to the healthy development of the whole child.</td>
<td>Completion of ENG 100 with a “C” or higher is required for entry into ED 195 and second-level courses; therefore, it is recommended that students enroll in ENG 100 as soon as possible.</td>
<td>$85</td>
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<tr>
<td><strong>Electrical Installation and Maintenance Technology</strong></td>
<td>The Electrical Installation and Maintenance Technology (EIMT) program is comprehensive, fulfilling the requirements for entry-level positions in the electrical field; providing technical knowledge needed as well as the essential hands-on skills that meet the condition for achieving success in the electrical field. Emphasis is placed on wiring in accordance with both the provisions contained in the National Electrical Code and the energy conservation codes. Successful completion of the Electrical Installation and Maintenance Technology program, will prepare an individual to take the State of Hawai'i Maintenance Electrician License Test.</td>
<td>Program Admission Requirements: 1) Placement in ENG 22 or higher and qualified for MATH 50 or higher; 2) approval of instructor.</td>
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<td>Kaua'i CC Programs</td>
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<td><strong>Electronics Technology</strong></td>
<td>The Electronics Technology program offers learning opportunities that allow students to develop competencies necessary for entry, retention, and advancement in occupations requiring knowledge of electronics, computer technology, networking, information technology, and telecommunications. Graduates may proceed forward into Electronics or Computer Engineering Technology baccalaureate programs or enter the workforce as entry-level technicians.</td>
<td>Program Admission Requirements: (1) Placement into ENG 100; (2) placement in MATH 103; (3) or approval of instructor.</td>
<td>$30</td>
</tr>
<tr>
<td><strong>Facilities Engineering and Technology</strong></td>
<td>The Facilities Engineering Technology program will prepare individuals for employment in jobs requiring multiple maintenance competencies. These competencies will allow graduates to obtain general maintenance positions in a variety of industries. Graduates will have gained knowledge in electrical applications and practices; refrigeration and air conditioning systems; and drywall, painting, and construction methods.</td>
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<tr>
<td><strong>Hospitality &amp; Tourism</strong></td>
<td>The Hospitality and Tourism (HOST) program is designed to ensure students success in their chosen hospitality careers. The program is designed to meet the needs of those who are already employed in the hospitality services industry, as well as those who wish to prepare themselves for entry into this global field.</td>
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MANDATORY PREPARING FOR COLLEGE SUCCESS PROGRAM

Students entering Jump Start receive a letter from their high school principal which includes information on the mandatory summer Preparing for College Success program. The Preparing for College Success program begins on the first day of the public school start date and lasts for 2 weeks at the participating community colleges. The program may be scheduled from Monday – Friday with times to be determined.

Prior to the end of the student’s junior year in high school, an enrollment packet is emailed to the student. The enrollment packet includes specific dates and times of the summer Preparing for College Success program as well as the following:

- **Jump Start Agreement Form** (to be signed by the parent/legal guardian)
- **Jump Start Student Success Report Form**
  - A form which allows the community college instructors to note the student's progress at specific times during the student's enrollment
  - Students must obtain the information directly from their community college instructor and submit the form along with a copy of their class schedule to their high school counselor by the indicated deadlines
- **A map of the community college**
- **The Preparing for College Success program’s orientation schedule/syllabus**

To ensure proper delivery of the enrollment packet, students must ensure that they provide their community college counselor with an up-to-date email address.

**The summer Preparing for College Success** program details important information and skills to assist students in increasing their likelihood of success at the community college. Information may include, but is not limited to:

- Campus Resources
- Textbook information
- Information regarding progress reports and due dates
- College success skills

Students continuing in Jump Start in the Spring semester will be required to attend a **mandatory pre-Spring meeting** with their college counselor. Spring meeting dates will be sent via email.

To provide students with up-to-date information and as a way to connect with other Jump Start students, group sessions will be scheduled throughout the semester. Students are encouraged to attend these group sessions.
IS JUMP START RIGHT FOR YOU?

Although the Jump Start program provides a great opportunity for early access to college, it also comes with great responsibility. It is important for students and parents to review all resource materials and seek guidance from their high school counselors before committing to participation.

Jump Start Testimonials

“The main deciding factor to enter Jump Start and start my college career early was to get ahead in life. For myself, I didn't want to be stuck in a high school classroom and learn about things that didn’t apply to my future career. Instead, I wanted to learn about fashion technology to become a sewing teacher. My overall experience in Jump Start was great because I was able to get the help I needed in order to graduate on time and ahead. There might be bumps on the road to success, but the Jump Start team will help you through it.”

Lori Monden, 2011-2012 Jump Start student
Honolulu Community College,
Fashion and Design Technology graduate, 2014
McKinley High School graduate, 2012

“Joining the Jump Start program was a huge benefit in my life. Getting one full year of college credits before even graduating high school is something I am proud of. Also, having all of the expenses paid off, from tuition to books, really helped me financially. College life is very different from high school life. However, I did have an easy time adapting into this new environment. I feel like the Jump Start program is very overlooked, and I feel that more students should participate in it because it is definitely worthwhile.”

Kerwinn Mendoza, 2013-2014 Jump Start student
Kapi‘olani Community College, Information Technology
Kaimuki High School graduate, 2014
**Things to Consider Before Applying to Jump Start**

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 chosen 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, Jump Start has its own strengths and limitations:

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<th>Program Strengths</th>
<th>Program Limitations</th>
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<tr>
<td>• Academically prepared students have an opportunity to get a head start on taking college level courses and earning high school and college credits simultaneously.</td>
<td>• Withdrawing from a course mid-semester could affect a student's high school graduation status.</td>
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<tr>
<td>• 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.</td>
<td>• Some academically qualified students may not be ready socially or emotionally for the college environment and may find the independence and rigor of college classes overwhelming.</td>
</tr>
<tr>
<td>• In college, high school students gain maturity and knowledge through participation in upper level courses and the diversity of other college students.</td>
<td>• High schools provide social networks and social development experiences for teenagers which are not as accessible at the college level.</td>
</tr>
<tr>
<td>• Students have the opportunity to take courses that may not be offered at their local high schools.</td>
<td>• College schedules may conflict with high school extracurricular activities (sports, drama, clubs, etc.), so careful planning must occur in order to avoid conflicts with family, work, and school activities.</td>
</tr>
<tr>
<td>• Students who have difficulty fitting into a traditional high school setting may flourish in a different educational setting.</td>
<td>• The college academic calendar may operate differently from the high school academic calendar (holidays and vacation periods are often different).</td>
</tr>
<tr>
<td>• Students are expected to attend classes at the college even though their high schools may not be in session.</td>
<td>• Students are expected to attend classes at the college even though their high schools may not be in session.</td>
</tr>
</tbody>
</table>

**What to Expect as a College Student**

Once students begin attending college, they are considered "regular" college students. The college faculty expect the same level of classroom participation and quality of work from all students. Students are expected to meet class deadlines, be prepared for class, ask questions, and conduct themselves responsibly. If students are having difficulty or need additional assistance, it is their responsibility to seek out help from the instructor or other college official.

Instructors maintain 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. During class time, here 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 studying/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 100 students, with an average class size of 30.

• **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 most 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.

• **Communication:** Students are STRONGLY encouraged to check their MYUH e-mail AT LEAST ONCE A WEEK. Instructors, as well as the campus, will NOT send e-mails to any other account. If you have questions about the class, please communicate with your instructors and/or your counselors as soon as possible. The more they know about you, the more they can help.

• **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, complete and submit the correct form from the college Admissions and Records office. A copy of this form should also be given to the Jump Start counselor. Many students believe that if they simply stop attending, they will be withdrawn from a course; this is **NOT true.** Students must officially withdraw by completing the correct form and informing the proper officials. Students are encouraged to discuss dropping /withdrawing from courses with their counselor to ensure that the proper processes are completed prior to deadlines.

• **Grade Reports:** Grades are posted on "My UH Portal" following final exams. Each high school will receive grade reports for their Jump Start 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 Jump Start program will receive both high school and college credit. Specific questions on dual credit policies for high school credits should be directed to the high school counselor and/or principal. Grades received become part of the student’s permanent high school and college transcript.

• **Academic Standards:** Students must earn a 2.0 GPA in the Fall semester to be eligible to continue in the Jump Start program in the Spring. Students whose cumulative GPA falls below a 2.0 for any semester will be placed on academic probation. Students may face dismissal from the college if they are academically deficient.

• **Costs:** Costs vary depending on the chosen program. Students and their families should review all the associated costs prior to enrolling in a program. Scholarships and textbook purchase assistance may be provided and is dependent on available funding.

### WHAT ARE THE NEXT STEPS?

Talk to the designated Jump Start counselor at your high school to:

- Obtain more information about Jump Start and timelines
- Find out where the next Jump Start information session will be held
- Explore CTE programs that may interest you in achieving your professional goals
- Take a career interest inventory ([UHCC Career Connections](#)) or [RIASEC interest assessment](#) (both are FREE and available online)
- Obtain information on COMPASS testing
- Complete and submit the [Jump Start Commitment form](#) and turn it in to the designated Jump Start high school counselor at the end of your 10th grade or at the beginning of your 11th grade year.

You can also visit [Jump Start’s website](#) or email jstart@hawaii.edu for more information. Please include the following when emailing Jump Start:

1. Name
2. Current high school attending
3. Current grade in high school
RECOMMENDED STUDENT TIMELINE

The following checklist and timeframes are provided to assist in guiding high school students interested in participating in the Jump Start program during their senior year. Students should check with the appropriate high school counselor to identify the applicable processes and timelines at their high school to ensure all processes are complete to the requirements of that high school in a timely manner.

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
</tr>
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</table>
| 9th grade year | • Obtain information about Jump Start:  
  - Visit the Jump Start website for additional information and answers to frequently asked questions  
  - Email: istart@hawaii.edu for additional information  
  • Career exploration:  
  - Visit Hawai‘i’s Career and Technical Education (CTE) or the Association for Career and Technical Education sites for information on career and technical education.  
  - Complete a career interest inventory or assessment to assist in selecting an appropriate career and technical education program. A FREE interest inventory may be found on the UHCC Career Connections website or the RIASEC Interest Assessment website. |
| 10th grade year | April - May | • Preparation:  
  - Ensure that you are on track with your high school credits and requirements  
  - See a high school counselor to determine when the next Jump Start Orientation/Information session will be held.  
  - Complete and submit the Jump Start Commitment form and turn it in to your counselor |
| 11th grade year | No sooner than: October / By the end of the 1st quarter | Apply to the Jump Start Program  
  1. REMINDER: If you haven’t done so, complete and submit the Jump Start Commitment form and turn it in to your counselor  
  2. COMPASS testing  
  - With assistance from your high school counselor, schedule to take the COMPASS placement test (If you have taken the ACT or SAT, check with your counselor regarding the possible substitution of ACT and SAT scores)  
  3. At the advice of your counselor, complete the Jump Start Application and include the following documents  
  - Results from a FREE interest inventory (UHCC Career Connections website or the RIASEC Interest Assessment website)  
  - Documentation of health clearances (TB and MMR) required by the community colleges  
  - Completed University of Hawai‘i System application  
  - Teacher Recommendation Form  
  Note: Counselors will conduct a final review of the student’s records to ensure:  
  - All high school credit requirements are met  
  - COMPASS placement requirements are met  
  - All documents and forms have been adequately signed and submitted |
| | No later than: March / By the end of the 3rd quarter | |
| | March – May | • High School Principals will send out Jump Start acceptance letters and will include information about the Preparing for College Success program sessions.  
  • With the assistance of a community college counselor, the student begins the college course registration process. |
<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
</tr>
</thead>
</table>
| Summer before the 12th grade year | As a follow up, an enrollment packet will be sent to the student's MYUH email and will include:  
  - The Jump Start Agreement (to be signed by the student and his/her parent/legal guardian)  
  - Jump Start Student Success Report Form  
  - A schedule for the “Preparing for College Success” session  
  - A map of the applicable community college  
  The email will come from [jstart@hawaii.edu](mailto:jstart@hawaii.edu) |
| | Pay any additional fees for the college courses you will be taking by the college deadline to ensure that your schedule is not purged. |
| Specific dates and times will be indicated on the letter from the principal and email from Jump Start | Prior to the first day of class, purchase your textbooks and supplies. Note: This may be done with the assistance of your Preparing for College Success program instructor; Please confirm with your instructor if he/she will include this in the program.  
  Keep your receipts and do not write in the books until you have attended the first class. If you change classes you may return any unmarked books to the bookstore with your receipt for a full refund. |
| | Attend the **required** Preparing for College Success program sessions at the applicable community college with other Jump Start students (session is generally held 2 weeks prior to the start of classes at the college). Classes are held from 9:00 a.m. – 12:30 p.m. daily for two weeks. Attendance is mandatory for all sessions. |

*Feel proud that you are getting a “jump start” on your college education while completing your high school diploma and graduating with your class!*
Appendix A - Jump Start Commitment Form

STATE OF HAWAII
DEPARTMENT OF EDUCATION

JUMP START COMMITMENT FORM
Return to 11th Grade Counselor

Please indicate the island of residence (check only one):

☐ O'ahu  ☐ Kaua'i

Date: __________________________

Student’s Name: __________________________

LAST  FIRST  MIDDLE

Mailing Address: __________________________

Number, Street, Apt.  City  Zip Code

Home Phone: __________  Cell Phone: __________  Email: __________

College program in which you want to enroll (✓ ONLY ONE):

<table>
<thead>
<tr>
<th>Honolulu Community College (HonCC)</th>
<th>Kapi'olani Community College (KapCC)</th>
<th>Leeward Community College (LeeCC)</th>
<th>Kaua'i Community College (KauCC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Administration of Justice</td>
<td>☐ Accounting</td>
<td>☐ Accounting</td>
<td>☐ Accounting</td>
</tr>
<tr>
<td>☐ Auto Body Repair &amp; Painting</td>
<td>☐ HOST</td>
<td>☐ Automotive Technology</td>
<td>☐ Auto Body Repair and Painting</td>
</tr>
<tr>
<td>☐ Carpentry Technology</td>
<td>☐ Information Technology</td>
<td>☐ Business Technology</td>
<td>☐ Automotive Technology</td>
</tr>
<tr>
<td>☐ Communication Arts</td>
<td>☐ Marketing</td>
<td>☐ Culinary Arts</td>
<td>☐ Business Technology</td>
</tr>
<tr>
<td>☐ Computing, Electronics</td>
<td>☐ Paralegal</td>
<td>☐ Digital Media</td>
<td>☐ Carpenter</td>
</tr>
<tr>
<td>☐ Networking Tech.</td>
<td>☐ Culinary</td>
<td>☐ Health Information</td>
<td>☐ Electronics Technology</td>
</tr>
<tr>
<td>☐ Early Childhood Education</td>
<td></td>
<td>☐ Technology</td>
<td>☐ Facilities Engineering</td>
</tr>
<tr>
<td>☐ Fashion Technology</td>
<td></td>
<td>☐ Science</td>
<td>☐ and Technology</td>
</tr>
<tr>
<td>☐ Music &amp; Entertainment Learning</td>
<td></td>
<td>☐ Management</td>
<td>☐ DMA: Digital Film</td>
</tr>
<tr>
<td>☐ Experience</td>
<td></td>
<td>☐ Teaching</td>
<td>☐ DMA: Digital Graphics Design</td>
</tr>
<tr>
<td>☐ Sheet Metal and Plastics</td>
<td></td>
<td>☐ Television Production</td>
<td>☐ Hospitality and Tourism</td>
</tr>
<tr>
<td>☐ Welding Technology</td>
<td></td>
<td></td>
<td>☐ Nurse Aide</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Early Childhood Education</td>
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My signature on this form constitutes a commitment to enroll in the Jump Start program.

________________________________________  __________________________
Student’s Signature  Date

________________________________________  __________________________
Parent’s or Guardian’s Signature  Date
Appendix B - Jump Start Application

STATE OF HAWAII
DEPARTMENT OF EDUCATION

Jump Start Enrollment Form
For Academic/School Year 20 _____ - 20 _____

Instructions:
1. Complete this form
2. Attach a copy of your career interest inventory or assessment
3. Obtain the signature of your parent/guardian.
4. Submit the completed form to your high school counselor. If approved to participate in the Jump Start program, the counselor and principal will sign the form and forward it to the community college.

Date:______________

Student’s Information

High School:______________________________ Expected Year of HS graduation: 20____

Student’s Name: ________________________
Last       First    Middle

Mailing Address: ______________________________________________________________________
Number, Street, Apt.           City                        Zip Code

Home Phone:______________  Cell Phone:______________  Email:______________________________

United States Residency Status:   ☐ US Citizen   ☐ Permanent Resident   ☐ Other (Please specify):
                                      _________

UHCC Campus you plan to attend (check only one):
☐ Honolulu Community College  ☐ Kapi’olani Community College
☐ Leeward Community College  ☐ Kaua’i Community College

Credit Check:

<table>
<thead>
<tr>
<th>Course credits needed for high school graduation</th>
<th>High School Credits</th>
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<tbody>
<tr>
<td></td>
<td>Core</td>
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NEIL ABERCROMBIE
GOVERNOR

KATHRYN S. MATAYOSHI
SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION

NEIL ABERCROMBIE
GOVERNOR

KATHRYN S. MATAYOSHI
SUPERINTENDENT

NEIL ABERCROMBIE
GOVERNOR

KATHRYN S. MATAYOSHI
SUPERINTENDENT
**Reference:** Provide the name of one teacher at your high school who can recommend you for participation in this program. (The counselor will be contacting him/her for the recommendation.)

<table>
<thead>
<tr>
<th>Teacher's Name</th>
<th>Subject</th>
<th>Room Number</th>
</tr>
</thead>
</table>

Complete, print, and **attach** the results of a career interest inventory or assessment.

- A FREE interest inventory may be found on the UHCC Career Connections website at: [http://careerconnections.hawaii.edu/Flex/career_exploration/bin/career_exploration.html](http://careerconnections.hawaii.edu/Flex/career_exploration/bin/career_exploration.html).
- The RIASEC interest assessment is also available FREE at: [http://uhcc.hawaii.edu/jobcenter/resources/riasec.php](http://uhcc.hawaii.edu/jobcenter/resources/riasec.php)

Describe in a paragraph your career goal(s) and the reason(s) for your selected community college program of study:
The parent/guardian and the student understand that:

1. The University of Hawai‘i and your high school reserves the right to determine admission to the university/college and/or registration in certain classes.

2. Continuation in the Jump Start program for the spring semester requires that the student earn a minimum 2.0 grade point average at the community college and submit the required progress reports to his/her high school counselor by the pre-established due dates (September 30 and December 15).

3. The high school is the final authority on high school graduation requirements. Students must work closely with a high school counselor to ensure that graduation requirements are met. It is the student’s responsibility to ensure that the college course(s) completed as part of the Jump Start program will also meet high school graduation requirements.

4. If the student does not successfully complete the Jump Start courses, the student may not meet high school graduation requirements.

5. The student and/or parent/guardian is responsible for campus fees, books and consumable supplies, laboratory fees, transportation, and any other related educational expenses.

6. The student is expected to participate fully in all course activities, including labs, which may involve being exposed to alternative viewpoints that may include material of an adult nature.

7. The Department of Education is not liable for the student's health and safety when the student has left the high school campus.

8. Jump Start students have the same rights and responsibilities as any other University of Hawai‘i Community College student.

9. The student gives permission for the University of Hawai‘i to release registration information, grades and/or placement test scores in accordance with federal and state laws.

10. The University of Hawai‘i 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 Hawai‘i for the duration of the media.

By signing below, we authorize that we have read and fully understand the statements above.

Student’s Name (Please Print): ______________________________

_________________________________________ Date

Student’s Signature

Parent’s or Guardian’s Name (Please Print): ______________________________

_________________________________________ Date

Parent’s or Guardian’s Signature

This student is enrolled at a Hawai‘i public school, is under the age of 21 as of September 1st of the school year that the college course(s) will be taken, and will comply with the DOE and community college's requirements.

High School Counselor’s Name (Please Print): ______________________________

_________________________________________ Date

High School Counselor’s Signature

High School Principal’s Name (Please Print): ______________________________

_________________________________________ Date

Principal’s Signature
Appendix C - Jump Start Teacher Recommendation Form

Jump Start Teacher Recommendation Form

Instructions: Counselor will fill in the blanks for items (a) through (c):
(a) Please return this completed form to Counselor ________________________ by ____________. (date)
(b) Name of Student Applicant for Jump Start: ________________________________
(c) Name of Teacher listed by the student as a reference: _______________________

As a reference for the above-named student, please respond to the questions below:
1. Is the student responsible in class? Yes____ No____
   Comments:

2. Does the student generally complete class assignments on time? Yes____ No____
   Comments:

3. Does the student attend class regularly and on time? Yes____ No____
   Comments:

4. Does the student behave appropriately in class? Yes____ No____
   Comments:

5. Does the student generally have a positive attitude? Yes____ No____

6. Would you recommend the student for the Jump Start program? Yes____ No____
   Comments: