

New Student Checklist
Hā`awi Kōkua Program
University of Hawaii Center, WH
Counselor, Students With Disabilities - Willow Aureala
322-4856 aureala@hawaii.edu
Program Office - Student Services Bldg

Use this checklist to keep track of the tasks completed and for advising

- Submit Common Application** to UHCWH Admissions Office (322-4856). Application is available online at www.hawaii.edu/admissions.
- Submit TB & MMR Clearance** to the Admissions Office. (Check with your doctor for MMR information). Free TB test available at Dept. of Health every Friday from 2-4pm, except holidays. Call 322-1500 for more info. High school applicants need proof of TB.
- Apply for Federal Financial Aid** every year (new application available after January 1, **deadline April 1**) at www.fafsa.ed.gov
 - ◆ For financial aid instructions, policies, procedures, and Supplemental Forms go to www.hawcc.hawaii.edu website. Click on "How to Start", then click on "Financial Aid"
 - ◆ Required Supplemental forms go to Student Services.
 - ◆ Be prepared with last year's tax information & submit copy of signed SS card to FAO.
 - ◆ Sign up for a PIN (www.pin.ed.gov). Keep this PIN number for future applications. Title code for HawCC is 005258.
 - ◆ For assistance with the application – call Student Services @ 322-4856 to make appointment.
 - ◆ Check your Financial Aid Application status www.myuhportal.hawaii.edu
 - ◆ If you need further clarification contact the Hilo Financial Aid Office at 974-7663.
- Complete and submit Hā`awi Kōkua Blue Program Intake Application & Attach a handwriting sample.**
- Complete a Release of Information form and request documentation of disability** to be sent to Willow Aureala's office, from any of the following:
 - ◆ Your medical doctor, therapist, psychologist, or psychiatrist
 - ◆ Your Rehabilitation Counselor (state, private, or federal)
 - ◆ Your Chapter 31 Veterans Administration Counselor
 - ◆ Your high school Special Education Records from your school or through the Department of Education (request the following):
 - Evaluation Summary Report
 - Prior Written Notification for Eligibility
 - Criteria Worksheet
 - Educational/Academic Assessment Report
 - Cognitive/Intellectual Assessment Report
 - Most recent IEP or ITP (only if the disability is stated)
- Take a COMPASS Placement Test** (free) at the Learning Center
 - ◆ Visit and practice the Math, Reading and Writing at <http://www.act.org/compass/sample/>
 - ◆ Test is given at the Learning Center, Building 2. Testing is M-F 8:30am or 1pm on a first come, first served basis. You **MUST** be at LC by 8:30am or 1pm to take the COMPASS.
 - ◆ Allow 3 hours to take the test, but there is no time limit. You may also take the different components on different days.
 - ◆ For additional information about the COMPASS, call the Learning Center at 322-4862.
 - ◆ Make an appointment with Willow Aureala (322-4856) to discuss your scores and courses.
 - ◆ **If you placed into FIRM classes**, contact the Kona Community School for Adults 327-4692 to register for the appropriate PSEOP-FIRM class to prepare you for the UHCWH college credit class. Do not postpone your PSEOP-FIRM classes.
- Meet with Willow Aureala to:** 1) determine courses you need to take for your degree program, considering the courses you qualify to take based upon your COMPASS scores, 2) register for classes, and 3) determine classroom accommodations. (322-4856)
- The Learning Center offers Adaptive Equipment to accommodate disabilities**, call 322-4856 (Willow Aureala) to schedule an orientation to the lab: *Dragon Dictate* for voice activated computer use; *Kurzweil* for reading challenges.
- Pay for your tuition by the deadline** to avoid being dis-enrolled from all your classes.
- Get your Student I.D./Library Card** during the first two weeks of the semester in the Learning Center.