

New Student Checklist

University of Hawai'i Center, West Hawai'i

Ha'awi Kokua Program

Willow Aureala, *Students with Disabilities Counselor*

(808) 322-4856 aureala@hawaii.edu -

Program Office located in Bldg 3, Student Services Office

****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 <http://hawaii.edu/admissions/>.
- **Submit TB & MMR Clearance** to the Admissions Office. (Check with your doctor for MMR). Free TB Tests are available every Friday from 2-4pm, except holidays. Call 322-1500 for more info. High School applicants need proof of TB clearance.
- **Apply for Federal Financial Aid** every year. New application available after January 1 at . <http://www.fafsa.ed.gov/>. **Deadline is April 1**
 - For Financial Aid instructions, policies and procedures and Supplemental Forms go to <http://hawaii.hawaii.edu/>. 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 and submit copy of signed Social Security card to Financial Aid Office.
 - Sign up for a PIN at <http://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 at 322-4856 to make an appointment.
 - Check your Financial Aid application status at <http://myuhinfo.hawaii.edu/>
 - If you need further clarification, contact the Hilo Financial Aid Office at 974-7663.

- **Complete and submit Ha’awi Kokua Blue Program Intake Application and attach a handwriting sample.**

- **Complete a Release of Information Form and request documentation of disability** be sent to Willow Aurelea’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
 - 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://act.org/compass/sample/>
 - Test is given at the Learning Center, Bldg 2. Testing is Monday through Friday, 8:30am or 1:00pm on a first come, first served basis. You **MUST** be at the Learning Center by 8:30am or 1:00pm to take the COMPASS.
 - Allow 3 hours to take the test, but there is no time limit. You may take the different components on different days.
 - For additional information on the COMPASS, call the Learning Center at 322-4862.
 - Make an appointment with Willow Aureala (322-4856) to discuss your scores and outcomes.
 - 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 UHCWH college credit classes. 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 on 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 your tuition** by the deadline to avoid being dis-enrolled from your classes.

- **Get your Student ID/Library Card** during the first two weeks of the Semester in the Learning Center.