Leeward Community College
International Student Pre-Registration Form

International Students must complete this form before registering for courses

Name: ____________________________________ Student ID #: __________________

Last             First             M.I

Step 1 – Preparing for Registration
1. International students are required to register for at least 12 credits each semester. At least 9 of these credits must be face-to-face classes (not “www”, “online”, or “cable” classes).

2. Students must make an appointment to meet with a counselor for academic advising.
   Recommended Counselor: Nicole Keim-Fortuno, to make an appointment visit LA 201 or call 455-0330

   Other Counselors available in the Counseling Office, to make an appointment visit AD 208 or call 455-0233

   Advising is by appointment only.

Step 2 – Academic Advising Appointment
Discuss your academic goals and complete the course schedule below with your counselor.

*** TO COUNSELOR: Initial and complete the checklist on the back of this form for guidelines.

1. Catalog Year Used for Advising: _______ to _______

2. Degree: ___ Associate in Arts Degree - Major: ________________
   ___ Associate in Science Degree - Major: ________________
   ___ Associate in Applied Science - Major: ________________
   ___ Academic Subject Certificate - Major: ________________
   ___ Certificate of Achievement - Major: ________________
   ___ Certificate of Completion - Major: ________________
   ___ Certificate of Competence - Major: ________________

3. Is the student expected to graduate this semester: ___ Yes ___ No

4. Class Schedule for: ______ Fall 20___ ___Spring 20___ ___Summer 20___ ___

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<th>CRN (e.g. 5001)</th>
<th>COURSE TITLE (e.g. ENG 100E)</th>
<th>Credits (e.g. 3)</th>
<th>Day/Time</th>
<th>Instructor</th>
<th>*FOR COUNSELOR Required</th>
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Counselor’s Printed Name: ___________________________ Signature: ___________________________ Date: _______
Step 3 – Student must renew /update health insurance for upcoming semester.
Please come to the Office of International Programs (BE 109), and show a copy of your insurance receipt to the OIP staff.

Insurance type/end date: ______________ OIP Staff initials: _____________ Date: ______________

Step 4 - Have your registration hold lifted.
Leave this completed form in the Office of International Programs. Your international student registration hold will be lifted within one business day so that you will be able to register online through MyUH.

CHECK LIST TO BE COMPLETED BY COUNSELOR

Counselor, please initial under A OR B:

A. Enrollment rules for STUDENTS NOT IN THEIR FINAL SEMESTER

_______ Student must be enrolled in a minimum of 12 credits

_______ Students must have a minimum of 9 credits “face to face” (in classroom).

_______ Concurrent Enrollment: Students must take a minimum of 9 Credits from Leeward.
   If a student concurrently enrolls at another Community College, they must always have 9 credits face to face, regardless of campus.

B. Enrollment rules for STUDENTS IN THEIR FINAL SEMESTER

_______ A student who is enrolling in their final semester before completing a Degree can have less than 12 credits.

_______ A student taking less than 12 credits in their final semester must take all classes face to face. The exception is if there is a specific course that is a requirement for the completion of the AA that is ONLY taught on-line. If the student needs to choose an elective, it should be face to face.

Transfer Information given to STUDENTS IN FINAL SEMESTER:

_______ If student is entering their last semester, they must be aware of the UH Manoa application deadline for International Students. The student must complete the “on-line” application by this date, if they intend to transfer to UH in the following semester.