

**Requesting Approval for Concurrent Enrollment**  
Leeward Community College

**DEADLINE TO FILE REQUEST: 30 days before the last day of the semester for Fall 2021 and Spring 2022. July 12, 2022 for Summer 2022.**

**Before filing a request**, please ensure you meet the following conditions:

- My home campus is Leeward Community College.
- I am enrolled in an Associate Degree or [a financial aid eligible Certificate Program](#).
- I am registered for at least one course at Leeward CC.
- The courses I plan to take are applicable to my degree program ([click here for more information](#)).
- I submitted the [2021-2022 Free Application for Federal Student Aid \(FAFSA\)](#) to Leeward Community College.

**If all conditions above are met, you may file your request with a counselor in one of two ways:**

- **Email** your counselor with the following information **from your UH Email** with Concurrent Enrollment as the subject line.
  - The campus(es) from which you are taking concurrent courses.
  - The alpha and numbers of each **concurrent course** (i.e., ACC 201, MUS 107, etc.).
    - *NOTE: You only need to list non-Leeward courses!*
- **Schedule an appointment** via [STAR Balance](#).

If approved, you are also responsible for informing the financial aid office of any changes in enrollment (i.e. withdrawals, adds, and/or drops). Credit hours will be calculated into your satisfactory academic progress for all courses that are approved for concurrent enrollment and/or transferred.