



## Honolulu Community College PACE Program Credit Conversion Policy

One of the unique features of the PACE Program is the ability to convert non-credit workshops to official credit for Honolulu Community College courses. There is no additional cost for Hawai'i residents.

You may be eligible for conversion to credit when:

- All workshops within a PACE Course are completed, and
- All capstone assignments and knowledge assessments for each unit in the course have been completed with an average score of 70% or better.

Upon conversion, the credits count toward the certificates and the associate degree in early childhood education awarded by HCC. To convert non-credit workshops to credit you must complete and return the following forms:

- a) University of Hawai'i Common Application Form
- b) HCC Application to Receive College Credit for Non-Credit PACE Workshops (Credit Conversion form)

Forms are available from the PACE Office at HCC, building 2/room 212 (845-9496). The credit conversion form is available on the PACE website:

<http://tech.honolulu.hawaii.edu/pace/index.html>.

The UH systems application form is available on the HCC website:

<http://honolulu.hawaii.edu/admissions/index.html>.

Upon completion, **all forms must be sent to the PACE Office, not the HCC Admissions Office.**

Mail to:

**Cyndi Uyehara / PACE Program  
Honolulu Community College  
874 Dillingham Blvd.  
Honolulu, Hawai'i 96817-4598**

**Read the directions on completing the UH System Application form and the Application to Receive College Credit for Non-Credit Course.**

**Incomplete forms will not be processed.**

### **Credit Conversion Process:**

- The PACE office will verify completion of all workshops and capstones.
- The HCC Dean of Instruction's office will verify completion of the PACE course and approve the application for credit.
- When credit is approved, the Records office will list the equivalent course on your official HCC transcript.
- **Letter grades are not given for PACE courses.**
- Once your credit conversion has been approved and processed, you will receive a report listing the course(s) converted, and can then request an official transcript through HCC Admissions and Records.
- The transcript fee is \$3.00 per copy or \$10.00 per copy for rush request (mailed within 24 hours). Send transcript requests to the **Records office**, not PACE.
- For Hawai'i residents there is no additional fee to convert.
- Nonresidents pay an applicant fee of twenty-five dollars (\$25.00). This fee is non-refundable, non-transferable, and paid each time you apply. A money order or certified check payable to the "University of Hawai'i" must accompany the Common Application Form or it will be returned.
- If you are a member of the United States Armed Forces, or a dependent of such a member stationed in the State of Hawai'i, you do not have to pay the nonresident fee. However, verification of military assignment and a copy of the military orders must be submitted with the application.

The credit conversion process takes 3 to 4 weeks. It may take longer during the spring, summer or winter break when the PACE Program Office is closed. If your application is received after the PACE Office closes for the summer, your application will be processed during the following Fall semester which begins in late August.

**Instructions for completing the “HCC Application to Receive College Credit For Non-credit PACE Workshops”**  
[a.k.a. the Credit Conversion form].

You may convert more than one course at a time on one form.

**Complete Part I only.**

1. Complete the personal information under “Student Application,” Social Security # or student I.D. (returning students), name and mailing address.
2. The next question asks if you have taken on-campus courses (not PACE) at HCC or previously converted a PACE course to credit. If yes, include the semester and year you completed/converted the course.
3. The following are the titles of the non-credit courses in the PACE Program. Write in which course(s) you are converting:
  - ED 105 Introduction to Early Childhood Education
  - ED 110 Developmentally Appropriate Practices
  - ED 131 Early Childhood Development
  - ED 140 Guiding Young Children in Group Settings
  - ED 152 Early Literacy Development
4. Date of non-credit course completed is the date of the last workshop you took which completed the course.
5. Please remember to sign and date the form. **Incomplete forms will be returned to you.**

**UH Common Application Form**

- ◆ A TB clearance report must be submitted only if you will be attending classes on campus in the following semester.
- ◆ **Everyone must complete and sign page one.** Instructions are included with the UH Common Application form.

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- ◆ **Citizenship:** If you are not a US citizen check, “other” and specify your country.
- ◆ **Non-US citizen - VISA type:** If you hold a green card, check “2” Immigrant. The Admissions Office will need a copy of your green card, front & back.
- ◆ List any education you have had after high school. Do not list PACE. If you have previously attended on-campus classes at Honolulu Community College list Honolulu Community College first. This section is to determine if you are a new or returning student.
- ◆ **You must date and sign this first page.**
- ◆ Read the instructions for Residency Regulations, on page 9 of the instructions. **Complete sections A & B. If you are claiming Hawai`i residency, complete sections C, D, & E.**
- ◆ If you are not a legal Hawai`i resident but a member of the United States Armed Forces, or a dependent of such a member stationed in the State of Hawai`i, you must complete section F. Verification of military assignment and a copy of military orders are required.

<b>Residency Status</b>	<b>Fee / Paper work required</b>
Hawai`i Resident	none
nonresident - military/dependent	none - copy of military orders
nonresident	\$25.00
immigrant	none, if claiming Hawai`i residency, copy of green card front & back

<b>Send Credit Conversion Form</b>	<b>To the PACE Office</b>
<b>Send U.H. Application Form</b>	<b>To the PACE Office</b>
<b>Send Transcript Request Form</b>	<b>To the HCC Records Office</b>

**Download a Transcript request form:**

<http://www.honolulu.hawaii.edu/records/index.html>

**Or send your social security number, signature and \$3.00/\$10.00 per copy to:**

**Honolulu Community College**

**Records Office**

**874 Dillingham Blvd.**

**Honolulu, Hawai`i 96817-4598**