Registration Information

1. Phone-In 845-9296 OR...
   Call between the hours of 8:00 AM - 4:00 PM, M-F (except holidays). Closed for lunch: 11:30-12:30. VISA and MasterCard accepted.

2. Fax-In 845-3767 OR...

3. Mail-In OR...
   Fill out one registration form per student. For additional names attach a separate sheet. Include all required information for each name. Make check payable to University of Hawaii and mail to:
   Honolulu Community College
   Attn: Non-Credit Registration
   874 Dillingham Blvd.
   Honolulu, HI 96817-4598

   If checks are dishonored by the banks, students will be assessed $15 (plus interest).

4. Walk-In Bldg 2, Rm 507

Registration Deadline
Registration forms for all courses must be received five (5) working days before the first class meeting. If student registers after this deadline, it is his/her responsibility to call the Career Development Center (845-9296) to verify enrollment and status of course. Please help us avoid cancellations by registering at least one week before the class begins.

Transfer and Refund Policy
To transfer to another course or completely withdraw from a course, call the Career Development Center (845-9296) on or before the fifth working day has elapsed after the 1st day of class meeting. Thereafter, REFUNDS WILL NOT BE ALLOWED. Refunds require 4-6 weeks processing time. Charge Card refunds will be credited to your account. NOTE: Students registering by purchase order will be billed regardless of non-attendance unless notification of withdrawal is made by the specified refund deadline.

Parking: See cashier in the business office.

Cancellations
The College reserves the right to cancel a class due to insufficient enrollment. Registrants will receive a full refund or can transfer to another section.
Introduction to College English (ICE):
An ESL Program

If English is not your first language and you want to prepare for college or work, then Introduction to College English (I.C.E.) is the perfect program for you. All language skills are taught including listening, speaking, reading, vocabulary, writing and grammar.

Call Professor Gary James: 845-9248 or Email: garyjame@hawaii.edu for more information about I.C.E.

Bookstore/Text Information: Class texts and materials can be purchased at the HCC Bookstore during regular business hours, Monday-Friday, 8:00am-3:30pm. A listing will be posted in the Bookstore.

Registration payment receipts required on first day of class!

EARLY FALL TERM 153B1PICE003A

Introduction to College English helps students...
- increase reading skills and proficiency
- practice writing skills in both sentences and paragraphs
- learn to follow and understand language found in short academic mini-lectures

AUG 24, 25, 26, 27, 28, 31
SEPT 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30
OCT 1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 2015

Daily (MTWRF) 8:30am - 11:30am;
37 meetings, Bldg. 14, Rm. 203
Instructor: Sharyn Klafehn
$575.