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 Hawai'i 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!

LATE FALL TERM 154B1PICE004A

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

OCT 19, 20, 21, 22, 23, 26, 27, 28, 29, 30

NOV 2, 3, 4, 5, 6, 9, 10, 12, 13, 16, 17, 18, 19, 20, 23, 24, 25, 30

DEC 1, 2, 3, 4, 7, 8, 9, 10, 11, 2015

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

For information about our smoking policy, please go to this website: www.hawaii.edu/smokingpolicy/policysumm.html

Honolulu Community College
is an Equal Opportunity/Affirmative Action Institution

ICE Registration Form
Mr. □ Ms. □

LAST NAME
FIRST NAME
SOCIAL SECURITY #

ADDRESS

STREET
CITY
ZIP CODE

Res. Phone

BUS. PHONE

Firm Name

CRS CODE

COURSE START DATE

INTRODUCTION TO COLLEGE ENGLISH

FEE

□ VISA □ MasterCard

ACCOUNT NUMBER
EXPIRATION DATE

Signature

Email: