**SPRING 2017 ACADEMIC CALENDAR (Jan 9 - May 12)**

**Nov 7**
First Day of Spring Registration

**Nov 8**
HOLIDAY - VOTING DAY (STATE HOLIDAY)

**Nov 7-11**
Spring Early Registration begins, for Continuing Students enrolled in Fall 2016 at any UH Campus.
(See SPRING EARLY REGISTRATION TIMETABLE)

**Nov 11**
NEW YEAR’S DAY (HOLIDAY)

**Nov 16**
Payment Deadline for Spring registration begins. New, Re-admit and Transfer Students. All New Students must visit www.honolulu.hawaii.edu/welcome to complete Orientation online and sign up for registration session.

**Dec 9**
Last Day to Change CR/NC and AUDIT Grading options

**Jan 2**
NEW YEAR’S DAY (HOLIDAY)

**Jan 3**
Last Day to Apply for Spring 2017 GRADUATION CEREMONY

**Jan 3**
Dr. Martin Luther King Day (HOLIDAY)

**Jan 8**
Last Day of Regular Registration without $30 late fee

**Jan 9**
INSTRUCTION BEGINS
Late Registration Period Begins (Fee $30)
In-Person Add/Drop Fee Begins ($5 fee)
Evening Apprenticeship classes begin

**Jan 9 - 13**
No Show Policy See catalog page 51

**Jan 13**
* Last Day for Late Registration
* Last Day for 100% Refund

**Jan 16**
Dr. Martin Luther King Day (HOLIDAY)

**Jan 30**
* Last Day for 50% Refund
* Last Day to Drop/Withdraw without “W” grade

**Feb 20**
PRESIDENT’S DAY (HOLIDAY)

**Mar 3**
Non-Instructional Day: Excellence in Education Conference

**Mar 15**
Last Day to Apply for Spring 2017 GRADUATION CEREMONY

**Mar 20**
Last Day for Students to Submit Fall 2016 incomplete (“I”) Make-up Work to Instructors

**Mar 27**
Prince Jonah Kuhio Kalanianaole Day (HOLIDAY)

**Mar 27-31**
Spring Recess

**Mar 31**
Last Day to CHANGE MAJOR for Fall 2017 Early Registration

**Apr 3**
DROP PERIOD ENDS - Last day to Drop/Withdraw with a “W” grade
Last Day to Change CR/NC and AUDIT Grading options
Last Day for Instructors to Submit Fall 2016 Incomplete (“I”) Make-up Grades to Records Office

**Apr 10**
Registration for Summer and Fall 2017 begins

**Apr 14**
Good Friday (HOLIDAY)

**May 3**
INSTRUCTION ENDS

**May 4-5**
Study Period; no classes, no exams. (Not applicable to classes on Military Bases)

**May 8-12**
EVALUATION PERIOD (See FINAL EXAM SCHEDULE)

**May 12**
SPRING SEMESTER ENDS
SPRING 2017 GRADUATION

**May 15**
FACULTY DEADLINE to submit grades for Spring 2017 via MyUH Portal by 4:00 p.m. EST

* semester-length classes only

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**ACADEMIC COUNSELING**

Honolulu Community College’s Academic Counselors are here to assist you with designing your educational goals, discussing your options or areas of improvement, and sharing strategies and skills for academic persistence.

Academic Counselors provide direct assistance with registration and any questions you may have pertaining to degree attainment. Please come and see us. We also provide direct assistance with STAR, the Official Arbiter of Degree Completion.

Visit the academic counseling website for our hours of operation and additional information: www.honolulu.hawaii.edu/counseling

Academic Counseling requires scheduling an appointment through MySuccess. MySuccess is used by all UHCC Campuses and provides students with a comprehensive support network built for student success. MySuccess is located within MyUH Portal and can be accessed by clicking on MySuccess tab at the top of the page. To schedule an appointment with a counselor, click on “Schedule Online” to access availability and select an appointment type.

For more information, please refer to the MySuccess website at: http://mysuccess.honolulu.hawaii.edu

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**SPRING 2017 PARKING**

Permits will be sold to students through a sign up system. To qualify, a student must be registered and have successfully completed the Student Parking Sign Up form (available at www.honolulu.hawaii.edu/parking) by Dec. 9, 2016. Students will receive immediate confirmation via email after signing up. Permits will be sold beginning Dec. 12, 2016 at the Cashier’s Office 8 a.m.-4 p.m.

For additional information: www.honolulu.hawaii.edu/parking

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**SPRING 2017 PAYMENT PLAN**

Students who cannot pay in full by DEC. 9, 2016, 4:00 p.m. HST, and have an unpaid balance of $300.00 or more, have the option to enroll in the Payment Plan. Students who do not wish to enroll in the Payment Plan, should drop all classes BEFORE JAN. 9, 2017 to avoid incurring financial charges.

For additional information: www.honolulu.hawaii.edu/paymentplan

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**TUITION - SPRING 2017**

(Resident $126, Non-Resident $340, Pacific Islander $189)

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This Registration Guide was prepared to provide information and does not constitute a contract, Honolulu CC reserves the right to change or delete, supplement, or otherwise amend, at any time and without prior notice, the information, requirements, and policies contained in this Registration Guide or other documents.
PAYMENT DEADLINES  SPRING 2017 ONLY
Tuition and fees payment deadlines: if you register. . .
- Between November 7, 2016 – December 9, 2016, 4 pm HST
  - Payment must be RECEIVED or students must enroll in the Payment Plan by this deadline, otherwise registration may be canceled. For re-registration procedures, check with the Records Office.
- After December 9, 2016 at 4 pm HST – Full payment is required.
  - Students who do not pay in full and have not enrolled in the Payment Plan must dis-enroll by the deadline.
(See LATE REGISTRATION AND ADD/DROP CALENDAR.)

REGISTRATION PAYMENT INFORMATION & OPTIONS
When you are ready to submit a payment, set up an Authorized User or sign up for a Payment Plan via your MyUH Portal. Login and select "Review My charges/Make an Online Payment".

TUITION AND FEES  www.honolulu.hawaii.edu/tuition
Tuition Rates
- Resident $126/credit
- Non-Resident $340/credit
- Pacific Isle Institution $189/credit (SP 2017)
Fees
- Activity Fee: $0.50/credit and up to a maximum of $5.00
- Publication Fee: $5.00 Flat
- Student Life Fee: $5.00 Flat
- Late Registration: $30 (as of the first day of instruction)
- Change of Registration: $5 (for in-person transactions only, as of the first day of instruction)

REFUND DATES
- Full Refunds and Withdrawal Dates are based on the start date of the class.
- For semester-length classes, the last day for 100% refund is Fri., Jan. 13
- For semester-length classes, the last day for 50% refund is Mon., Jan. 30
- For all modular classes, go to the class availability link and click on the specific CRN.
- Full refunds will be made if a class is canceled.

FEES REFUNDS
Full refund of student activity, publication, and professional program fees are given for complete withdrawals from all your class(es) in the University of Hawai‘i System before instruction starts or within the first week of instruction. Refunds of less than a dollar will not be made. Liability insurance fees will not be refunded.

VETERANS BENEFITS
The U.S. Department of Veterans Affairs approves applications and makes decisions about eligibility, payments and issuance of checks. Each campus Veterans Affairs Certifying Official is responsible for certifying and monitoring veterans’ enrollment, academic progress, and other academic information, and can be reached at the Records Office (808) 847-9833. Visit the U.S. Department of Veterans Affairs website http://www.gibill.va.gov/ for more information.

FINANCIAL AID
SPRING payment instructions for students receiving financial aid from the University of Hawai‘i (www.honolulu.hawaii.edu/financialaid) Students awarded financial aid before the tuition payment deadline will have their classes held. If awarded financial aid, the student’s aid will be credited to their student account no sooner than 10 days before the first day of each semester. Please refer to the “What You Should Know About Your Financial Aid Award Offer” document for details.

Per Federal regulations, Federal Financial Aid Awards can only pay for the student’s home campus’ tuition, student activity fees, and publications fees. Honolulu Community College students must pay on their own, any tuition and fees incurred for courses registered at another campus.

Once aid is credited to a student account, the funds will be applied to all applicable tuition and fees. If there is a balance after applying the aid to all applicable tuition and fees, the remaining fund will be refunded to the student by check. Checks are mailed via U.S. Postal Service.

As an option, students can have their refunds electronically deposited into a designated account by signing up for an eRefund. To sign up for an eRefund, go to the MyUH Portal website and click on “sign up for eRefund.”

Mailing Address for Refund Checks:
To ensure that refund checks are mailed to the correct address, students need to update their current mailing address online through MyUH Portal as all refund checks will be mailed to the address in the following priority:
1. Mailing Address
2. Permanent Address (if Mailing Address is null or expired). Note: Permanent address corrections must be submitted in writing to the Honolulu Community College Records Office.

Students who do not plan to attend Honolulu CC must notify the Financial Aid Office in writing AND drop all courses before the first day of the semester. Students who fail to do so will be liable for any charges incurred and will be responsible for any financial aid disbursed including funds refunded to the student.

- Students withdrawing completely on or after the first day of the semester will need to return all aid disbursed by the University.
- Students withdrawing completely on or after the first day of the semester should refer to the “What You Should Know About Your Financial Aid Award Offer” for additional information.
- Students should check their financial aid status for any missing documents that may delay financial aid by logging on to MyUH Portal, then selecting Financial Aid.

Note: If there is a problem that prevents you from registering for the class (e.g. class is closed or you do not meet the prerequisites), you will receive a “Registration Errors” message. View the Registration Errors Glossary http://myuhinfo.hawaii.edu/object/regerrors.html for a listing of potential registration errors you may receive.

In observance of General Election Day (Nov 8) and Veteran’s Day (Nov 11), the Academic Counseling Office will be closed. Online Registration, however, will be available.

SPRING 2017 EARLY REGISTRATION TIMETABLE

<table>
<thead>
<tr>
<th>Total credits at your UH home campus</th>
<th>Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>36+ credits</td>
<td>November 7</td>
</tr>
<tr>
<td>24+ credits</td>
<td>November 8</td>
</tr>
<tr>
<td>18+ credits</td>
<td>November 9</td>
</tr>
<tr>
<td>6+ credits</td>
<td>November 10</td>
</tr>
<tr>
<td>0+ credits</td>
<td>November 11</td>
</tr>
</tbody>
</table>

Ready to register? Check your holds and graduation requirements via STAR at www.star.hawaii.edu

For Registration assistance please see an Academic Counselor or go to www.honolulu.hawaii.edu/counseling for tutorials on how to register.