

## ACADEMIC COUNSELING

Honolulu Community College's Academic Counselors are here to assist you with defining educational goals and strategies focused on educational success and direct assistance with course registration. Students may also refer to their STAR records for the most current information on their degree programs at: [www.star.hawaii.edu](http://www.star.hawaii.edu).

To schedule an appointment with a counselor: Go to [MySuccess.hawaii.edu](http://MySuccess.hawaii.edu); Click on the three bars (top left icon); Click MySuccess Network; Click Honolulu CC; Academic Counseling Center; Click on 3 dots to the right of the Counselor name; Click Schedule; Click on what you need help with; Click on an available date/time; Click Confirm.

Visit [www.honolulu.hawaii.edu/counseling](http://www.honolulu.hawaii.edu/counseling) for location, office hours, and additional information.

## FALL 2020 PARKING

All students are required to have a permit to park at Honolulu Community College. Permits will be sold at the Cashier's Office (Building 6, 1st floor) Monday thru Friday between the hours of 8:00 am to 4:00 pm, starting July 13, 2020.

Students must:

- Have paid tuition and fees in full or enroll in a Payment Plan
- Present a valid and current Driver's License
- Complete and sign a parking permit application (available at the Cashier's Office)

For additional information: [www.honolulu.hawaii.edu/parking](http://www.honolulu.hawaii.edu/parking)

## FALL 2020 PAYMENT PLAN

Students who cannot pay in full by Aug 20, 2020, 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 August 24, 2020 to avoid incurring financial charges.

Payment installments will be due on

1. July 1, 2020
2. August 1, 2020
3. September 1, 2020
4. October 1, 2020
5. November 1, 2020

PAYMENTS WILL BE TAKEN OUT AUTOMATICALLY on the due dates from the same account used to sign up. You are allowed to update/edit your account information if necessary.

For additional information, go to [www.honolulu.hawaii.edu/paymentplan](http://www.honolulu.hawaii.edu/paymentplan) or contact the Cashier's Office at (808)845-9102 if you need assistance.

\* [Go to myuhinfo.hawaii.edu/object/paymentfaq.html](http://myuhinfo.hawaii.edu/object/paymentfaq.html) to view Payment Plan FAQs.

## FALL 2020 ACADEMIC CALENDAR (Aug 24 - Dec 18)

<b>April 6</b>	<b>First Day of Fall Registration</b>
April 6-10	Fall Early Registration begins for Continuing Students enrolled in Spring 2020 at any UH Campus. Register on STAR (See FALL EARLY REGISTRATION TIMETABLE)
April 14	Fall Registration begins for New, Re-admit and Transfer Students. All <u>New Students</u> must visit <a href="http://www.honolulu.hawaii.edu/">www.honolulu.hawaii.edu/</a> welcome to complete Orientation online and sign up for registration session.
Aug 23	Last Day of Regular Registration without \$30 late fee
<b>Aug 24</b>	<b>INSTRUCTION BEGINS</b> Late Registration Begins (Fee \$30) In-Person Add/Drop Fee Begins (\$5 fee)
<b>Aug 24 - Sept 1</b>	<b>No Show Policy</b> See catalog page 55
<b>Sept 1</b>	*Last Day for Late Registration *Last Day for 100% Refund
Sept 7	<b>Labor Day (Federal &amp; State Holiday)</b>
Sept 15	*Last Day for 50% Refund *Last Day to Drop/Withdraw WITHOUT a "W" grade
Oct 19	Last Day for Students to Submit Spring and Summer 2020 incomplete ("I") Make-up Work to Instructors
Nov 2	* <b>DROP PERIOD ENDS</b> *Last day to Drop/Withdraw <b>WITH</b> a "W" grade
<b>Nov 2</b>	*Last Day to Change CR/NC and AUDIT Grading options *Last Day for Instructors to Submit Spring and Summer 2020 Incomplete ("I") Make-up Grades to Records Office
Nov 2	Last Day to CHANGE MAJOR for Spring 2021 Early Registration
Nov 3	<b>Election Day (State Holiday)</b>
Nov 11	<b>Veterans Day (Federal &amp; State Holiday)</b>
<b>Nov 16</b>	Last Day to Apply for <b>FALL GRADUATION</b>
<b>Nov 26-27</b>	<b>Thanksgiving Recess (Nov 26 Federal &amp; State Holiday)</b> (Nov 27 Bookstore closed)
Dec 14-18	EVALUATION PERIOD (See FINAL EXAM SCHEDULE)
<b>Dec 18</b>	<b>FALL SEMESTER ENDS</b>
Dec 21	FACULTY DEADLINE to submit grades for Fall 2020 via MyUH Services, by 4:00 pm HST

\* semester-length classes only

## FALL 2020 REGISTRATION GUIDE

*Celebrating*

**100**  
**YEARS**

1920

2020

**HONOLULU**  
COMMUNITY COLLEGE™

**YOUR GUIDE TO REGISTERING ON THE WEB**

[www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)

## FALL 2020 EARLY REGISTRATION TIMETABLE

Total credits at your UH home campus	Registration Dates
<b>36+ credits</b>	<b>Monday, April 6</b>
<b>24+ credits</b>	<b>Tuesday, April 7</b>
<b>18+ credits</b>	<b>Wednesday, April 8</b>
<b>6+ credits</b>	<b>Thursday, April 9</b>
<b>0+ credits</b>	<b>Friday, April 10</b>

*For Registration assistance please make an appointment with an Academic Counselor.*

**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 Error" message. View the help doc at [star.hawaii.edu/help](http://star.hawaii.edu/help) regarding registration errors you may receive.

In observance of Good Friday (April 10), the Academic Counseling Office will be closed. Online registration, however, will be available through STAR.

## PAYMENT DEADLINES FALL 2020 ONLY

Payment Deadline is Thursday, August 20, 2020 at 4:00 p.m. (HST). Receipt of full payment or enrollment in the Payment Plan on or before this date is required. Financial aid award or scholarship recipients should contact their campus Financial Aid Office for additional information.

### IMPORTANT

To avoid financial and academic penalties, be sure to drop any class you do not want, even if you have not paid for it. The College reserves the right to dis-enroll students for non-payment. Students who fail to meet the payment deadline may be subject to immediate dis-enrollment from all classes. Not all registrations are automatically canceled due to non-payment.

Check with your campus Admissions and Records Office for re-registration procedures if your registration is canceled.

Check with the campus offering the course for refund and withdrawal procedures.

Students who register at more than one UH campus should pay particular attention to payment deadlines as they may vary from campus to campus. You can find deadline information at each campus website or contact the Cashier's Office at the campus offering the course.

## REGISTRATION PAYMENT INFORMATION & OPTIONS

To submit a payment, set up an Authorized User, or to sign up for a Payment Plan, login to your MyUH Services account at <https://myuh.hawaii.edu>. For additional assistance please contact the HonCC Cashier's Office at (808) 845-9102.

## TUITION AND FEES [www.honolulu.hawaii.edu/tuition](http://www.honolulu.hawaii.edu/tuition)

### Tuition Rates

Resident: \$131.00/credit

Non-Resident: \$345.00/credit

Pacific Isle Institution Non-Resident Exemptions: \$196.50 credit (Fall 2020)

### 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 Tue., Sept 1

- For semester-length classes, the last day for 50% refund is Tue., Sept 15

- For all **MODULAR** classes, go to the class availability link and click on the specific CRN. **100%** refund, if withdrawing **BEFORE** classes begin, **50%** refund, if withdrawing **ON or AFTER** the first day of class.

- Full refunds will be made if a class is cancelled.



# READY TO REGISTER?

Check your holds and graduation requirements  
via STAR at [www.star.hawaii.edu](http://www.star.hawaii.edu)



STAR  
A UH Mānoa Innovation

*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.*



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Honolulu Community College is an Equal Opportunity/Affirmative Action Institution

## FEE 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. Students using VA Education benefits must see an academic counselor each term to validate their program courses and complete the Academic Counselor Review form (ACRF). Visit the U.S. Department of Veterans Affairs website <http://www.gibill.va.gov/> for more information.

## FINANCIAL AID

**FALL payment instructions for students receiving financial aid from the University of Hawai'i** ([www.honolulu.hawaii.edu/finaid](http://www.honolulu.hawaii.edu/finaid))

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 the semester. Please refer to the Financial Aid Award & Policies webpage.

**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 charges. After applicable charges are paid, any remaining funds will be refunded to the student by check. Students are responsible for any unpaid charges. Checks are mailed via U.S. Postal Service.

To ensure that refund checks are mailed to the correct address, students need to update their current mailing address online through MyUH Services 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.

### E-Refund

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 Services website and click on "Enroll in Direct Deposit eRefunds."

**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.