

REGISTRATION GUIDE

SPRING 2020

YOUR GUIDE TO REGISTERING ON THE WEB



UNIVERSITY of HAWAII®

HONOLULU

COMMUNITY COLLEGE

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PH- (808) 845-9129

www.honolulu.hawaii.edu

www.honolulu.hawaii.edu/registration

SPRING 2020 ACADEMIC CALENDAR (Jan 13 - May 15)

Nov 5	First Day of Spring Registration
Nov 5-9	Spring Early Registration begins, for Continuing Students enrolled in Fall 2019 at any UH Campus. Register in STAR (See SPRING EARLY REGISTRATION TIMETABLE)
Nov 11	VETERAN'S DAY (HOLIDAY)
Nov 12	Spring Registration begins for New, Re-admit and Transfer Students. All <u>New Students</u> must visit www.honolulu.hawaii.edu/welcome to complete Orientation online and sign up for registration session.
Dec 12	PAYMENT DEADLINE for SPRING 2020 registration is Dec. 12, 4:00 p.m. HST unless students enroll in a PAYMENT PLAN or are receiving financial aid, or scholarships. For Payment Plan go to www.honolulu.hawaii.edu/paymentplan
Jan 1	NEW YEAR'S DAY (HOLIDAY)
Jan 12	Last Day of Regular Registration without \$30 late fee
Jan 13	INSTRUCTION BEGINS Late Registration Begins (Fee \$30) In-Person Add/Drop Fee Begins (\$5 fee) Evening Apprenticeship classes begin
Jan 13-21	No Show Policy See catalog page 53
Jan 20	Dr. Martin Luther King Day (HOLIDAY)
Jan 21	*Last Day for Late Registration *Last Day for 100% Refund
Feb 5	*Last Day for 50% Refund *Last Day to Drop/Withdraw WITHOUT a "W" grade
Feb 17	PRESIDENT'S DAY (HOLIDAY)
Mar 6	Non-Instructional Day: Excellence in Education Conference
Mar 6	Last Day for Students to Submit Fall 2019 incomplete ("I") Make-up Work to Instructors
Mar 15	Last Day to Apply for Spring 2020 GRADUATION CEREMONY
Mar 16-20	Spring Recess
Mar 26	Prince Jonah Kuhio Kalaniana'ole Day (STATE HOLIDAY)
Apr 01	Last Day to CHANGE MAJOR for Fall 2020 Early Registration
Apr 6	Registration for Summer and Fall 2020 begins
Apr 10	Good Friday (STATE HOLIDAY)
April 30	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 2019 Incomplete ("I") Make-up Grades to Records Office
May 11-15	EVALUATION PERIOD (See FINAL EXAM SCHEDULE)
MAY 15	SPRING SEMESTER ENDS SPRING 2020 GRADUATION
May 18	FACULTY DEADLINE to submit grades for Spring 2020 via MyUH Services by 4:00 p.m. HST

* semester-length classes only

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.

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.

To schedule an appointment with a counselor: Go to 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 for location, office hours, and additional information.

SPRING 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 8:00am and 4:00pm, starting December 2, 2019.

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)
- Present an official and valid State of Hawaii Disability Parking ID Card for Disability Parking.

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

SPRING 2020 PAYMENT PLAN

Students who cannot pay in full by DEC. 12, 2019, 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. 13, 2020** to avoid incurring financial charges.

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

Payment installments will be due on

1. December 12, 2019
2. January 9, 2020
3. February 12, 2020
4. March 12, 2020

Depending on when you sign up, you'll be responsible to "catch up" on missed installments. This is determined by the date you sign up.

Example: If you sign up on January 9, 2020, you will need to pay the first installment (12/12/19) and second installment (01/09/20) along with the \$30 one time set up fee so you can "catch up" on the missed payment date.

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.

Please contact the Cashier's Office at (808) 845-9102 if you need assistance.



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READY TO REGISTER?
Check your holds and graduation requirements
via STAR at www.star.hawaii.edu

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

SPRING 2020 EARLY REGISTRATION TIMETABLE

Total credits at your UH home campus	Registration Dates
36+ credits	November 5
24+ credits	November 6
18+ credits	November 7
6+ credits	November 8
0+ credits	November 9

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 regarding registration errors you may receive.

The Academic Counseling Office will be closed on Nov. 9. Online Registration, however, will be available through STAR.



PAYMENT DEADLINES SPRING 2020 ONLY

Tuition and fees payment deadlines: If you register. . .

- Between Tuesday, Nov. 5, 2019 – Thursday, Dec. 12, 2019, 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 Thursday, Dec. 12, 2019 at 4 pm HST – Full payment is required.
 - Students who do not pay in full and have not enrolled in the Payment Plan must disenroll by the deadline.
 (See LATE REGISTRATION AND ADD/DROP CALENDAR.)

REGISTRATION PAYMENT INFORMATION & OPTIONS

To submit a payment, set up an Authorized User, or 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

Tuition Rates

Resident	\$131.00/credit
Non-Resident	\$345.00/credit
Pacific Isle Institution Non-Resident Exemption	\$196.50/credit (SP 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., Jan. 21
- For semester-length classes, the last day for 50% Refund is Wed., Feb. 5
- 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 canceled.

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 Hawaii'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

SPRING payment instructions for students receiving financial aid from the University of Hawaii'i (www.honolulu.hawaii.edu/finaid)

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 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.

The University of Hawaii'i is an equal opportunity/affirmative action institution. It is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in, the University's programs, activities, and services.

For more information see page 5 of the Honolulu Community College catalog.