REGISTER NOW FOR
EARLY FALL SESSION
AUG. 20 - OCT. 5, 2018

CONTINUING EDUCATION
Honolulu Community College

Phone: 845-9296 | FAX: 845-3767 | www.honolulu.hawaii.edu/ice

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
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 (ICE) is the perfect program for you. All language skills are taught including listening, speaking, reading, vocabulary, writing and grammar.

Note: This program is for people for whom English is not their native language.

EARLY FALL SESSION: AUG. 20 - OCT. 5, 2018

Daily (MTWRF) 8:30 am - 11:30 am
34 meetings (No class: SEPT 3, Labor Day Holiday)
Bldg. 14, Rm. 203
Instructor: Sharyn Klafehn
Cost: $650*

For more information about I.C.E.
Call Professor Jenny Lundahl: 856-9248 or
Email: Jlundahl@hawaii.edu
Office: Library Building (Bldg. 7, Room 417)

For Course Registration
See professor Lundahl to determine your placement level.
Then, complete your registration at Bldg. 2, Rm. 507
(Bookstore Building).

Bookstore/Text Information
Class texts and materials can be purchased at the HonCC Bookstore during regular business hours
Monday-Thursday, 8:00 am - 5:00 pm; Friday 8 am - 12 noon
A listing will be posted in the Bookstore

Registration payment receipts required on first day of class!
For information about our smoking policy, please go to this website: www.hawaii.edu/smokingpolicy/policiesumm.html

Honolulu Community College is an Equal Opportunity/Affirmative Action Institution

Registration Information
1. Mail-In
You may submit your registration by mail if paying by check.
(For cash or credit card transactions, please see Option 2, below). Complete one registration form per student. For additional names, attach a separate sheet -- please include all required information for each registrant. Make check payable to the University of Hawai’i and mail to:
Honolulu Community College
Attn: Non-Credit Registration
874 Dillingham Blvd.
Honolulu, Hi 96817-4598

A $25.00 service charge (plus interest) will be assessed for dishonored checks.

2. Walk-In Bldg. 2, Rm 507
Registration Deadline
Registration forms for all courses must be received five (5) working days prior to the first class meeting. If a registration request is submitted after this deadline, it is the student’s responsibility to call the Continuing Education Office (808) 845-9296 to verify enrollment/course status. Please help us avoid course cancellations by registering at least one week before the course begins.

Transfer and Refund Policy
To transfer to another course or to completely withdraw from a course, call the Continuing Education Office (808) 845-9296 by the fifth working day after the first class meeting. Thereafter, REFUNDS WILL NOT BE PERMITTED. 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 located in bldg. 6.

Cancellations
The college reserves the right to cancel a class due to insufficient enrollment. Registrants will receive a full refund or may transfer to another section.

ICE Registration Form

Mr. □ Ms. □

LAST NAME

FIRST NAME

Address

STREET

CITY

ZIP CODE

Res. Phone __________________________ Bus. Phone __________________________ Firm Name __________________________

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<tr>
<th>CRS CODE</th>
<th>COURSE START DATE</th>
<th>TITLE</th>
<th>FEE</th>
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<td>Introduction to College English</td>
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Method of Payment
☐ Check (Please make checks payable to: University of Hawai’i)
☐ Cash (In person only)
☐ Credit Card (Visa, Master Card, Discover accepted)

For your credit card security, please pay in person:
Continuing Ed Registration Office
Honolulu Community College, Building 2, Room 507
8am - 4:00pm, M-F Except holidays

Updated 05/2018