

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 arrow to the right of the Counselor name; Click Schedule; Click on what you need help with; Click on an available date/time; Click Sign Up.

Visit www.honolulu.hawaii.edu/counseling for location, office hours, and additional information.



FALL 2019 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 July 22, 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

FALL 2019 PAYMENT PLAN

Students who cannot pay in full by Aug 15, 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** August 26, 2019 to avoid incurring financial charges.

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

* Go to <http://myuhinfo.hawaii.edu/object/paymentfaq.html> to view Payment Plan FAQs.

FALL 2019 ACADEMIC CALENDAR (Aug. 26 - Dec 20)

April 8	First Day of Fall Registration
April 8-12	Fall Early Registration begins for Continuing Students enrolled in Spring 2019 at any UH Campus. Register on STAR (See FALL EARLY REGISTRATION TIMETABLE)
April 16	Fall Registration begins for 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.
Aug 25	Last Day of Regular Registration without \$30 late fee
Aug 26	INSTRUCTION BEGINS Late Registration Begins (Fee \$30) In-Person Add/Drop Fee Begins (\$5 fee)
Aug 27 - Sep 3	No Show Policy See catalog page 53
Sept 2	Labor Day (Federal & State Holiday)
Sept 3	*Last Day for Late Registration *Last Day for 100% Refund
Sept 17	*Last Day for 50% Refund *Last Day to Drop/Withdraw WITHOUT a "W" grade
Oct 11	Last Day for Students to Submit Spring and Summer 2019 incomplete ("I") Make-up Work to Instructors
Oct 25	*Last Day to Change CR/NC and AUDIT Grading options *Last Day for Instructors to Submit Spring and Summer 2019 Incomplete ("I") Make-up Grades to Records Office
Nov 1	Last Day to CHANGE MAJOR for Spring 2020 Early Registration
Nov 4	DROP PERIOD ENDS Last day to Drop/Withdraw WITH a "W" grade
Nov 11	Veteran's Day (Federal & State Holiday)
Nov 15	Last Day to Apply for FALL GRADUATION
Nov 28-29	Thanksgiving Recess (Nov 28 Federal & State Holiday) (Nov 29 Bookstore closed)
Dec 12	INSTRUCTION ENDS
Dec 13	Study Period; no classes, no exams.
Dec 16-20	EVALUATION PERIOD (See FINAL EXAM SCHEDULE)
Dec 20	FALL SEMESTER ENDS
Dec 23	FACULTY DEADLINE to submit grades for Fall 2019 via MyUH Services, by 4:00 pm HST

* semester-length classes only



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FALL 2019 REGISTRATION GUIDE



YOUR GUIDE TO REGISTERING ON THE WEB
www.honolulu.hawaii.edu/registration

FALL 2019 EARLY REGISTRATION TIMETABLE

Total credits at your UH home campus	Registration Dates
36+ credits	Monday, April 8
24+ credits	Tuesday, April 9
18+ credits	Wednesday, April 10
6+ credits	Thursday, April 11
0+ credits	Friday, April 12

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 regarding registration errors you may receive.

PAYMENT DEADLINES FALL 2019 ONLY

Tuition and fees payment deadline:

Payment must be **RECEIVED** or you must sign up for the payment plan by **4:00 pm (HST) on Thursday, August 15, 2019**. If you are no longer interested in taking a course and do not wish to be charged, you are responsible for withdrawing from any courses following applicable refund deadlines to avoid incurring any financial obligations.

If you are **AWARDED** financial aid, you will not have your classes canceled. If you have not yet received notice of a financial aid award, you should check with your home campus Financial Aid Office.

Check with the Records Office if you have any questions regarding your registration.

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

Tuition Rates

Resident: \$131.00/credit

Non-Resident: \$345.00/credit

Pacific Isle Institution Non-Resident Exemptions: \$196.50 credit (Fall 2019)

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 semester.
- For semester-length classes, the last day for 100% refund is Tue., Sept 3
- For semester-length classes, the last day for 50% Refund Tue., Sept 17
- For all **MODULAR** classes, go to the class availability link and click on the specific CRN. **100%** refund, if withdrawing **BEFORE** term begins, **50%** refund, if withdrawing **ON** or **AFTER** the first day of the term.
- Full refunds will be made if a class is cancelled.

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.

READY TO REGISTER?

Check your holds and graduation requirements
via STAR at www.star.hawaii.edu



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

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) 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. If there is a balance after applying the aid, the remaining fund will be refunded to the student by check. 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 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.

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.