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

Academic Counselors provide direct service for registration and any questions you may have pertaining to degree attainment. If you need assistance with courses selection, please come and see us. We also provide direct assistance with STAR, the Official Arbiter of Degree Completion.

Please visit the website for our hours of operation and additional information: honolulu.hawaii.edu/counseling

Academic Counseling now requires appointment-making through MySuccess. MySuccess is a student tracking and support system that is used by all UHCC Campuses to provide a comprehensive support network built for student success. MySuccess is located within MyUH Portal and can be accessed by clicking on the UHCC 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: mysuccess.honolulu.hawaii.edu

SPRING PARKING
Permits will be sold to students through a sign up system. To qualify, a student must have registered and have successfully completed the Student Parking Sign Up form www.honolulu.hawaii.edu/parking by December 12, 2014. Students will receive immediate confirmation via email after signing up. Permits will be sold beginning December 15, 2014 at the Cashier’s Office 8 am – 4 pm.

SPRING PAYMENT PLAN
Students who cannot pay in full by December 12, 2014 by 4pm 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 January 12, 2015 to avoid incurring financial charges.

For additional information: www.honolulu.hawaii.edu/node/202

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<td>Spring 2015 2-Month Plan</td>
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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.
**QUICK REGISTRATION**

If you completed the Pre-Registration Checklist and know the CRNs (course reference numbers) of each class you would like to register for, you may use the Quick Registration option. Be sure to have your Registration Worksheet on hand when you register.

Note: If you did not complete the Checklist, you should go through Regular Registration.

To get to Quick Registration:
- Login to MyUH
- Click on “Registration” in left column under “Student Services”
- You will see the following screen.
- Click on “YES - Begin Quick Registration” (under “I. Completed The Pre-Registration Checklist?”)

You may be prompted to select the term that you wish to register in.
- Click on the pull down box next to “Term.”
- You will see a number of terms (e.g. “Fall 2007”).
- Highlight one and select it.
- Click on “Submit.”

Once you select the term, you will see the following screen. You will need to reference your Registration Worksheet for the 5-digit CRNs.
- Click on the pull down box under “Institution.”
- You will see the different Institutions (e.g. “Honolulu Community College”).
- Select the campus that is offering the class.
- Enter the 5-digit CRN in the box to the left (under “CRN”).
- Click on “Submit Changes.”

Once you click on “Submit Changes,” you should see something like the following:
- 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. 16
- For semester-length classes, the last day for 50% refund Mon., Feb. 2
- 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 cancelled.

**PAYMENT DEADLINES**

Tuition and fees payment deadlines: If you register . . .
- Between Monday, Nov 3, 2014 – Friday, Dec. 12, 2014, 4 pm HST
- Payment must be RECEIVED on Dec. 12, 2014 by 4 pm HST or students must enroll in the Payment Plan by this deadline, otherwise registration may be cancelled. For re-registration procedures, check with the Records Office.
- After Friday, Dec. 12, 2014 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 AND 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**

Tuition Rates/Student Activity fees
- Resident: $114/credit
- Non-Resident: $316/credit
- Pacific Island Institution Non-Resident Exemptions: $171/credit

Fees
- Activity FEE $0.50/credit and up to a maximum of $5
- Publication Fee $5 Flat
- Student Life Fee $5 Flat
- Late Registration: $30 (of the first day of instruction)
- Change of Registration: $5 (for in-person transitions 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. 16
- For semester-length classes, the last day for 50% refund Mon., Feb. 2
- 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 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.

**VETERAN’S 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

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 2014-2015 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 before 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 2014-2015 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.