SPRING 2018 ACADEMIC CALENDAR (Jan 8 – May 11)

Nov 6  First Day of Spring Registration
Nov 6-10  Spring Early Registration begins for Continuing Students enrolled in Fall 2017 at any UH Campus. (See SPRING EARLY REGISTRATION TIMETABLE)
Nov 10  VETERAN’S DAY (HOLIDAY)
Nov 14  Spring Registration begins for New, Re-admit and Transfer Students on MyUH Portal. All New Students must visit www.honolulu.hawaii.edu/ welcome to complete Orientation online and sign up for registration session.
Dec 8  PAYMENT DEADLINE for SPRING 2018 registration is Dec 8, 4:00 p.m. HST unless students enroll in a PAYMENT PLAN. For Payment Plan go to www.honolulu.hawaii.edu/node/202

JAN 1  NEW YEAR’S DAY (HOLIDAY)
JAN 6  INSTRUCTION BEGINS
JAN 8  Last Day of Regular Registration without $30 late fee
JAN 8 -12  No Show Policy See catalog page S1
JAN 12  *Last Day for Late Registration
JAN 15  *Last Day for 100% Refund
JAN 15-20  Prince Jonah Kūhiō Kalaniana‘ole Day (HOLIDAY)
Feb 1  *Last Day for 50% Refund *Last Day to Drop/Withdraw without “W” grade
FEB 19  PRESIDENT’S DAY (HOLIDAY)
Mar 2  Non-Instructional Day: Excellence in Education Conference
Mar 15  Last Day to Apply for SPRING 2018 GRADUATION CEREMONY
Mar 26  Prince Jonah Kūhiō Kalaniana‘ole Day (HOLIDAY)
Mar 26-30  Spring Recess
Mar 30  Good Friday (HOLIDAY)

Apr 2  DROP PERIOD ENDS - Last day to Drop/Withdraw with a “W” grade
Apr 2  Last Day for Students to Submit Fall 2017 Incomplete (“I”) Make-up Work to Instructors
Apr 9  Registration for Summer and Fall 2018 begins
Apr 16  Last Day for Instructors to Submit Fall 2017 Incomplete (“I”) Make-up Grades to Records Office
May 2  INSTRUCTION ENDS
May 3-4  Study Period; no classes, no exams. (Not applicable to classes on Military Bases)
May 7-10  EVALUATION PERIOD (See FINAL EXAM SCHEDULE)
MAY 11  SPRING SEMESTER ENDS SPRING 2018 GRADUATION
MAY 15  FACULTY DEADLINE to submit grades for Spring 2018 via MyUH Portal by 4:00 p.m. EST

* 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 your educational goals, discussing your options or areas of improvement, and sharing strategies and skills for academic persistence.

Academic Counselors provide direct assistance with registration and any questions you may have pertaining to degree attainment. Please come and see us. We also provide direct assistance with STAR, the Official Arbiter of Degree Completion.

Visit the academic counseling website for our hours of operation and additional information: www.honolulu.hawaii.edu/counseling

Academic Counseling requires scheduling an appointment through MySuccess. MySuccess is used by all UHCC Campuses and provides students with a comprehensive support network for student success. MySuccess is located within MyUH Services and can be accessed by clicking on the MySuccess icon. 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: http://mysuccess.honolulu.hawaii.edu

SPRING 2018 PARKING

Permits will be sold to students through a sign up system. To qualify, a student must be registered and have successfully completed the Student Parking Sign Up form (available at www.honolulu.hawaii.edu/parking) by Dec. 15, 2017. Students will receive immediate confirmation via email after signing up. Permits will be sold beginning Dec. 18, 2017 at the Cashier’s Office 8 a.m.-4 p.m.

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

SPRING 2018 PAYMENT PLAN

Students who cannot pay in full by DEC. 8, 2017, 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. 8, 2018 to avoid incurring financial charges.

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

*Go to www.myuhinfo.hawaii.edu/object/paymentfaq.html to view payment Plan FAQs.
In observance of Veteran’s Day (Nov 10), the Academic Counseling Office regarding registration errors you may receive. (e.g. class is closed or you do not meet the prerequisites), you will receive Note: If there is a problem that prevents you from registering for the class

SPRING 2018 EARLY REGISTRATION TIMETABLE

<table>
<thead>
<tr>
<th>Total credits at your UH home campus</th>
<th>Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>36+ credits</td>
<td>November 6</td>
</tr>
<tr>
<td>24+ credits</td>
<td>November 7</td>
</tr>
<tr>
<td>18+ credits</td>
<td>November 8</td>
</tr>
<tr>
<td>6+ credits</td>
<td>November 9</td>
</tr>
<tr>
<td>0+ credits</td>
<td>November 10</td>
</tr>
</tbody>
</table>

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.

In observance of Veteran’s Day (Nov 10), the Academic Counseling Office will be closed. Online Registration, however, will be available.

PAYMENT DEADLINES  SPRING 2018 ONLY

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

- Between November 6, 2017 – December 8, 2017, 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 December 8, 2017 at 4 pm HST – Full payment is required.
  - Students who do not pay in full and have not enrolled in the Payment Plan must dis-enroll by the deadline. (See LATE REGISTRATION AND ADD/DROP CALENDAR.)

REGISTRATION PAYMENT INFORMATION & OPTIONS

When you are ready to submit a payment, set up an Authorized User, or sign up for a Payment Plan, please log in to MyUH Services at myuh.hawaii.edu and select the icon “Pay Tuition and Fees (Student Login)” and click on the house icon.

TUITION AND FEES  www.honolulu.hawaii.edu/tuition

Tuition Rates

- Resident  $126/credit
- Non-Resident  $340/credit
- Pacific Island Institution  $189/credit (SP 2018)
- Non-Resident Exemption

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 Fri., Jan. 12
- For semester-length classes, the last day for 50% Refund is Feb. 1
- 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 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 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. 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 (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 “What You Should Know About Your 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 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.

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   • Students withdrawing completely on or after the first day of the semester should refer to the “What You Should Know About Your Financial Aid Award Offer” for additional information.