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.

SPRING 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 December 17, 2018.

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 2019 PAYMENT PLAN

Students who cannot pay in full by DEC. 14, 2018, 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. 7, 2019 to avoid incurring financial charges.

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

<table>
<thead>
<tr>
<th>Plan</th>
<th>Enrollment Dates</th>
<th>Required Down Payment</th>
<th>Remaining Payments</th>
<th>Installment Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-month plan</td>
<td>Nov. 5, 2018 – Dec. 14, 2018</td>
<td>25%</td>
<td>3</td>
<td>Jan. 15, Feb. 15, Mar. 15</td>
</tr>
<tr>
<td>3-month plan</td>
<td>Dec. 15, 2018 – Jan. 15, 2019</td>
<td>33.33%</td>
<td>2</td>
<td>Feb. 15, Mar. 15</td>
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<tr>
<td>2-month plan</td>
<td>Jan. 16, 2019 – Feb. 15, 2019</td>
<td>50%</td>
<td>1</td>
<td>Mar. 15</td>
</tr>
</tbody>
</table>

*Go to www.myuhinfo.hawaii.edu/object/paymentfaq to view payment Plan FAQs.
SPRING 2019 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 5</td>
</tr>
<tr>
<td>24+ credits</td>
<td>November 6</td>
</tr>
<tr>
<td>18+ credits</td>
<td>November 7</td>
</tr>
<tr>
<td>6+ credits</td>
<td>November 8</td>
</tr>
<tr>
<td>0+ credits</td>
<td>November 9</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 Election Day (Nov 6), the Academic Counseling Office will be closed. Online Registration, however, will be available through STAR.

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

PAYMENT DEADLINES SPRING 2019 ONLY

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

- Between Monday, Nov. 5, 2018 – Friday, Dec. 14, 2018, 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 Friday, Dec. 14, 2018 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

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 www.honolulu.hawaii.edu/tuition

Tuition Rates

<table>
<thead>
<tr>
<th>Resident</th>
<th>$128.50/credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident</td>
<td>$342.50/credit</td>
</tr>
<tr>
<td>Pacific Isle Institution</td>
<td>$192.75/credit (SP 2019)</td>
</tr>
</tbody>
</table>

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. 15
- For semester-length classes, the last day for 50% Refund is Wed., Jan 30
- 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 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.

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 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 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.

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 Hawai‘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.

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.

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