

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 with any questions you may have pertaining to degree attainment. Please come and see us. Assistance also provided with STAR, the Official Arbiter of Degree Completion. Visit STAR at www.honolulu.hawaii.edu/star

Visit the 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 built for student success. MySuccess is located within MyUH Portal and can be accessed by clicking on 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: www.mysuccess.hawaii.edu

FALL 2017 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 July 31, 2017. Students will receive immediate confirmation via email after signing up. Permits will be sold beginning August 2, 2017 at the Cashier's Office 8 a.m.- 4 p.m.

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

FALL 2017 PAYMENT PLAN

Students who cannot pay in full by July 21, 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 August 21, 2017 to avoid incurring financial charges.

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

Plan	Enrollment Dates	Required Down Payment	Remaining Payments	Installment Due Dates
Fall 2017 4-month plan	July 1, 2017 – July 21, 2017 (4:00 p.m. HST)	25%	3	Aug. 30 Sept. 22 Oct. 20
Fall 2017 3-month plan	July 24, 2017– Aug. 30, 2017 (4:00 p.m. HST)	33.33%	2	Sept. 22 Oct. 20
Fall 2017 2-month plan	Aug. 31, 2017 – Sept. 22, 2017 (4:00 p.m. HST)	50%	1	Oct. 20

*Go to www.myuhinfo.hawaii.edu/object/paymentfaq to view payment Plan FAQs.

FALL 2017 ACADEMIC CALENDAR (Aug. 21 - Dec 15)

April 10	First Day of Fall Registration
April 10-14	Fall Early Registration begins, for Continuing Students enrolled in Spring 2017 at any UH Campus. Register on STAR (See FALL EARLY REGISTRATION TIMETABLE)
April 18	Fall Registration begins for New, Re-admit and Transfer Students. All <u>New Students</u> must visit www.honolulu.hawaii.edu/welcome to complete Orientation online and sign up for registration session.
July 21	PAYMENT DEADLINE for Fall 2017 registration is July 21, 4:00 p.m. HST unless students enroll in a PAYMENT PLAN. For Payment Plan go to www.honolulu.hawaii.edu/paymentplan
Aug 20	Last Day of Regular Registration without \$30 late fee
Aug 21	INSTRUCTION BEGINS Late Registration Begins (Fee \$30) In-Person Add/Drop Fee Begins (\$5 fee)
Aug 21-25	No Show Policy See catalog page 51
Aug 25	*Last Day for Late Registration *Last Day for 100% Refund
Sept 4	Labor Day (Federal & State Holiday)
Sept 12	*Last Day for 50% Refund *Last Day to Drop/Withdraw without "W" grade
Oct 16	Last Day for Students to Submit Spring and Summer 2017 incomplete ("I") Make-up Work to Instructors
Oct 30	Last Day for Instructors to Submit Spring and Summer 2017 Incomplete ("I") Make-up Grades to Records Office
Oct 30	DROP PERIOD ENDS - Last day to Drop/Withdraw with a "W" grade Last Day to Change CR/NC and AUDIT Grading options
Nov 1	Last Day to CHANGE MAJOR for Spring 2018 Early Registration
Nov 10	Veteran's Day (Federal & State Holiday)
Nov 15	Last Day to Apply for FALL GRADUATION
Nov 23-24	Thanksgiving Recess (Nov 23 Federal & State Holiday)³ (Nov. 24 Classes will be held at Military Bases; no classes at other facilities; Bookstore closed)
Dec 7	INSTRUCTION ENDS
Dec 8	Study Period; no classes, no exams. (Not applicable to classes on Military Bases)
Dec 11-14	EVALUATION PERIOD (See FINAL EXAM SCHEDULE)
Dec 15	FALL SEMESTER ENDS
Dec 18	FACULTY DEADLINE to submit grades for Fall 2017 via MyUH Portal by 4:00 pm

* 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.



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SUMMER/FALL 2017 REGISTRATION GUIDE

YOUR GUIDE TO REGISTERING ON THE WEB

www.honolulu.hawaii.edu/registration

SUMMER 2017 ACADEMIC CALENDAR (May 22 - August 11)

April 10	Summer Registration begins, for Continuing Students enrolled in Spring 2017 at any UH Campus. Register on MyUH Portal/STAR
April 18	Summer Registration begins for New, Re-admit and Transfer Students. All <u>New Students</u> must visit www.honolulu.hawaii.edu/welcome to complete Orientation online and sign up for a Registration session.
May 08	PAYMENT DEADLINE for all Summer 2017 registration is May 08, 4:00 p.m. HST. There is NO payment plan available for Summer semester.
SUMMER I (MAY 22 - JUNE 30)	
May 21	Last Day to Drop/Withdraw with 100% Refund (SUMMER I)
May 22	SUMMER SESSION I BEGINS Add/Drop fee begins, \$5 fee in person, (no fee for online transactions)
May 29	Memorial Day (Federal and State Holiday)
June 5	Last Day to Drop/Withdraw without "W" grade and 50% Refund (SUMMER I)
June 12	King Kamehameha Day (State Holiday)
June 16	Last Day to Drop/Withdraw classes (with "W" grade)
SUMMER II (JULY 3 - AUGUST 11)	
July 2	Last Day to Drop/Withdraw with 100% Refund (SUMMER II)
July 3	SUMMER SESSION II BEGINS (JULY 3 - AUGUST 11) Add/Drop fee begins, \$5 fee in person, (no fee for online transactions)
July 4	Independence Day Holiday (4th of July)
July 10	Last Day to Drop/Withdraw without "W" grade and 50% Refund (SUMMER II)
July 28	Last Day to Drop/Withdraw classes (with "W" grade)
August 14	FACULTY DEADLINE to submit grades for Summer 2017 via MyUH Portal by 4:00 p.m. HST
August 18	Statehood Day (State Holiday)
Oct 16	Last Day for Students to submit Summer 2017 Incomplete ("I") make-up work to instructors
Oct 30	Last Day for Instructors to submit Summer 2017 Incomplete ("I") make-up grades to the Records Office

Tuition - Summer 2017

(Resident \$248, Non-Res \$357, Pacific Islander \$302.50)

READY TO REGISTER?

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

For Registration assistance please see an Academic Counselor or go to www.honolulu.hawaii.edu/counseling for tutorials on how to register.

FALL 2017 EARLY REGISTRATION TIMETABLE

Total credits at your UH home campus	Registration Dates
36+ credits	Monday, April 10
24+ credits	Tuesday, April 11
18+ credits	Wednesday, April 12
6+ credits	Thursday, April 13
0+ credits	Friday, April 14

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 Errors" message. View the Registration Errors Glossary <http://myuhinfo.hawaii.edu/object/regerrors.html> for a listing of potential registration errors you may receive.



PAYMENT DEADLINES FALL 2017 ONLY

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

- Between Monday, April 10, 2017 – Friday, July 21, 2017, 4 pm HST
 - Payment must be RECEIVED 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, July 21, 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 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

Resident: \$126/credit

Non-Resident: \$340/credit

Pacific Isle Institution Non-Resident Exemptions: \$189/credit (Fall 2017)

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., Aug 25
- For semester-length classes, the last day for 50% Refund Mon., Sept 12
- 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 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.

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

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 "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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