



HAWAII COMMUNITY COLLEGE UH CENTER AT WEST HAWAII SPRING 2012 ACADEMIC ADVISING AND EARLY REGISTRATION INFORMATION

✓ **Advising: It is strongly recommended that students be advised before registering**

See a counselor for assistance in planning your classes before you register, especially if you are planning to graduate within the next 2 semesters. All students with declared majors should access STAR through the MyUH Portal and print their Academic Journey. Counselors will determine if graduation requirements have been satisfied. Students who are planning to transfer should have a transfer plan - see Student Services.

For advising with a counselor: To make an appointment with Raynette Haleamau-Kam (LBRT majors) or Willow Aureala (Vocational majors and students with disabilities), call Student Services at 322-4856. If you have not yet declared a major, or you would like to make an appointment with a Counselor - see Student Services.

For advising with a faculty advisor:

<u>Major</u>	<u>Advisor</u>	<u>Phone</u>	<u>E-mail</u>
LBRT/Subs Abuse/Human Svcs	Lucy Jones	937-7616	lucyj@hawaii.edu
LBRT	Kate Sims		simsk@hawaii.edu
LBRT	Christina Hoffman	987-0699	quinlan@hawaii.edu
LBRT	Stephen Cline		scline@hawaii.edu
LBRT	Joe Wilcox	430-9383	jfwilcox@hawaii.edu
Culinary	Paul Heerlein		heerlein@hawaii.edu
LBRT/HLS	Kalani Flores		ekflores@hawaii.edu

✓ **Proof of Tuberculosis (TB) Clearance and Measles, Mumps, Rubella (MMR) Immunity is REQUIRED prior to registration**

✓ **Early Registration Online**

HawCC's registration begins Monday, November 7, 2011 for students who have completed 36 or more home institution credits. Please check your time ticket status via your MyUH account.

Time Ticket Information: Students are assigned a registration "time ticket" based on the number of credits completed at their home campus (do not include in-progress credits). Students may register on or after their time ticket; however, you are encouraged to register early because classes have limited seating and fill on a first-come, first-served basis. Time ticket information can be found by accessing your MyUH account.

Online registration dates at all campuses are subject to change. For up-to-date info, check www.hawaii.edu/myuh. Instructions on how to register online through the MyUH Portal will be available at the site above or from our home page at www.hawaii.hawaii.edu/admissions/registration.php for detailed information about:

- Accessing MyUH Portal
- MyUH Tutorials
- Reminder about Campus Locations
- Viewing Grades at the End of the Semester
- Time Ticket Info

Accessing the Internet: Students who do not have Internet access at home may use campus computers at the Library/Learning Center

During the Fall Semester:
Monday-Friday 7:45am-4:30pm
(closed Saturdays, Sundays, and State Holidays)

✓ **Pay tuition and fees at the time of registration** no later than 4:00pm on Friday, December 9, 2011.

Early registration temporarily reserves classes. Unless you have paid in full, or submitted a payment plan application by this payment deadline, you will be dropped from your classes. Students disenrolled for nonpayment may re-register after December

9th but must be aware that classes they previously registered into may be closed. If a scholarship or other organization is to pay your tuition and/or fees, you must bring the documentation to the Financial Aid Office **prior** to early registration.

- ✓ **Registration Changes**any time after you have registered
After you register, you can make changes (Add/Drop) to your registration online through the MyUH Portal. Fees are charged for any Add/Drops made in person at the Student Services Office. Changes to semester-length classes may be made through Friday, January 13, 2012. Deadlines for changes to partial-semester classes vary; contact the Business Office at (808) 974-7555 for more information.

- ✓ **Complete Withdrawals**
Students can drop all their classes online prior to the first day of the semester. Once the semester starts, if you choose to drop your last class at Hawai'i Community College, this must be done in person and fees will be charged. Contact the Student Services Office (322-4856) for more information.

- ✓ **IMPORTANT PAYMENT POLICY**
If you register for classes but decide to not attend, you must officially withdraw by Friday, January 13, 2012. After this deadline, students with unpaid balances will be obligated to pay. Students should not rely on the "No Show" policy to be exempt from payment.

- ✓ **Payment Plan**
An installment plan is available. For more information, visit www.hawaii.hawaii.edu and click on the "MyUH Portal" link to log in to your account.

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322-4850