

SPRING 2012 REGISTRATION INFORMATION

Application Information

You must have a completed UNIVERSITY OF HAWAII SYSTEM APPLICATION FORM on file with the Admissions Office in order to register. If you were not enrolled in Fall 2011 you must submit an application by December 1, 2011.

WH *Note for students planning to attend the University of Hawai'i Center at West Hawai'i:* Students with less than 55 credits must apply to and be accepted by HawCC. Students who have completed 55 credits or an Associate of Arts degree may apply for a baccalaureate degree program offered through another UH campus. Classes are hosted at the UH Center in West Hawai'i.

COMPASS Placement Testing

Some courses require prerequisites and/or placement levels of reading, writing and math to help students meet the demands of classroom learning. Placement test scores expire after two years. See a counselor if you have taken college classes elsewhere or if you already have a college degree to determine if you have equivalencies or need to take the placement tests. Having COMPASS scores facilitates online registration into classes with prerequisites.

In Hilo, testing is by appointment only. Students must bring a photo ID on test day. For appointments or information on Hilo testing times and location, call the Hale Kea Advancement and Testing Center at **934-2540**. Students with disabilities should call Karen Kāne at **934-2725** [V/TTY] to arrange special testing accommodations.

If your scores do not place you into at least the entry level reading, writing, and/or math courses at HawCC, you are advised to contact HawCC's Office of Continuing Education and Training (OCET). For schedules and other information about HawCC and DOE non-credit preparation courses in reading, writing, and math, call **934-2700** or **934-2699**, or visit OCET on the Manono Campus, Bldg 379A.

WH If you are taking the placement test at the UH Center, West Hawai'i, bring a photo ID and your UH number (from your acceptance letter). For more information, call the Library & Learning Center at 322-4858. To arrange special test accommodations, call Willow Au-reaal at 322-4856 [V/TTY]. Testing in West Hawai'i takes place on a first-come, first-served basis. Arrive 15 minutes early to sign in.

Monday-Friday:

First testing begins at: 8:30am
Second testing begins at: 1:30pm

Transfer Credits

Transcripts of transfer credits are officially evaluated after the student is enrolled in HawCC classes and after the semester has begun. Transfer credit evaluation results will be posted to your Hawai'i Community College Academic History and can be retrieved at your MyUH account. Since transfer credits are not posted by the time you need to register, take a copy of your transcripts to your advisor. See the Transcripts section in the College catalog.

Academic Advising and Academic Counseling

All New, Returning, and Transfer students are to meet with a faculty advisor or counselor prior to registering for advice on course selections and program requirements. During the regular registration period in Hilo, faculty and counselors will be available.

WH West HI students are encouraged to see an Academic Counselor after taking their COMPASS Placement tests. Call the Student Services Office in WH for more information, 322-4856.

Veteran's Information

The U.S. Department of Veteran's Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. (Please visit the U.S. Department of Veterans Affairs website www.gibill.va.gov for more information.) The V.A. pays for classes appropriate to your declared major only. You must submit all necessary documents to the Records Office and participate in a Veteran's Orientation session before registering. Also meet with an advisor/counselor prior to registration.

Each Veteran's Affairs Certifying Official is responsible for certifying and monitoring Veterans' enrollment, academic progress, and other academic information. For HawCC, contact David Loeding at 974-7662 BEFORE the semester begins.

Chapter 31 Veterans should also contact Karen Kāne at **934-2725** [V/TTY] or e-mail kkane@hawaii.edu for disability accommodations.

Post 9/11 GI Bill (Chapter 33)

Chapter 33 payments for tuition and fees are paid directly to the University approximately six weeks after receiving certification from the campus V.A. Certifying Official. Refunds due to changes in registration after the first day of the term will be sent to the student. Refunds due to non-attendance will be sent to the V.A. If funds are returned to the V.A. because you did not officially withdraw from the University, you will be responsible for all tuition and fee charges incurred.

University of Hawai'i campuses are not participating in the Yellow Ribbon program.

Military Spouse Career Advancement Accounts

MyCAA payments are paid directly to the University. You must bring or send a copy of your approved Financial Assistance Form to HawCC's Business Office at least 48 hours prior to the payment deadline. This will ensure that an invoice is sent and grades will be posted for classes in which you are registered. An approval form is required each semester you register.


If the MyCAA program does not make a payment for your tuition for any reason after being billed by the University, you will be responsible for paying any unpaid balances on your student account.

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Measles/Rubeola, Mumps, Rubella Information

All new and returning students born after 1956 must be immunized against measles (rubeola), mumps, and rubella prior to registration. Proof can be submitted in one of two ways: 1) documentation of vaccinations (two measles, one mumps, and one rubella are required) or 2) lab results showing immunity to the three diseases. If you need to be immunized, MMR immunizations are available at the UH Hilo Student Health Service Office (974-7636) on Mondays between 8:00am and 12:00noon. Call to inquire about availability and cost, or check with your family doctor.


NOTE: Vaccination records must be signed or stamped by the practitioner or clinic where the vaccinations were administered.

 West HI students needing MMR immunizations may contact the West Hawai'i Community Health Center (326-5629) about availability and cost of vaccination, or check with your family doctor.

TB Clearance Information

State of Hawai'i Department of Health regulations require students to submit proof of health clearance for TB to A&R/WHSS. Before you can register for classes, you are required to present a TB clearance issued in the U.S. in which the date of clearance is not earlier than January 9, 2011.

In Hilo TB testing is available for \$3.00 at the UH Student Health Service (974-7636), Campus Center, Room 212, Mondays, 8:00am-12noon. You must return for a reading in 3 days (on Thursday) between 8:00am and 12noon. No appointment necessary. Free TB testing is available at the Department of Health (974-6025). Call for times and locations, and ask when to return for a reading. Bring a Photo ID. Or, inquire at your private doctor's office.

 Free TB tests are available at the Department of Health (322-1500) located below Kona Hospital. Testing is on Mondays from 2:00pm - 4:00pm (except holiday weekends). You must return on Wednesday between 2:00pm and 4:00pm for a reading.

Disability Accommodations

Students with disabilities registered in HawCC classes must self-identify with the Hā'awi Kōkua Program to receive disability accommodations. In Hilo contact Karen Kāne [934-2725](tel:934-2725) [V/TTY].

 In West Hawai'i contact Willow Aureala 322-4856 [V/TTY].

Repeating a Course

Students can repeat HawCC courses once at HawCC without restrictions. For any subsequent repeats, students must register during late registration on a space-available basis with Instructor approval.

Credit is allowed only once for a repeated course except for certain courses, identified in the catalog, which are repeatable for additional credit. The GPA is computed using the highest of the grades received. All entries remain a part of the student's permanent academic record. Transfer credits cannot replace HawCC credits.

Add a class

During the first week of instruction, you may enroll in semester-length classes online. If special consent is needed for an override, ask the instructor to provide the override(s) through his/her MyUH account.

After the first week of instruction, you must register in-person with an Add/Drop form signed and dated by the instructor. If an override is needed, ask the instructor to provide the override(s) through his/her MyUH account.

Drop a Class

You can drop semester-length classes online through January 30, 2012 provided you have at least one class remaining at your home institution. These classes will not appear on your academic record. If you are receiving Financial Aid, check to see if dropping a class will require you to repay any portion of your award.

Deadlines for partial-semester classes (those not an entire semester's length) are calculated differently. Check with the HawCC Business office.

To completely withdraw from all HawCC classes, see below.

Withdraw From a Class

The deadline to withdraw online with a "W" grade (provided you have at least one class remaining at your home institution) is April 2, 2012. (Deadlines for partial-semester classes are calculated differently. Check with the HawCC Business office.) A grade of "W" will appear on your academic record. If you fail to withdraw officially during this period, you risk receiving an "F" for such classes.

Appropriate forms are available at the HawCC A&R/WHSS Office. If you are receiving Financial Aid, check to see if withdrawing from a class will require you to repay any portion of your award.

Completely Withdraw From All HawCC Classes

To withdraw completely from HawCC, obtain a Complete Withdrawal form from the HawCC A&R/WHSS Office and follow procedures. If you are receiving Financial Aid, check to see if completely withdrawing will affect your eligibility status. If you were officially enrolled on the first day of instruction, you need not submit a new application to Early Register for the next semester.

The No Show Policy

You are responsible for attending both of the first two sessions of the class (or the first session for classes meeting once a week). If you do not attend class during this time, your instructor has the right to drop you to allow other students to register. There are financial aid implications if you are dropped from a class by an instructor. For tuition refunds, refer to the refund dates listed. If you have been dropped from a class by the instructor, you will be notified by the HawCC Records Office.

The No Show Policy **does not guarantee** you will be dropped. Check with the instructor to confirm. Students who are enrolled in classes are obligated to pay any unpaid tuition balances, regardless of their attendance record.

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Tuition and Fees for Spring 2012

Tuition: per credit hour for all credits taken

Resident	\$ 97.00
Non-resident.....	290.00

	<u>Hilo</u> <u>Classes</u>	<u>Non-Hilo</u> <u>Classes</u>
Student Activity Fee: for all students		
5 or more semester hours	18.00	N/A
4 or fewer semester hours	9.00	N/A
10 or more semester hours.....	N/A	10.00
9 or fewer (per semester hour).....	N/A	1.00

Student Government Fee: for all students

5 or more semester hours	18.00	N/A
4 or fewer semester hours	9.00	N/A
10 or more semester hours.....	N/A	10.00
9 or fewer (per semester hour).....	N/A	1.00

Publications, Campus Center, etc. Fees: for all students

5 or more semester hours	31.00	N/A
4 or fewer semester hours	15.50	N/A

Late Registration Fee 30.00 30.00

Add/Drop Fee


online	free	free
in-person	5.00	5.00

How and When to Pay

All tuition and fees are to be paid in accordance with published deadlines and payment procedures. Registration will temporarily reserve your classes. With payment of tuition and fees, classes are made official. Failure to pay by the published deadlines may result in cancellation of your registration. VISA, MasterCard, debit cards, or electronic checks (eChecks) are accepted for tuition payments made online. Only checks, money orders, and cash will be accepted in-person at the Business Office at Bldg. 397 in Hilo on the Manono Campus (934-2740) or, at the UH Center at West Hawai'i (322-4854). Make checks or money orders payable to: Hawai'i Community College, identified with your name and UH number.

NOTE: If you register but later decide to not complete coursework at HawCC, you are responsible to drop your classes. Your classes will not be dropped for you unless the instructor exercises the No Show Policy. Students who are enrolled after the withdrawal deadline are obligated to pay any unpaid tuition balances, regardless of their attendance record. Tuition and refund policies apply.

Dishonored checks: An additional fee of \$25.00 will be assessed for any check returned for any cause.

 **Your receipt becomes an official verification of your registration and payment. If payments were made online, print your "Account Summary."**

Payment Plan

An installment plan is available to students who cannot pay in full by the published deadline. A \$30 non-refundable plan fee is charged per student per semester to participate. For more info, log into your MyUH Portal account.

Financial Aid Information

For information, contact the Financial Aid Office, Building 379A on Manono Campus, or call **934-2712**. Students receiving scholarships should notify the Financial Aid Office (FAO).

To request financial aid for Distance Education classes, apply early and inform the FAO of your interest in DE classes. Aid eligibility is determined as if you were taking the class in a regular classroom. Students taking DE classes from other campuses must have at least 1 course offered by HawCC to be eligible for financial aid. Per federal regulations, federal financial aid awards issued through HawCC can pay for HawCC tuition/fees only. Students enrolled in classes at another campus must pay that campus directly. Any award balance, after HawCC charges are paid will be for the student to use toward other educational expenses.

Payments by a Third Party Sponsoring Agency

If your tuition is being paid by a third party sponsoring agency, (e.g. Alu Like, Vocational Rehabilitation, Armed forces branch, etc.) a letter of financial guarantee, purchase order, or authorization letter from your sponsor must be submitted to the Business Office by the payment deadline. You are also responsible to pay the remaining tuition and/or fees by the appropriate payment deadline.

If the Business Office does not receive a letter or purchase order from your sponsor, you must pay for your own tuition and fees. If you paid for your tuition/fees and then the sponsor sends payment, the Business Office will process a refund. If the sponsor does not pay for the tuition and fees as authorized by their letter or purchase order, the obligation may become the responsibility of the student.

Refunds for Withdrawals

Any refund can be directly deposited into a checking or savings account by signing up for eRefund through the MyUH Portal.

Fees: No fees refunds unless a complete withdrawal is made by 4:00pm on January 13, 2012.

Tuition: The guidelines below will be used to determine the dates for tuition refunds. (Students who wish to withdraw from their last class at HawCC must also submit a Complete Withdrawal form to the HawCC A&R/WHSS Office.)

- Semester Length Classes
last day for *refund*
 Fri, January 13, 2012 (4:00 pm)..... 100%
 Mon, Jan. 30, 2012 (4 pm if withdrawing from last class at a home institution) 50%
- Partial-semester classes: check with HawCC's Business Office

NOTE: Financial aid recipients may be subject to a federal refund policy as required by federal regulations. Financial aid recipients may have all or part of their refund returned to Title IV program(s). Contact the Financial Aid Office for more information.

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Bookstore Information

Students can buy textbooks and other educational materials and equipment at the UH Hilo Bookstore. The store sells software and computer related items as well as convenience and personal items, gifts, and clothing. Personal and Traveler's checks, money orders, VISA, and MasterCard are accepted.

The bookstore is located in Hilo on the bottom floor of the Hawai'i Community College Business Education Building (building 346 on the Main Campus). Their phone number is (808) 974-7348.


Bookstore hours:

Regular hours Mon-Fri:	8:00am - 3:30pm
Sat. before classes start:	8:00am - 1:00pm
First three days of class:	8:00am - 6:00pm
Sat, Sun, and Holidays:	closed

You can order textbooks online from the UH Hilo Bookstore. View textbook information for classes by visiting:

www.bookstore.hawaii.edu/hilo

Bookstore refund policy: A full refund on books if returned unmarked by the end of the second week of the semester. *A receipt is required.* Used books are bought back at the end of the semester during Finals Week - visit the website above for details on book buyback.

 West Hawai'i students can buy textbooks from the UH Hilo Bookstore. Items will be shipped. For ordering information, call the bookstore phone number or visit the web address- both listed above.

Textbooks for Distance Education Classes

Students taking Distance Education classes must contact the bookstore that services the college offering the class. Therefore, all students registering for Hawai'i Community College classes will purchase books from the UH Hilo Bookstore, regardless of where the student lives.

Textbook information for DE classes is available by calling toll free 1-800-842-6657, or view textbook information online by choosing the "Hilo Bookstore" link at

www.bookstore.hawaii.edu

To order books, have ready the course reference number (CRN), Instructor name, and your UH number. Books will be shipped after payment is received. Credit cards are accepted (Visa/MasterCard only) or you can mail a check/money order.

If payment is to be paid by scholarship, call 1-800-UHBOOKS for details.

Registering and Paying for Distance Education


Distance Education (DE) classes are available for students at various campuses of the University of Hawai'i system. You must meet all the application and registration deadlines at the campus where you

register for these classes. To select appropriate courses, please check with your home campus counselor/advisor for your degree requirements and course prerequisites.

Distance learning provides students with access to education through a network of various technologies. Instructor and student interact without having to be physically present in the same location. Distance learning provides students flexibility in achieving educational goals through audio, video, and computer technologies.

Working collaboratively, the University of Hawai'i Community Colleges offer courses leading to an Associates degree through Cable TV, the Internet, interactive television (HITS), and Video Conferencing. You may choose to earn your degree through a combination of distance-delivered and on-campus courses. For more information about Distance Learning at the University of Hawai'i Community Colleges, see

www.hawaii.edu/dl

 The UHCC e-learn site provides students with information on distance courses offered. Online orientation is available, designed to familiarize students with distance learning at the University of Hawai'i Community Colleges. It also provides informational resources to support services and offers tips to help students become successful distance learners.

HawCC offers DE classes via HITS, Video Conferencing, and Internet. Other campuses offer DE classes including cable TV. Cable classes for Hawai'i Island are broadcast on channel 55. Internet classes require access to the Internet and an e-mail account. Multimedia and/or copyright fees may be required in addition to tuition. Textbooks must be purchased by the student.

If you are a current UH system student, you may register for any Community College DE class. If you wish to register for a UH Mānoa, UH Hilo, or West O'ahu DE class, contact the Admissions office of that institution first. If you are NOT currently a UH system student, please visit or call the appropriate office on the campus nearest you for application and registration information.

Hawai'i (Hilo): 934-2500	Kaua'i: 245-8226
Hawai'i (WH): 322-4856	Leeward: 455-0645
Honolulu: 845-9129	Maui: 984-3267
Kapi'olani: 734-9448	Windward: 235-7432

After registering, you are responsible for any tuition/fees payments by the published deadline. Students receiving financial aid should contact the Financial Aid Office about DE class payments. Contact the Business Office of the campus nearest you to inquire about the deadlines, and to make arrangements for tuition payments.

Hawai'i (Hilo): 934-2740	Kaua'i: 245-8214
Hawai'i (WH): 322-4854	Leeward: 455-0328
Honolulu: 845-9103	Maui: 984-3288
Kapi'olani: 734-9528	Windward: 235-7409

Information about distance classes available from community colleges in Hawai'i can be found online at www.hawaii.edu/dl In the menu list on the left of the page, click the "DL Course Listings" link. Choose "Spring 2012" then press the "show me" button.

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Are Distance Education classes right for you?

To help you decide, read the "Is It For Me?" section at www.hawaii.edu/dl/student then choose the "Self Assessment Quiz" link at the end of the section.

Video Conferencing Classes (Hawai'i Island Only)

In the video conferencing classroom, one site is a live class while the other sites can interact with the live class through video and audio communications. Because the system is interactive, you can talk with the instructor and the students at the other locations.

Video conferencing classes may be broadcast between:

- Manono campus (3393-104, 388-102, 388-103, or Hale Kea)
- UH Center at WH (B1 VidCon Room, B4-R1, or B4-R2)
- Honoka'a (North HI Education and Research Center)
- and/or Waimea (the Kohala Center)

VIDEO CONFERENCING CLASSES OFFERED SPRING 2012


AJ 101	Introduction to Administration of Justice
Ag 245/L	Tropical Silviculture/Forest Plant Propagation/Lab
Ag 291	Forest Restore Ecology/Ecosystem Mgmt Pract
Anth 200	Cultural Anthropology
Bus 120	Principles of Business
Geog 170/L	Forest Ecosystem Survey, Inventory, & Monitoring
Hist 151	World Civilization I
Hist 152	World Civilization II
HosT 44	Principles of Hotel Management
HosT 47	Hospitality Marketing
HosT 260	Hospitality Law
HSer 245	Group Counseling
Math 24	Elementary Algebra I
Math 27	Intermediate Algebra
Math 110	College Algebra
Math 115	Statistics
Math 140	Pre-Calculus: Trigonometry & Analytic Geometry
SSci 111	Humanity, Society, and Technology
Subs 245	Group Counseling
Subs 268	Survey of Substance Abuse Problems
Subs 270	12 Core Functions of Substance Abuse Counseling
Subs 295	Substance Abuse Practicum II

HITS Classes

HawCC HITS classes are broadcast between the Upper Campus (Mookini Library, Room 344) and the UH Center at West Hawai'i (B4-R1 or B4-R3). The HITS system is interactive; you view and talk to the instructor and students at other sites on a large TV monitor, and they also view and talk to you.

HITS CLASSES OFFERED SPRING 2012

Nurs 157	Adult Health Nursing
Nurs 257	Advanced Adult Health Nursing
Phil 100	Introduction to Philosophy: Survey of Problems
Phil 101	Introduction to Philosophy: Morals and Society
Phil 110	Introduction to Logic

 **Final exams for HITS classes will be given at the regularly scheduled class time during final exam week.**

Classes offered in Waimea - These classes will broadcast to Waimea (Kamuela) pending sufficient enrollment. For prerequisite and corequisite information, please refer to the class listing later in this booklet.

<u>CRN</u>	<u>Alpha</u>	<u>Numb</u>	<u>Title</u>	<u>Days</u>	<u>Times</u>	<u>Location</u>
16666	HIST	151	World Civilization I	M	5:30-8:15	Kohala Center
16669	HIST	152	World Civilization II	F	5:30-8:15	Kohala Center

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HawCC Online/Internet Classes

Online classes are offered statewide via the Internet. You can use any computer with reliable Internet access (high-speed recommended), including computers in the Learning Center nearest you. Online classes allow you to interact with the instructor and other students through the use of e-mail, discussion boards, or chat rooms. You must be familiar with using a computer and have basic Internet skills (browsing, sending e-mail, saving/sending files). Upon registration, contact the instructor for instructions and/or passwords to class website.

For specific class requirements, class website, instructor e-mail, and required textbooks, see www.hawaii.edu/dl
In the menu list on the left of the page, click the "DL Course Listings" link. Choose "Spring 2012" then press the "show me" button.

↪ If your online class uses Laulima and you are experiencing problems accessing Laulima, call the University of Hawai'i ITS Help Desk toll free at 1-800-558-2699, or contact the Laulima support staff online by choosing the "Request Assistance" link at <https://laulima.hawaii.edu>

ONLINE/INTERNET CLASSES OFFERED SPRING 2012

Acc 20	Fundamentals of Accounting I	Geog 122	Geography of Hawai'i
Acc 134	Income Tax Preparation	Haw 102	Elementary Hawai'i Language II
Acc 150	Using Computers in Accounting	Haw 202	Intermediate Hawai'i Language II
Acc 155	Spreadsheets in Accounting	Hist 151	World Civilization I
Acc 201	Elementary Accounting I	Hist 152	World Civilization II
Acc 202	Elementary Accounting II	Hist 241	Civilization of Asia I
AJ 101	Introduction to Administration of Justice	HSer 256	Domestic Violence and Child Abuse
AJ 256	Domestic Violence and Child Abuse	HwSt 100	Piko Hawai'i
AJ 280	Current Issues in the Administration of Justice	HwSt 104	Hawai'i Myth Culture
Anth 200	Cultural Anthropology	Nurs 110	Introduction to Medical Terminology
Art 101/W	Introduction to the Visual Arts/WI	Nurs 251	Mental Health and Psychiatric Nursing
Asan 120	Japanese Culture I	Nurs 258	Issues and Trends II
BioC 241	Fundamentals of BioChemistry	Psy 100/W	Survey of Psychology/WI
Busn 150	Intro to Business Computing	Psy 170	Psychology of Adjustment
Chem 100/L	Chemistry for Non-Science Majors/Lab	Rel 150	Introduction to the World's Major Religions
Chem 151/L	Elementary Survey of Chemistry/Lab	Sci 51	Basic Science for Health Occupations
Ecom 100	Introduction to E-Commerce	Sci 124	Introduction to Environmental Science
Econ 130	Principles of Microeconomics	Soc 100	Survey of General Sociology
Eng 100	Expository Writing	SpCo 233	Oral Traditions: Story Telling
Eng 102	College Reading Skills	SSci 150	Ecology and Society
Ent 120	Starting a Small Business	Univ 101	Freshman Experience Seminar
FamR 230	Human Development	WS 151	Introduction to Women's Studies
Geog 101	Geography and the Natural Environment	WS 256	Domestic Violence and Child Abuse
Geog 102	World Regional Geography		

To check the status of any class, click on the "Check Class Availability" link at the top of our homepage at www.hawaii.hawaii.edu

Please be advised that classes may be added, cancelled, or changed.

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MyUH Portal <http://myuh.hawaii.edu>

MyUH provides the UH community with secure, personalized access to UH services such as registration, financial aid, and student records information. A helpful feature of the portal is auto-messaging, where students will automatically receive messages about critical processes that affect them, such as announcements that a class they registered for has been cancelled or that a grade change has been made.

MyUH includes e-mail, a calendar, a link to Academic Service (also called Self-Service) functions, the STAR Advising Tool, and integration with personal announcements.

Access to the MyUH Portal requires a UH Username and password. Once online, you may get to the Self-Service functions by clicking on the "Academic Services" icon at the top right, or in the left column.

You, and only you, have access to your information. View your information by logging on from any computer that can connect to the Internet (below lists system recommendations).

For your security and privacy:


- DO NOT share your password with anyone.
- When you are finished viewing your information, click the EXIT button on the upper right of the screen. This properly closes the connection to your account.

Accessing MyUH Portal

PC users: either Internet Explorer (6 or 7) or FireFox (2.0 or 3.0)
Mac users: Safari

Go directly to <http://myuh.hawaii.edu> or choose the "MyUH" link at the top of Hawai'i Community College's homepage at www.hawaii.hawaii.edu

Following the format shown on the screen, enter your UH Username and password. Click the Login button to proceed.

 Your MyUH account will be disabled after 5 unsuccessful attempts. Should this happen, contact the University of Hawai'i ITS Help Desk toll free at 1-800-558-2669.

Students without Internet access at home may use designated campus computers located at the Library, the Cafeteria, at Lava Landing in the Campus Center, at the Hale Kea Advancement and Testing Center on the Manono Campus, in WH at the Library/Learning Center, or at the WH computer lab.

MyUH Tutorials

Tutorials for faculty can be found via the link:
<http://myuhinfo.hawaii.edu/page/faculty>

Tutorials for students can be found via the link:
<http://myuhinfo.hawaii.edu/page/registration>

Reminder about Campus Locations

Students are advised to check campus location of classes during registration. HawCC may offer classes in Hilo, Ka'u, Waimea, Honoka'a, and West Hawai'i in Kealahou. The building/room information may help indicate location.

Viewing Grades at the End of the Semester

Grade Reports (report cards) are no longer mailed. Grades for each semester are posted to students' MyUH accounts after ALL classes for the semester have finished; refer to the calendar at the front of this schedule. To view your final grades at the end of the semester, access your MyUH account, click on **Student Records**, then click on **View my Final Grades**. Students are responsible for monitoring their academic status.


Grades will also appear on the STAR Advising tool. STAR is available through your MyUH account.


Time Ticket Info


You may view information for Spring 2012 classes any time after April 1st, but you cannot register until your assigned time. Students are assigned a registration "time ticket" based on the number of credits **completed** at the community college (do not include in-progress credits). Students may register after their time ticket; however, students are encouraged to register early because classes have limited seating and fill on a first-come, first-served basis.

<u>HawCC Credits Completed*</u>	<u>Register on or After</u>
36+	Monday, November 7, 2011
24+	Tuesday, November 8, 2011
18+	Wednesday, November 9, 2011
6+	Thursday, November 10, 2011
0 - 5 and students in their first semester	Friday, November 11, 2011

* do not include in-progress credits

 Reminder: If you early register, then your Tuition and Fees are due no later than 4:00pm on December 9, 2011. Or, you must submit an application for the payment plan.

 You may be dropped from your classes if payment or a payment plan application is not received by this deadline.

 Online Registration will be unavailable after 4:00pm on December 9, 2011 to process disenrollments for non-payment. Registration will reopen after the process is finished.

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HawCC Online Orientation

To know how to make use of campus resources and know what is expected of them, students are encouraged to view HawCC's on-line PowerPoint presentation. Choose the "Future Students" link on Hawai'i Community College's homepage at www.hawaii.hawaii.edu then click on "Orientation."

E-mail Account Information

Students need a UH username/password to register for classes, check financial aid status, review grades, and access student records. This same UH username/password provides access to your free hawaii.edu e-mail account where important HawCC information will be sent. You are responsible for frequently checking your e-mail account and managing your inbox so that mail can be delivered.

To obtain a username and password (or to reset a forgotten password) go to www.hawaii.hawaii.edu and click on the "MyUH" link at the top of the page. Choose "Get a UH username" from the left. You will be taken to a "Check Status" page to complete and submit. This page will accept one of 2 ID numbers:

- your 9-digit Social Security number
- your UH number (e.g. 12345678)


The UH number for new applicants is printed on your acceptance letter. By providing one of the above ID numbers and your Date of Birth, you should receive your UH Username and password in a few minutes. Log into www.hawaii.hawaii.edu and click on the "MyUH" link at the top of the page.

For assistance, call HawCC's Information Center at **934-2500** or stop by in Bldg. 378 on the Manono Campus. Or call the ITS Help Desk toll free at 1-800-558-2669.

Child Care Information

The Hawai'i Community College Children's Center in Hilo provides early education and care for children 18 months-5 years of age. The Center serves children of students, faculty, and staff from HawCC and UHH. The staff is trained in Early Childhood Education.

The Children's Center (Bldg. 3393 on the Manono Campus) offers a high quality developmental approach to early childhood education and also serves as a training site for Early Childhood Education students. The Center is accredited by the National Association for the Education of Young Children (NAEYC). There is a fee for service with student assistance available. Call **934-2630** for more information.

 There is no child care at the UH Center at West Hawai'i.

Applying to Graduate

All students who plan to graduate this semester must meet with their advisor or a counselor to ensure course requirements are met before submitting a graduation application to the Records Office. The last day to apply for Spring semester graduation is March 16, 2012.

Access STAR via your MyUH account to check graduation readiness.


Student ID Card Information

As a HawCC student, you will need a student photo ID. You should carry your ID card at all times while on campus and present it when asked by security and/or staff. The cost is \$10.00 for the first ID. Additional fees will be charged for replacements or for changing campuses (e.g. transferring from UHH). No charge for validating existing ID cards. Picture-taking and validation are done at at Lava Landing (Campus Center). Call 974-7499 for hours.

After registering for classes, new, transfer, and returning students need to bring a current photo ID with birthdate (e.g. driver's license, state issued ID, or passport). Continuing students can get their existing HawCC student ID cards revalidated for free after registering for classes; revalidation stickers are available at at Lava Landing in the Campus Center.

A special bar code on the ID is used for those on meal plans. Meal plans are purchased through the Sodexo Office (cafeteria).

Your current student photo ID card may be used to check out materials at the Mookini Library. Your ID card is also used as a library copy machine card. Inquire with a librarian if you have questions.

 In West Hawai'i, new, transfer, and returning students can obtain their student ID cards by completing a short application at the Library/Learning Center (322-4862). Continuing students can get their WH student ID cards revalidated for free by showing their current ID card after registering for classes.

Parking Information

In Hilo, the Manono (Lower) Campus does not require a permit. All parking is open except in designated and marked stalls.

However, a University Parking Permit is required for parking on the Upper campus from 6:00am - 4:00pm during the Fall and Spring semesters. Permits for different zones are sold by the semester and/or academic year on a first-come, first-served basis. To obtain a permit you must submit:

- a completed application
- a valid vehicle registration
- a current driver's license
- an owner's waiver (if you are not the registered owner)
- verification of enrollment (e.g. class schedule or fee slip)


Return these with payment to the Parking Office, Upper Campus, Auxiliary Services Bldg. 300, Room 101. The office is open Monday-Friday 8:00am - 4:00pm (closed on holidays).

For short-term visits, \$3/day passes are sold at the Kawili St., Nowelo St., and Lanikaula St. entrances, or at the parking office. Refunds are given if you leave within a half hour.

Vehicles entering campus with two or more people are eligible for a free car pool pass, available at gate locations listed above. A University permit or day pass is also required to park in a car pool stall.

Handicapped stalls require both the placard or special plates and a University permit.

For more info about parking on campus, call 974-7784 or visit www.uhh.hawaii.edu/auxsvc/parking

 At the UH Center in West HI, all parking is open and free except in designated and marked stalls.

SPRING 2012 REGISTRATION INFORMATION

Family Educational Rights/Privacy Act (FERPA)

Pursuant to Section 99.6 of the rules and regulations governing the *Family Educational Rights and Privacy Act of 1974* (hereinafter the Act), students in attendance at HawCC, are hereby notified of the following:

1. It is the policy of HawCC to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - a. The right to inspect and review education records.
 - b. The right to request to amend education records.
 - c. The right to protection of disclosures by HawCC of personally identifiable information contained in education records without permission of the student involved.
 - d. The right to file complaints concerning alleged failure by HawCC to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Vice Chancellor for Student Affairs, HawCC.

4. Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the College's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information.

- a. name of student
- b. local address and zip code
- c. local telephone number
- d. major field of study
- e. educational level (e.g. freshman, sophomore, etc.)
- f. fact of participation in officially recognized activities/sports
- g. weight and height of members of athletic teams
- h. dates of attendance
- i. degrees and awards received

A student has the right to request that the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Records and Internal Data Management Office.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed without the prior written consent of the son, daughter, or spouse. The College may make an exception to this particularly when the health and safety of the student or other students are involved.



Is your class full? Get on a Waitlist.

The University of Hawai'i has implemented electronic waitlisting for select classes. You must still meet the class registration requirements before adding your name to the list.

NOTE: Being on a waitlist does not guarantee registration in a class.

When a seat becomes available, a notification will be sent to the first person on the waitlist. Notices will be sent to your UH hawaii.edu e-mail address. If you choose to waitlist for a class, be sure to check your e-mail regularly because there is a time limit as to how long an open seat will be held for you.

NOTE: Tuition payments must be made by the published deadline. Students who do not pay tuition by the deadline will be removed from their waitlist(s).

The last day to add your name to a waitlist for Spring 2012 is Friday, January 6, 2012. All waitlists will be purged before the semester begins.

For more information view
<http://myuhinfo.hawaii.edu/object/waitlistfaqs.html>

