Hawai‘i Community College - Pālamanui

Fall 2016 Academic Advising Info

Registration Begins April 11, 2016

✅ Advising: It is strongly recommended that students be advised before registering, 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 to take to their advisor. Advisors can print an Advising Document to compare and determine if graduation requirements have been satisfied. If you have not yet declared a major, or plan to graduate this semester, please make an appointment with a counselor by calling Student Services at 969-8816: Raynette Haleamau-Kam (for LBRT and Career Technical Education(CTE) majors) or Cameron Hee (General advising and assisting Students with Disabilities).

All continuing students with declared majors have been assigned a faculty advisor. To view your assigned advisor, log into STAR and click the “Academic Pathway” tab. Your advisor is shown in the column on the right-hand side. If no advisor is listed, please contact Raynette Haleamau-Kam at 969-8816.

✅ Starfish

Starfish is a new tool at Hawaii Community College, designed to help faculty and staff better support our students. You can access Starfish through your MyUH Portal; it will be under the MySuccess tab. Through Starfish, you can schedule an appointment with a counselor, see “flags” your instructors have raised to communicate with you, view “kudos” your instructors have sent, and explore some of your campus Support Services. You can even add your photo to help personalize your profile.

Counselors are sometimes notified of a student's progress through Starfish, which can help us to connect with our students sooner and support their academic success. Be sure to check your hawaii.edu email as important information, such as how you're doing in your class, will be sent to that address.

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

✅ Financial Aid

There have been several changes to Financial Aid. Financial Aid will only pay for classes that apply toward your degree requirements and pre-requisites that are necessary to meet your degree requirements. Remember, to continue your eligibility for Financial Aid, you must obtain a 2.0 cumulative GPA and complete 67% of the cumulative credits you attempt to take.

✅ Registration Online

HawCC’s registration begins Monday, April 11, 2016 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 at the MyUH Portal or by accessing your MyUH account.

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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 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

- Monday-Friday: 7:45am-4:30pm
- (Closed Saturdays, Sundays, and State Holidays)

**✓ STAR: Review your information**

After you have registered for your classes, we strongly recommend that you check STAR to make sure you are taking necessary courses. Watch for common mistakes such as accidentally registering for SpCo 51 instead of SpCo 151.

**✓ Pay tuition and fees at the time of registration**

No later than 4:00pm on Friday, July 22, 2016.

Online 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 July 22 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 registration.

**✓ Registration Changes (Adding or Dropping Classes)**

You may add semester-length classes online through your MyUH portal until Friday, August 26, 2016.

You may drop semester-length classes online through your MyUH portal until Thursday, November 3, 2016.

The deadline for a 100% refund of tuition for semester-length classes is Friday, August 26, 2016. Fees will be refunded only upon complete withdrawal by Friday, August 26, 2016. The deadline for a 50% refund for semester-length classes is Monday, September 12, 2016.

Deadlines for changes to partial-semester classes vary and information is available online. Click the “Check Class Availability” link at www.hawaii.hawaii.edu then choose an alpha and a CRN to view its refund and withdrawal deadlines. Contact the Student Services Office at (808) 969-8814 for more information.

**✓ IMPORTANT PAYMENT POLICY**

If you register for classes but decide to not attend, you must officially withdraw by Friday, August 26, 2016. 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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