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. If you have not yet declared a major, or you 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 Vocational majors) or Cameron Hee (for 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 Kate Sims at 969-8856 or Raynette Haleamau-Kam at 969-8822.

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.

Early Registration Online

HawCC’s registration begins Monday, November 3, 2014 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.

(continued on back)
Online registration dates at all campuses are subject to change. For up-to-date info, check [www.hawaii.edu/myuh](http://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](http://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
  - 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**

Pay tuition and fees at the time of registration no later than 4:00pm on Friday, December 12, 2014. 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 Dec. 12 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**

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 16, 2015. Deadlines for changes to partial-semester classes vary; contact the Student Services Office at (808) 969-8816 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 at (808) 969-8816 for more information.

**✓ IMPORTANT PAYMENT POLICY**

If you register for classes but decide to not attend, you must officially withdraw by Friday, January 16, 2015. 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](http://www.hawaii.hawaii.edu) and click on the “MyUH Portal” link to log in to your account.

University of Hawai‘i Center at West Hawai‘i
81-964 Haleki‘i St.
Kealakekua, HI 96750
969-8800