



# HAWAII COMMUNITY COLLEGE UH CENTER AT WEST HAWAII SPRING 2010 ACADEMIC ADVISING AND EARLY REGISTRATION INFORMATION

✓ **Registration Information Pickup**

At the Student Services Office ..... 8:00am-4:30pm

✓ **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.

For advising with a counselor: If you would like to make an appointment with Raynette Haleamau-Kam (LBRT) or Willow Aureala (Vocational majors and students with disabilities), call Student Services at 322-4856.

Students who are planning to transfer should have a transfer plan - see Student Services.

If you have not yet declared a major, or if you would like to make an appointment with the Counselors - see Student Services.

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

✓ **Early Registration Online**

HawCC's registration begins Monday, November 2, 2009 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](http://www.hawaii.edu/myuh). Instructions on how to register online through the MyUH Portal will be available at the site above or see the Spring 2010 Registration Information booklet (page 8) 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 Spring Semester:

Monday-Tuesday .....7:45am-4:30pm

Wednesday-Thursday ....7:45am-6:00pm

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 18, 2009.

Registration temporarily reserves classes. Unless you have paid in full, or submitted a payment plan application by the payment deadline, you **will** be dropped from your classes. 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. 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 15, 2010. 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.