

OUTREACH COLLEGE CREDIT COURSE REGISTRATION AND PAYMENT FORM

Academic Calendar Refer to the course academic calendar for: 100% and 50% refund dates; Withdrawal and last day to register dates; Changes in grad options (LETTER GRADE to CR/NC or CR/NC to LETTER GRADE) dates. You may view the Academic Calendar at www.outreach.hawaii.edu

Limited Enrollment Since all courses have limited enrollment, register early as registrations are accepted on a first-come, first-enrolled basis.

Course Cancellations You are encouraged to register at least five (5) working days prior to the start of the course since cancellation decisions are usually made at this time. Please check the status of the course at <http://myunportal.hawaii.edu>

Changes of Registration and Withdrawals Changes in your registration, such as drops and/or adds, can be made through MyUH (<http://myuhportal.hawaii.edu>) OR can be made in writing to Outreach College's Student Services if received no later than the dates listed on the Academic Calendar (www.outreach.hawaii.edu); if no request is received by specified deadlines, there will be no change in your original registration. You cannot withdraw through MyUH after the last day to drop; withdrawals will need to be submitted to the address above.

READ AND SIGN BELOW

I have taken all the prerequisites and/or required placement test(s) for the below course(s). I have reviewed the course academic calendar(s) and understand that I am responsible for meeting all registration/withdrawal deadlines. Furthermore, I have read and understand the policies as noted in the UHM Catalog.

Student's Signature: _____ Date: _____

Current Mailing Address _____ Apt. No. _____ City _____ State _____ Zip Code _____
 () ()
 Telephone: Residence _____ Business _____ Email Address _____

Outreach College Credit Course Registration and Payment Form

| | | | |
|------------------|--------------------|-------|------|
| UH NUMBER OR SSN | STUDENT NAME: LAST | FIRST | M.I. |
| | | | |

Credit Registration See instructions on the other side. Please note that there is no refund if only a College Administrative Fee (CAF) is charged. Also, 500-level courses are considered post-baccalaureate but are not applicable towards a degree.

| Credit Hours | Course Reference Number (CRN) | Course and Number | Section Number | Grade Option (circle one) | Tuition | CAF | Add'l Fee (e.g. lab fee, course fee) | TOTAL |
|--------------|-------------------------------|-------------------|----------------|---------------------------|---------|-----|---|-------|
| | | | | A-F CR/NC Audit | \$ | \$ | \$ | \$ |
| | | | | A-F CR/NC Audit | \$ | \$ | \$ | \$ |
| | | | | A-F CR/NC Audit | \$ | \$ | \$ | \$ |
| | | | | A-F CR/NC Audit | \$ | \$ | \$ | \$ |

Amount Authorized for Credit Card OR Payment Enclosed \$ _____

Payment Information Mail or drop-off this registration form with payment to: Outreach College - Student Services, 2500 Dole Street, Krauss 101, Honolulu, HI 96822. All registration forms will be processed as time permits. Please check the MyUH website to confirm registration.

NOTE: The Cashier's Office will no longer be printing receipts. Students can print their own receipts by logging onto the MyUH payment option.

Method of Payment Cash Check (payable to *University of Hawaii*) Purchase Order (**must be attached**) Money Order

Visa MasterCard JCB Diners Club Account Number _____ Expiration Date _____

Cardholder's Name (print) _____ Cardholder's Signature _____

| | |
|--|-------------|
| *OFFICE USE ONLY* Processed By | |
| Initials: _____ | Date: _____ |
| sdntsvcs/credit_reg_pymt_form (rev. 11/2004) | |