

University of Hawai'i at Mānoa - Outreach College
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Hours: Monday-Friday • 8:00am-5:30pm • Email: ochelp@hawaii.edu

INSTRUCTIONS FOR COMPLETING THE OUTREACH COLLEGE CREDIT REGISTRATION FORM

You must satisfy all course prerequisites listed in the UHM General Information Bulletin to enroll in the specified course. For courses numbered 500-800, you must have a U.S. bachelor's degree from a regionally accredited U.S. college or university or equivalent. Please be sure to check the Outreach College website (www.outreach.hawaii.edu) for the academic calendar of the course you wish to register for; you are responsible for knowing the deadline dates for refunds and withdrawals.

Fill in the following information in the appropriate column for each course in which you are registering:

- **semester credits**
- **course reference number (CRN)**
- **course alpha and number**
- **section number**
- circle the appropriate **grade option**
(see below)

A-F Grade This means you will be assigned either a (plus/minus) A, B, C, or F grade and will have the grade computed in your grade point ratio. If you plan to earn a degree and want this course to be applied to your degree, you should take this option.

CR/NC Grade This means you will be assigned a CR grade if you earn a grade of A, B, or C and a NC if you earn a grade of D or F. This grade will not be computed in your grade point ratio. **Education courses numbered 500-599 are offered for the CR/NC and AUDIT options only.**

Audit This means you will not be assigned a grade. You must obtain an auditor form, secure the written approval of the instructor and submit the signed form by the last day to add classes. Please note that tuition is the same regardless of whether courses are taken for letter grade, CR/NC, or audit.

Failure to circle a grading option will result in a letter grade (A-F) being assigned with the exception of mandatory CR/NC courses. Check the academic calendar for the last day to change your grading option as no changes are approved after that date.

- List your **U.S. Social Security number** or **UH Username** if you have one. Leave blank if you do not have either one.
- Fill in your full legal name (example: Anthony, not Tony). If your current legal name is different from the name under which you last registered at UHM, submit a copy of your legal name change document (e.g., marriage license, divorce decree, etc.) with your registration form. Without this documentation, your official records cannot be updated.
- Fill in your **current mailing address, city, state, and zip code** – If you move, you must report your new address to Outreach College Student Services.
- List your **residence** and **business phone numbers**. When course changes occur, we often call students. If you do not provide this information, we cannot contact you.
- Be sure to sign and date this form.
- Your payment must accompany this registration form. Indicate your method of payment. Checks should be payable to the UNIVERSITY OF HAWAII. For charge payment (Visa, MasterCard, JCB, and Diner Club), include the account number, expiration date, and amount authorized, then sign at the bottom. For purchase order payment, a signed purchase order must accompany the registration form.

Please 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 at <http://myuhportal.hawaii.edu> 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.

HOLDS If you have a HOLD on your account, you will not be able to register, or obtain a transcript or diploma. To find out if you have a HOLD, log onto MyUH and click on "Check Registration Status". If you have a HOLD, it will be listed as well as the department that placed the hold. For an academic HOLD, you must go to the respective office to clear the HOLD. For a financial HOLD (i.e. bounced check, library, or parking fines), you must go to the respective office to settle your account. The financial obligation must be paid, then bring your receipt of payment to the Non-Registration window (#2) at the Cashier's Office, Queen Liliuokalani Center for Student Services, room 105. The HOLD will then be removed from your record and your desired transaction will be processed.

REFUNDS For check and cash payments, your refund will be mailed to you. For charge payments, your refund will be credited to your charge account and reflected on your monthly statement. Course Administrative Fee, lab and late fees are non-refundable and non-transferable. Please allow approximately four to six weeks for refund processing.

RETURNED CHECKS If your check is returned for ANY reason, you are assessed a \$15.00 returned check fee and a HOLD is Placed on your account. Interest on the \$15.00 returned check charge is assessed at the rate of \$0.10 per month or a fraction thereof, for the period beginning the first calendar day after the date of notification from the bank at which the check has been dishonored, to the date paid. If payment has not been made within 10 days, your registration may be cancelled.

Do NOT STOP PAYMENT on checks. A stop payment on a check is regarded as a returned check and is not acknowledged as an official drop from the class or withdrawal from the course.

The University of Hawai'i and Outreach College are not responsible for any cancellation/change charges assessed by airlines or travel agencies. The University reserves the right to, without prior notice, change or delete, supplement or otherwise amend any information, requirements, and policies listed herein.