

UNIVERSITY *of* HAWAI'I *at* MĀNOA



SPRING 2012 REGISTRATION GUIDE

www.hawaii.edu/myuh/manoa

January 9 to May 12, 2012

To view course offerings visit: <http://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN>.

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This **Registration Guide** was prepared to provide information and does not constitute a contract. The University reserves the right to change or delete, supplement, or otherwise amend at any time and without prior notice the information, requirements, and policies contained in this **Registration Guide**.

What is the Registration Guide?

The **Registration Guide** explains registration (how to enroll in courses and pay tuition and fees) and provides information on academic support services available at the University of Hawai'i at Mānoa. You will also find useful information such as the [Academic Calendar](#) which lists important registration and payment dates and deadlines, the final examination schedule, as well as a campus map. We hope that you will familiarize yourself with the information contained in this guide and take full advantage of the opportunities and services offered. The **Registration Guide** is available online at <http://www.hawaii.edu/myuh/manoa/> and for pick-up at the Office of the Registrar located at the Queen Lili'uokalani Center for Student Services, Room 010. We wish you an exciting and successful semester!

Useful Sites

MyUH Portal

<https://myuh.hawaii.edu>



MyUH Portal provides web-based services for students. You can use it to:

- register for classes
- check your registration time assignment
- pay tuition and fees
- view and print your class schedule
- view holds
- view your financial aid status
- change/update your mailing address
- access your library account
- view grades
- access Lailima, UH email and STAR for Students

STAR for Students

<https://www.star.hawaii.edu/student>

STAR for Students allows you to track your progress towards your current degree program. Please note: STAR is a tool to assist in planning your academic journey; however, you should always consult with your academic advisor.

Check Class Availability

<http://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN>
For up-to-date Spring 2012 course listings available on **November 4, 2011**.

University Catalog

<http://www.catalog.hawaii.edu/>

The **UH Mānoa Catalog** is a comprehensive guide to UH Mānoa programs, course offerings, services, tuition, financial aid, faculty, facilities, academic policies, and other information of general importance to UH Mānoa students. You may purchase a printed copy at the UH Mānoa Bookstore or order it online at <http://www.bookstore.hawaii.edu/manoa>.

Bachelor Degree Program Sheets

<http://www.manoa.hawaii.edu/ovcaa/programsheets>

To view and print program advising sheets for undergraduate degrees.

Further Information

Further information on registration at UH Mānoa is available at <http://manoa.hawaii.edu/records>.

Office of the Registrar

Location and Office Hours

Queen Lili'uokalani Center for Student Services (QLC), room 010, ground floor

8:00 a.m. to 4:00 p.m., Mondays to Fridays

Phone: (808) 956-8010

Fax: (808) 956-7830

Email: uhmanoa.records@hawaii.edu

Mailing Address

University of Hawai'i at Mānoa
Office of the Registrar
2600 Campus Road, QLC 001
Honolulu, HI 96822

Website & Frequently-used Forms

<http://manoa.hawaii.edu/records>

Spring 2012 UH Mānoa Academic Calendar

http://manoa.hawaii.edu/records/calendar/spring_2012.html

Registration dates are indicated in **bold**. All reference to time is based on Hawaiian Standard Time (HST).

Date	Days	Event
November 4	Friday	Online Course Listings at Check Class Availability
November 7	Monday	Registration Guide pick-up at QLC 001 or 010
November 21 to December 2 Registration Assignments Registration continues until December 9 at 4:00 p.m.	Monday - Friday	Registration for continuing classified UH Mānoa students only according to Registration Timetable for UH Mānoa students posted from November 7
December 9 at 4:00 p.m.	Friday	Payment receipt deadline for registration transactions made November 21 to December 9 until 4:00 p.m. Note: No registration activity is permitted for continuing classified UH Mānoa students from December 10 to January 5.
December 15	Thursday	Spring 2012 admission application deadline for post-baccalaureate unclassified students
December 26	Monday	Holiday observed: Christmas Day
January 2	Monday	Holiday observed: New Year's Day
January 4 - 5 Registration Assignments	Wednesday - Thursday	Registration for incoming (newly accepted, re-admitted, transfer) and all unclassified UH Mānoa students only according to Registration Timetable for UH Mānoa students posted from December 12
January 5	Thursday	* Fall 2012 admission application initial deadline for undergraduate students * Fall 2012 admission application final deadline for second bachelor's degree students and international undergraduate students
January 6 - 8	Friday - Sunday	Continued registration for all UH Mānoa students eligible to enroll in Spring 2012 (no late fee)
January 9	Monday	<ul style="list-style-type: none"> • First day of Spring 2012 instruction • Late Registration begins (single \$30 system-wide late fee) • UH Employee (Faculty & Staff) registration begins
January 16	Monday	Holiday: Martin Luther King Jr. Day
January 17	Tuesday	Last day to drop courses/switch sections without "W"
January 18 at 4:00 p.m.	Wednesday	<ul style="list-style-type: none"> • Payment receipt deadline for registration transactions made January 4 to 18 until 4:00 p.m. • Last day to register/add courses/change grading option • Last day for 100 percent tuition refund
January 18 to March 9 at 4:00 p.m.	--	In-Person Restricted Withdrawal Period (with "W" grade) Note: For Shidler College of Business courses numbered 300 and above, deadline is January 30 at 4:00 p.m.
January 27	Friday	<ul style="list-style-type: none"> • Last day for undergraduate and classified graduate students to file Spring degree applications • Last day to file Summer degree applications for Spring commencement exercise on May 12, 2012
January 30 at 4:00 p.m.	Monday	<ul style="list-style-type: none"> • Last day for 50 percent tuition refund (no refunds after this date) • Last day for in-person restricted withdrawal from Shidler College of Business courses numbered 300 and above (with "W" grade) • Last day to submit UH employee and eligible spouse/domestic partner tuition waiver • Enrollment status finalized for financial aid awards
February 20	Monday	Holiday: Presidents' Day

Date	Days	Event
March 1	Thursday	Last day for returning classified graduates to file for Summer readmission
March 9 at 4:00 p.m.	Friday	Last day for in-person restricted withdrawal (with "W" grade) Note: For Shidler College of Business courses numbered 300 and above, deadline is January 30 at 4:00 p.m.
March 26	Monday	Holiday: Kūhiō Day
March 26 – 30 <i>Note: Replaces dates printed in the 2011-12 UH Mānoa Catalog</i>	Monday - Friday	Spring Recess
April 2	Monday	<ul style="list-style-type: none"> • Last day for instructors to submit "I" removal grades to the Office of the Registrar for Fall 2011 • Last day to apply for credit by examination for Spring semester • Last day for returning classified graduates to file for Fall readmission • Theses and dissertations due in Graduate Division
April 6	Friday	Holiday: Good Friday
April 17	Tuesday	<ul style="list-style-type: none"> • Last day for examinations before finals • Last day to submit master's Plans B and C final examination results
To Be Announced	To Be Announced	Fall 2012 registration assignments for continuing classified students
To Be Announced	To Be Announced	Fall 2012 payment receipt deadline for continuing classified students
May 1	Tuesday	*Fall 2012 admission application final deadline for undergraduate students
May 2	Wednesday	Last day of Spring 2012 instruction
May 3 - 4	Thursday - Friday	Study Days
May 7 -11	Monday - Friday	Final Examinations
May 12	Saturday	Commencement; Semester ends
May 15 at 4:00 p.m.	Tuesday	Faculty grade submission deadline
May 16	Wednesday	Grades available via MyUH or STAR

*Some programs have earlier deadlines. Check with your department or school for more information. Graduate students should check with Graduate Division for deadline information as graduate admission deadlines vary by program. The Graduate Division begins processing applications around October 1 for the following Fall semester and around May 1 for the following Spring semester.

Note: Some dates are tentative and subject to change. The dates of Outreach College extension courses vary and may not be the same as shown on the UH Mānoa [Academic Calendar](#). Visit the Outreach College's website at <http://www.outreach.hawaii.edu/> for more information.

Spring 2012 Registration Dates

Find your specific **registration time assignment** after the [MyUH Registration Timetable](#) for UH Mānoa students has been posted for your student classification.

- **Continuing Classified Students - MyUH Registration Timetable posted from November 7**
- **Incoming and All Unclassified Students - MyUH Registration Timetable posted from December 12**

Log into **MyUH**. Select Academic Services and review the **Check My Registration Status** page for the registration date and time assigned to you. Your registration time assignment is based on the total number of credits you have already earned. You may register at or after that time according to the published registration dates for your student classification (see chart below).

Note: You may encounter occasional downtimes due to special maintenance requirements. However, failure to complete your transaction due to technical difficulties occurring especially during evenings, weekends and holidays will not be cause for extending the established deadlines. **MyUH Academic Services scheduled downtime: 2:00 a.m. to 6:00 a.m. daily, including holidays** (subject to change).

Registration						Change of Registration	
Classification of Students Eligible to Register	Registration for Continuing Classified Students Only	Continuing Classified Students Only Payment Receipt Deadline	Registration for Incoming Newly Admitted Students Only; All Unclassified Students	Registration	Late Registration Single \$30 system-wide late registration fee	Drop Classes without 'W' grade; Switch Sections of the same course	Add Classes; Change Grading Option
Continuing Classified Students	November 21 to December 2 As Assigned on Registration Timetable Registration continues until December 9 at 4:00 pm	December 9 at 4:00 pm* Your registration MAY be cancelled for non-payment (see footnote).		January 6 to 8	January 9 to 18 until 4:00 pm	November 21 to December 9 until 4:00 pm; January 6 to 17	November 21 to December 9 until 4:00 pm; January 6 to 18 until 4:00 pm
Incoming Newly Admitted Students; All Unclassified Students			January 4 to 5 As Assigned on Registration Timetable	January 6 to 8	January 9 to 18 until 4:00 pm	January 4 to 17	January 4 to 18 until 4:00 pm
UH Employees using Tuition Waiver <small>(See section on UH Employee Registration.)</small>					January 9 to 18 until 4:00 pm	January 9 to 17	January 9 to 18 until 4:00 pm

All reference to time is based on Hawaiian Standard Time (HST).

* All registered **CONTINUING CLASSIFIED STUDENTS** must pay their tuition and fees by **December 9 at 4:00 p.m.** Payment must be RECEIVED or you must sign up for the payment plan by this date, otherwise your registration MAY be cancelled. If you have a financial aid award as of December 9 for Spring 2012, you will not have your classes cancelled. Re-registration for students who have been cancelled will occur AFTER incoming and unclassified students have registered (January 6 to 8). Please refer to the section "Payment Receipt Deadlines" on page 35 for complete details.

Spring 2012 Add and Drop Dates

This calendar contains important add and drop dates during the first 4 weeks of the semester.

January to February, 2012				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 January FIRST DAY OF INSTRUCTION UH EMPLOYEE & LATE REGISTRATION ADD, CHANGE GRADING OPTION DROP WITHOUT "W", SWITCH SECTIONS 100% Tuition Refund	10 UH EMPLOYEE & LATE REGISTRATION ADD, CHANGE GRADING OPTION DROP WITHOUT "W", SWITCH SECTIONS 100% Tuition Refund	11 UH EMPLOYEE & LATE REGISTRATION ADD, CHANGE GRADING OPTION DROP WITHOUT "W", SWITCH SECTIONS 100% Tuition Refund	12 UH EMPLOYEE & LATE REGISTRATION ADD, CHANGE GRADING OPTION DROP WITHOUT "W", SWITCH SECTIONS 100% Tuition Refund	13 UH EMPLOYEE & LATE REGISTRATION ADD, CHANGE GRADING OPTION DROP WITHOUT "W", SWITCH SECTIONS 100% Tuition Refund
16 HOLIDAY: Dr. Martin Luther King, Jr. Day UH EMPLOYEE & LATE REGISTRATION ADD, CHANGE GRADING OPTION DROP WITHOUT "W", SWITCH SECTIONS 100% Tuition Refund	17 UH EMPLOYEE & LATE REGISTRATION ADD, CHANGE GRADING OPTION DROP WITHOUT "W", SWITCH SECTIONS ENDS 100% Tuition Refund	18 Payment Receipt Deadline at 4:00 p.m. for transactions January 4 to 18 UH EMPLOYEE & LATE REGISTRATION ENDS AT 4:00 P.M. ADD, CHANGE GRADING OPTION ENDS AT 4:00 P.M. IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 100% Tuition Refund ends at 4:00 p.m.	19 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 50% Tuition Refund	20 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 50% Tuition Refund
23 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 50% Tuition Refund	24 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 50% Tuition Refund	25 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 50% Tuition Refund	26 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 50% Tuition Refund	27 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* 50% Tuition Refund
30 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* <small>*Last day for in-person restricted withdrawal from Shidler College of Business 300+ courses (with "W" grade) Last day to submit UH employee and eligible spouse/domestic partner tuition waiver Enrollment status finalized for financial aid awards</small> 50% Tuition Refund ends at 4:00 p.m.	31 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* No Refund	1 February IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* No Refund	2 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* No Refund	3 IN-PERSON RESTRICTED WITHDRAWAL (WITH "W") UNTIL MARCH 9* No Refund

* Note: For Shidler College of Business 300+ courses, deadline is January 30 at 4:00 p.m.
All reference to time is based on "Hawaiian Standard Time" (HST).

Spring 2012 Final Exam Schedule

http://manoa.hawaii.edu/records/final_exam/spring_2012.html

Final examinations are typically scheduled according to the traditional meeting time of the class with exceptions noted below. Spring 2012 final exams begin **Monday, May 7**.

To find your exam time:

- Use the exam key to find the corresponding exam symbol
- Find the exam symbol in the Spring 2012 Exam Schedule

Exam Key

MWF, MW, MF, WF Classes

Class Time	Exam Symbol
7:30 – 8:20 a.m.	1
8:30 – 9:20 a.m.	2
9:30 – 10:20 a.m.	3
10:30 – 11:20 a.m.	4
11:30 a.m. – 12:20 p.m.	5
12:30 – 1:20 p.m.	6
1:30 – 2:20 p.m.	7
2:30 – 3:20 p.m.	8
3:30 – 4:20 p.m.	9
4:30 – 5:20 p.m.	10

TR Classes

Class Time	Exam Symbol
7:30 – 8:45 a.m.	11
9:00 – 10:15 a.m.	12
10:30 – 11:45 a.m.	13
12:00 – 1:15 p.m.	14
1:30 – 2:45 p.m.	15
3:00 – 4:15 p.m.	16
4:30 – 5:45 p.m.	17

Exceptions to the traditional meeting times are as follows:

- A few large courses have a common final exam time. These courses meet at special times listed in the table below.
- Classes that meet only once a week for two or more hours may have examinations scheduled on the usual class day and time during exam week.
- Classes that meet on multiple days but at **nontraditional times** shall adjust their final exam to match the table below by utilizing the **earlier** start time. For example, a Wednesday/Friday class that usually meets 3:00–4:15 p.m. will have exams scheduled at the Monday/Wednesday/Friday 2:30-3:20 p.m. time slot.
- Check with your instructor(s) if you have any conflicts in your examination schedule.

Exam Times	May 7 Monday	May 8 Tuesday	May 9 Wednesday	May 10 Thursday	May 11 Friday
7:30 – 9:30 a.m.	1	11	BUS 345 (8:00-12:00) East Asian Languages (except JPN 111-112, 211-212)	FIN 321	2
9:45 – 11:45 a.m.	3	13	OCN 201 JPN 111-112, 211-212	12	4
12:00 – 2:00 p.m.	5	15	MATH 140, 241	14	6
2:15 – 4:15 p.m.	7	BUS 313	European Languages	16	8
4:30 – 6:30 p.m.	10 HIST 151, 152	17 Filipino Language	9 ACC 401		

Focus Requirements

Undergraduates who entered the UH system in Fall 2001 or later need to take Focus courses as part of their UH Mānoa General Education requirements. (See <http://www.catalog.hawaii.edu/corerequirements/default.htm> for more information on GenEd requirements.) This section explains how to find Focus course sections, since they change from semester to semester. Courses that fulfill other GenEd requirements are identified in the UH Mānoa Catalog.

- **Contemporary Ethical Issues (E or ETH): 1 course, 300- or 400-level.**
Students read about and discuss contemporary ethical issues and learn how to make responsible ethical judgments.
- **Hawaiian, Asian, & Pacific Issues (H or HAP): 1 course, any level.**
Students learn how the native culture of Hawai'i is similar to and different from cultures of other Pacific Islands or Asian countries.
- **Oral Communication (O or OC): 1 course, 300- or 400-level.**
Students learn oral communication skills and develop their oral competencies. (Classes are limited to 20 – 30 students.)
- **Writing-Intensive (W or WI): 5 courses, at least 2 of which are at the 300- or 400-level.**
Students use writing to enhance learning and instructor feedback to improve writing skills. (Classes are limited to 20 students.)

There are several ways to find Spring 2012 Focus sections:

- **Check Class Availability** <http://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN> for the most up-to-date Focus information (displayed by subject area). Focus designations (ETH, HAP, OC, WI) are indicated in the Gen Ed/Focus column.
- Use the **Search and Register** for Classes option on the Search Class Schedule page when you register in MyUH (available after your assigned registration time has arrived). Select "University of Hawai'i at Mānoa" and a specific subject, then choose the desired Focus in the "Attribute Type" box.
- Visit the **GenEd website** <http://www.hawaii.edu/gened/weblistS12.xls> for a tentative list of all Focus sections. Please note that this list is only updated periodically and may not have the most up-to-date information.

To determine what Focus courses/requirements you have completed, visit **STAR for Students** <https://www.star.hawaii.edu/student>.

Note for transfer students: Transfer students' Focus requirements are determined by the year of entry into the UH system, the number of credits that UH Mānoa accepts, and the transfer institution (i.e., UH campus or non-UH campus). All transfer students should contact their College Academic Advising Office to learn about their Focus requirements; information is also available in the UH Mānoa Catalog.

COLLEGE/SCHOOL ACADEMIC ADVISING OFFICES

Architecture - Architecture 202, 956-7225

Arts & Sciences (A&S Declared Majors) - Queen Lili'uokalani Center for Student Services 113, 956-8755

Business - Business Administration B101, 956-8215

Communication Sciences and Disorders (formerly SPA) - 1410 Lower Campus Rd., 956-8279

Dental Hygiene - Hemenway 200B, 956-8821

Education - Everly 126, 956-7849

Engineering - Holmes 250, 956-8404

Hawaiian Language - Spalding 253A, 956-7637

Hawaiian Studies - Kamakakūokalani 211A, 973-0979

Mānoa Advising Center (General A&S Students and Pre-Majors) -

Queen Lili'uokalani Center for Student Services 101, 956-7273

Medical Technology - Biomedical C206, 956-8557

Nursing - Webster 201, 956-8939

Ocean & Earth Science & Technology - Hawai'i Institute of Geophysics 135, 956-8763

Pacific & Asian Studies - Moore 416A, 956-0827

Social Work - Henke 230, 956-7182

Travel Industry Management - George 346, 956-8946

Tropical Agriculture & Human Resources - Gilmore 210, 956-8183

Registration and MyUH

Registering for courses at the University of Hawai'i at Mānoa is done online via the [MyUH Portal](#). MyUH is the University of Hawai'i's website which provides UH students, faculty and staff with a secure and personalized single point of access to course registration, email, calendaring and Internet web browsing. Please review the information below to get started on MyUH.

Getting MyUH

Create a UH Account (UH Username and Password)

You must have a UH account (UH Username and password) to access MyUH. Your UH Username is the part of your UH email address before @hawaii.edu. To obtain a UH email account you must first receive an acceptance letter from the University. Undergraduate students must return the Statement of Intention to Register along with the Tuition Deposit. Classified graduate students must return the Statement of Intention to Register. You may then create your UH email account.

See the instructions below for new or current students.

➤ Instructions for New Students (if you do not have a UH account)

If you are a new student, or do not have a UH account, you may request your UH Username online. Go to the [MyUH login page](#) and click on **Get a UH Username**.

You will need to provide the following information to apply for an account:

- **Your legal name** (the name that you use on your student application form or employment form)
- **Your Social Security Number or UH ID Number**
- **Your date of birth**
- **Read and agree to the Executive Policy E2.210 and Chapter 708, Hawai'i Revised Statutes**

After you have completed the form, click on the Continue button to submit your request. You will be asked to create a password for your UH Username. You need to select two security questions and furnish the answers for these two questions. In the future, these two questions will allow you to reset your password online.

For additional information on creating a UH Username and password, please visit the ITS website at <http://www.hawaii.edu/its>.

➤ Instructions for Current Students

If you are a current student and do not remember your password or it is not working, you may be able to set a new password online. When your UH Username was activated, you were asked to select two security questions and provide the answers to these two questions. If you know the answer to these two questions, you may reset your password on the MyUH login page. Select **Forgot My Password** to set a new password. Note: Please remember that your password is case-sensitive.

If you do not remember your password and the answer to the two questions, please contact the ITS Help Desk.

ITS Computer Labs and Help Desk

If you have UH Username, technical or access problems or questions, please contact the **ITS Help Desk**.

Locations:

- Sinclair Library, 1st Floor
- Hamilton Library, 1st Floor

Website: <http://www.hawaii.edu/its>

Phone: 956-8883

(800) 558-2669 (Toll-Free neighbor islands)

Hours: Mondays – Thursdays, 8:00 a.m. – 7:00 p.m. (Fall and Spring semester)

Fridays, 8:00 a.m. – 4:30 p.m.

Email: help@hawaii.edu

UH Email Address

Your UH Username followed by @hawaii.edu (e.g., johndoe@hawaii.edu) is your UH email address. **Email sent to your UH email is considered official communication by the University, so you must check it regularly.** You may access your UH email through [MyUH](#). Students can also check their email via direct access at <http://gmail.hawaii.edu>.

UH Number and UH Username Replaces Social Security Number as ID

Your *UH Number* is a unique 8-digit identification number that is displayed on the class lists of your instructors. If you do not know your UH Number, log into MyUH, click on the **My Profile** tab and find it under **MyUH Directory Information**. Your UH Number is also printed on your acceptance letter and is shown on your student ID card obtained from Campus Center. Due to the sensitive nature of the Social Security Number, you must use your *UH Number* or [UH Username](#) as your ID number for all University purposes.

Registration and MyUH (continued)

Using MyUH

MyUH Login

To access **MyUH**, go to <https://myuh.hawaii.edu> from your web browser. After logging into MyUH, select **Academic Services** for your registration and payment transactions. Note: You may encounter occasional downtimes due to special maintenance requirements. However, failure to complete your transaction due to technical difficulties occurring especially during evenings, weekends and holidays will not be cause for extending the established deadlines. MyUH Academic Services scheduled downtime is from 2:00 a.m. to 6:00 a.m. daily, including holidays (subject to change).

Checking Your Registration Time Assignment on MyUH

You are assigned a specific registration time according to your student classification (continuing classified, incoming, or all unclassified) and the number of credits you have already earned (**do not** include courses in progress). Your registration time assignment will be available in MyUH approximately two weeks before the start of your registration period, after the [MyUH Registration Timetable](http://myuhinfo.hawaii.edu/object/uhmtimetable.html) is posted at <http://myuhinfo.hawaii.edu/object/uhmtimetable.html>. The Registration Timetable will be available on **November 7** for continuing classified students and on **December 12** for incoming and all unclassified students.

To view your registration time assignment:

- Log into **MyUH**
- Select **Check Registration Status**
- Select **Spring 2012** and **Submit**
- Review your registration date and time

Once your assigned time begins, you can continue to register during the designated registration periods for your student classification (see chart of registration dates on page 6 or the [Academic Calendar](#) on pages 4 – 5).

UH Employee Registration (January 9 - 18)

UH employees and their spouses or domestic partners who wish to use an employee tuition waiver must register during the **Late Registration** period (please disregard the registration time assignment posted in MyUH). See the section on **UH Employee Registration** on pages 30 - 31 for eligibility and registration instructions.

Late Registration (January 9 - 18)

You are encouraged to register for classes during the registration period designated for your student classification. If you are unable to do this, you may still register during the Late Registration period. A single **\$30.00 system-wide fee** will be applied to your bill for late registration. This fee is non-refundable.

Registering on MyUH

After logging into **MyUH**, the **Registration** link will take you to the following options:

- **Begin Quick Registration**
Use to register for classes if you know what classes to take and have the Course Reference Numbers (CRN).
- **Search and Register for Classes**
Search for up-to-date course information with Course Reference Numbers (CRN) and register for classes.
- **Review My Class Schedule**
Confirm your classes and meeting times. Print the **View My Class Schedule** page for your reference at the conclusion of each registration or change of registration online session. Please have a printout of your latest schedule before the first day of the semester.
- **View My Charges, Make a Payment, eRefund Sign-up**
Provides payment information and links for making payment. See below for details on how to pay.
- **Parking for UH Mānoa**
To obtain parking permits (for students who have already registered for classes).

Additional information on MyUH registration can be found on the MyUH student tutorials page at <http://myuhinfo.hawaii.edu/page/registration>.

Paying on MyUH

After registering for courses, you may pay for your tuition and fees. **Tuition bills are not mailed.** To view tuition and fees owed, log into **MyUH** and click on **View My Charges/Make a Payment** which will take you to the **View My Charges, Make a Payment, eRefund Sign-up** page. Click on **Click Here to Access the Student Account Home Page**. Select **View Current Activity**. Select **semester** and click on **Go** to make a payment. Payment must be RECEIVED or you must sign up for the payment plan by 4:00 p.m. (HST) on the appropriate payment receipt deadline. After payment, print the **View My Account for Each Term** page which serves as your bill/receipt. Refer to the **Payment Receipt Deadline** section for your student classification and **Payment Procedures** for methods of payment. A section on [Payment Plan](#) is also available.

Additional MyUH payment instructions can be found on the MyUH student tutorials page at http://myuhinfo.hawaii.edu/object/IO_1038.html.

Registration Step-by-Step

<http://manoa.hawaii.edu/records/register/register.html>

Review the steps below to register for classes.

STEP 1: Confirm Your Eligibility

To be eligible to register you must be one of the following:

- A **continuing classified** UH Mānoa student enrolled in the current semester (not withdrawn, graduated, suspended, or dismissed)
- An **incoming** UH Mānoa student (newly-accepted, re-admitted, or transfer)
- An **unclassified** UH Mānoa student (continuing or incoming)

Note: Students admitted through the Outreach College for extension or Summer courses only are not eligible to enroll in regular Fall or Spring classes.

STEP 2: Meet with Your Academic Advisor

Before registering for classes, meet with your academic advisor to review degree requirements and to get help selecting courses. Some programs will place a hold on your account until you have met with your advisor.

Check with your college or school's [advising](#) office for more advising information.

STEP 3: Clear [Holds](#)

Certain University offices may prevent you from registering or making registration changes (e.g., adding/dropping a course) by placing a hold on your account. This usually occurs if you have not fulfilled certain requirements (e.g., financial obligations, health clearance, academic advising, etc.).

To check for holds, log into **MyUH** and click on **View Holds**. You must contact the office indicated to clear and remove the hold.

STEP 4: Check Your Registration Time

You are assigned a specific registration time according to your student classification for a given semester (continuing classified, incoming, or unclassified). See the [Academic Calendar](#) for exact dates. Your registration time assignment will be posted in MyUH approximately two weeks before the start of your registration period.

To view your registration time assignment:

- Log into **MyUH**
- Select **Check Registration Status**
- Select **Spring 2012** and **Submit**
- Review your registration date and time

You can also check the MyUH [Registration Timetable](#) <http://myuhinfo.hawaii.edu/object/uhmtimetable.html>.

Note the number of credits you have already earned (do not include courses in progress).

The [Registration Timetable](#) will be available:

- **November 7** - Continuing Classified Students
- **December 12** - Incoming and All Unclassified Students

Once your assigned time begins you can continue to register during the designated registration periods for your student classification.

Note: UH Employees and their spouses or domestic partners who wish to use an employee tuition waiver must register during the **Late Registration** period (please disregard the registration time assignment posted in MyUH). See the section on [UH Employee Registration](#) for eligibility and registration instructions.

STEP 5: [Check Class Availability](#) Available on **November 4**

[Check Class Availability](#) lists the classes and sections that are being offered. Consult course listings regularly for the most up-to-date information on class cancellations, course additions, and changes in meeting times, locations, and instructors.

STEP 6: Review Course Restrictions and Prerequisites

To avoid problems during registration, review course restrictions and prerequisites before attempting to register. In [Check Class Availability](#) look for restrictions in the Title column. To find prerequisites and other course information, click on the CRN to access a page with additional course information. Click on the link 'details' for the course description and prerequisite requirements. You may also check with the department offering the course for prerequisite information.

You will get an [error message](#) while registering if you do not meet the requirements for a course. If you have questions regarding your eligibility to register for a course, contact the [department](#) offering the course.

Registration Step-by-Step (continued)

STEP 7: Register Online

You're ready to begin your online registration session!

- View **Check Class Availability** to locate Course Reference Numbers (CRN)
- Log into **MyUH**
- Select **Add/Drop Courses**
- Select **Spring 2012** and **Submit**
- Select **University of Hawai'i at Mānoa**
- Enter **Course Reference Number(s)**
- **Submit Changes**
- Carefully review the **Status** column for registration [error messages](#)
 - Successfully-registered courses will show the status as "Registered on Web"
 - To clear registration error messages, see the section on Error Messages
- Review classes, meeting times, credits, and grading options; and make adjustments as needed
- Select **Review My Class Schedule**
- Choose **Print Class Schedule** to print copy for your reference

STEP 8: Submit Payment

If you are registered for courses at UH Mānoa, you are required to submit full tuition and fees payment or enroll in the installment payment plan by the published deadline for those courses. Refer to the section on Payment Procedures for additional payment instructions.

Note: Tuition and fees charges for extension courses are in addition to UH Mānoa tuition and fees and are charged separately.

STEP 9: Add/Drop Courses

Last day to drop (no "W" grade): January 17

Last day to add: January 18 at 4:00 p.m. (HST)

You can adjust your class schedule on MyUH during the Add/Drop period. See the [Academic Calendar](#) for specific Add/Drop dates & deadlines for your student classification. Visit the section on Add, Drop, and Withdrawals for policies and procedures and to learn how registration changes may affect you.

Note: Extension courses may have different Add/Drop dates & deadlines. Visit Outreach College's website at <http://www.outreach.hawaii.edu> for more information.

STEP 10: Review Your Prior Term Grades

Remember to check your grades at the end of the semester to determine if you still meet the prerequisites for your registered courses. If you no longer meet the prerequisites for a course (i.e., you did not receive an acceptable grade for a prerequisite), you should drop the course. If you have any questions about your eligibility, contact the [department](#) offering the course.

Registration Assistance

If you encounter registration problems, please contact the **Registration Helpline**.

Phone: 956-8010

Email: uhmanoa.records@hawaii.edu

Hours: Mondays to Fridays, 8:00 a.m. to 4:00 p.m.

In-person: Queen Lili'uokalani Center for Student Services, Room 010

Web: <http://manoa.hawaii.edu/records>

Enrolling in UH System Campuses

You may also register for courses at the community colleges this semester. However, please be aware that:

- You will be charged additional tuition and fees for these courses.
- If you are exempt from the non-resident tuition rate at UH Mānoa, you may be required to pay non-resident tuition at another campus.
- Courses offered at other institutions may not transfer, even if the course numbers are the same.
- Registration policies and procedures may vary. Please consult with the campus offering the course.
- For Financial Aid Recipients: Please refer to the UH Mānoa Financial Aid Services website <http://hawaii.edu/fas/policies/registration.php#ccc> for information, required forms, and deadlines.
- If you only register for courses from another campus in Spring, your Home Institution will be changed to that campus and you must reapply for admission to UH Mānoa if you decide to return for a subsequent semester.

If You do not Enroll in Classes

We look forward to your enrollment this Spring. However, if you choose not to register and complete at least one UH Mānoa course or UH Mānoa Outreach College extension course this Spring, you must apply for re-admission by the appropriate deadline if you decide to return for a subsequent semester. Please visit the Admissions website <http://manoa.hawaii.edu/admissions/> for re-admission information (classified graduate and post-baccalaureate unclassified students go to the Graduate Division website <http://manoa.hawaii.edu/graduate/>)


Check My Registration Status

After logging into **MyUH**, review the **Check My Registration** page for important information about your student account.

SAMPLE

Check My Registration Status:

12345678 John M. Doe
Spring 2012
Nov 21, 2011 03:40 pm

 Registration is available to eligible students continuing in the UH System and to new and returning students accepted for the registration term. To check your registration time at other UH institutions, use your earned credits shown below and check the [Registration Timetable](#).

Credits and Curriculum Information displayed below is based on your Home Institution only.

Your Home Institution is University of Hawaii at Manoa.

You have a current registration date and time at one or more UH institutions.

You may register at your Home Institution on or after the following day:

**Nov 30, 2011
at 08:00 am**

You may continue to register according to published registration dates for each campus.



You have no Holds which prevent registration.

Your Academic Standing permits registration at one or more UH institutions.

Your Class for registration purposes is Sophomore.

Registration Permits and Overrides

Permit/Override	Institution	CRN	Subject	Course	Title
Manoa Course Approval Override	University of Hawaii at Manoa		JPN	212	Int Japanese for Oral Com II

You have already earned the following at your Home Institution:

Earned Credit

Level	Type	Credits
Undergraduate	Transfer	3.000
Undergraduate	Institutional	36.000

Curriculum Information at Your Home Institution:

Curriculum Information

Current Program

Bachelor of Arts

Level: Undergraduate

Program: Biology-BA

College: Colleges of Arts & Sciences

Campus: University of Hawaii at Manoa

Major: Biology

Class Schedule Block Worksheet (use this to plan your schedule)

http://manoa.hawaii.edu/records/pdf/block_schedule.pdf

Hold

<http://manoa.hawaii.edu/records/register/holds.html>

Certain University offices may place a hold on your account to prevent you from registering, making registration changes (e.g., adding/dropping courses), or accessing enrollment and other services like transcripts, diplomas, etc. This usually occurs if you have not fulfilled certain requirements such as financial obligations, health clearance, academic advising, etc.

To check for holds:

- Log into **MyUH**
- Select **View Holds**
- The phone number of the office that placed the hold should be listed under the **Originator** box
- Contact the office indicated to clear and remove the hold

Note: If you **clear a financial hold online**, you **must contact** the office that placed the hold to have the hold removed from your account.

➤ Health Clearance Hold

If you are **newly-accepted, re-admitted (returning)**, or a **transfer** student, you must meet all health clearance requirements that were requested in your acceptance letter. You **cannot register** for classes until all health requirements have been met. Visit <http://www.hawaii.edu/shs/> for more information.

The Health Clearance Form submission deadline is **December 2, 2011** for the **Spring** semester.

➤ Academic Advising Hold

Some departments or colleges will place a hold on your account until you have met with your advisor prior to registration.

Check with your department or college's [advising](#) office for more advising information.

➤ Financial Holds

Financial obligations to one of the offices listed below are a common source of holds. Use the following contact information to remove holds resulting from a financial obligation.

Financial Obligation	Contact Information
Bookstore	Bookstore Customer Service Counter Campus Center 121 956-6884
Library Fines	Hamilton Library or Sinclair Library Circulation Desk 956-7203
Loans (long-term; e.g., SHEL, Perkins)	General Accounting & Loan Collection Office Bldg 171-18 (Makai Campus) 956-8785
Loans (short-term)	UH Mānoa Cashier's Office Queen Lili'uokalani Center for Student Services Room 105 956-7554
Residence Hall Rental	Student Housing Services Frear Hall, First Floor 956-8177
Student Health Charges	University Health Services 1710 East-West Road 956-8965
Telephone Charges	Telecom Administrative Services Sinclair 10 956-9959
Traffic Fines	Parking Office Queen Lili'uokalani Center for Student Services Room 014 956-8899
Tuition & Fees	UH Mānoa Cashier's Office Queen Lili'uokalani Center for Student Services Room 105 956-7554

Course Restrictions

To avoid problems during registration, review course restrictions and prerequisites before attempting to register. In [Check Class Availability](#) look for a restriction in the Title column. To find prerequisites and other course information, click on the CRN to access a page with additional course information. Click on the link 'details' for the course description and prerequisite requirements. You may also check with the department offering the course for prerequisite information. You may also check with your academic advisor for additional information on course restrictions.

- Corequisites
- Credit Limits & Course Overload
- Prerequisites
- Repeating Courses
- Time Conflicts
- Variable Credits

➤ Corequisites

If you want to register for a course that requires a corequisite course, you must add the primary course and the corequisite course at the same time using the **Quick Registration/Add or Drop My Classes** link in MyUH. If you do not, a corequisite error message will be displayed.

When you drop a course with a corequisite, you must also drop the corequisite course.

If you have any questions about your eligibility to register for a course with a corequisite, contact the [department](#) offering the course.

➤ Credit Limits & Course Overload

Undergraduate students are limited to **19 credits** per semester. Graduate and other students are limited to **16 credits** per semester. Audited courses as well as non-academic credit courses (i.e., ELI 070, 072, 073, 080, 082, 083) are included in this total.

If you wish to exceed the credit limit, you must obtain approval from your college or school's [Advising](#) office. Graduate students should check with Graduate Division. You must register for all additional courses **after** the semester begins but before the deadline to add classes.

➤ Prerequisites

You are responsible for checking the prerequisite requirements for courses before attempting to register. Prerequisite information including minimum grade requirements may be found with the department offering the course. Generally, prerequisite courses must be passed with a "C" grade, although certain courses may have a different grade requirement. If you do not meet course prerequisites, you may be prevented from registering for, or disenrolled from, the course(s) in question.

To view course prerequisites while registering:

- Log into **MyUH**
- Select **Registration**
- Select **Search and Register**
- Select **Spring 2012** and **Submit**
- Enter relevant course information and click on **Class Search**
- Click on the **CRN** for the course
- Click **View Catalog Entry** to view course prerequisite requirements
- If you receive a prerequisite error message while registering, you may also click on the CRN of the course to view prerequisite requirements

If you do not have the stated prerequisites but feel that you meet the requirements for the course, contact the [department](#) offering the course to get approval to enroll. The department must enter an override code in your account to allow you to bypass the prerequisite requirements and register for the course.

Note: Students with no previous knowledge of a foreign language must start with the foreign language course numbered "101."

Course Restrictions (continued)

➤ Repeating Courses

Please refer to the current UH Mānoa Catalog for the University's repeat policy (undergraduates should consult Undergraduate Education and graduate students consult Graduate Education). You may also check with your academic advisor for more information on repeating courses.

If you did not receive a passing grade for a course (you withdrew or received an "F" grade) and wish to re-register for the course, you must obtain approval from the [department](#) offering the course. You cannot register for a repeated course on MyUH without the department's approval and override code.

➤ Time Conflicts

You may not register for courses with overlapping meeting times. To avoid time conflicts, review your course selections before registering. If you are requesting to take overlapping courses you must obtain both instructors' written permission and approval from your college or school's [Advising](#) office.

➤ Variable Credits

If you want to register for a variable credit course, you must obtain approval from the department offering the course. The **Course Reference Number** for variable credit courses may not be displayed in the course listings, so please obtain it from the department offering the course before registering.

When registering for a variable credit course in MyUH, you will automatically be taken to a page that allows you to indicate the number of credits that the department has approved for you. If no changes are made, the default (lowest number of credits in the range) will be what you are registered for.

Note: If you are taking more than one section of the same directed reading course (x99), you must also request the department offering the course to enter the **Mānoa Duplicate/Repeatable Course Override** code into your record before you register for these courses.

You may also change the number of credits for a variable credit course up to the 10th calendar day of the semester, **January 18 at 4:00 p.m. (HST)**.

To change variable credits:

- Log into **MyUH**
- Select **Registration**
- Select **Change Class Options**
- Select **Spring 2012** and **Submit**
- Under **Credit Hours**, enter the number of credits as appropriate
- **Submit Changes**

Registration Error Messages

<http://manoa.hawaii.edu/records/register/errors.html>

When you register for classes, you may encounter error messages. These messages inform you of restrictions that may prevent you from enrolling in a particular course or actions you need to take to successfully register.

- Types of Error Messages
- How to Clear Error Messages

Types of Error Messages

Listed below are common [error messages](#) specific to UH Mānoa. Review the error message for a **description** and **recommended action**.

Note: For a complete listing of UH Mānoa registration error messages, please visit the [Registration Errors](#) page on the Office of the Registrar's website.

- Closed Section
- [Hold](#) (Institutional Hold Restriction or System Hold Restriction)
- Preq-Prerequisite Error
- Registration Prohibited at this Institution
- Repeat Count Exceeds 0
- Time Conflict
- Time Ticket Restriction

➤ Closed Section

Description: This course section is filled; no seats are open.

Recommended Action: Find another section or course using [Check Class Availability](#).

You may add yourself to the **electronic waitlist** for selected classes while registering online. Being on a waitlist does not guarantee registration in a class. If you are waitlisted for a class, you must check your UH email frequently to see if a seat becomes available. In the email notification, you will be given a deadline to register for the class in MyUH. If you miss the deadline, your seat will be given to the next person on the waitlist. Additional information can be found on the MyUH student tutorials page at <http://myuhinfo.hawaii.edu/object/waitlistfaqs.html>.

If the class you need does not have the option to waitlist, and you would like to request permission to enroll beyond the seat limit, you must contact the instructor and/or the [department](#) offering the course to get approval. If they approve your request, they will need to enter the **Mānoa Closed Class Override** code in your account in order for you to register for this course. Note: You must register for the course in MyUH using the **Quick Registration/Add or Drop My Classes** page. The Search and Register for Classes method cannot be used because it will display the affected course section as closed and not available for registration.

➤ Hold (Institutional Hold Restriction or System Hold Restriction)

Description: You cannot register because you have an academic, health, or financial obligation. An institutional hold prevents registration on the UH Mānoa campus only. A system hold prevents registration on any UH campus.

Recommended Action: You must clear the hold in order to register. See the section on Holds for further instructions.

➤ Preq-Prerequisite Error

Description: You cannot register for this course because you have not met certain prerequisites or your placement test scores do not allow you to register for this course.

Recommended Action: Review the course prerequisites with the department offering the course. If you receive the prerequisite error message while registering, you may also click on the CRN of the course to view prerequisite requirements. If you feel you meet the requirements for the course, contact the [department](#) offering the course to get approval to enroll. They will need to enter the **Mānoa Course Approval Override** code in your account in order for you to register for this course.

➤ Registration Prohibited at this Institution

Description: You may have entered an invalid Course Reference Number (CRN) or selected the wrong term. Please note that if you are entering a 4-digit Course Reference Number (CRN), you must select an 'extension' term (i.e., Spring 2012 Extension) from the dropdown menu.

Recommended Action: Review the [Check Class Availability](#) or contact the department offering the course for the correct Course Reference Number (CRN).

Registration Error Messages (continued)

➤ Repeat Count Exceeds 0

Description: You have previously completed this course at UH Mānoa or at another institution.

Recommended Action: If you did not receive a passing grade for this course (you withdrew or received an “F” grade) and wish to re-register for the course, you must obtain approval from the department offering the course. They will need to enter the **Mānoa Duplicate/Repeatable Course Override** code in your account in order for you to register for this course.

➤ Time Conflict

Description: The course you are trying to register for overlaps with another course in which you are enrolled.

Recommended Action: Review your course selections to avoid time conflicts. Review the Check Class Availability to search for another class. If you are requesting to take overlapping courses you must get both the instructors’ written permission **and** approval from your college or school’s Advising office. They will need to enter the **Mānoa Time Override** code in your account in order for you to register for this course.

➤ Time Ticket Restriction

Description: It is not your assigned time to register. You may not register for UH Mānoa courses until it is your assigned time.

Recommended Action: You are assigned a specific registration time according to your student classification for a given semester (continuing classified, incoming, or unclassified). See the Academic Calendar for specific dates. Your registration time assignment will be posted in MyUH approximately two weeks before the start of your registration period.

To view your registration time assignment:

- Log into **MyUH**
- Select **Check Registration Status**
- Select **Spring 2012** and **Submit**
- Review your registration date and time
- You may also consult the MyUH **Registration Timetable**

How to Clear Error Messages

Instructors and/or academic offices can override registration restrictions (missing prerequisites, corequisites, wrong major, class full, time conflict, etc.) for their classes.

To clear an error message, follow the steps below:

- Visit the Registration Errors page found on the Office of the Registrar’s website at <http://manoa.hawaii.edu/records>.
- Select the error message for a description and recommended action
- Contact the instructor or department indicated to get permission to enroll
 - The instructor or department must enter the appropriate override code in your MyUH account
- Log into **MyUH**
- Select **Check Registration Status**
- Select **Spring 2012** and **Submit**
- Verify that the correct override code has been entered in your account (see page 14 for sample)
- **Register** for the course during your assigned registration time

Note: The instructor and/or academic office must input the appropriate Mānoa override code(s) **before** you attempt to register for the class.

Registration Override Codes Chart

http://manoa.hawaii.edu/records/fac_staff/overrides_chart.html

The appropriate **Mānoa override code** must be entered into your **student record** by the authorized representative **before** you will be able to register for courses with the following error messages. You may **view these codes** on your **Check My Registration Status** page. Please remember that **you must still register for the course** during your registration period.

Type of Restriction and Error Messages	Approval Override Code/ Who to Contact
<p>Restriction: Courses that require approval.</p> <ul style="list-style-type: none"> • Class The student's total number of credits earned does not meet the department's class standing requirement for the course (e.g., senior, junior, sophomore, freshman). • College The student is outside of a particular college. • Degree Unclassified students must obtain approval for all courses numbered 600 and above from the department. The student is outside of a particular degree. • Department Approval All students require approval from the department. • Honors Program Seats are reserved for Honors/Selected Studies students. Approval for non-Honors students is obtained from the Honors Program at Sinclair Library 103. • Instructor Approval All students require approval from the instructor. • Major The student is outside of a particular major. • Prerequisite Error Messages: <ul style="list-style-type: none"> • Preq – Prerequisite Error The student does not meet the course prerequisite. • Registration Update Warning The affected course with the unmet prerequisite will be flagged "Preq-Prerequisite Error" when the student no longer meets the course prerequisite, usually due to the final grade received recently. The student should drop the course via MyUH or contact the department immediately. • Cancelled – Prerequisite unmet on (date) The student has been disenrolled from the course because the course prerequisite was not met. 	<p>Mānoa Course Approval Override code will allow students into any OPEN section of a restricted course.</p> <p>Contact College, Department, Program or Instructor offering course (as specified in the course comment in the course listings).</p>
<p>Restriction: The section of the course is already filled.</p> <ul style="list-style-type: none"> • Closed Section • Closed Section - x <p>Note: Students who are given the closed class override code must register for this course using Quick Registration/Add or Drop My Classes page. (The Search and Register for Classes method cannot be used because it will display the affected course section as closed and not available for registration.)</p>	<p>Mānoa Closed Class Override code will allow students into a SPECIFIC CLOSED section. It will also override courses that are restricted (see above).</p> <p>Contact Department offering the course.</p>
<p>Restriction: Undergraduates taking a graduate level course (courses numbered 600 and above) require approval.</p> <ul style="list-style-type: none"> • Level Restriction <p>Note: The student may also need to obtain Mānoa Course Approval Override code or Mānoa Closed Class Override code if course is restricted or closed.</p>	<p>Mānoa Level Override code will allow students into the higher level course.</p> <p>Contact Department Chairperson of the course.</p>
<p>Restriction: Classes with overlapping meeting times require approval.</p> <ul style="list-style-type: none"> • Time Conflict with xxxxx <p>Note: The student may also need to obtain Mānoa Course Approval Override code or Mānoa Closed Class Override code if course is restricted or closed.</p>	<p>Mānoa Time Override code will allow students into two overlapping classes. Obtain both instructors' written permission and obtain approval from your College Student Academic Services Dean's Office.</p>
<p>Restriction: Corequisite courses must be taken during the same semester.</p> <ul style="list-style-type: none"> • Corq Subj xxxxx Req <p>Note: Enter all corequisite course selections at the same time while registering on the Quick Registration/Add or Drop My Classes page.</p>	<p>Mānoa Corequisite Override code will allow students into the course without registering for the designated corequisite course.</p> <p>Contact Department offering course.</p>
<p>Restriction: Repeating a course.</p> <ul style="list-style-type: none"> • Repeat count exceeds 0 <p>Note: Please refer to the policy stated in the current UH Mānoa Catalog before deciding to repeat a course.</p>	<p>Mānoa Duplicate/Repeatable Course Override code will allow students into the repeated course.</p> <p>Contact Department offering course.</p>

Add, Drop, and Withdrawals

http://manoa.hawaii.edu/records/register/add_drop.html

You can make adjustments to your schedule such as adding or dropping a course, switching sections, changing grading options and the number of credits for a variable credit course, during the Add/Drop period. See the [Academic Calendar](#) for **Add/Drop dates and deadlines** for your student classification.

Note: The following information does not apply to Outreach College courses (i.e., Summer sessions and extension terms) or community college courses.

➤ Add Courses

You may add a course up to the 10th calendar day of the semester, **January 18 at 4:00 p.m. (HST)**.

To add a course online, follow the instructions outlined under **Registration Step-by-Step** on page 12.

➤ Drop Courses without a "W" Grade

Any changes to your UH Mānoa enrollment status may impact benefits you are receiving. With this in mind, carefully consider the implications of decreasing your credit load.

You may drop a course without a "W" grade up to the 6th instructional day of the semester, **January 17**.

To drop a course in MyUH:

- Select **Add/Drop Courses**
- Select **Spring 2012** and **Submit**
- Under Current Schedule, select **Drop On Web Without W** from the action dropdown menu.
- If the dropdown menu is not available, check your account for [Holds](#)
- **Submit Changes**

To **drop your last UH Mānoa class** after the semester begins, follow the instructions under **Withdrawing from the University**.

➤ Drop Courses with a "W" Grade

To drop a course **after January 17**, you must complete the [Drop Form](#) (available online) and it **must be signed** by the instructor.

Approval from your college or school's advising office is also **required** for **undergraduates** in the following programs:

- Architecture
- Business
- Communication Sciences & Disorders
- Dental Hygiene
- Education
- Engineering
- Medical Technology
- Nursing
- Travel Industry Management
- Tropical Agriculture & Human Resources

See the section on [Academic Advising Offices](#) for contact information.

Bring your completed form to the Office of the Registrar located in the Queen Lili'uokalani Center for Student Services, room 010 on the ground floor. You must **clear all Holds** on your record before the form can be processed.

You will receive a "W" grade for each course you drop **after January 17**. The last day to drop a class and receive a "W" grade is **March 9 at 4:00 p.m. (HST)**. If you do not officially drop a course, an "F" or "NC" may be awarded by the instructor in place of a passing grade.

Note: For **Shidler College of Business** 300-level courses and above, the last day to drop with a "W" grade is **January 30** at 4:00 p.m. (HST).

➤ Withdrawing from the University (dropping all UH Mānoa courses)

Withdrawing from the University means dropping all courses for which you had enrolled. You are encouraged to make decisions about withdrawing from a course early in the semester. Your college or school will need to approve your withdrawal.

Be advised that if you do not officially drop a course, an "F" or "NC" may be awarded by the instructor in place of a passing grade as appropriate. Please review these instructions for more information.

- Withdrawing before the Semester Begins
- Withdrawing after the Semester Begins
- Readmission to the University

Add, Drop, and Withdrawals (continued)

➤ **Withdrawing from the University (dropping all UH Mānoa courses)** (continued)

Withdrawing before the Semester Begins

Prior to the first day of the semester, you may drop all classes online on MyUH.

If you withdraw before the semester begins, no course registration will appear on your transcript and there will be no financial obligation for tuition and fees.

Withdrawing after the Semester Begins

To completely withdraw on or after the first day of semester:

- Fill out a **Complete Withdrawal Form**, available in your college or school's [Advising](#) office. Classified graduate students and post-baccalaureate unclassified students contact [Graduate Division](#).
 - Obtain all required approvals and clearances.
 - All [financial obligations](#) must be cleared before the form will be processed. This includes tuition and all student fees for the semester.
- Submit your completed form to the UH Mānoa Cashier's Office located in the Queen Lili'uokalani Center for Student Services, room 105 on the first floor.

Complete withdrawals are **not** permitted after the ninth week of the semester except under unusual or extenuating circumstances beyond the control of the student. Check with your college or school's [Advising](#) office for detailed instructions.

If your withdrawal is processed by the sixth instructional day of the semester you will only have a withdrawal action noted on your transcript. After this time, you will have a "W" recorded for each course in which you were enrolled and you may be obligated to pay tuition and fees for these courses.

Financial Aid Recipients: If you receive financial aid please see a financial aid counselor before processing your withdrawal. You may be required to repay a portion of or all the aid you received (including tuition waivers). For more information, see page 42 for **Complete Withdrawal Instructions for Financial Aid Recipients**.

➤ **Readmission to the University**

If you do not register for or complete at least one UH Mānoa or Outreach College extension course, and decide to return at a later time, you must apply for readmission. Contact the Office of [Admissions](#) (undergraduates) or [Graduate Admissions Office](#) for information on how to apply for readmission.

Switch Sections, Change Grading Options, Change Variable Credits

➤ **Switch Sections of the Same Course**

You may switch sections of a course up to the 6th instructional day of the semester, **January 17**.

To switch sections of the same course in MyUH:

- Select **Add/Drop Courses**
- Select **Spring 2012** and **Submit**
- Under Current Schedule, select **Drop On Web Without W** from the the action dropdown menu to drop the section in which you are currently enrolled
- Enter the **Course Reference Number (CRN)** for the section you want to add
- **Submit Changes**

Note: After the semester begins, if you are enrolled in only **one UH Mānoa course** and want to switch to a different section of the same course, you must process this change **in-person** by submitting an [Add Form](#) and a [Drop Form](#) (available online) to the Office of the Registrar located in the Queen Lili'uokalani Center for Student Services, room 010 on the ground floor.

➤ **Change Grading Options**

You may change grading options of a class up to the 10th calendar day of the semester, **January 18 at 4:00 p.m. (HST)**.

Check the UH Mānoa Catalog for information before deciding on the grading options for your courses, as they affect graduation requirements.

Grading options include **normal** grading (A-F), **credit/no credit** (CR/NC), or **audit** (L).

To change grading options to **normal** or **credit/no credit** in MyUH:

- Select **Registration**
- Select **Change Class Options**
- Select **Spring 2012** and **Submit**
- Under Grade Mode, select **Standard Letter A–F** or **Credit/No Credit** as appropriate
- If a grading option is not offered, check with the department offering the course
- **Submit Changes**

Changing the grading option to **audit** requires in-person processing.

Switch Sections, Change Grading Options, Change Variable Credits (continued)

➤ **Change Grading Options (continued)**

Auditing a Course

You may decide to audit a course up to the 10th calendar day of the semester, **January 18 at 4:00 pm (HST)**.

In order to choose the Audit grading option, it must be an acceptable grading mode for the course. Your instructor must complete the [Audit Approval Form](#) (available online). Bring your completed form to the Office of the Registrar located in the Queen Lili'uokalani Center for Student Services, room 010 on the ground floor.

You must pay full tuition and fees for an audited course. Credits taken for audit do not count toward full-time/part-time enrollment status and are not included in your financial aid eligibility. If you wish to add an audited course but will exceed your credit limit, you must obtain approval from your college or school's [Advising](#) office. Auditors do not take course examinations and receive no academic credit. You will receive an "L" grade on your transcript for courses you audit.

➤ **Change Credits for a Variable Credit Course**

You may change the number of credits for a variable credit course up to the 10th calendar day of the semester, **January 18 at 4:00 pm (HST)**.

To change variable credits in MyUH:

- Select **Registration**
- Select **Change Class Options**
- Select **Spring 2012** and **Submit**
- Under **Credit Hours**, enter the number of credits as appropriate
- **Submit Changes**

➤ **Payment/Refund Information**

Changing the number of credits for which you are enrolled may affect your tuition and fees. To check for changes in your student bill:

- Log into **MyUH**
- Select **View Changes/Make Payment**
- Select **View My Account for Each Term**

If you add a class after you have paid your bill, you must pay any additional tuition and fees by the appropriate deadline. See the section on [Payment Receipt Deadlines](#).

If you decrease your credit load after you have paid your bill, you may be entitled to a refund. For refund information, see the section on [Refunds](#).

Spring 2012 Placement Exams and Course Placement

http://manoa.hawaii.edu/records/register/place_exams/spring_2012.html

Some departments require that you pass a placement exam before you may enroll in a particular course. Others have policies that determine which course you will be placed into. Please refer to the department or area below for more information. **A picture ID card is required at all placement exams.**

- Chemistry 161
- East Asian Languages (Chinese, Japanese, Korean)
- European Languages (French, German, Spanish)
- Hawaiian Language
- Indo-Pacific Languages (Filipino, Ilokano)
- Mathematics (MATH 140, 203, 215, 241)
- Music
- Physics 151
- Foundations-Written Communication (FW) Placement (ENG 100, 100A, 190 & ELI 073, 100)
- English Language Institute (Students Whose Native Language is Not English)

Chemistry (CHEM 161) <http://www.manoa.hawaii.edu/chem>

Who needs to take the Prechemistry Assessment?

All students who wish to enroll in **CHEM 161** for the first time must take the Prechemistry Assessment and obtain a passing score. See the Chemistry Department's website <http://www.manoa.hawaii.edu/chem> for schedule information. Students are allowed to take the exam twice per semester but not on the same day. Students with a grade of "C" (not "C-") in CHEM 151 taken at UH Mānoa (transfer credit not accepted) may request an approval override code from the Chemistry Department without taking the Prechemistry Assessment.

Doing well in CHEM 161 depends on, among other things, a thorough understanding of all prerequisite material. Passing the Prechemistry Assessment should not by itself be regarded as a guarantee of success.

East Asian Languages (Chinese, Japanese, Korean)

<http://www.hawaii.edu/eall/>

Students with no prior Chinese, Japanese or Korean language experience should enroll in CHN, JPN or KOR 101 (or 111). If your language proficiency is judged to be beyond the 101-level on the first day of class, you will be placed in a higher level course. Students who are placed in 102 or a higher level may complete the language requirement faster and also earn back credits. Visit the UH Mānoa back credit policy at <http://www.hawaii.edu/gened/HSL/Guidelines2010.pdf>. Students starting from 101 will receive no back credits. A placement adjustment made in the first week of class does not guarantee a seat in the course appropriate for the student.

Students with prior experience in the language (i.e., formal classroom training, residence in the country of its use, cohabitation with a native speaker, etc.) are required to take a placement test.

Currently enrolled students: Placement exams will be given by individual appointment only. To register for an exam, contact Ray Kaneyama (Moore 378; 956-2066; kaneyama@hawaii.edu).

Spring 2012 incoming students: Walk-in exams will be offered throughout the day on January 3, 4, 5 and 6. Report to Moore 378 between 8:00 am and 2:30 pm on any of those dates. If you are unable to attend any of these sessions, contact Ray Kaneyama (Moore 378; 956-2066; kaneyama@hawaii.edu).

Date	Spring 2012 Incoming Mānoa Students Only Walk-In Exam Times (no reservation necessary)	Location
January 3	8:00 am - 2:30 pm (exam will take about one hour)	Moore 378
January 4	8:00 am - 2:30 pm (exam will take about one hour)	Moore 378
January 5	8:00 am - 2:30 pm (exam will take about one hour)	Moore 378
January 6	8:00 am - 2:30 pm (exam will take about one hour)	Moore 378

European Languages (French, German, Spanish) <http://www.hawaii.edu/lea/>

For more information about other European Languages, call the Department of Languages and Literatures of Europe and the Americas at 956-4187.

French:

Continuing UH system French students may continue on to the next course.

Students with **no** prior French experience should enroll in FR 101.

Students **with** experience with French (i.e., high school instruction, residence in a French speaking country, live with native speakers, etc.) are **encouraged** to take the placement exam, **except those students with college credit for French classes. First come, first served. No reservations. Please arrive on time.**

For more information regarding the French placement exam or if you are not able to attend the placement exam at the times noted, please contact Jacob Huss at jacob@hawaii.edu.

Date	Time	Location
November 29	10:30 am - 11:30 am	Moore 465
November 30	1:30 pm - 2:30 pm	Moore 465
January 4	10:00 am - 11:00 am	Moore 151

German:

Students with **no** prior German experience should enroll in GER 101. Anyone wanting to enroll in GER 101 may do so without consent.

Native or near-native speakers do not need a placement exam, and must enroll in GER 410 (after receiving an approval from Moore 464, phone 956-4187) to satisfy the language requirement and obtain back credits.

Non-native speakers of German **with** previous experience (i.e., high school or college instruction, residence in a German-speaking country or household) who need assistance with placement in a course above GER 101 **should** take the placement exam at one of the times listed below. **No reservations. First come, first served. Please arrive on time.** The test takes about 30 minutes. Results are given upon completion of the test.

If you have any questions, please email Anna Hawajska-Waters at hawajska@hawaii.edu.

Date	Time	Location
January 5	10:00 am - 11:00 am	Moore 475
January 11	3:30 pm - 4:30 pm	Moore 475

Spanish:

Continuing UH system Spanish students should continue on to the next course (see Spanish Division for assistance).

Students with **no** prior Spanish experience should request approval from the Spanish Division (956-7177; 956-6191; 956-4178; 956-4187) and enroll in SPAN 101. If you are enrolled in SPAN 101 and your language proficiency is judged to be beyond the 101-level on the first day of class, you will be placed in a higher level course. Students who are placed in 102 or a higher level may complete the language requirement faster and also earn back credits. Visit the UH Mānoa back credit policy at <http://www.hawaii.edu/gened/HSL/Guidelines2010.pdf>. Students starting from 101 will receive no back credits. A placement adjustment made in the first week of class does not guarantee a seat in the course appropriate for the student.

Students **with** prior experience with Spanish (i.e., high school instruction, residence in a Spanish speaking country, live with native speakers, etc.) **must** take the placement exam, **except those students with college credit for Spanish classes. First come, first served. No reservations. Please arrive on time.** Photo ID required. The test is **free** and takes 20 - 30 minutes. Results are given upon completion of the test.

For more information about the Spanish placement exam, please contact Rachel Mamiya Hernandez at 956-3347 or email her at rmamiya@hawaii.edu.

For questions about registering into other Spanish courses, please call 956-5833 (November through December) or 956-4440 (January) or 956-4178.

Spanish (continued):

Date	Time	Location
November 21	2:30 pm - 3:20 pm	Moore 153
November 22	2:30 pm - 3:20 pm	Moore 153
November 23	2:30 pm - 3:20 pm	Moore 153
November 28	2:30 pm - 3:20 pm	Moore 153
November 29	2:30 pm - 3:20 pm	Moore 153
November 30	1:30 pm - 2:20 pm	Moore 153
December 1	1:30 pm - 2:20 pm	Moore 153
December 2	1:30 pm - 2:20 pm	Moore 153
January 4	1:30 pm - 2:20 pm	Moore 153
January 5	1:30 pm - 2:20 pm	Moore 153
January 6	1:30 pm - 2:20 pm	Moore 153
January 9	1:30 pm - 2:20 pm	Moore 153
January 10	1:30 pm - 2:20 pm	Moore 153
January 11	1:30 pm - 2:20 pm	Moore 153
January 12	1:30 pm - 2:20 pm	Moore 153
January 13	1:30 pm - 2:20 pm	Moore 153

Hawaiian Language <http://manoa.hawaii.edu/olelo/>

Placement Exam is **Required** for Students Enrolling with Prior Hawaiian Language

If you have prior Hawaiian language experience (i.e., high school, Papa Kaiapuni, lived with native speakers, etc.), you must register for the Hawaiian Language Placement Exam in order to qualify for UH Mānoa back credits and/or waive credits.

Placement Exam is **Recommended** for Students Enrolling in Advanced Courses in Hawaiian Language

We encourage students who have not been recently engaged in using Hawaiian frequently, to consider taking the placement exam if they are interested in taking advanced courses (300 - 400 level courses) in Hawaiian language. You must register for the placement exam.

Placement Exam Results

- Valid for One Year: The exam results are valid for one year from the date of exam. The results are final and cannot be appealed.
- Use of Results: For placement purposes into credit courses, the results of the exam are only valid at UH Mānoa. The results may or may not be valid or acceptable at other universities and community colleges.
- Results Reported: Allow four weeks after the exam for results to be reported. Unless otherwise requested, exam results will be emailed.

Take the Exam Early

Since results of the placement exam are used to place students into appropriate Hawaiian language levels and courses, it is to the student's advantage to take the exam well in advance of the UH Mānoa registration period. Test early!

Placement Exam Registration

Please contact Dr. Kamuela Ka'Ahanui, academic advisor at kukakuka@hawaii.edu or call 956-7637 to register for one of the following exam sessions (4 hours: read, write, speak, listen, record and reason). Only complete registration applications will be accepted. **Space is limited. NO WALK-IN REGISTRATIONS.**

Date*	Time	Location	Registration Deadline
Tuesday, November 8	12:30 pm - 4:30 pm	Moore 155B	November 2
Wednesday, November 9	12:30 pm - 4:30 pm	Moore 155B	November 2

*Please call 956-7637 or email kukakuka@hawaii.edu for future test dates.

The Placement Exam is Not Required for:

- **Students Enrolling in HAW 101**
You may enroll in HAW 101 with no prior consent or prerequisites. The placement exam is not required to enroll in HAW 101.
- **Continuing UH System Students**
You may continue to enroll in the next Hawaiian language course for which you are eligible to meet your Hawaiian or second language requirements for your degree.
- **Students Enrolling with Prior College Credits in Hawaiian Language**
If you have already earned equivalent college credits for Hawaiian language (i.e., 100 – 200 level courses at a community college or other accredited university with a C (not C-) grade or better) taking the placement exam is optional. However, the placement exam is strongly recommended if you are interested in taking advanced courses (300 - 400 level courses) in Hawaiian language.

For more information regarding the Hawaiian Language Placement Exam, including questions from non-UH system students, please visit <http://manoa.hawaii.edu/olelo/> or contact Dr. Kamuela Ka'Ahanui, academic advisor at kukakuka@hawaii.edu or call 956-7637.

Indo-Pacific Languages (Filipino, Ilokano) <http://manoa.hawaii.edu/ipl/>

Please call 956-8672 (hip@hawaii.edu) to schedule a placement test for courses numbered **above 101** for the following languages: **ARABIC, CAMBODIAN, CHAMORRO, HINDI, INDONESIAN, MAORI, MARSHALLESE, SAMOAN, SANSKRIT, TAHITIAN, THAI, TONGAN AND VIETNAMESE.**

Filipino:

Students with **no prior** Filipino language experience should enroll in FIL 101. Anyone wanting to enroll in FIL 101 may do so without consent.

Students **with** experience with Filipino language (i.e., high school instruction, live with native speakers, etc.) can take the placement exam to enroll in courses **above** FIL 101.

Please contact Dr. Pia Arboleda at pca62@hawaii.edu at least two days before the test date to reserve a space for any of these sessions. Please arrive on time. The test is free.

Date	Time	Location
November 15	1:30 pm - 3:30 pm	Spalding 456
November 17	1:30 pm - 3:30 pm	Spalding 456
January 4	1:30 pm - 3:30 pm	Spalding 456
January 11	1:30 pm - 3:30 pm	Spalding 456

Ilokano:

Students with **no prior** Ilokano language experience should enroll in ILO 101. Anyone wanting to enroll in ILO 101 may do so without consent.

Students **with** experience with Ilokano language (i.e., high school instruction, live with native speakers, etc.) can take the placement exam to enroll in courses **above** ILO 101.

Please contact Dr. Aurelio Agcaoili at 956-8405 or aurelioa@hawaii.edu to reserve a space before the exam date and to let him know what time you are interested in taking the placement test. Please arrive on time. The test is free.

Date	Time	Location
November 21	10:00 am - 12:00 noon by appointment (allow 1 hour)	Spalding 455A
November 22	10:00 am - 12:00 noon by appointment (allow 1 hour)	Spalding 455A
November 23	10:00 am - 12:00 noon by appointment (allow 1 hour)	Spalding 455A
November 28	10:00 am - 12:00 noon by appointment (allow 1 hour)	Spalding 455A
November 29	10:00 am - 12:00 noon by appointment (allow 1 hour)	Spalding 455A
November 30	10:00 am - 12:00 noon by appointment (allow 1 hour)	Spalding 455A

Mathematics (MATH 140, 203, 215, 241)

<http://www.math.hawaii.edu/> - Select the **Undergraduate** tab and click on "Placement Test."

Students who wish to enroll in the following math courses must first pass the math Assessment Exam.

MATH 140, Precalculus

MATH 203, Calculus for Business & the Social Sciences

MATH 215, Applied Calculus 1

MATH 241, Calculus 1

PHYS 151, College Physics 1

Some students may be waived from taking the exam. See the department's website for exceptions and more detailed information. If you have any questions, contact the Mathematics Department at 956-4679, 956-7951 or email shirley@math.hawaii.edu.

For questions about PHYS 151 and approval, contact the Physics Department at 956-7087 or email physics@hawaii.edu.

MATHEMATICS ASSESSMENT EXAM

STUDENTS WITH RESERVATIONS WILL BE ALLOWED IN THE EXAM ROOM BEFORE WALK-INS.

Students may sign up for an exam **beginning November 7** by going to the Math Department's website.

Date	Time	Location
November 21	4:30 pm – 5:30 pm	Physical Science 208
November 22	5:00 pm – 6:00 pm	Physical Science 208
November 28	4:30 pm – 5:30 pm	Physical Science 208
November 28	5:30 pm – 6:30 pm	Physical Science 208
December 2	4:30 pm – 5:30 pm	Physical Science 208
January 3	9:00 am – 10:00 am	Physical Science 208
January 3	10:00 am – 11:00 am	Physical Science 208
January 3	11:00 am – 12:00 noon	Physical Science 208
January 4	1:00 pm – 2:00 pm	Physical Science 208
January 4	2:00 pm – 3:00 pm	Physical Science 208
January 9	6:30 pm – 7:30 pm	Physical Science 208
January 12	6:00 pm – 7:00 pm	Physical Science 208

Music <http://www.hawaii.edu/uhammusic/>

All music majors MUST report for advising (mandatory) every semester. Students planning to register for restricted music courses, variable credit music courses, or applied music courses, which require departmental approval, must obtain approval (and Course Reference Numbers for courses not shown on the [Check Class Availability](#) course listings) in-person during these dates from the appropriate Music Department personnel (advisor or chairperson).

Students enrolled in applied music courses will be assessed a fee of \$55.00 per 1 credit and \$90.00 per 2 or more credits.

Advising for Continuing Classified Students:	November 14 to December 2
Advising for Incoming Classified Students:	January 3 to 5

For more information, contact the Music Department office (Music Building 3; 956-7756).

Physics (PHYS 151) <http://www.phys.hawaii.edu/>

All students who wish to enroll in PHYS 151 must have credit for MATH 140, precalculus (or higher) OR have received a passing score on the Mathematics Department's Assessment Exam. Please see details for this exam in the "Mathematics" section of the placement exams and reserve a space at one of the scheduled test sessions. After passing the Assessment Exam go to Watanabe 416 and complete the Physics course approval request form.

For more information, contact the Physics Department (Watanabe 416; 956-7087; physics@hawaii.edu).

Foundations-Written Communication (FW) Placement

http://www.hawaii.edu/gened/foundations_fulfillFW.htm
(ENG 100, 100A,* 190 and ELI 073, 100)

IMPORTANT: Students must complete their FW requirement in their first year at UH Mānoa.

Placement into an FW course is determined as follows:

- **Native speakers of English** are placed into ENG 190 if they receive 25 or more transfer credits for their non-UH Mānoa courses. All other native English speakers are placed into ENG 100. ENG 100 students should check http://www.hawaii.edu/gened/foundations_ENG100options.htm to choose the type of instruction that best suits their writing needs.
- **Non-native speakers of English** are placed based on ELI exemption criteria (if exempt), or by taking the ELI's writing placement test. (See <http://www.hawaii.edu/eli/> and click on "Information for Students," then on "Do I Need to Take ELI Classes?" for ELI exemption criteria.)
 - Those who are exempt from the ELI based on attending school for 6 years or more in the U.S., Australia, Canada (except Quebec), Ireland, New Zealand, or the United Kingdom are placed as described in the "Native speakers of English" section, above. (Students who are exempt based on years of schooling but feel their writing is more non-native-like should contact the ELI.)
 - Those who are exempt from the ELI based on other exemption criteria are placed into ELI 100.
 - Those who do not meet any ELI exemption criteria must take the ELI's writing test. (See details in the next section.)

FW exemption: All entering students whose test scores reflect significant academic achievement will be sent a letter inviting them to submit a collection of writing for possible credit for and exemption from ENG 100/ELI 100. Students who do not have test scores on file but who feel that they already possess the ability to write proficiently should contact the General Education Office (gened@hawaii.edu) *before the end of their first semester at UH Mānoa* if they are interested in submitting a collection for review. Go to http://www.hawaii.edu/gened/foundations_FWcollection.htm for details.

* ENG 100A is an Honors version of ENG 100 (Composition I). Interested students should contact the Honors Program at 956-8391 or email honors@hawaii.edu for details.

English Language Institute (Students Whose Native Language is Not English)

<http://www.hawaii.edu/eli/>

All students who have English as a second language and do not meet ELI exemption criteria are required to take the ELI Placement Test for possible placement into listening/speaking, reading and writing courses. See the ELI website or the UH Mānoa Catalog for a list of ELI exemption criteria and more information about ELI courses.

Date	Time	Location	Registration Deadline
January 3	8:15 am - 1:00 pm	To Be Announced	January 2, 2:00 pm
January 5	8:15 am - 1:00 pm	To Be Announced	January 4, 2:00 pm
January 11	4:45 pm - 9:30 pm	To Be Announced	January 11, 12:00 noon

Registration can be done online <http://www.hawaii.edu/eli/students/eliptreg.html> or in person at Moore 570.

UH Employee Registration & Tuition Waivers

http://manoa.hawaii.edu/records/fac_staff/register.html

UH employees and their **spouses or domestic partners** may be eligible for a tuition waiver of up to six credits per semester. If you are using a tuition waiver, please follow the enrollment, registration, and payment steps below.

Note: Graduate Assistants are not considered employees for registration purposes.

Tuition waivers can be applied to a limited number of **Summer** and **extension courses** under certain conditions. Contact the [Outreach College](#) for more information.

STEP 1: Confirm Eligibility

Employees must be employed on a UH campus at least 50 percent Full-time Equivalent (FTE) or more to be eligible for tuition waivers. Spouses and domestic partners of members of bargaining units 07, 08, 87, and 88 may also be eligible for tuition waivers. Waivers can be applied for a maximum of six credits per semester.

Eligibility Certification: Obtain eligibility information from the offices listed below.

BOR Appointees:

Mānoa Campus	Dean/Department Head/Director	
Community Colleges	Designated Administrative Officer	Individual campus

UH Civil Service:	Office of Human Resources, Civil Service Section	Administrative Services Building #2, Mānoa campus
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Visit the [Office of Human Resources Employee Tuition Waivers](#) (UH System) website for additional information on eligibility and the taxability of this employee benefit.

STEP 2: Apply for Admission

If you are not already a continuing student in good standing and eligible to register for the upcoming Fall or Spring semester, you must first apply for admission by the appropriate deadline and be admitted as a classified or unclassified student. Visit <http://www.manoa.hawaii.edu/apply/> for admission information.

Qualified UH Mānoa faculty and staff who have graduated from an accredited U.S. college or university or a recognized international institution can submit the Post-Baccalaureate Unclassified Application for Qualified Faculty and Staff Form. Faculty and staff who submit this form will be considered unclassified students and will be exempt from paying the application fee. Spouses and domestic partners are not eligible to use this form. Contact [Graduate Division](#) for more information.

STEP 3: Get a UH Username

Upon acceptance, [Get a UH Username](#) at <http://www.hawaii.edu/username> if you do not already have one.

STEP 4: Clear Holds

Certain University offices may prevent you from registering or making registration changes by placing a hold on your account. This usually occurs if you have not fulfilled certain requirements (e.g., financial obligations, health clearance, academic advising, etc.). See the section on [Holds](#) to learn how to clear holds placed on your account.

STEP 5: Check Your Registration Time

Employees and their spouses or domestic partners should **disregard the registration time assignment** posted in MyUH since Faculty/Staff Tuition Waivers are valid only for classes registered for during the **Late Registration** period.

You must register for courses during the **Late Registration** period. The Late Registration period for UH Mānoa is the first 10 calendar days of the semester, **January 9 to 18, 2012**.

You will be responsible for all applicable tuition and fees if you register **before** the Late Registration period. No refunds will be issued.

STEP 6: Register Online

Refer to the section [Registration Step-by-Step](#) on page 12 for information on how to register for classes via [MyUH](#).

UH Employee Registration & Tuition Waivers (continued)

STEP 7: Submit Your Tuition Waiver (Online or In-Person)

Submit a tuition waiver as payment by the published payment deadline. Consult the [Academic Calendar](#) for exact dates. UH employee and spouse/domestic partner tuition waivers are not accepted or processed after the last day of the 50 percent tuition refund period. If you fail to apply the waiver on time, payment will not be made and a financial obligation will be placed on your account.

Full-time University employees who are non-residents for tuition purposes, may apply for an exemption from the non-resident tuition rate as employees of the University. If you are a non-resident and employed as of January 9, 2012, you must take a copy of your Payroll Notification Form (PNF) to the Admissions Information Counter, Queen Lili'uokalani Center for Student Services, room 001, and request an exemption from the non-resident tuition rate BEFORE paying your tuition and fees. Failure to request this exemption will result in the assessment of full non-resident tuition charges. Note: Spouses of full-time University employees who are non-residents for tuition purposes, may also apply for an exemption from the non-resident tuition rate. You must take a copy of your spouse's Payroll Notification Form (PNF) and your marriage certificate to the Admissions Information Counter, Queen Lili'uokalani Center for Student Services, room 001 BEFORE paying your tuition and fees.

Note: You will be responsible for all applicable tuition and fees if you register before the Late Registration period. No refunds will be issued. Adding and/or dropping courses or switching sections of the same course may incur additional student activity fees not covered by the tuition waiver.

➤ Instructions for UH Employees

Online

- Log into **MyUH** by the payment deadline
- Go to **View Charges/Make a Payment** and select **Faculty/Staff Tuition Waiver Processing**
- Select **Spring 2012** and **Submit**
 - After the waiver is processed, a message will appear stating the account will be updated within 48 hours
 - View the **Check My Registration Status** page to display the awarded waiver
- Verify your semester balance under **View Charges/Make a Payment**
- Print the **View My Account (charges and payments) for Each Term** page for your records

In-Person

- Complete the [UH Tuition Waiver Form](http://www.hawaii.edu/ohr/docs/forms/Facwaivr.pdf) (PDF) available at <http://www.hawaii.edu/ohr/docs/forms/Facwaivr.pdf>
- Take the completed form to any campus [Cashier's Office](#) by the payment deadline

➤ Instructions for UH Employee Spouse/Domestic Partner

Online

1. The **UH employee** must declare employee spouse or domestic partner status online via MyUH.
 - Log into **MyUH** by the payment deadline
 - Under the **My Profile** tab, select **Employee Tuition Waiver Benefit**
 - Select **Edit** to declare the student as a spouse or domestic partner
2. The **student** (i.e., the employee's spouse/domestic partner) applies the tuition waiver online via MyUH.
 - Log into **MyUH** by the payment deadline
 - Under **View Charges/Make a Payment**, select **Faculty/Staff Tuition Waiver Processing**
 - Select **Spring 2012** and **Submit**
 - After the waiver is processed, a message will appear stating the account will be updated within 48 hours
 - View the **Check My Registration Status** page to display the awarded waiver
 - Verify your semester balance under **View Charges/Make a Payment**
 - Print the **View My Account (charges and payments) for Each Term** page for your records

In-Person

1. The **UH employee** must complete the [Declaration of Marital Status or Domestic Partnership Form](http://www.hawaii.edu/ohr/docs/forms/Domestic.pdf) (PDF) available at <http://www.hawaii.edu/ohr/docs/forms/Domestic.pdf>.
2. The **student** (i.e., the employee's spouse/domestic partner) completes the [UH Tuition Waiver Form](http://www.hawaii.edu/ohr/docs/forms/Facwaivr.pdf) (PDF) available at <http://www.hawaii.edu/ohr/docs/forms/Facwaivr.pdf>.
3. The student must submit the completed [Declaration of Marital Status or Domestic Partnership Form](http://www.hawaii.edu/ohr/docs/forms/Domestic.pdf) along with the completed [UH Tuition Waiver Form](http://www.hawaii.edu/ohr/docs/forms/Facwaivr.pdf) to any campus [Cashier's Office](#) by the payment deadline.

Spring 2012 UH Mānoa Tuition and Fees

http://manoa.hawaii.edu/records/tuition_fees/spring_2012.html

Subject to Change. Please check the online tuition and fees charts for updates.

All tuition and fee charges at the University of Hawai'i campuses are subject to change in accordance with requirements of State law and/or action by the Board of Regents or the University administration. Your tuition is based on the number of credit hours for which you enroll, according to the following rates.

Students enrolled in **applied music courses** will be assessed a fee of \$55.00 per one credit and \$90.00 per two or more credits.

Students enrolled in selected **natural science courses** (BIOL, BOT, CHEM, ICS, MICR, and ZOO) will be assessed a **laboratory fee** ranging from \$25.00 to \$100.00 per course. A listing of courses with the fee amount is provided in the Registration Guide.

Students enrolled in **studio art courses**, regardless of the number of studio art courses, will be charged a single \$35.00 flat fee per semester. Students enrolled in studio art courses will also be assessed a laboratory fee ranging from \$35.00 to \$340.00 per course (Art Studio Core, Ceramics, Drawing/Painting, Digital Media, Exhibition Design, Fiber, Glass, Photography, Printmaking, and Sculpture). A listing of courses with the fee amount is provided in the Registration Guide.

If you are enrolled in **only a Dissertation 800 course for 1 credit and classified as a non-resident**, please inform the UH Cashier's Office to adjust your tuition before paying. Your tuition and fees should be charged at the **resident** rate. If other courses are taken, your tuition will be based on the non-resident rate for all classes enrolled.

Note: Tuition for Outreach College extension courses is additional and paid separately from your regular UH Mānoa "day" school tuition. See page 43 or visit <http://www.outreach.hawaii.edu/> for additional Outreach College payment information, payment policy and exceptions.

Undergraduate Students (General)

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	345.00	350.00	695.00	968.00	1,313.00
2	345.00	700.00	1,045.00	1,936.00	2,281.00
3	345.00	1,050.00	1,395.00	2,904.00	3,249.00
4	345.00	1,400.00	1,745.00	3,872.00	4,217.00
5	345.00	1,750.00	2,095.00	4,840.00	5,185.00
6	345.00	2,100.00	2,445.00	5,808.00	6,153.00
7	345.00	2,450.00	2,795.00	6,776.00	7,121.00
8	345.00	2,800.00	3,145.00	7,744.00	8,089.00
9	345.00	3,150.00	3,495.00	8,712.00	9,057.00
10	345.00	3,500.00	3,845.00	9,680.00	10,025.00
11	345.00	3,850.00	4,195.00	10,648.00	10,993.00
12+	350.00	4,200.00	4,550.00	11,616.00	11,966.00

Graduate Students (General) and Post-Baccalaureate Unclassified Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	360.00	458.00	818.00	1,116.00	1,476.00
2	360.00	916.00	1,276.00	2,232.00	2,592.00
3	360.00	1,374.00	1,734.00	3,348.00	3,708.00
4	360.00	1,832.00	2,192.00	4,464.00	4,824.00
5	360.00	2,290.00	2,650.00	5,580.00	5,940.00
6	360.00	2,748.00	3,108.00	6,696.00	7,056.00
7	360.00	3,206.00	3,566.00	7,812.00	8,172.00
8	360.00	3,664.00	4,024.00	8,928.00	9,288.00
9	360.00	4,122.00	4,482.00	10,044.00	10,404.00
10	360.00	4,580.00	4,940.00	11,160.00	11,520.00
11	360.00	5,038.00	5,398.00	12,276.00	12,636.00
12+	360.00	5,496.00	5,856.00	13,392.00	13,752.00

Undergraduate Architecture Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	845.00	350.00	1,195.00	968.00	1,813.00
2	845.00	700.00	1,545.00	1,936.00	2,781.00
3	845.00	1,050.00	1,895.00	2,904.00	3,749.00
4	845.00	1,400.00	2,245.00	3,872.00	4,717.00
5	845.00	1,750.00	2,595.00	4,840.00	5,685.00
6	845.00	2,100.00	2,945.00	5,808.00	6,653.00
7	845.00	2,450.00	3,295.00	6,776.00	7,621.00
8	845.00	2,800.00	3,645.00	7,744.00	8,589.00
9	845.00	3,150.00	3,995.00	8,712.00	9,557.00
10	845.00	3,500.00	4,345.00	9,680.00	10,525.00
11	845.00	3,850.00	4,695.00	10,648.00	11,493.00
12+	850.00	4,200.00	5,050.00	11,616.00	12,466.00

Graduate Architecture Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	860.00	458.00	1,318.00	1,116.00	1,976.00
2	860.00	916.00	1,776.00	2,232.00	3,092.00
3	860.00	1,374.00	2,234.00	3,348.00	4,208.00
4	860.00	1,832.00	2,692.00	4,464.00	5,324.00
5	860.00	2,290.00	3,150.00	5,580.00	6,440.00
6	860.00	2,748.00	3,608.00	6,696.00	7,556.00
7	860.00	3,206.00	4,066.00	7,812.00	8,672.00
8	860.00	3,664.00	4,524.00	8,928.00	9,788.00
9	860.00	4,122.00	4,982.00	10,044.00	10,904.00
10	860.00	4,580.00	5,440.00	11,160.00	12,020.00
11	860.00	5,038.00	5,898.00	12,276.00	13,136.00
12+	860.00	5,496.00	6,356.00	13,392.00	14,252.00

Spring 2012 UH Mānoa Tuition and Fees

Undergraduate Business Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	845.00	350.00	1,195.00	968.00	1,813.00
2	845.00	700.00	1,545.00	1,936.00	2,781.00
3	845.00	1,050.00	1,895.00	2,904.00	3,749.00
4	845.00	1,400.00	2,245.00	3,872.00	4,717.00
5	845.00	1,750.00	2,595.00	4,840.00	5,685.00
6	845.00	2,100.00	2,945.00	5,808.00	6,653.00
7	845.00	2,450.00	3,295.00	6,776.00	7,621.00
8	845.00	2,800.00	3,645.00	7,744.00	8,589.00
9	845.00	3,150.00	3,995.00	8,712.00	9,557.00
10	845.00	3,500.00	4,345.00	9,680.00	10,525.00
11	845.00	3,850.00	4,695.00	10,648.00	11,493.00
12+	850.00	4,200.00	5,050.00	11,616.00	12,466.00

Graduate Business Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	360.00	708.00	1,068.00	1,182.00	1,542.00
2	360.00	1,416.00	1,776.00	2,364.00	2,724.00
3	360.00	2,124.00	2,484.00	3,546.00	3,906.00
4	360.00	2,832.00	3,192.00	4,728.00	5,088.00
5	360.00	3,540.00	3,900.00	5,910.00	6,270.00
6	360.00	4,248.00	4,608.00	7,092.00	7,452.00
7	360.00	4,956.00	5,316.00	8,274.00	8,634.00
8	360.00	5,664.00	6,024.00	9,456.00	9,816.00
9	360.00	6,372.00	6,732.00	10,638.00	10,998.00
10	360.00	7,080.00	7,440.00	11,820.00	12,180.00
11	360.00	7,788.00	8,148.00	13,002.00	13,362.00
12+	360.00	8,496.00	8,856.00	14,184.00	14,544.00

Undergraduate Dental Hygiene Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	845.00	350.00	1,195.00	968.00	1,813.00
2	845.00	700.00	1,545.00	1,936.00	2,781.00
3	845.00	1,050.00	1,895.00	2,904.00	3,749.00
4	845.00	1,400.00	2,245.00	3,872.00	4,717.00
5	845.00	1,750.00	2,595.00	4,840.00	5,685.00
6	845.00	2,100.00	2,945.00	5,808.00	6,653.00
7	845.00	2,450.00	3,295.00	6,776.00	7,621.00
8	845.00	2,800.00	3,645.00	7,744.00	8,589.00
9	845.00	3,150.00	3,995.00	8,712.00	9,557.00
10	845.00	3,500.00	4,345.00	9,680.00	10,525.00
11	845.00	3,850.00	4,695.00	10,648.00	11,493.00
12+	850.00	4,200.00	5,050.00	11,616.00	12,466.00

Undergraduate Engineering Students (Excludes Freshmen)

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	745.00	350.00	1,095.00	968.00	1,713.00
2	745.00	700.00	1,445.00	1,936.00	2,681.00
3	745.00	1,050.00	1,795.00	2,904.00	3,649.00
4	745.00	1,400.00	2,145.00	3,872.00	4,617.00
5	745.00	1,750.00	2,495.00	4,840.00	5,585.00
6	745.00	2,100.00	2,845.00	5,808.00	6,553.00
7	745.00	2,450.00	3,195.00	6,776.00	7,521.00
8	745.00	2,800.00	3,545.00	7,744.00	8,489.00
9	745.00	3,150.00	3,895.00	8,712.00	9,457.00
10	745.00	3,500.00	4,245.00	9,680.00	10,425.00
11	745.00	3,850.00	4,595.00	10,648.00	11,393.00
12+	750.00	4,200.00	4,950.00	11,616.00	12,366.00

Undergraduate Nursing Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	1,345.00	350.00	1,695.00	968.00	2,313.00
2	1,345.00	700.00	2,045.00	1,936.00	3,281.00
3	1,345.00	1,050.00	2,395.00	2,904.00	4,249.00
4	1,345.00	1,400.00	2,745.00	3,872.00	5,217.00
5	1,345.00	1,750.00	3,095.00	4,840.00	6,185.00
6	1,345.00	2,100.00	3,445.00	5,808.00	7,153.00
7	1,345.00	2,450.00	3,795.00	6,776.00	8,121.00
8	1,345.00	2,800.00	4,145.00	7,744.00	9,089.00
9	1,345.00	3,150.00	4,495.00	8,712.00	10,057.00
10	1,345.00	3,500.00	4,845.00	9,680.00	11,025.00
11	1,345.00	3,850.00	5,195.00	10,648.00	11,993.00
12+	1,350.00	4,200.00	5,550.00	11,616.00	12,966.00

Graduate Nursing Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	360.00	725.00	1,085.00	1,382.00	1,742.00
2	360.00	1,450.00	1,810.00	2,764.00	3,124.00
3	360.00	2,175.00	2,535.00	4,146.00	4,506.00
4	360.00	2,900.00	3,260.00	5,528.00	5,888.00
5	360.00	3,625.00	3,985.00	6,910.00	7,270.00
6	360.00	4,350.00	4,710.00	8,292.00	8,652.00
7	360.00	5,075.00	5,435.00	9,674.00	10,034.00
8	360.00	5,800.00	6,160.00	11,056.00	11,416.00
9	360.00	6,525.00	6,885.00	12,438.00	12,798.00
10	360.00	7,250.00	7,610.00	13,820.00	14,180.00
11	360.00	7,975.00	8,335.00	15,202.00	15,562.00
12+	360.00	8,700.00	9,060.00	16,584.00	16,944.00

Law Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	325.00	697.00	1,022.00	1,328.00	1,653.00
2	325.00	1,394.00	1,719.00	2,656.00	2,981.00
3	325.00	2,091.00	2,416.00	3,984.00	4,309.00
4	325.00	2,788.00	3,113.00	5,312.00	5,637.00
5	325.00	3,485.00	3,810.00	6,640.00	6,965.00
6	325.00	4,182.00	4,507.00	7,968.00	8,293.00
7	325.00	4,879.00	5,204.00	9,296.00	9,621.00
8	325.00	5,576.00	5,901.00	10,624.00	10,949.00
9	325.00	6,273.00	6,598.00	11,952.00	12,277.00
10	325.00	6,970.00	7,295.00	13,280.00	13,605.00
11	325.00	7,667.00	7,992.00	14,608.00	14,933.00
12+	325.00	8,364.00	8,689.00	15,936.00	16,261.00

Medical Students

CREDITS	FEES	RESIDENT TUITION	RESIDENT TOTAL	NON-RESIDENT TUITION	NON-RESIDENT TOTAL
1	325.00	1,216.00	1,541.00	2,561.00	2,886.00
2	325.00	2,432.00	2,757.00	5,122.00	5,447.00
3	325.00	3,648.00	3,973.00	7,683.00	8,008.00
4	325.00	4,864.00	5,189.00	10,244.00	10,569.00
5	325.00	6,080.00	6,405.00	12,805.00	13,130.00
6	325.00	7,296.00	7,621.00	15,366.00	15,691.00
7	325.00	8,512.00	8,837.00	17,927.00	18,252.00
8	325.00	9,728.00	10,053.00	20,488.00	20,813.00
9	325.00	10,944.00	11,269.00	23,049.00	23,374.00
10	325.00	12,160.00	12,485.00	25,610.00	25,935.00
11	325.00	13,376.00	13,701.00	28,171.00	28,496.00
12+	325.00	14,592.00	14,917.00	30,732.00	31,057.00

Course Fees

http://manoa.hawaii.edu/records/tuition_fees/fees.html

Natural Science Course Fees

Students enrolled in selected **natural science courses** will be assessed a **laboratory fee** ranging from \$25.00 to \$100.00 per course. Note: Not all courses are being offered every semester.

Biology

BIOL 101L	\$25.00
BIOL 171L	\$50.00
BIOL 172L	\$35.00
BIOL 265L	\$35.00
BIOL 275L	\$80.00
BIOL 301L	\$70.00
BIOL 375L	\$100.00

Botany

BOT 470L	\$50.00
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Chemistry

CHEM 151L	\$25.00
CHEM 152L	\$50.00
CHEM 161L	\$35.00
CHEM 162L	\$35.00
CHEM 272L	\$70.00
CHEM 273L	\$50.00
CHEM 274L	\$50.00

Information & Computer Sciences

ICS 331	\$100.00
ICS 351	\$100.00
ICS 426	\$100.00
ICS 452	\$100.00

Microbiology

MICR 140L	\$70.00
MICR 351L	\$80.00
MICR 401L	\$80.00
MICR 431L	\$100.00
MICR 461L	\$100.00
MICR 463L	\$100.00
MICR 475L	\$100.00
MICR 485L	\$70.00
MICR 490L	\$100.00

Zoology

ZOOL 101L	\$25.00
ZOOL 200L	\$50.00
ZOOL 306L	\$25.00
ZOOL 320L	\$50.00
ZOOL 340L	\$35.00
ZOOL 416L	\$35.00
ZOOL 420L	\$80.00
ZOOL 430L	\$50.00
ZOOL 439L	\$25.00
ZOOL 465L	\$25.00
ZOOL 470L	\$35.00
ZOOL 475L	\$70.00
ZOOL 606L	\$80.00
ZOOL 608L	\$100.00

Studio Art Course Fees

Students enrolled in **studio art courses**, regardless of the number of studio art courses, will be charged a single **\$35.00 flat fee** per semester. Students enrolled in studio art courses will also be assessed a **laboratory fee** ranging from \$35.00 to \$340.00 per course. Note: Not all courses are being offered every semester.

General Education

ART 101	\$35.00
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Art Studio Core

ART 113	\$35.00
ART 116	\$35.00
ART 201	\$105.00

Ceramics

ART 242	\$40.00
ART 343	\$55.00
ART 344	\$55.00
ART 345	\$55.00
ART 346	\$40.00
ART 347	\$45.00

Drawing/Painting

ART 123	\$40.00
ART 213	\$40.00
ART 214	\$80.00
ART 223	\$40.00
ART 225	\$40.00
ART 313	\$35.00
ART 314	\$80.00
ART 320	\$40.00
ART 322	\$40.00
ART 323	\$40.00
ART 324	\$80.00
ART 414	\$80.00
ART 423	\$40.00

Digital Media

ART 202	\$110.00
ART 265	\$110.00
ART 266	\$110.00
ART 301B	\$105.00
ART 301C	\$105.00
ART 301D	\$105.00
ART 304	\$110.00
ART 365	\$110.00
ART 366	\$110.00
ART 401	\$105.00
ART 404	\$110.00
ART 465	\$110.00
ART 466	\$110.00
ART 467	\$110.00
ART 468	\$110.00

Exhibition Design

ART 360	\$45.00
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Fiber

ART 103	\$70.00
ART 236	\$85.00
ART 237	\$90.00
ART 238	\$80.00
ART 335	\$80.00
ART 336	\$35.00
ART 337	\$40.00
ART 338	\$40.00
ART 438	\$55.00

Glass

ART 130	\$205.00
ART 230	\$310.00
ART 234	\$260.00
ART 303	\$310.00
ART 306	\$340.00
ART 330	\$295.00

Photography

ART 206	\$70.00
ART 207	\$80.00
ART 307	\$105.00
ART 308B	\$140.00
ART 308C	\$160.00

Printmaking

ART 104	\$40.00
ART 215	\$75.00
ART 217	\$140.00
ART 218	\$70.00
ART 316	\$75.00
ART 318	\$100.00

Sculpture

ART 254	\$115.00
ART 255	\$35.00
ART 351	\$85.00
ART 352	\$35.00
ART 356	\$145.00
ART 357	\$95.00
ART 358	\$135.00

BFA/MFA Seminars, Directed Studies and Special Topics

ART 399	TBA*
ART 400	TBA*
ART 410	\$75.00
ART 611/612/613/614	\$100.00
ART 699	TBA*
ART 700	TBA*

* To Be Announced

Spring 2012 Payment Receipt Deadlines

http://manoa.hawaii.edu/records/pay_deadlines.html#spring_2012

Summary of Payment Receipt Deadlines for UH Mānoa Courses Only

(See Below for Details)

1. If you registered: Up to December 9, 2011 at 4:00 p.m. (HST)	Your payment receipt deadline is: December 9, 2011 at 4:00 p.m. (HST) <i>Payment must be RECEIVED or you must sign up for the PAYMENT PLAN by this date, otherwise your registration MAY be cancelled. If you have a financial aid award as of December 9 for Spring 2012, you will not have your classes cancelled.</i>
2. If you are still enrolled or registering: After December 9, 2011	Your payment receipt deadline is: January 18, 2012 at 4:00 p.m. (HST) <i>You are responsible to pay for any classes for which you are registered, whether you attend or not. Your registration <u>WILL NOT</u> be cancelled for non-payment of tuition.</i>

1. Payment Receipt Deadline for Continuing Classified Students Registering November 21 to December 9 until 4:00 p.m.

**Payment must be RECEIVED or you must sign up for the PAYMENT PLAN by
Friday, December 9 at 4:00 p.m. (HST), otherwise your registration MAY be cancelled.**

You may begin paying for tuition and fees AFTER you register but no later than **4:00 p.m., December 9**. A tuition bill will not be mailed to you. If your registration is cancelled and you still plan to enroll in Spring 2012 UH Mānoa courses, you will be required to register again from **January 6 to 8** to avoid the single \$30.00 system-wide late registration fee.

RE-REGISTRATION FOR STUDENTS WHO HAVE BEEN CANCELLED WILL OCCUR AFTER INCOMING AND ALL UNCLASSIFIED STUDENTS HAVE REGISTERED.

If you have a financial aid award as of December 9 for Spring 2012, you will not have your classes cancelled. Please refer to page 39 for **Payment Instructions for Students Receiving Financial Aid from UH Mānoa** if you are receiving a financial aid award processed through the Mānoa Financial Aid Services Office. If you have not yet received notice of a financial aid award, you should check with the Mānoa Financial Aid Services Office located in the Queen Lili'uokalani Center for Student Services, room 112 on the first floor (956-7251).

2. Payment Receipt Deadline for Students Still Enrolled or Registering after December 9

IMPORTANT * IMPORTANT *** IMPORTANT *** IMPORTANT**

**Payment must be RECEIVED or you must sign up for the PAYMENT PLAN by
Wednesday, January 18 at 4:00 p.m. (HST).**

You may begin paying for tuition and fees AFTER you register but no later than **4:00 p.m., January 18**. A tuition bill will not be mailed to you. You are responsible for paying for all applicable tuition and fees. **Registration WILL NOT be automatically cancelled for non-payment.**

If payment is **not received** or you have **not signed up for the payment plan by 4:00 p.m. on January 18, 2012**, the University of Hawai'i may place a financial hold on your student account until this obligation is paid in full. Additionally, the University may deny you further registration, withdrawal, transcripts, diplomas and other University services.

If you do not plan to attend classes and have been awarded financial aid for Spring 2012, please drop all of your courses AND notify the Mānoa Financial Aid Services Office. Failure to do so will make you liable for any charges incurred, and you will be responsible for any financial aid that is disbursed to you. Please refer to the sections on **Refunds** on page 41 and **Complete Withdrawal Instructions for Financial Aid Recipients** on page 42.

Payment Procedures

<http://manoa.hawaii.edu/records/bill.html>

Log into **MyUH** and click on **View Charges/Make Payment** which will take you to the **View My Charges, Make a Payment, eRefund Sign-up** page. This page provides payment information and links for making payment. **A bill will not be mailed to you.** ONLY FULL PAYMENT IS ACCEPTED or you must enroll in the MyUH installment payment plan. If you are receiving a tuition waiver or scholarship, check with your home campus financial aid office or the awarding department before making payment. You may pay by cash, personal check, money order, or cashier's check at any campus Cashier's Office, or via MyUH using MasterCard or VISA credit card, debit card, eChecking or eSavings, or enroll in the installment payment plan.

If you add a class after your tuition is paid, any additional tuition and fees **must be paid by 4:00 p.m. on the appropriate payment receipt deadline** (see **Payment Receipt Deadlines** section).

Tuition and fee payments can be made by:

- 1. MyUH** Pay by MasterCard or VISA credit card, debit card, eChecking or eSavings, or enroll in the installment payment plan.
- 2. Mail** Make checks payable to "**University of Hawai'i**" and mail to:
University of Hawai'i Cashier's Office
Queen Lili'uokalani Center for Student Services
2600 Campus Rd., Room 105
Honolulu, HI 96822-2205
Mail payments must be RECEIVED by the appropriate deadline. You should allow a minimum of 5 days for delivery prior to the deadline. **Do not use Campus Mail.** To ensure proper crediting to your account, the tear-out [Registration Payment Form](#) on **page 40** (downloadable in **MyUH** and Online Registration Guide) must accompany your payment. Write your student ID number on the bottom left corner of the check. Improperly completed payment forms and checks may be returned to you unprocessed and will not be posted to your account.
- 3. In-Person** Pay by cash, personal check, money order, or cashier's check (**no in-person credit card payment**) at:
University of Hawai'i Cashier's Office Service Windows
Queen Lili'uokalani Center for Student Services, Room 105
8:30 a.m. to 3:30 p.m., Mondays to Fridays excluding holidays
Extended Hours (8:30 a.m. to 4:00 p.m.):
 - **December 9**
 - **January 18**

No receipts will be issued. After payment, print the **View My Account for Each Term** page for a summary of your semester charges.

AUTHORIZED USERS

Students may add Authorized Users to their MyUH account. An Authorized User is a person, like a parent or guardian, who the student authorizes to make payments on their behalf. Students should NOT GRANT ACCESS TO EMPLOYERS, SPONSORS, OR 3rd PARTY PAYERS USING THIS ONLINE METHOD. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, student financial records may not be shared without their written consent. Adding an Authorized User on MyUH is written consent that an individual may view a student's account information and make payments on the student's behalf. Authorized Users DO NOT have access to the student's stored payment methods, academic records or other personal information. For details see the MyUH tutorial related to payment <http://myuhinfo.hawaii.edu/object/paymentfaq.html#4>.

RETURNED CHECKS OR UNPROCESSED eCHECKS

Payments tendered to the University of Hawai'i or any department therein, and returned from the maker's bank for any reason (e.g., insufficient funds, closed bank account, incorrect bank information) will result in a \$25.00 charge and a hold will be placed on your account. DO NOT place a STOP PAYMENT on checks. A stop payment on a check is considered a returned check and is not acknowledged as an official drop from courses or withdrawal from the University.

FINANCIAL OBLIGATIONS

Students who have not met their [financial obligations](#) (traffic fines, library fines, locker fees, lab breakage charges, transcript fees, loans, rental contracts, etc.) to the satisfaction of the University of Hawai'i may be denied a variety of enrollment services including registration, withdrawal, and transcripts.

Enrollment at the University of Hawai'i signifies consent to, and acceptance of all policies and procedures governing enrollment, including financial liability. Students who fail to remit payment when due, agree to pay University of Hawai'i all reasonable costs for collection, to include collection agency, attorney's and court fees.

Copies of the delinquent financial obligations policy and procedures are available for inspection at the Office of the Vice Chancellor for Students and the UH Cashier's Office.

Methods of Payment

THIRD PARTY SPONSOR SCHOLARSHIP RECIPIENTS

If your tuition is being paid by a third party sponsoring agency (e.g., Veterans Administration, MyCAA, World Health Organization, East-West Center, Alu Like, Vocational Rehabilitation, armed forces branch, State of Hawai'i Department of Education, etc.), your third party payment will automatically be posted to your student account within 48 hours after you have registered, providing the University has received appropriate and completed documents from the third party sponsor. Your account information will be displayed on the **View My Charges, Make a Payment, eRefund Sign-up** page. You are responsible to pay the remaining tuition and/or fees by the appropriate payment receipt deadline. Please refer to the section **Payment Receipt Deadlines**.

If the UH Cashier's Office does not receive a letter of financial guarantee, purchase order or authorization letter from your sponsor at least 48 hours prior to your payment receipt deadline, you must pay for your own tuition and fees. When the sponsor sends payment for the tuition and fees, the UH Cashier's Office will process a refund. If you have questions or want to confirm that your sponsor has met University billing requirements, please call the UH Cashier's Office third party billing section at 956-7554.

If the third party sponsoring agency does not make payment for your tuition for any reason after being billed by the University, you will be responsible for paying any unpaid balances on your student account. Failure to do so will result in sanctions for outstanding financial obligations being imposed on your student account.

NATIONAL SERVICE TRUST/AMERICORPS RECIPIENTS

Access the AmeriCorps online payment system at their website <http://www.americorp.gov>. In Quick Links, click "For Individuals" to create and submit an online request for your AmeriCorps Education Award benefits. AmeriCorps will send the request electronically to our institution for processing. The Mānoa Financial Aid Services Office will certify your eligibility and submit the information to AmeriCorps. After AmeriCorps does the final approval, the funds will be sent electronically to the UH Cashier's Office. The request for payment should be made after you register but no later than 10 working days before your **appropriate payment deadline**.

VETERAN'S BENEFITS

<http://manoa.hawaii.edu/records/veterans/>

The U.S. Department of Veterans Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. The Veterans Affairs Certifying Official is responsible for certifying and monitoring veterans' enrollment, academic progress, and other academic information, and can be reached at the Office of the Registrar Service Window, Queen Lili'uokalani Center for Student Services, room 010. Visit the U.S. Department of Veterans Affairs website <http://www.gibill.va.gov/> for more information.

POST-9/11 GI BILL (Chapter 33)

http://manoa.hawaii.edu/records/veterans/post_911.html

Individuals who served on active duty after 09/10/01 may be eligible for the Post-9/11 GI Bill. Tuition and fee payments are paid directly to the University on behalf of the veteran approximately six to eight weeks after receiving certification from the campus Veterans Affairs Certifying Official (see section on Third Party Sponsor Scholarship Recipients).

If you make changes to your registration once VA funds are received by the University and posted to your student account, you are responsible for any balance owed to the U.S. Department of Veterans Affairs and/or to the University.

Non-attendance will result in a return of funds to the U.S. Department of Veterans Affairs. If funds are returned and you do not officially withdraw from the University, you will be responsible to pay for all tuition and fee charges incurred.

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS (MyCAA)

MyCAA payments are paid directly to the University. You must bring or send a copy of your approved Financial Assistance Form to the UH Cashier's Office for each semester you register at least 48 hours prior to your payment receipt deadline. This will ensure that an invoice is sent to MyCAA. If the MyCAA program does not make payment for your tuition for any reason after being billed by the University, you will be responsible to pay for all tuition and fee charges incurred (see section on Third Party Sponsor Scholarship Recipients). Visit the MyCAA website <https://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx> for more information.

Methods of Payment (continued)

ARMY RESERVE TUITION SUBSIDY

The 9th RSC has received approval for the Pacific Reserve Education Program (PREP). Take your approved Form DA2171 to the UH Cashier's Office by 4:00 p.m. on the **appropriate payment deadline**. You are responsible for paying any remaining tuition and fees not covered by PREP. Contact your Army Reserve unit commander for more information.

NATIONAL GUARD TUITION ASSISTANCE

The Hawai'i National Guard Tuition Assistance Program is a reimbursement program. At the end of each semester, the National Guard will reimburse Guard members directly for tuition. Please contact your unit commanding officer for further information. Students are responsible for paying all tuition and fees to the UH Cashier's Office by **4:00 p.m. on the appropriate payment deadline**.

GRADUATE ASSISTANTS

Graduate Assistants who are non-residents for tuition purposes, may apply for an exemption from the non-resident tuition rate as employees of the University. If you are a non-resident and employed as a Graduate Assistant for **Spring 2012** as of **January 9, 2012**, you must take a copy of your Payroll Notification Form (PNF) to the Admissions Information Counter, Queen Lili'uokalani Center for Student Services, room 001, and request an exemption from the non-resident tuition rate BEFORE paying your tuition and fees. Failure to request this exemption will result in the assessment of full non-resident tuition charges.

Graduate Assistant tuition waivers cover **ONLY** the tuition charges. Your **Check My Registration Status** page will display your tuition waiver. Once you have completed your registration session, please allow 48 hours for the processing of your waiver. Your account information will be displayed on the **View My Charges, Make a Payment, eRefund Sign-up** page. You are responsible to pay the remaining tuition and/or fees by the appropriate payment receipt deadline. Please refer to the section **Payment Receipt Deadlines**. Note: If the tuition waiver is not showing in MyUH, contact the department that hired you prior to the payment receipt deadline.

UH ACHIEVEMENT SCHOLARSHIP RECIPIENTS

If you are receiving a University of Hawai'i **achievement scholarship**, you will be able to view the scholarship information on **MyUH**, Financial Aid section, in most cases, prior to the start of the semester. Once enrollment is verified your scholarship will be disbursed no earlier than 10 days before the start of the semester. You must **pay** the **remaining balance** by **4:00 p.m. on January 18**.

Payment Instructions for Students Receiving Financial Aid from UH Mānoa

http://manoa.hawaii.edu/records/pay_deadlines.html#spring_2012

If you are a **financial aid recipient**, have received your award letter and completed all necessary paperwork, including registering for your classes, the UH Cashier's Office will **apply your financial aid** towards your **UH Mānoa tuition and fees**. Funds will be disbursed to student MyUH accounts upon verification of enrollment no earlier than **December 30, 2011**. Financial aid credit balance refund processing will begin **January 3, 2012** at UH Mānoa. To receive your credit balance quickly, sign up for direct deposit (eRefund) to your checking or savings account. Direct deposit allows your money to go straight to your bank. The University of Hawai'i highly recommends you sign up for eRefund to avoid problems with lost checks due to outdated addresses and to save a trip to the bank. Use of eRefund means fewer paper checks and conservation of valuable resources.

After your tuition and fees are paid, any residual monies will be deposited directly into your designated eRefund account. See page 41 for easy instructions on how to enroll in eRefund. Answers to frequently asked questions about eRefunds are available at <http://myuhinfo.hawaii.edu/object/paymentfaq.html>.

If you do not sign up for eRefund, a paper check will be mailed to you. To ensure that your refund check is mailed to your correct address, you need to update your current address on file at UH Mānoa. Please verify and update your **Mailing Address** and **Permanent Address**, as all refund checks will be mailed to your address in the following priority: 1 - Mailing Address and then, 2 - Permanent Address (if Mailing Address is null or expired). Mailing Address corrections can be made online through **MyUH**, and Permanent Address corrections made by mailing the Student Data Change Form http://manoa.hawaii.edu/records/pdf/data_change.pdf or completing it in-person at the Office of the Registrar, Queen Lili'uokalani Center for Student Services, room 010 Service Window.

If you **do not** plan to attend the University of Hawai'i at Mānoa, please notify the Mānoa Financial Aid Services Office AND drop all of your courses online by 4:00 p.m. on **December 9, 2011**. Failure to do so will make you liable for any charges incurred, and you will be responsible for any financial aid that is disbursed to you.

- If you **withdraw completely by January 8 all aid disbursed will need to be returned to the University**.
- If you **withdraw completely on or after January 9**, please refer to the **Complete Withdrawal Instructions for Financial Aid Recipients** section on page 42 for additional information.
- Please check your financial aid status by logging into **MyUH**, then select **Academic Services** and **Financial Aid**, to see if you are missing any documents that may delay your financial aid.
- If you are registered for any community college classes, you are responsible for making payment after the aid is disbursed.
- Federal Title IV financial aid funds do not pay for fees such as late registration fee, transcript fee, diploma fee, etc.

Note: Please check the Financial Aid Services website <http://www.hawaii.edu/fas/> for any important updates. The Mānoa Financial Aid Services Office is located in the Queen Lili'uokalani Center for Student Services, room 112 on the first floor (956-7251).

Payment Plan

https://myuh.hawaii.edu/myuh/IPP_FINAL.pdf

Students who cannot pay in full by **December 9, 2011** have the option to enroll in the payment plan. Cost to join the payment plan is \$30.00 per semester, per plan. You must have a minimum unpaid balance of \$300.00 to enroll in the payment plan. Please visit this website <http://myuhinfo.hawaii.edu/object/paymentfaq.html> for updated information on the payment plans.

Once you enroll in the payment plan, you are expected to pay all financial charges incurred as you will not be disenrolled from classes for non-payment.

When you enroll in the payment plan you must provide a credit/debit card number or bank account as payments are **automatically** deducted on the installment due date. eCheck or eSavings payments returned from the maker's bank for any reason will result in a \$25.00 charge and a hold will be placed on your account. If for any reason the University is unable to process your installment payment (e.g., insufficient funds, closed credit card, closed bank account, incorrect bank information, expired credit card, etc.) you or your authorized user will receive an email notification. If full payment is not received by the end of all scheduled payments, you will be notified that full payment must be received or sanctions will be imposed. If payment is not received, your student account may be referred to a collection agency and other sanctions as promulgated in University of Hawai'i Administrative Rules, Chapter 20-10 <http://www.hawaii.edu/offices/bor/adminrules/chapter10.pdf> will be imposed.

All financial aid and scholarships received by the University shall be applied in full to your student account balance at the time of receipt or no earlier than December 30, 2011, and the remaining installment payments in the plan will be reduced.

PAYMENT PLANS AVAILABLE FOR SPRING 2012

<i>Plan Name</i>	<i>Enrollment Dates</i>	<i>Required Down Payment</i>	<i>Remaining Payments</i>	<i>Installment Due Dates</i>
4 Month Plan	November 7, 2011 - December 9, 2011, 4:00 p.m. (HST)	25%	3	January 18, February 16, March 16
3 Month Plan	December 10, 2011 - January 18, 2012, 4:00 p.m. (HST)	33.33%	2	February 16, March 16
2 Month Plan	January 19, 2012 - February 16, 2012, 4:00 p.m. (HST)	50%	1	March 16



UNIVERSITY OF HAWAI'I SYSTEM
REGISTRATION PAYMENT FORM

If you would like to use a check to pay for your tuition/fee(s), please complete the form below with the necessary information. Submit the completed form with your check to one of the campus offices listed below.

Please print clearly.

Student's Name: _____
Last First Middle

UH Username: _____ Date: _____

OR
UH ID Number: _____ - _____

Phone (Day): (____) _____ Phone (Evening): (____) _____

Amount Due: \$ _____ Email Address: _____

Option: **Payment by Check** Semester: Fall Spring Summer Winter

1. **The check amount must be equal to the total amount due**
2. Check cannot be postdated (dated for a future date)
3. Make check payable to: **UNIVERSITY OF HAWAI'I**
4. **Attach the check to this form**
5. Write Student's ID Number on the check

Mail or hand deliver this form to one of the campus offices listed below:

Cashier's Office
Hawai'i Community College
200 West Kawili St.
Hilo, Hawai'i 96720

Cashier's Office
Honolulu Community College
874 Dillingham Blvd., Bldg. 6
Honolulu, Hawai'i 96817

Kekaulike Information & Service Center
Kapi'olani Community College
Ilima 102
4303 Diamond Head Rd.
Honolulu, Hawai'i 96816

Cashier's Office
Kaua'i Community College
3-1901 Kaumualii Hwy.
Lihue, Hawai'i 96766

Cashier's Office
Leeward Community College
96-045 Ala Ike St.
Pearl City, Hawai'i 96782

Cashier's Office
University of Hawai'i Maui College
310 West Kaahumanu Ave.
Kahului, Hawai'i 96732

Cashier's Office
University of Hawai'i at Hilo
200 West Kawili St.
Hilo, Hawai'i 96720

Cashier's Office
University of Hawai'i at Manoa
2600 Campus Rd., QLCSS 105
Honolulu, Hawai'i 96822

Cashier's Office
University of Hawai'i -West O'ahu
96-129 Ala Ike, B103
Pearl City, Hawai'i 96782

Cashier's Office
Windward Community College
Alaka'i 114
45-720 Kea'ahala Rd.
Kaneohe, Hawai'i 96744

UH Outreach College
University of Hawai'i at Manoa
2440 Campus Rd., Box 447
Honolulu, Hawai'i 96822

PAYMENT MUST BE RECEIVED BY THE PUBLISHED PAYMENT DEADLINE DATE.

**PAYMENT WILL BE APPLIED TO OUTSTANDING BALANCES FIRST,
EVEN IF THE CHARGE IS FOR A PREVIOUS TERM.**

Refunds

http://manoa.hawaii.edu/records/refunds.html#spring_2012

The refund schedule for tuition and special course fees is as follows, unless otherwise stipulated by federal regulations.*

1. **100% refund** of tuition for **complete withdrawal** or **decrease in credits** made by 4:00 p.m., **January 18, 2012**. The late registration fee is not refundable.
2. **50% refund** of tuition for **complete withdrawal** or **decrease in credits** made **from January 19 to 30, 2012**, by 4:00 p.m.
3. **No refund** of tuition for **complete withdrawal** or **decrease in credits from January 31, 2012**.

Student activity fees are only refundable **before** the first day of instruction up through **January 8, 2012**, or if you **completely withdraw** system-wide by 4:00 p.m., **January 18, 2012**. Please visit <http://manoa.hawaii.edu/records/register/withdrawals.html> for instructions on withdrawing from all UH Mānoa courses.

Non-financial aid student refunds will be processed after the end of the 50% refund period. If you have a financial hold with the University, your refund may be delayed until the obligation is cleared.

If you made payment by credit card within the past 90 days, your credit card may be refunded in the order of credit card used. For payments older than 90 days, your refund will be deposited directly into your designated eRefund account or mailed to your current address on file at UH Mānoa.

If you paid by cash or check, your refund will be deposited directly into your designated eRefund account or mailed to your current address on file at UH Mānoa.

Please verify and update your **Mailing Address** and **Permanent Address**, as all refund checks will be mailed to your address in the following priority: 1 - Mailing Address and then, 2 - Permanent Address (if Mailing Address is null or expired). Mailing Address corrections can be made online through **MyUH**, and Permanent Address corrections made by mailing the Student Data Change Form http://manoa.hawaii.edu/records/pdf/data_change.pdf or completing it in-person at the Office of the Registrar Service Window, Queen Lili'uokalani Center for Student Services, room 010.

* Recipients of Federal Student Aid should also refer to the section **Complete Withdrawal Instructions for Financial Aid Recipients** on page 42.

eRefund



eRefund (Electronic Refund) is Here! Sign Up Today! It's Easy!

Why wait for your refund check in the mail? Sign up online to have your refund deposited directly into your checking or savings account. Answers to frequently asked questions about eRefunds are available at <http://myuhinfo.hawaii.edu/object/paymentfaq.html>.

1. Log into **MyUH**.
2. Select **Sign up for eRefund**.
3. Click the **Click Here to Access the Student Account Home Page** link.
4. Select the **Refunds** tab at the top of the page.
5. Choose **Payment Profile**.
6. Add a **Payment Method** by selecting **Electronic Check (checking/savings)**.
7. Designate an existing bank account or add a new bank account in your **Payment Profile**. Enter your bank routing and bank account information. Double check your account numbers!
8. Check the **Refund Option** box.
9. Click on **Save**.

That's all!

Complete Withdrawal Instructions for Financial Aid Recipients

<http://www.hawaii.edu/fas/implicationsOW.html>

Please see a financial aid counselor before processing your complete withdrawal.

Once the Mānoa Financial Aid Services Office is notified of the date of your withdrawal from school, Federal regulations mandate a 'Return of Title IV Funds.' All financial aid students who receive Federal financial aid and process a complete withdrawal before 60% of the semester has elapsed, may be required to repay a portion or all of the aid (including tuition waivers) received for the semester.

During the first 60% of the enrollment period, students "earn" financial aid in direct proportion to the length of time they were enrolled. The percentage of the period that the student remained enrolled is determined by dividing the number of days that the student completed, by the number of days in the semester. Any unearned aid, other than Federal Work Study, must be returned to the proper Title IV program(s). Unearned aid is the amount of disbursed aid minus the amount of aid earned.

Example: A student received a total of \$4750.00 in financial aid (\$2000.00 in Federal Award Type A and \$2750.00 in Federal Award Type B). The student attended 30 days and then did a complete withdrawal. There are 117 days in the enrollment period. To calculate the percentage of aid that the student earned, divide days attended (30) by days in the enrollment period (117). Aid earned equals 25.6%; aid unearned equals 74.4%. Of the \$4750.00 aid disbursed, aid earned is \$1216.00 and aid unearned is \$3534.00. To calculate the institutional portion of unearned aid, multiply 74.4% by the total institutional charges of \$3500.00 (\$3500.00 = tuition/fees, dorm charges if applicable). The institution must return \$2604.00 to the Title IV Aid programs. To calculate the student portion of unearned aid, take total aid unearned of \$3534.00 minus \$2604.00 (institutional aid unearned). The student must return \$930.00 to the Title IV Aid programs.

The Institution may hold you responsible for the entire amount of unearned aid (\$3534.00). Until this overpayment is cleared, you will not be able to receive any services from the Institution or enroll at any other institution in the University of Hawai'i system.

The Federal policy regarding the Return of Title IV funds due to a complete withdrawal is available upon request at the Mānoa Financial Aid Services Office, Queen Lili'uokalani Center for Student Services, room 112.

Education Tax Credits

<https://www.hawaii.edu/1098T/>

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997 and the American Recovery and Reinvestment Act (ARRA) of 2009. Information about these tax credits as well as other education related tax credits can be found at this website <http://www.hawaii.edu/1098T> or by contacting your tax advisor.

All students, except non-resident aliens, who were charged qualified tuition and related expenses from January 1 to December 31, 2011 will receive a 1098-T tax form as required by the Internal Revenue Service (IRS). This form will reflect amounts **billed** (not paid) regardless of the semester for qualified tuition and related expenses, as well as scholarship and grants paid during the 2011 calendar year. Any registration charges for Spring 2012 posted to your student account prior to December 31, 2011 will be reflected in the 2011 calendar year 1098-T tax form. If you require additional information on whether you qualify for the education tax credits and how to claim the benefits, please consult with your tax advisor.

You may choose to receive this form electronically only and not by mail. To make your election, if you have not already done so, log into MyUH, select the "My Profiles" tab and click on the "opt-in" button for 1098-T statements. When your tax document is ready, an email will be sent to your hawaii.edu account notifying you that your 1098-T tax form is ready for viewing.

If you do not "opt-in" by December 31 to receive only an electronic copy, the 1098-T tax form will be mailed to your **Permanent Address** by January 31, 2012. Duplicate 1098-T tax forms may be obtained at this website <http://www.hawaii.edu/1098T> after January 31. To ensure receipt of this important tax document, please update your Permanent Address on file at UH Mānoa by either one of the following methods:

- By mail: Download the Student Data Change Form http://manoa.hawaii.edu/records/pdf/data_change.pdf and mail in your updated Permanent Address.
- In person: Fill in the updated Permanent Address on the Student Data Change Form at the Office of the Registrar, Queen Lili'uokalani Center for Student Services, room 010 Service Window.

Note: You must provide your **Social Security Number** to the University. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers or Individual Taxpayer Identification Numbers (ITINs) to report qualified tuition and related expenses billed to students and scholarship and grant payments made to students to the IRS each year.

Outreach College Extension Courses

<http://www.outreach.hawaii.edu>

Outreach College offers UH Mānoa credit courses in addition to those offered through “day” school. When registering for Outreach College extension courses (select MyUH term **Spring 2012 Extension**) the following apply:

- Tuition per credit hour is the same as UH Mānoa. However, other course fees may be charged.
- Tuition charges are in ADDITION to UH Mānoa tuition and paid separately.
- Course credits are regular UH Mānoa credits and count towards your full-time enrollment for the semester.
- Course grades are recorded on your UH Mānoa transcript and averaged into your UH Mānoa cumulative grade point average (GPA).
- Outreach College extension course start dates, end dates, and length vary greatly, so it is important you check each course’s academic calendar on the Outreach College website for information and deadlines.

Payment Policy

Full payment is due the day you register for a course. If full payment is not received or you have not signed up for the payment plan, your registration may be cancelled. Students remain responsible academically and financially for registration not cancelled. If you cannot pay or do not want to keep a course, drop it before it begins to avoid academic and financial penalties (e.g., an "F" grade and/or financial obligation).

Important payment information is sent to your UH email account. Please check it often.

Tuition Waivers

UH employee, eligible UH employee spouse/domestic partner, and Graduate Assistant tuition waivers are accepted for extension courses under certain conditions. **A non-refundable administrative fee is assessed for each approved course.** Due to the self-supporting nature of Outreach College, course waivers are accepted only if the class meets certain conditions and a minimum enrollment. The completed Outreach Tuition Waiver must be submitted to the Outreach College Cashier for manual processing. Visit our website for detailed instructions and a copy of the Outreach Tuition Waiver.

Financial Aid Recipients

Your financial aid may be delayed pending manual processing for Outreach College extension terms. Some institutional awards disbursed by UH Mānoa Financial Aid Services are **not accepted** for Outreach College courses.

If you have ACCEPTED financial aid processed through UH Mānoa Financial Aid Services, your registration will not be cancelled for non-payment. You are responsible for dropping all unwanted courses. Failure to do so will make you liable for all charges incurred.

For complete information about tuition rates, registration, deadlines, and the latest course listings, visit <http://www.outreach.hawaii.edu/>. If you have any questions or problems with registration, please contact:

Outreach College Student Services

Sinclair Library 301

2425 Campus Road

Phone: (808) 956-7221 or 1-800-862-6628

Fax: (808) 956-3752

Email: ochelp@hawaii.edu

Hours: Mondays to Fridays, 8:00 a.m. to 5:30 p.m.

(Closed on State Holidays)

Family Educational Rights and Privacy Act (FERPA)

<http://manoa.hawaii.edu/records/policies.html#ferpa>

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records which the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

FERPA is administered by:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

5. Directory Information

Students are advised that the following personally-identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information:

- Name of student
- Local address and zip code
- Local telephone number
- Email address
- Major field of study
- Educational level (i.e., freshman, sophomore, etc.)
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degrees and awards received
- Most recent educational institution attended
- Fact of participation in officially recognized activities and sports
- Weight and height of members of athletic teams

A student has the right to request that all of the above items **not** be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform each Campus Registrar each campus he or she is attending which of the above items are not to be disclosed without the prior consent of that student. At UH Mānoa, report to the Office of Admissions, Queen Lili'uokalani Center for Student Services, room 001, to make this request.

Note: Submission of this FERPA nondisclosure of directory information request does **not** automatically remove students from the UH Online Directory of email addresses, which is accessible only to those with valid UH email accounts.

To remove yourself from the UH Online Directory:

- Log into MyUH
- Select the My Profile tab
- Look for UH Online Directory, Options for Students, select Opt-out

Students are advised that institutional policy and procedures required under FERPA have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of Administrative Procedure A7.022 may be obtained from the Office of the Vice Chancellor for Students.

Parents and/or spouses are advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed without the prior written consent of the student.

Selective Service Registration of Males 18 through 25

<http://www.sss.gov>

Males between the ages of 18 and 25 are required to register for the U.S. Selective Service. Failure to register may result in ineligibility for financial aid, jobs and other negative consequences. Information and application forms are available at post offices and on their website at <http://www.sss.gov>.

UH Mānoa Equal Opportunity/Affirmative Action Policy Statement

http://www.hawaii.edu/myuh/manoa/notices/equal_opportunity.html

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, status as a covered veteran, or (effective January 1, 2012) domestic or sexual violence victim status. This policy covers academic considerations such as admission and access to, and participation and treatment in, the University's programs, activities, and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University policy.

The University strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans. For information on policies or complaint procedures for the UH Mānoa Campus, visit <http://www.hawaii.edu/offices/eeo/> or contact:

Students: Lori Ideta, Assistant Vice Chancellor & Dean of Students and Title IX & ADA Coordinator, Queen Lili'uokalani Center for Student Services, room 409, phone (808) 956-3290 (voice/text).

Students with Disabilities: Ann Ito, Director, KOKUA Program, Queen Lili'uokalani Center for Student Services, room 013, phone (808) 956-7511. Fax: (808) 956-8093. Email: kokua@hawaii.edu.

Employees (& Affirmative Action Plan): Mie Watanabe, EEO/AA Director and Title IX & ADA Coordinator, Administrative Services Building 1-102, phone (808) 956-7077 (voice/text). Email: eeo@hawaii.edu.

Sexual Harassment & Gender Equity: Jennifer Rose, Gender Equity Specialist, Queen Lili'uokalani Center for Student Services, room 210, phone (808) 956-9977. Fax: (808) 956-4541. Email: rosejenn@hawaii.edu.

Civil Rights: Jill Nunokawa, Civil Rights Specialist, Queen Lili'uokalani Center for Student Services, room 210, phone (808) 956-4431. Fax: (808) 956-4541. Email: jln@hawaii.edu.

UH Mānoa recognizes its responsibility to provide equal access to its programs, services and activities for students with disabilities. Contact KOKUA, our office for students with disabilities, for accessibility information and services. Please visit <http://www.hawaii.edu/kokua>.

Student Conduct Code

Copies of the "Student Conduct Code" and "Academic Grievance Procedures" may be found online at

http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/ and

http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/ or may be obtained from the Office of Judicial Affairs, Queen Lili'uokalani Center for Student Services, room 207.

Disability Access Services

If you have a learning, physical or mental health disability and need registration or other disability access services, you are encouraged to contact the KOKUA Program, Queen Lili'uokalani Center for Student Services, room 013, or call (808) 956-7511. Fax: (808) 956-8093. Email: kokua@hawaii.edu. Early contact is strongly recommended to ensure that quality services may be rendered. KOKUA is unable to serve students with temporary conditions, e.g., broken arm/leg, post-surgical recovery, etc. Creating equal access is a shared responsibility involving students with disabilities, KOKUA, faculty and staff at UH Mānoa. Please visit <http://www.hawaii.edu/kokua/> for more information.

This publication is available to students with print disabilities in alternate format upon request. Contact the KOKUA Program at (808) 956-7511.

Graduation and Persistence Rates of Entering Students

UNIVERSITY OF HAWAII AT MĀNOA

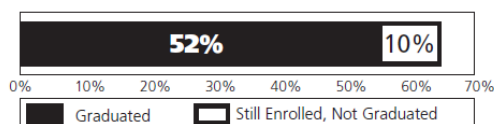
GRADUATION AND PERSISTENCE OF FIRST-TIME FULL-TIME DEGREE-SEEKING UNDERGRADUATES

The information in this graph provides a partial description of the graduation and enrollment patterns of students and describes averages for groups of students. It should not be used to infer or predict individual graduation or enrollment behavior.

This information is provided for the Student Right-to-Know Act, Public Law 101-542 published in the Federal Register, December 1, 1995.

AVERAGE GRADUATION AND PERSISTENCE RATES

1994-2004 FALL COHORTS
SIX YEARS AFTER ENTRY



On average, 62% of first-time, full-time degree-seeking undergraduates entering the Mānoa campus have either graduated or are still enrolled six years after entry. The rates for the most recent cohort (Fall 2004) are 50% for graduation and 8% for persistence.

Source: University of Hawai'i Institutional Research Office 01/11

UH Mānoa Campus Safety and Security

<http://www.hawaii.edu/security>

Your Right to Know

Your personal safety and the security of the campus community are of vital concern to the University of Hawai'i at Mānoa. To that end and in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act," please visit <http://www.hawaii.edu/security> for the latest information about campus security.

Annual Campus Security and Fire Safety Report

The 2011 University of Hawai'i at Mānoa Annual Campus Security and Fire Safety Report is available online at http://www.hawaii.edu/security/annual_report.pdf.

The Jeanne Clery Act requires that an annual security report of certain information be forwarded to the U.S. Department of Education and be provided to the community. The crimes that are reported in the Clery Act include murder, manslaughter (negligent and non-negligent), sex offenses (forcible and non-forcible), robbery, burglary, aggravated assault, motor vehicle theft, and arson. In addition, the University must report statistics for "arrests or disciplinary referrals for liquor, drug, and weapons offenses" and for hate crimes.

Furthermore, the Clery Act requires that crimes must be reported by location of occurrence, in one of the following four categories: on campus, in student residential facilities (which is a subset of the on-campus statistics), non-campus buildings or property, and public property (streets, sidewalks, municipal parking lots, and areas immediately adjacent to the campus).

The UH Mānoa Clery Act Annual Report is published primarily on the Campus Security website <http://www.hawaii.edu/security>. A copy of this report may be downloaded and printed at any time. A hard copy may also be requested by contacting the University of Hawai'i at Mānoa **Campus Security** office at 1951 East-West Road, Honolulu, Hawai'i 96822, or by calling (808) 956-9802.

Assistance Programs

University of Hawai'i at Mānoa	
Office of the Vice Chancellor for Students.....	956-3290
Office of Gender Equity Counselor.....	956-9977
Office of Human Resources.....	956-8988
Office of Judicial Affairs.....	956-4416
Center for Substance Abuse.....	956-8060
Civil Rights.....	956-4431
Counseling & Student Development Center.....	956-7927
Environmental Health & Safety Office.....	956-8660
University Health Services Mānoa.....	956-8965
Women's Center.....	956-8059
Hawai'i	
ASK 2000 (Statewide Referral Service).....	275-2000
Adult Mental Health Division – 24 hour hotline.....	832-3100
Alcoholics Anonymous.....	946-1438
American Civil Liberties Union of Hawai'i (ACLU).....	522-5900
Hawaiian Humane Society.....	946-2187
Legal Aid Society of Hawai'i.....	536-4302
Narcotics Anonymous Hotline.....	734-4357
Sex Abuse Treatment Center – 24 hour hotline.....	524-7273
Shelter for Abused Spouses & Children.....	841-0822
Suicide & Crisis Center - 24 hour hotline.....	832-3100
Victim/Witness Assistance Program.....	541-2850

Emergency Numbers

UH Mānoa Campus Security.....	956-6911 (V/T)
(on campus).....	66911 (V/T)
Emergency Call Box.....	PICK UP
Honolulu Police Department.....	911

Escort Service

Escort Service (on campus from dusk to dawn).....	956-8211 (V/T)
(on campus).....	68211 (V/T)

Application for Voter Registration

<http://hawaii.gov/elections>

Office of the Registrar Services

Location: Queen Lili'uokalani Center for Student Services, Room 010 (ground floor)

Hours: Mondays to Fridays, 8:00 a.m. to 4:00 p.m.

Website: <http://manoa.hawaii.edu/records>

Phone: (808) 956-8010

Fax: (808) 956-7830

Email: uhmanoa.records@hawaii.edu

The **Office of the Registrar** maintains students' academic records and provides services in registration, enrollment and degree verification, academic transcripts, diplomas and veterans' educational benefits. A complete list of services and frequently used forms can be found on the Registrar's office website at <http://www.manoa.hawaii.edu/records>.

Enrollment Verification

The Office of the Registrar can verify your current and past enrollment status for semesters you are or have been officially registered at UH Mānoa for health insurance, loan deferments, scholarships, or other benefits. For the **Request for Enrollment Verification Form**, please visit <http://manoa.hawaii.edu/records/verification.html>.

Note: Enrollment status for Fall and Spring semesters is determined by the number of credits for which you enroll each semester. Credits taken for audit are not counted in determining full- or part-time enrollment status. Any changes to your enrollment status may impact benefits you are receiving, particularly financial aid. You are encouraged to carefully consider the implications of changing your credit load before adding or dropping classes.

Diplomas

Diplomas are available for pick-up or mailing approximately 10 weeks after graduation. You can pick up your diploma at the Office of the Registrar or have your diploma mailed to you upon request. For more information on applying for your degree, degree application deadlines, and diplomas, visit <http://manoa.hawaii.edu/records/diplomas.html>.

Grade Reports

For the Fall and Spring semesters, grades are typically available for viewing on the Wednesday following the end of final exam period. Grades for the **Spring 2012** semester will be available on MyUH from **May 16, 2012**. To view your grades, log into [MyUH](#) and select **View Grades**. Grades are not mailed. If a grade has not been posted by the grade availability date, the course instructor has not submitted the grade. Please contact the instructor directly regarding the status of your final grade.

Loan Deferment

Loan deferment forms can be submitted to the Office of the Registrar after tuition and fees are paid. See the section on Enrollment Verification for additional information. Lenders are able to retrieve enrollment information approximately one month after the semester begins via the National Student Clearinghouse.

Name & Address Changes

You are responsible for providing the University with your current contact and other pertinent personal information. Please refer to http://manoa.hawaii.edu/records/update_info.html to learn how to keep this information up-to-date.

International students with F-1 and J-1 visas are required to report a new U.S. Mailing Address in MyUH within 10 days of a change in U.S. address. Please note that F-1 and J-1 students must have a Permanent Address in their home country and may NOT claim a U.S. address as a Permanent Address. For more information contact International Student Services (ISS) at issmanoa@hawaii.edu.

Official Transcripts

The Office of the Registrar provides official transcripts bearing the UH Mānoa seal and the signature of the University Registrar. An official transcript reflects coursework and grades for all credit courses taken at UH Mānoa including Summer terms, extension terms, and undergraduate and graduate courses. For the **Transcript Request Form**, please visit <http://manoa.hawaii.edu/records/transcripts.html>.

The Office of the Registrar does not produce unofficial transcripts. Current students can view and print their academic record in [MyUH](#) via **STAR** Degree Check/View Transcript.

Note: **Financial obligations** to any UH campus must be cleared before requests are processed.

UH Mānoa **does not** distribute official transcripts of academic work from other institutions, **including other UH campuses**. You must order transcripts directly from the institution where you completed the coursework.

Veterans' Educational Benefits

The Veterans Affairs (VA) Certifying Official, located in the Office of the Registrar, assists military veterans and their dependents who are eligible for Montgomery GI Bill benefits. Every semester, after students meet with their academic advisors, the VA Certifying Official certifies that students are enrolled in courses that are applicable to their VA-approved degree programs. Once certified, eligible students will receive monthly benefits from the Department of Veterans Affairs. For more detailed information, visit <http://manoa.hawaii.edu/records/veterans>.

Campus Services

Please use your UH email account when contacting these offices as notices sent to your UH email are considered official communication by the University. For other campus offices visit <http://manoa.hawaii.edu/about/contact.html>.

UH Mānoa Bookstore

Location: Campus Center (ground floor)
Website: <http://www.bookstore.hawaii.edu/manoa/>
Phone: (800) 842-6657
Email: book@hawaii.edu

Campus Center Ticket, Information & ID Office (ID Validation, University Bus Pass)

Location: Campus Center, Room 212
Website: <http://www.hawaii.edu/campuscenter/services/tid.html>
Phone: 956-7235
Email: ccinfo@hawaii.edu

Career Development & Student Employment (Includes Off-Campus Employment)

Location: Queen Lili'uokalani Center for Student Services, Room 212
Website: <http://cdse.hawaii.edu>
Phone: 956-7007
Email: cdse@hawaii.edu

University Cashier's Office

Location: Queen Lili'uokalani Center for Student Services, Room 105
Website: <http://www.fmo.hawaii.edu/bursar/>
Phone: 956-7554
Fax: 956-2098
Email: billpayment-l@lists.hawaii.edu

Information Technology Services (ITS)

Computer Labs and Help Desk (UH Username, technical or access problems)

- Sinclair Library, 1st Floor
- Hamilton Library, 1st Floor

Website: <http://www.hawaii.edu/its/>
Phone: 956-8883
(800) 558-2669 (Toll-Free neighbor islands)
Hours: Mondays to Thursdays, 8:00 a.m. – 7:00 p.m.
(Fall and Spring semester)
Fridays, 8:00 a.m. – 4:30 p.m.
Email: help@hawaii.edu

Counseling and Student Development Center (Counseling and Testing Services)

Location: Queen Lili'uokalani Center for Student Services, Room 312
Website: <http://www2.hawaii.edu/~csdc/>
Phone: 956-7927

Financial Aid Services

Location: Queen Lili'uokalani Center for Student Services, Room 112
Website: <http://www.hawaii.edu/fas/>
Phone: 956-7251
Email: finaid@hawaii.edu

Graduate Division (Classified Graduate and Post-Baccalaureate Unclassified students; Graduate Assistants)

Location: Spalding Hall 353B
Website: <http://manoa.hawaii.edu/graduate/>
Phone: 956-8500
Email: gradrec@hawaii.edu

University Health Services

Location: 1710 East West Road
Website: <http://www.hawaii.edu/shs/>
Phone: 956-8965
Email: uhsm@hawaii.edu

Health Clearance Deadline: December 2, 2011

Student Housing Services (Includes Off-Campus Housing)

Location: Frear Hall (first floor)
2569 Dole Street
Website: <http://manoa.hawaii.edu/housing/>
Phone: 956-8177
956-5178 (Cashier Hotline)
Email: uhmsh@hawaii.edu

International Student Services

Location: Queen Lili'uokalani Center for Student Services, Room 206
Website: <http://www.hawaii.edu/issmanoa/>
Phone: 956-8613
Email: issmanoa@hawaii.edu

Outreach College Student Services

Location: Sinclair Library 301
Website: <http://www.outreach.hawaii.edu>
Phone: 956-7221 or (800) 862-6628
Fax: 956-3752
Email: ochelp@hawaii.edu

Parking Services Office

Location: Queen Lili'uokalani Center for Student Services, Room 014
Website: <http://www.hawaii.edu/parking/>
Phone: 956-8899
Email: parking@hawaii.edu

Residency

UH Mānoa Office of Admissions

Location: Queen Lili'uokalani Center for Student Services, Room 001
Website (Hawai'i Residency Requirements): <http://www.manoa.hawaii.edu/admissions/undergrad/financing/residency.html>
Phone: 956-8975
(800) 823-9771 (Toll-Free)
956-7943 (Voice/Text)
Email: uhmanoa.admissions@hawaii.edu

Deadline to change tuition status: January 18, 2012

Transfer Credit Evaluation

UH Mānoa Office of Admissions

Location: Queen Lili'uokalani Center for Student Services, Room 001
Website (Transfer Credit Policies): <http://manoa.hawaii.edu/admissions/undergrad/policies.html>
Phone: 956-8975
(800) 823-9771 (Toll-Free)
956-7943 (Voice/Text)
Email: uhmanoa.admissions@hawaii.edu

Advising Offices

<http://manoa.hawaii.edu/records/register/offices.html>

Academic advising services are available through your college or school and, in some cases, your department. Advising Offices, including the Mānoa Advising Center, offer students a variety of academic services.

College Advising Offices

Contact information for various college/school advising offices is listed below. The information is arranged in alphabetical order by college/school. For college websites:

<http://www.manoa.hawaii.edu/academics/colleges.html>.

Architecture

Architecture School 202
956-7225, 956-7226

Arts & Sciences

Arts & Sciences Declared Majors Only

Queen Lili'uokalani Center for Student Services 113
956-8755

Business

Undergraduate
Business Administration B101
956-8215

Graduate
Business Administration G202
956-8266

Education

Everly Hall 126
956-7849

Engineering

Holmes Hall 250
956-8404

Graduate Division

All Classified Graduate and Post-Baccalaureate Unclassified students

Spalding Hall 352
956-8500

Hawaiian Knowledge

Kamakakūokalani Center for Hawaiian Studies
Room 211A
973-0989

Law

Law School 119
956-7966

Mānoa Advising Center

General Arts & Sciences students and Pre-Majors Only

Queen Lili'uokalani Center for Student Services 101
956-7273

Medicine

Medical Education Building 307, 651 Ilalo Street
692-1000

Nursing & Dental Hygiene

Webster Hall 201
956-8939

Ocean & Earth Science & Technology

Hawa'i Institute of Geophysics 135
956-8763

Outreach College

Unclassified Undergraduate Students Extension Courses & Summer Session

Sinclair Library 301
956-8400, 956-7221

Pacific & Asian Studies

Moore Hall 416A
956-0827

Social Work

Henke Hall 230
956-3830

Travel Industry Management

George Hall 346
956-8946

Tropical Agriculture & Human Resources

Gilmore Hall 210
956-8183

Department Advising Offices

Contact information for various department advising offices is listed below. The information is arranged in alphabetical order by department.

If you need college approvals (e.g., time conflict, course overload, registration changes), graduate students should see their department (graduate chair) and **Graduate Division**; undergraduate students should see their college's advising office as indicated below.

Note: Business and medical departments are not listed. Undergraduate business students and medical students should see their school's advising office for college approvals.

A

Academy for Creative Media (Arts & Sciences)

Crawford Hall 210
956-7736

Aerospace Studies
1460 Lower Campus Road, Room 6A
956-7734

American Studies (Arts & Sciences)

Moore Hall 324
956-8570

Anthropology (Arts & Sciences)

Saunders Hall 346
956-8415

Apparel Product Design & Merchandising

(Tropical Agriculture & Human Resources)

Miller Hall 201
956-8133

Art & Art History (Arts & Sciences)

Art Building 142
956-8251

Asian Studies (Pacific & Asian Studies)

Moore Hall 416
956-6085

Department Advising Offices (continued)

B

Biology, Marine Biology, Zoology (**Arts & Sciences**)
Dean Hall 2
956-8303

Botany (**Arts & Sciences**)
St. John Plant Science Lab 101
956-8369

C

Chemistry (**Arts & Sciences**)
Bilger Hall 239
956-7480

Civil & Environmental Engineering (**Engineering**)
Holmes Hall 383
956-7550

Communication & Journalism (**Arts & Sciences**)
Crawford Hall 320
956-8881

Communication & Information Sciences
(**Arts & Sciences**)
Business Administration C502
956-7608

Communication Sciences & Disorders (**CSD department**)
1410 Lower Campus Road
956-8279

Communicology (formerly Speech) (**Arts & Sciences**)
George Hall 326
956-8202, 956-8408

Curriculum Studies
Everly Hall 224
956-4401

D

Dental Hygiene (**Nursing**)
Hemenway Hall 200B
956-8821

E

East Asian Languages & Literatures
(Chinese, Japanese, Korean) (**Arts & Sciences**)
Moore Hall 382
956-8940

Economics (**Arts & Sciences**)
Saunders Hall 542
956-8496

Educational Administration
Wist Hall 220
956-7843

Educational Foundations
Wist Hall 113
956-7817

Educational Psychology
Wist Hall 214
956-7775

Educational Technology
Wist Hall 232
956-7671

Electrical Engineering (**Engineering**)
Holmes Hall 483
956-7586

Elementary Education (see Institute for Teacher Education)

English (**Arts & Sciences**)
Kuykendall Hall 402
956-7619

English Language Institute (**Arts & Sciences**)
Moore Hall 570
956-8610

Ethnic Studies (**Arts & Sciences**)
George Hall 301
956-8086

Europe & the Americas, Languages & Literatures of
(**Arts & Sciences**)
Moore Hall 482
956-4187

F

Family & Consumer Sciences
(**Tropical Agriculture & Human Resources**)
Krauss Hall Annex 7
956-6519

First-Year Programs (ACE Learning Communities & Freshman
Seminars)
Sinclair Library 109
956-8626

G

General Arts & Sciences (no declared major)
(**see Mānoa Advising Center in college listing**)

Geography (**Arts & Sciences**)
Saunders Hall 445
956-8465

Geology & Geophysics
(**Ocean & Earth Science & Technology**)
Pacific Ocean Science & Technology Building 701A
956-7640

Global Environmental Science
(**Ocean & Earth Science & Technology**)
Marine Science Building 205C
956-7932

H

Hawaiian Language (Kawaihuelani Center for)
(**Hawaiian Knowledge**)
Spalding Hall 253
956-7637

Hawaiian Studies (Kamakakūokalani Center for)
(**Hawaiian Knowledge**)
Kamakakūokalani Center for Hawaiian Studies, Room 211A
973-0979

History (**Arts & Sciences**)
Sakamaki Hall A203
956-8486, 956-7687

Honors/Selected Studies Program
Sinclair Library 128
956-8391

Human Nutrition, Food, & Animal Sciences
(**Tropical Agriculture & Human Resources**)
Agricultural Science 216
956-7095

I

Indo-Pacific Languages & Literatures
(**Arts & Sciences**)
Spalding Hall 255
956-8672, 956-7452

Information & Computer Sciences (**Arts & Sciences**)
Pacific Ocean Science & Technology Building 317
956-7420

Institute for Teacher Education, Elementary (**Education**)
Everly Hall 223
956-9992

Institute for Teacher Education, Secondary (**Education**)
Everly Hall 226
956-4241

Interdisciplinary Studies
Krauss Hall 116
956-7297

Department Advising Offices (continued)

K

Kinesiology & Rehabilitation Science (**Education**)
Physical Education/Athletic Complex 231
956-7606

L

Library & Information Science
Hamilton Library 3K
956-7321

Linguistics (**Arts & Sciences**)
Moore Hall 569
956-8602

M

Master of Education in Teaching Program
Everly Hall 222
956-7856

Mānoa Writing Program (Writing Placement)
Bilger Hall 104
956-6660

Mathematics (**Arts & Sciences**)
Keller Hall 419
956-4679

Mechanical Engineering (**Engineering**)
Holmes Hall 302
956-7167

Medical Technology (**Med Tech department**)
Biomedical Sciences Building C206
956-8557

Meteorology (**Ocean & Earth Science & Technology**)
Hawai'i Institute of Geophysics 350
956-8775

Microbiology (**Arts & Sciences**)
Snyder Hall 207
956-8553

Military Science
1311 Lower Campus Road, Room 105
956-7744

Molecular Biosciences & Bioengineering
(**Tropical Agriculture & Human Resources**)
Agricultural Science 218
956-8384

Music (**Arts & Sciences**)
Music Building 3
956-7756

N

Natural Resources & Environmental Management
(**Tropical Agriculture & Human Resources**)
Sherman Lab 101
956-8708

Nursing (**Nursing**)
Webster Hall 201
956-8939

O

Ocean & Resources Engineering
(**Ocean & Earth Science & Technology**)
Holmes Hall 402
956-7572

Oceanography
(**Ocean & Earth Science & Technology**)
Marine Science Building 205
956-7633, 956-7932

P

Pacific Islands Studies (**Pacific & Asian Studies**)
Moore Hall 215
956-7700

Peace, Spark M. Matsunaga Institute for
(**Arts & Sciences**)
Saunders Hall 723
956-4237

Philosophy (**Arts & Sciences**)
Sakamaki Hall D301
956-8649, 956-8410

Physics & Astronomy (**Arts & Sciences**)
Watanabe Hall 416
956-7087

Plant & Environmental Protection Sciences
(**Tropical Agriculture & Human Resources**)
Gilmore Hall 310
956-7076

Political Science (**Arts & Sciences**)
Saunders Hall 640
956-8357

Pre-Health/Pre-Law Advising Center
Queen Lili'uokalani Center for Student Services 101
956-4045

Pre-Majors in Arts & Sciences
(**see Mānoa Advising Center in college listing**)

Psychology (**Arts & Sciences**)
Sakamaki Hall C400
956-8414

Public Administration
Saunders Hall 631
956-8260, 956-3687

R

Religion (**Arts & Sciences**)
Sakamaki Hall A311
956-8299, 956-4200

S

Second Language Studies (**Arts & Sciences**)
Moore Hall 570
956-8610

Secondary Education (see Institute for Teacher Education)

Sociology (**Arts & Sciences**)
Saunders Hall 247
956-7693

Special Education (**Education**)
Wist Hall 120
956-7808

Speech (see Communicology)

T

Theater & Dance (**Arts & Sciences**)
Kennedy Theater 115
956-7677, 956-7622

Tropical Plant & Soil Sciences
(**Tropical Agriculture & Human Resources**)
St. John Plant Science Lab 102
956-8351

U

Urban & Regional Planning (**Arts & Sciences**)
Saunders Hall 107
956-7381

W

Women's Studies (**Arts & Sciences**)
Saunders Hall 722
956-7464

Z

Zoology (**Arts & Sciences**)
See Biology
Dean Hall 2
956-8303

Campus Map

<http://manoa.hawaii.edu/campusmap/>