



UNIVERSITY of HAWAII®

MAUI COLLEGE

www.maui.hawaii.edu/registration | (808) 984-3267

online REGISTRATION

Guide

University of Hawai'i Maui College
310 W. Ka'ahumanu Ave. Kahului, HI 96732



UNIVERSITY of HAWAII® MAUI COLLEGE

READY TO REGISTER?
Check your holds and graduation requirements
via STAR at www.star.hawaii.edu

*For Registration assistance, please make an
appointment with an Academic Counselor.*

FALL 2020 EARLY REGISTRATION TIMETABLE

| Total credits at your UH home campus | Registration Dates |
|--------------------------------------|--------------------|
| 36+ credits | April 6 |
| 24+ credits | April 7 |
| 18+ credits | April 8 |
| 6+ credits | April 9 |
| 0+ credits | April 10 |

Note: If there is a problem that prevents you from registering for the class (e.g. class is closed or you do not meet the prerequisites), you will receive a "Registration Error" message. View the help doc at star.hawaii.edu/help regarding registration errors you may receive.

The Academic Counseling Office will be closed on April 10. Online Registration, however, will be available through STAR.



PAYMENT DEADLINES FALL 2020 ONLY

Payment Deadline is Thursday, August 20, 2020 at 4:00 p.m. (HST). Receipt of full payment or enrollment in the Payment Plan on or before this date is required. Financial aid award or scholarship recipients should contact their campus Financial Aid Office for additional information.

IMPORTANT

To avoid financial and academic penalties, be sure to drop any class you do not want, even if you have not paid for it. The College reserves the right to dis-enroll students for non-payment. Students who fail to meet the payment deadline may be subject to immediate dis-enrollment from all classes. Not all registrations are automatically canceled due to non-payment.

Check with your campus Admissions and Records Office for re-registration procedures if your registration is canceled. Check with the campus offering the course for refund and withdrawal procedures.

Students who register at more than one UH campus should pay particular attention to payment deadlines as they may vary from campus to campus. You can find deadline information at each campus website or contact the Cashier's Office at the campus offering the course.

REGISTRATION PAYMENT INFORMATION & OPTIONS

To submit a payment, set up an Authorized User, or sign up for a Payment Plan, login to your MyUH Services account at www.myuh.hawaii.edu. For additional assistance please contact the UH Maui College Cashier's Office at (808) 984-3257 or email mcbusoff@hawaii.edu

TUITION AND FEES maui.hawaii.edu/tuition-fees/

Tuition and Fee Schedule – Tuition is charged for each academic credit.

Tuition Rates

| | |
|--|-----------------|
| Resident | \$131.00/credit |
| Non-resident | \$345.00/credit |
| Pacific islander/WUE | \$196.50/credit |
| Upper division resident 300 and 400 level courses | \$306.00/credit |
| Upper division non-resident 300 and 400 level courses | \$846.00/credit |

Student Fees

| | |
|--|--|
| Student Activity fee | \$1.00/credit, \$7.50 maximum |
| Student Government fee | \$1.00/credit, \$7.50 maximum |
| Publication fee | \$4.00 flat rate |
| Technology fee | \$3.00/credit, \$36.00 maximum |
| Health Center fee | \$12.00 flat rate |
| Change of registration fee as of the first day of instruction | \$5.00 (for in-person transactions only) |
| Late registration fee | \$30.00 (as of the first day of instruction) |

REFUND DATES

- Full Refunds and Withdrawal Dates are based on the start date of the class
- For semester-length classes, the last day for 100% refund is Tue., Sept 1
- For semester-length classes, the last day for 50% refund is Tue., Sept 15
- For all MODULAR classes, 100% refund, if withdrawing BEFORE classes begin, see the class availability link www.maui.hawaii.edu/class-availability/ select the course subject and then the course CRN to find specific withdrawal and refund information
- Full refunds will be made if a class is canceled
- For more information go to: www.maui.hawaii.edu/academic-deadlines/

FEE REFUNDS

Full refund of student activity, publication, and professional program fees are given for complete withdrawals from all your class(es) in the University of Hawai'i System before instruction starts or within the first week of instruction. Refunds of less than a dollar will not be made. Liability insurance fees will not be refunded.

VETERANS BENEFITS

The U.S. Department of Veterans Affairs approves applications and makes decisions about eligibility, payments and issuance of checks. Each campus Veterans Affairs Certifying Official is responsible for certifying and monitoring veterans' enrollment, academic progress, and other academic information, and can be reached at the Admissions and Records Office (808) 984-3267.

Students using VA Education benefits must see an academic counselor each term to validate their program courses and complete the Academic Advising for Receiving Veterans Benefits Certification Form. Visit the U.S. Department of Veterans Affairs website www.gibill.va.gov/ for more information.

FINANCIAL AID

FALL payment instructions for students receiving financial aid from the University of Hawai'i (www.maui.hawaii.edu/financial)

If awarded financial aid, the student's aid will be credited to their student account no sooner than 10 days before the first day of the semester. Please refer to the Financial Aid Award & Policies webpage.

Per Federal regulations, Federal Financial Aid Awards can only pay for the student's home campus' tuition and mandatory student fees. UH Maui College students must pay on their own, any tuition and fees incurred for courses registered at another campus. Once aid is credited to a student account, the funds will be applied to all applicable charges. After applicable charges are paid, any remaining funds will be refunded to the student by eRefund or check. Students are responsible for any unpaid charges.

eRefund is an option in which students can have their refunds electronically deposited into a designated account by signing up for an eRefund. To sign up for an eRefund, go to the MyUH Services website and click on "Enroll in Direct Deposit eRefunds."

Checks are mailed via U.S. Postal Service. To ensure that refund checks are mailed to the correct address, students need to update their current mailing address online through MyUH Services as all refund checks will be mailed to the address in the following priority:

1. Mailing Address
2. Permanent Address (if Mailing Address is null or expired).

Note: Permanent address corrections must be submitted in writing to UH Maui College Admissions and Records Office.

Students who do not plan to attend UH Maui College must notify the Financial Aid Office in writing AND drop all courses before the first day of the semester. Students who fail to do so will be liable for any charges incurred and will be responsible for any financial aid disbursed including funds refunded to the student.

CONTACT INFORMATION

REGISTRATION

www.maui.hawaii.edu/registration

email: uhmcar@hawaii.edu

phone: (808) 984-3267

COUNSELING

www.maui.hawaii.edu/counseling-advising/

email: uhmc.advising@hawaii.edu

phone: (808) 984-3306

FINANCIAL AID

www.maui.hawaii.edu/financial

email: mauifa@hawaii.edu

phone: (808) 984-3277

The University of Hawai'i is an equal opportunity/affirmative action institution. It is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in, the University's programs, activities, and services.



FALL 2020 ACADEMIC CALENDAR (Aug 24 - Dec 18)

| | |
|------------------------|--|
| April 6 | First Day of Fall Registration |
| April 6-10 | Fall Early Registration begins for Continuing Students enrolled in Spring 2020 at any UH Campus. Register on STAR (See FALL EARLY REGISTRATION TIMETABLE) |
| April 14 | Fall Registration begins for New, Re-admit and Transfer Students. All New Students must visit www.maui.hawaii.edu/ welcome to complete Orientation online and sign up for registration session. |
| Aug 23 | Last Day of Regular Registration without \$30 late fee |
| Aug 24 | INSTRUCTION BEGINS Late Registration Begins (Fee \$30) In-Person Add/Drop Fee Begins (\$5 fee) |
| Aug 24 - Sept 1 | No Show Policy See catalog <i>page 55</i> |
| Sept 1 | *Last Day for Late Registration *Last Day for 100% Refund |
| Sept 7 | Labor Day (Federal & State Holiday) |
| Sept 15 | *Last Day for 50% Refund *Last Day to Drop/Withdraw WITHOUT a "W" grade |
| Oct 19 | Last Day for Students to Submit Spring and Summer 2020 incomplete ("I") Make-up Work to Instructors |
| Nov 2 | *DROP PERIOD ENDS *Last day to Drop/Withdraw WITH a "W" grade |
| Nov 2 | *Last Day for Instructors to Submit Spring and Summer 2020 Incomplete ("I") Make-up Grades to Admissions and Records Office |
| Nov 2 | *Last Day to Change CR/NC and AUDIT Grading options |
| Nov 3 | Election Day (State Holiday) |
| Nov 11 | Veterans Day (Federal & State Holiday) |
| Dec 10 | Last Day of Instruction and Last Day to Apply for FALL GRADUATION |
| Nov 26-27 | Thanksgiving Recess (Nov 26 Federal & State Holiday) |
| Dec 14-18 | EVALUATION PERIOD (See FINAL EXAM SCHEDULE) |
| Dec 18 | FALL SEMESTER ENDS |

**semester-length classes only*

This Registration Guide was prepared to provide information and does not constitute a contract, UH Maui College 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 or other documents.



ACADEMIC COUNSELING

Academic counseling is an important way for you to obtain information about the college programs, services, and resources that are available for you. Counselors assist students in career exploration, planning their program of study and in selecting courses. They provide important information about course placement, prerequisites, course sequence, and registration and transfer information. Students may also refer to their STAR records for the most current information on their degree programs at: www.star.hawaii.edu.

To schedule an appointment with a Counselor, call (808) 984-3306 or online at www.maui.hawaii.edu/counseling-advising/appt

Visit www.maui.hawaii.edu/counseling-advising for location, office hours, and additional information.

FALL 2020 PAYMENT PLAN

Students who cannot pay in full by AUGUST 20, 2020, 4:00 p.m. HST have the option to enroll in the Payment Plan. Students who do not wish to enroll in the Payment Plan, should drop all classes **BEFORE AUGUST 24, 2020** to avoid incurring financial charges.

Payment installments will be due on

1. July 1, 2020
2. August 1, 2020
3. September 1, 2020
4. October 1, 2020
5. November 1, 2020

PAYMENTS WILL BE TAKEN OUT AUTOMATICALLY on the due dates from the same account used to sign up. You are allowed to update/edit your account information if necessary.

For more information, go to www.maui.hawaii.edu/registration/payment-plan or contact the Cashier's Office at (808) 984-3257 if you need assistance.

*Go to www.hawaii.edu/myuhinfo/payment-faqs/ to view FAQs.