

Academic Calendar Spring 2012

Last day to register add or drop classes IN-PERSON without the \$30 Late Registration or the \$5 Change Fee (\$5 Change Fee is waived for any add or drop done online)	Friday, January 6
Last Day for 100% Tuition & Fees for Partial Withdrawal* (via MyUH)	Sunday, January 8
Last Day of Regular Registration*	Sunday, January 8
First Day of Instruction (Add Period/Late Registration begins and fees apply)*	Monday, January 9
Last Day to Add, Audit, Change Sections or Grading Option and Late Register*	Friday, January 13
Last Day for Partial Withdrawal with 100% Tuition Refund (No fees) (100% tuition and fee refund-C/W)	Friday, January 13
MLK, Jr Day (Holiday - No Classes)	Monday, January 16
Last Day for Book Refunds	Friday, January 20
Last day to submit request for Non-Disclosure at Admissions and Records	Monday, January 23
Last Day to Withdraw from Semester-Long Courses with 50% Tuition Refund*	Monday, January 30
Last Day to Withdraw from Classes without "W" Grade (Erase period)*	Monday, January 30
Presidents' Day (Holiday - No classes)	Monday, February 20
Professional Development Day for faculty & staff (no classes)	Friday, March 2
Kuhio Day (holiday)	Monday, March 26
Spring Break (Holiday - No classes)	Mon-Fri, March 26-30
Last Day to Withdraw from Semester-Long Courses & Complete Withdrawal*	Monday, April 2
Last Day to Change "I" Grades Assigned in Fall 2011	Monday, April 2
Spring Graduation Deadlines Graduation Application Deadline (Name to appear in program) Participant Deadline (walk in commencement; no name in program) Graduation Application/Payment Deadline	Monday, April 22 Wednesday, May 2 Wednesday, May 2
Good Friday (Holiday - No classes)	Friday, April 6
Last Day of Instruction*	Wednesday, May 2
Final Examinations	Mon-Fri, May 7-11
Bookstore Buyback	Mon-Fri, May 7-11
Spring Grades due at 4:00 p.m	Wednesday, May 16
Spring Commencement	Friday, May 11

Registering for Courses

Be sure to check for any Registration Holds before you select your classes.

Registration is done online via MyUH. Log on and select "Registration" from the left menu.

If you have any questions about the info on this page, see a counselor or review the [online Registration Tutorials](#).

Spring 2012 Registration begins on November 7, 2011.

- Continuing students: check MyUH account to find registration date and time.
- New, returning, and transfer students will register during the New Student Orientation.
- There will be no additional fees charged for any changes made prior to 11:59 p.m., Sunday, January 8, 2012.
- Late Registration is January 9-13, 2012. After the late registration period you may still register for Part of Term courses. Check the Part of Term Tables for applicable deadlines. The Late Registration fee is applicable if this is an initial registration for the semester after the late registration period is over.

Registration Basics

Adding Classes

To officially add a class, you need to access your MyUH account to process the add. If the class is closed, the instructor's approval is required in order to enroll. Once faculty approval is secured, you must still register for the course either via MyUH account or in-person at the Admissions and Records Office, AD 220 (for a \$5 fee). All deadlines related to adding are on the Academic Calendar or the Part of Term (pdf) table for modular/accelerated courses. If you need help, visit the How to add courses tutorial.

Dropping Classes

To officially drop a class, you need to access your MyUH account to process the withdrawal by the posted deadline. All deadlines related to dropping semester long courses are on the Academic Calendar; for accelerated or modular courses, refer to the Part of Term Table (pdf).

You cannot drop your last remaining class from your home institution from MyUH. To drop your last class, complete and submit the Complete Withdrawal Form to the Admissions and Records Office by the appropriate deadline. Leeward CC will only drop Leeward courses. If you are also enrolled in courses at other UH campuses, drop those courses using your MyUH.

As soon as you know you will not be attending a class, you should officially drop it so that you won't receive a failing grade. A grade of "F" may be issued to students for courses they are no longer attending but have not officially dropped. A grade of "W" will be issued to students for courses they officially drop by the deadline. You are responsible for paying for your tuition and fees for the courses you are enrolled in regardless if you are attending or not.

For Part of Term, modular or accelerated courses, which have different start and end dates that are completed, the appropriate grade as assigned by the instructor will be recorded on your permanent academic record. See the Part of Term table (pdf) for critical deadlines.

Cancelled Classes

For information on cancelled classes, please check the class status lists posted and updated daily on the web site. Notices will also be posted at the scheduled meeting place for each class that has been cancelled.

Closed Classes

Closed classes are those that are already filled to capacity. Check the website for daily updates. In order to enroll in a closed class, a student must first get the approval of the faculty member then must register for the class using their MyUH.

Registration Details for Specific Student Groups

Senior Citizens

Senior citizens who may qualify for the Hawaii Senior Citizen Visitor status should contact the Admissions and Records Office (AD 220) for application and registration information. Senior citizens who qualify may register for Spring 2011 beginning on January 9, 2012. Registration forms will be available at the Admissions and Records Office, beginning on January 9, 2012 at 8:00 a.m.

Early Admission Students

Hawai'i high school juniors and seniors may register for one course on a space available-basis. For further admission information and assistance, contact your high school counselor.

Running Start Students

Through a special arrangement between the State Department of Education and the University of Hawai'i, public high school juniors and seniors may register for selected Leeward CC courses. Students who successfully complete the course will earn college credit as well as satisfy high school graduation requirements. For more information contact your high school counselor.

Faculty and Staff Registration

Eligible University of Hawai'i employees may begin registering for Spring 2012 courses on Tuesday, January 3, 2012.

If you wish to be exempt from paying tuition and fees, you must register beginning this date up to the last day of late registration. Disregard any other assigned registration appointment date and time printed or written on any registration materials you receive or are issued.

The deadline to process the tuition waiver forms on-line or in-person at the Leeward CC's Cashier's Office is Monday, January 30, 2012. Tuition Waivers presented after this date will not be processed.

Nonresidents: To Change Residency Status for Tuition Purposes

If you are currently a nonresident but have established permanent residency in Hawai'i, you may petition for a change in residence status no later than February 15, 2012. Inquire at the Admissions and Records Office, room AD 220, for details and deadline information.

Dropping All Your Classes

If you decide to drop all your classes, you have to officially withdraw. You can't withdraw online via MyUH—you have to stop by Admissions & Records, AD 220.

Complete withdrawal from the college requires that you process a "Complete Withdrawal" (pdf) form at the Admissions Office by the posted deadline.

Leeward CC will only drop Leeward courses. If you are also enrolled in courses from other UH campuses, drop those courses from your MyUH by the appropriate deadline. For Spring 2012, the last day to submit a Complete Withdrawal form to Admissions and Records is Friday March 23, 2012.

For more information or help, contact the Admissions and Records Office, AD 220.

ALL "DROP" DEADLINES

Last Day for Partial Withdrawal with 100% Tuition Refund (No fees) (100% tuition and fee refund-C/W)	Friday, January 13
Last Day to Withdraw from Semester-Long Courses with 50% Tuition Refund*	Monday, January 30
Last Day to Withdraw from Classes without "W" Grade (Erase period)*	Monday, January 30
Last Day to Withdraw from Semester-Long Courses & Complete Withdrawal*	Monday, April 2

PAYMENT RECEIPT DEADLINES

The payment deadline for tuition and fees is determined by the date registration occurs.
If you registered or are enrolled:

Your payment deadline is:

On or before December 9, 2011 until 3:30 pm

December 9, 2011 at 3:30 pm HST

On or after December 9, 2011

Full payment is required.
Registration **may not** be automatically cancelled for non-payment. See box on bottom of page for further explanation.

Last Day to Drop Classes with a 100 percent TUITION ONLY refund is January 13, 2012. You are responsible to pay for any classes for which you are registered, whether you attend or not.

Payment deadline for students registering on or before December 9, 2011, 3:30pm

Payment must be RECEIVED or you must sign up for the payment plan by 3:30 pm (HST) on Friday, December 9, 2011. The college has the right to cancel registration due to non-payment. If you were awarded financial aid, you will not have your classes cancelled. If you have not yet received notice of a financial aid award, you should check with your campus financial aid office.

If your home campus is UH Manoa, UH Hilo or UH West Oahu, you are responsible for paying for any class registration made on or after December 10. Your registration will not be automatically cancelled after December 9, 2011.

Check with your campus Admissions and Records Office for re-registration procedures if your registration is cancelled.

Payment deadline for students still enrolled or registering after December 9, 3:30 pm

Payment must be RECEIVED or you must sign up for the payment plan by the end of the late registration period at the campus offering the course or a Financial Obligation Hold will be placed on the account. Your registration will not be cancelled due to non-payment. You are responsible for paying for your tuition and fees for the courses you are enrolled in or for completely withdrawing from the courses by the appropriate deadlines.

To drop all Leeward CC courses, see Complete Withdrawal. To partially drop Leeward CC courses, see Dropping Classes section. Registration will not be automatically cancelled for nonpayment. If payment is not received or you have not signed up for the payment plan, 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 and/or cancellation of registration, transcripts, diplomas and other University services.

Go to MyUH payment section to view payment and refund dates for each campus.

Check with the campus offering the course for refund and withdrawal procedures.

*Payments will be applied to oldest charges first, if applicable.

Students who register at more than one UH campus should pay particular attention to payment deadlines as they may vary from campus to campus. Deadline information is available at each campus website or contact the Admissions and Records Office at the campus offering the course.

All registered students will be liable for all applicable tuition and other related fees whether or not they attend those classes. Students are advised to officially withdraw from the classes they do not plan to attend. Failure to withdraw may result in a financial obligation and a failing grade. The college has the right to disenroll students for non-payment.

Tuition Refund Policy

In the event that you initiate a complete withdrawal from the University or a change from full-time to part-time during the three-week refund period for semester long classes, tuition and fees are refunded as indicated below.

100% refund of tuition and fees for complete withdrawal only if made on or before the last day of late registration.

100% refund of tuition only (no fees) for partial withdrawal if made on or before the last day of late registration.

50% refund of tuition (no fees) if complete withdrawal or change in status or a change from one tuition rate to another tuition rate if made within the first three weeks of instruction.

0% refund if complete withdrawal or change in status or a change from one tuition rate to another tuition rate is made beginning the fourth week of instruction.

Please refer to the Part-of-Term chart (pdf) to view refund dates for part-of-term courses (accelerated and modular courses that meet for periods other than the entire semester). Processing of refunds generally start after the last day of receiving 50% refund of tuition-January 30. For non-financial aid recipients, refunds will be made back to the credit card if payment was made by that card. For all other refunds may be issued through eRefund or by mailed check.

PAYMENT PLANS

Students who cannot pay in full have the option to enroll in the payment plan. Cost to participate in the payment plan is a \$30 non-refundable fee per student per semester. You must have a minimum unpaid balance of \$300.00 to enroll in the payment plan. Once you enroll in the payment plan, you are expected to pay all financial charges incurred as you will not be dis-enrolled from classes for non-payment. Students who enroll in the payment plan must provide a credit card number or bank account as payments are AUTOMATICALLY deducted on the installment due date.

Spring 2012 Plans Available:

Students may sign up for the Fall 2010 installment payment plan beginning November 7, 2011. New students may sign up AFTER registering for spring classes.

Payment Plan Name	Enrollment Dates	Required Down Payment	# of Payments	Monthly Payment Due
4 Month Plan	Nov 7-Dec 9, 2011, 4pm HST	25%	3	Jan 18, 2012, Feb 16, Mar 16
3 month Plan	Dec 10-Jan 18, 2011, 4pm HST	33.33%	2	Feb 16, Mar 16, 2012
2 Month Plan	Jan 19-Feb 16, 2011, 4pm HST	50%	1	Mar 16, 2012

To sign up for the Payment Plan, log on to [MyUH](#), click on "Review My Charges" link then the "Go to Student Account Home Page" link and click on the "Payment Plans" tab.

Details

- Students who cannot pay in full by **December 9, 2011** will have the option to enroll in the payment plan. The college has the right to cancel registration or place a Financial Obligation Hold due to non-payment. If student does not wish to enroll in the payment plan, the student should drop all classes. **Students should drop all classes before January 9, 2012 to avoid incurring financial charges.**
- Students who enroll in the payment plan must provide a credit card number or bank account as payments are automatically deducted on the installment due date.
- Only students with a minimum unpaid balance of \$300.00 can enroll in the payment plan.
- Once you enroll in the payment plan, you are expected to pay all financial charges incurred as you will not be dis-enrolled from classes for non-payment.
- Students must be registered for the current semester to sign up for the payment plan. If you are a continuing student and you have past due charges on your account from a previous semester, and sign up for a payment plan in the current semester, those charges will be included in the total amount of your payment plan. When you make a payment, the payment will be applied towards your past due charges first.
- Only students with a minimum unpaid balance of \$300.00 will be allowed to enroll in the payment plan.
- Once a student has enrolled in the payment plan, student is expected to pay all financial charges incurred and the student will not be dis-enrolled from classes.
- Students who enroll in the payment plan and miss a payment for any reason (e.g. the University is unable to process payment due to insufficient funds, closed credit card, closed bank account, incorrect bank information, expired credit card etc.) may be assessed a \$30 late payment fee. The late payment fee may be assessed for EACH missed payment. Students will be informed of any missed payments and advised that the amount of the late payment fee(s) will be added on to the student's remaining scheduled payments. A financial hold will be placed on the student's account. If full payment is not received by the end of all scheduled payments, students will be notified that full payment must be received within 15 days or sanctions will be imposed. If payment is not received, the student's account may be referred to a collection agency and other sanctions as defined in University of Hawaii 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 a student's account balance at the time of receipt and the student's remaining payments in the plan will be reduced.
- This payment plan is not available to students whose account has been referred to the collection agency for unpaid balances from prior semesters.

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 document.

After Registering

After Course Registration

Note: Students have not completed their registration until they have paid tuition and fees in full. Copies of the receipt are available from the Cashier at \$2.00 per copy.

Class Attendance

Students are expected to attend all sessions of the classes for which they are registered. It is the student's responsibility to contact instructor's regarding any absence. The acceptance of the reason for the absence is at the discretion of the instructor. If a student is unable to speak directly to the instructor regarding absences from class meetings, messages may be left on the instructor's voice mail or email. For the instructor's contact information, see the course outline handed out during the first week, or call the appropriate division office. Class attendance by persons not properly registered is prohibited. Any unofficial attendance does not provide a basis for later claim of registration or credit.

Part of Term Classes

After the late registration period is completed, students may still register for Part of Term courses. Check the Part of Term Tables (pdf) for applicable deadlines. The Late Registration fee is applicable if this is an initial registration for the semester after the late registration period is over.

Erase/Withdrawal Period

Classes dropped during the erase period will not appear on the student's permanent academic record. Deadlines for the erase period are listed on the Academic Calendar or in the Part of Term table (pdf). Classes from which students withdraw after the erase period will appear on the student's permanent academic record with a "W" notation.

Complete Withdrawals

Dropping all Leeward CC Courses

Complete withdrawal from the college require students process a "Complete Withdrawal" form at the Admissions Office by the posted deadline. Dropping all your classes CANNOT be done online via MyUH. Leeward CC will only drop Leeward courses. If you are also enrolled in courses from other UH campuses, drop those courses from your MyUH by the appropriate deadline.

For Part of Term courses (modular or accelerated courses which have different start and end dates) that are completed, the appropriate grade as assigned by the instructor will be recorded on your permanent academic record. For critical deadlines for a Part of Term course, see the Part of Term table (pdf).

Personal Information Changes

Complete and submit a Student Data Change Form at the Admissions and Records Office (AD 220) if you have a change of name, change of major, or permanent change of address. Mailing address changes may be made from your MyUH.

Graduation

Students expecting to graduate should make an appointment in the Counseling and Advisement Office to see a counselor for a graduation check then pay the \$15 graduation fee at the Cashier Window by the appropriate deadline.

Graduation Ceremony

Students who earned a degree or certificate during Fall are encouraged to participate in the Spring Commencement Ceremony.

Payment Procedures and Options

How to Pay for Tuition and Fees

Payments for tuition and fees can be made in full or in installments. Students who cannot pay in full by the deadline indicated have the option to enroll in the payment plan.

Details on the [installment payment plan](#).

Tuition and fee payments can be made by:

1. Online MyUH Pay by **MasterCard or VISA credit card, debit card, eChecking, or enroll in the installment payment plan.**
2. Mail Make checks payable to "University of Hawai'i" and mail to:
Leeward Community College
Cashier's Office
96-045 Ala Ike; Pearl City, HI 96782
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, use the [Tuition Mail-In Remittance Form](#). Write your student ID number on the bottom left of the check. Improperly completed remittance 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: Leeward Community College Cashier's Office, lower level of the Administration Building

For Payment in Full, Online Payment Option

Login to [MyUH](#), select **View Charges/Make Payment**, then select "**Click here to access Student Account Home Page**". The payment screen will display the current amount you owe. A bill will not be mailed to you. **ONLY FULL PAYMENT IS ACCEPTED**. If applicable, when you make a payment, it will apply towards your past due charges first.

You may via MyUH using MasterCard, or VISA. by MasterCard or VISA credit card, debit card, or eChecking,

If you are receiving a tuition waiver or scholarship, check with your home campus financial aid office or the awarding department before making payment.

For Payment in Full, In-Person Option

You may pay in-person by cash, personal check, money order, cashier's check, or debit card.

If you add a class after your tuition is paid, any additional tuition and fees must be paid by **3:30 pm** on the appropriate payment receipt deadline (see [payment receipt deadlines](#)) **IMPORTANT REMINDER**: Be sure to drop any classes you do not want even if you have not paid for them to avoid financial and academic penalties. Not all registrations are automatically canceled.

Click for [details](#) on the following:

National Service Trust/Americorp Recipients
Army Reserve Tuition Subsidy
National Guard Tuition Assistance
Third Party Sponsor Scholarship Recipients
Loan Deferments
Hope Scholarship And Lifetime Learning Tax Credit

SPRING 2012 TUITION AND FEES

Hawai'i Resident tuition	\$97.00/credit hour
Pacific Islander tuition	\$145.50/credit hour
Non-Resident tuition	\$290.00/credit hour
Late Registration fee*	\$30.00
Change of Registration fee**	\$5.00
Student Activity fee each additional credit (\$5 max)	\$0.50 added to 1st credit \$0.50
Board of Student Communication fee	\$2.50 added to 1st credit
Student Health Center Fee	\$15.00 added to 1st credit

*Late registration means initially registering for any course during or after the Late Registration period.

**Change in Registration means making any changes, e.g. dropping, adding, changing sections, or grading options to your original registration.

Late Registration Fees

Late Registration means initially registering for any course during or after the regular registration period. A late fee of \$30 will be charged to any student registering for the first time, including those whose registration was cancelled for nonpayment, beginning during the late registration period, January 9-13, 2012.

Students who have already registered but who choose to make changes to their schedules during or after the late registration period will be charged a \$5 fee each time they require Admissions and Records assistance. The fee will not be charged for adding or dropping a class done via your MyUH.

Change of Registration Fee

Change in Registration means making any changes e.g. dropping, adding, changing sections, or grading options to your original registration.

Students who have already registered but who choose to make changes to their schedules will be charged a \$5 fee each time they require Admissions and Records assistance.

The Change of Registration fee will not be assessed to any changes made to your schedule if you make your changes via the MyUH. Any additional tuition and student activity fees are applicable regardless of where or how the class is added.

Please note:

All registered students will be liable for all applicable tuition and other related fees whether or not they attend those classes. Students are advised to officially withdraw from the classes they do not plan to attend. Failure to withdraw may result in a financial obligation and a failing grade. The college has the right to disenroll students for non-payment.

More information:

[Payment Deadlines](#)

[Payment Options & Procedures](#): How to Pay

[Other Fees](#)

[Tuition Refund Policy](#)

[Leeward CC Cashier Policies](#)

OTHER FEES

Returned Check Fee

Checks tendered to the University of Hawaii or any department therein, and returned to the maker's bank for any reason will result in a \$25.00 charge and a hold will be placed on the student's 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.

Transcript Fee

Students requesting official academic transcripts must complete the "Request for Transcript" form. Download the Request form from the College's website or obtain the form from the Leeward Admissions and Records Office. There is a \$5 fee for each copy requested (processed within 5 work days). Special handling or "Priority" processing is available at \$15 per transcript (processed with 1 to 3 work days). **NOTE:** processing does not include mailing time.

Graduation Fee

A non-refundable \$15 fee is payable at the time a student applies for a degree or Certificate of Achievement. For students denied graduation, the fee is nonrefundable, but may be applied to subsequent graduation applications. Proof of payment is required for the fee to be waived for subsequent semesters.

Late Registration Fees

A late fee of \$30 will be charged to any student registering for the first time, including those whose registration was cancelled for nonpayment, beginning during the late registration period, Spring 2012: January 9-13, 2012.

Students who have already registered but who choose to make changes to their schedules during or after the late registration period will be charged a \$5 fee each time they require Admissions and Records assistance. The fee will not be charged for adding or dropping a class done via your MyUH.

Change of Registration Fee

Change in Registration means making any changes e.g. dropping, adding, changing sections, or grading options to your original registration.

Students who have already registered but who choose to make changes to their schedules will be charged a \$5 fee each time they require Admissions and Records assistance.

The Change of Registration fee will not be assessed to any changes made to your schedule if you make your changes via the MyUH. Any additional tuition and student activity fees are applicable regardless of where or how the class is added.

Please note:

All registered students will be liable for all applicable tuition and other related fees whether or not they attend those classes. Students are advised to officially withdraw from the classes they do not plan to attend. Failure to withdraw may result in a financial obligation and a failing grade. The college has the right to disenroll students for non-payment.

Dropping All Your Classes

If you decide to drop all your Leeward CC classes, you must officially withdraw by the published deadline. You cannot completely drop all your Leeward CC classes using your MyUH account.

For Part of Term courses (modular or accelerated courses which have different start and end dates) that are completed, the appropriate grade as assigned by the instructor will be recorded on your permanent academic record. For critical deadlines for a Part of Term course, see the [Part of Term table](#).

Complete withdrawal from the college requires that you process a “[Complete Withdrawal](#)” (pdf) form at the Admissions Office by the posted deadline. For Spring 2012, the last day to submit a Complete Withdrawal form to Admissions and Records is Friday March 23, 2012.

Leeward CC will only drop Leeward courses. If you are also enrolled in courses from other UH campuses, drop those courses from your MyUH Portal by the appropriate deadline.

For more information or help, contact the Admissions and Records Office, AD 220.