Military Term 2-2007 Registration Policies and Deadlines

	Special Interim	Interim	Full Term	1st 5 Week	2nd 5 Week	
1. **Tuition Payment Deadline:**	Jan. 9	Jan. 6	Jan. 9	Jan. 9	Feb. 15	
2. **Tuition/Withdrawal/Refund Policy:**						
Withdrawal **on or before**	Dec. 12	Dec. 15	Jan. 12	Jan. 9	Feb. 15	100% tuition refund
Withdrawal from			Jan. 13			25% tuition refund
to			Jan. 26			
Withdrawal **on or after**	**Dec. 13**	**Dec. 16**	**Jan. 27**	**Jan. 10**	**Feb. 16**	**NO REFUND**

CHANGE OF PROGRAM (DROPS, ADDS, SWITCHES)
Only students clear of past due balances and holds may submit Change of Program Forms.

	Special Interim	Interim	Full Term	1st 5 Week	2nd 5 Week
1. The last day to **add** a course is	Dec. 13	Dec. 17	Jan. 12	Jan. 10	Feb. 16
2. The last day to **drop** a course without a W grade	Dec. 21	Dec. 21	Jan. 26	Jan. 19	Feb. 27
3. The last day to **drop** a course with a W grade is	Jan. 3	Dec. 29	Feb. 16	Feb. 1	Mar. 10

Note: The "W" grade will not impact the student's Grade Point Average (GPA). Students who wish to drop courses subsequent to the "W" period due to circumstances beyond their control (emergency leave, illness/injury, military duty, etc.) must provide written supporting documentation to justify a Dean's exception to policy before a "W" grade will be awarded for the course.

Registration Policies and Requirements

1. Late registrants, those who have made only partial payment and those who have not attended a course are not exempt from this policy. [Note: All withdrawals must be submitted in writing.]

2. Students receiving federal financial aid (grants or loans) are subject to different refund policies than the one stated above. Please contact the financial aid office for more information.

3. Students demonstrating intellectual and academic maturity may be authorized to take courses out of sequence; however, all prerequisite waivers must be requested and approved via general petition. Students who register for a course without having successfully completed the prerequisite course(s) are affected by this withdrawal/refund policy. Students who must switch because they lack the prerequisites will have to re-register for classes that are available at the time of the switch.

4. Instructors may offer the student an "I" (incomplete) grade with written instructions on how to complete the remaining course requirements. Students should finalize all outstanding coursework and the instructors should submit a change of grade form as soon as possible. The University will review "I" grades six months after posting. Unresolved "I" grades will be converted to "F" grades subsequent to the review.

5. Any student whose check is returned by the bank due to insufficient funds, account closed or stopped payment will be assessed a fee of $20.00 and registration may be subject to cancellation. We reserve the right to refuse payment by check for students from whom we have received three or more returned checks.

6. A student's registration is considered **finalized** when:
   a. All financial obligations have been finalized through payment, financial aid, approved third-party or installment payment plan
   b. The student has submitted the following medical requirements:
      - TB (tuberculosis) clearance and Measles immunizations (two doses), as required by Hawai'i Department of Health regulations [TB clearance and Measles immunizations are due by start date of classes or within 10 working days after registration for late registrants]

Cancelled Courses: *We reserve the right to cancel a course in order to meet student and university needs. If a class is cancelled, students will receive a full refund or may transfer to another class during that term. For the most current information on course offerings, visit the HPU Web site at www.hpu.edu/courseschedule.*

Service Member Programs: HPU is a member of SOC (Servicemembers Opportunities College), a network of institutions meeting the educational needs of military service members and their families. The University if also approved for Department of Veterans Affairs benefits to eligible students pursuing a degree program.

Use of a Social Security Number: HPU students are assigned a student ID number to be used as their primary, University identification. A student's Social Security Number (SSN) is requested for record purposes so that it may be used in processing federal financial aid, veterans benefits, military tuition assistance and/or for identification purposes as required by law. In addition, a student's SSN will be disclosed outside Hawai'i Pacific University only as permitted by law.

Grade reports, transcripts and diplomas will be released to students who have fulfilled all financial obligations (including library fines) to the University, and who have submitted TB clearance and Measles immunization to registration staff.

BY REGISTERING FOR COURSES AT HAWAI'I PACIFIC UNIVERSITY,
I ACCEPT THE TERMS AND CONDITIONS OF THE POLICIES AND DEADLINES PRINTED ABOVE.