

# Haywood Community College

## Spring 2012 Registration Information

### Registration for Spring Semester 2012

Oct 26 – Nov 22	Registration / advisement
Oct 26 – Jan 4	Pay tuition and fees
January 5 – 6	Final registration / advisement

### Registration Procedure

- a. New Students must **apply**, provide transcripts, and take placement test to be eligible to register for diploma or degree programs.
- b. Attend the New Student **Orientation** sessions:  
**January 4 at 9:00 a.m. or 4:30 p.m. in the auditorium.**
- 2) **Make appointment** with Advisor by calling the departmental assistant, Oct 26<sup>th</sup> – Nov 22<sup>nd</sup>. (Area code 828)

**Advanced Technologies—627.4631**

**Arts & General Education — 565.4223**

**Business & Entrepreneurship —565.4021**

**Creative Arts—565.4156**

**Health & Human Services**

**Criminal Justice – 627.3614 / 627.3615**

**Early Childhood Ed & Teachers Assoc—627.4650**

**Nursing & Med Assisting—627.4651**

**Cosmetology—565.4262**

**Natural Resources—627.4561**

- 3) **Key in schedule with Advisor, Student Success Services, or Continuing students can register online following advisement session with Academic Advisor by logging into Haywired.**  
Oct 26<sup>th</sup> – Nov 22<sup>nd</sup>

All students including financial aid recipients should pick up a copy of their schedule when they register with their advisor. A copy of the students' schedule must be presented in the bookstore to buy books.

- 4) **Pay tuition & fees** Oct 26<sup>th</sup> – Jan 4<sup>th</sup>.  
*Students who register on or before Jan 4<sup>th</sup> **MUST** pay tuition and fees by 7 p.m. on Jan 4<sup>th</sup>, or their schedule will be deleted.*

- a) **Mail in payment** with a check to:

HCC, Attention: Cashier  
185 Freedlander Dr. Clyde, NC 28721  
(Include student's name and ID number on check for identification purposes).

- b) **Pay with credit card online** at [www.haywood.edu](http://www.haywood.edu)  
**click on Haywired tab**

- c) **Go to the Business Office** and pay with cash, check, MC/Visa credit/debit card, AMEX, or DISC (Oct 26<sup>th</sup> – Jan 4<sup>th</sup>)

**Business Office Hours**

**Mon – Thurs: 8 am – 6 pm**

**Fri: 8 am – 4 pm**

### New Students Get ID made in the bookstore

Oct 26<sup>th</sup> – Jan 4<sup>th</sup>.

- 5) **Buy Books** Most books will be available after Dec 1<sup>st</sup>. Please bring a copy of your schedule to the bookstore to purchase books. Schedules may be printed from your Haywired account.

### HCC will be closed for students –

**December 21 – January 2 (Winter Recess)**

**January 16 (Martin Luther King, Jr. Day)**

**March 12-17 (Spring Recess)**

**April 6 (Good Friday)**

Call Student Services for more information 828.627.4500 or

Toll Free in NC: 1 866 GO TO HCC.

### Final Registration & Drop/Add for Spring Semester 2012

*Students registering during final registration must pay tuition and fees the day they register for courses.*

<b>Jan 4</b>	Orientation for new students: <b>9 a.m. or 4:30 p.m.</b> (auditorium)
<b>Jan 5</b>	Final registration for all students <b>9 a.m. to 6:30 p.m.</b> (no appointment necessary)
<b>Jan 6</b>	Final registration for all students <b>9 a.m. to 3:30 p.m.</b> (no appointment necessary)
<b>Jan 9 – 12</b>	Schedule Changes (Drop/Add) <b>No New Registration</b>
<b>Jan 13 - 19</b>	Drop Only Period. (Classes can no longer be added) Refunds for dropped and/or canceled classes will not be processed until after Jan 19 (10% point of the semester)
<b>Jan 20 - April 20</b>	Withdrawal period. Students must complete withdrawal form. (No refund.)

*It is the responsibility of the student to withdraw from a course(s) if he/she cannot meet the requirements. Students who stop attending class without officially withdrawing risk receiving a punitive grade for the course ("WF").*

### Spring Semester Schedule

<b>Jan 9</b>	First day of class
<b>Jan 16</b>	Martin Luther King Day (All Campus Holiday)
<b>Jan 19</b>	If students do not report to class in regular courses or complete HOP assignment for Distance Learning courses by Jan 19 <sup>th</sup> , they are reported as "No Shows" & Financial Aid will be removed from student's account.
<b>Jan 19</b>	10% date (Last day to drop and receive partial refund.)
<b>Feb 16</b>	Financial Aid refund checks will be mailed
<b>Mar 5</b>	Mid-Semester
<b>Mar 6</b>	Short Semester instruction begins (8 week courses)
<b>Mar 12 - 17</b>	Spring Recess
<b>Mar 23</b>	Last day to apply for graduation in May
<b>April 4 - 27</b>	Summer/Fall academic advisement & registration for new and continuing students (By appointment)
<b>April 4 – May 20</b>	Summer tuition and fee payment period
<b>April 6</b>	Good Friday (All Campus Holiday)
<b>April 19</b>	8 <sup>th</sup> Annual Honors Day Convocation (1pm-2:30pm)
<b>April 20</b>	Last day to withdraw from a course
<b>May 8</b>	Last day of instruction (16 week & 8 week courses)
<b>May 10/11</b>	Graduation (7:00pm)

### Refund Policy:

- A 100% refund of tuition and fees shall be made if the student officially drops prior to the first day of classes of the semester as noted in the college calendar. Also, if a course is cancelled by the college, a student is eligible for a 100% refund.
- A 75% refund of tuition only shall be made if the student officially drops from the course(s) prior to or on the official 10% point of the semester.
- For courses beginning at times other than the first week of the semester, a 100% refund of tuition and fees shall be made if the student officially drops from the course prior to the first class meeting. A 75% refund of tuition shall only be made if the student officially drops from the course prior to or on the 10% point of the course.