



**UNIVERSITY OF HAWAII**

KENNETH P. MORTIMER  
PRESIDENT, UNIVERSITY OF HAWAII AND  
CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

January 5, 2001

**EXECUTIVE MEMORANDUM NO. 01-1**

**TO:** Senior Vice President and Executive Vice Chancellor  
Senior Vice Presidents and Chancellors  
Senior Vice Presidents  
✓ Vice Presidents  
Chancellor  
Secretary of the Board of Regents  
State Director for Career and Technical Education

**SUBJECT:** NEW EXECUTIVE POLICY: E7.206 PROCEDURES FOR CONCURRENT  
REGISTRATION (EFFECTIVE DATE 8/01/01)

I am hereby officially promulgating a new Executive Policy E7.206 Procedures for Concurrent Registration (formerly Administrative Policy A7.011). It will also be posted on the World Wide Web.

The previous Administrative Policy has been revised to require that students pay for each credit in which they enroll at each campus and to clarify some ambiguity of wording.

Concurrent registration is especially important for students who find that a course or courses they need are not available on their own campus after the application deadline for another campus has passed. In addition, while students are able to take courses on more than one campus simultaneously by applying to each campus separately, concurrent registration has the advantage of incorporating academic advising and, in many cases, simplifying the application process for students by means of electronic transfer of information among campuses.

It is important to note that the concurrent registration does not exempt students from meeting the admissions requirements of each campus on which they register concurrently, nor does it exempt them from meeting prerequisites for the courses in which they enroll.

To provide time for notice to students of the tuition change in this policy and to incorporate relevant information in college catalogs, this policy will take effect for Fall semester 2001.

Handwritten signature of Kenneth P. Mortimer.

Kenneth P. Mortimer  
President, University of Hawaii  
Chancellor, University of Hawaii at Mānoa

Enclosure

Revision and replacement of the February 1987 A7.011  
Administrative Procedure. Prepared by the Office of the Vice  
President for Planning and Policy.

E7.206  
January 2001

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E7.000 STUDENT AFFAIRS

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P 1 of 5

E7.206 PROCEDURES FOR CONCURRENT REGISTRATION

1. PURPOSE

To establish a procedure to allow for the full and effective utilization of the academic and non-academic resources of the University, especially so that students can meet academic program requirements within a reasonable period of time.

2. OBJECTIVE

To establish guidelines and procedures under which students may enroll at two or more University of Hawai'i campuses in the same semester. (Note: This policy is not intended to prevent students from applying separately and taking courses simultaneously on two or more campuses and doing so without concurrent status.)

3. APPLICABILITY

These guidelines and procedures apply to all students within the University of Hawai'i.

4. DEFINITIONS

- a. "Concurrent Registration" means registration at a home campus and at one or more other campuses of the University of Hawai'i according to the procedures outlined herein.
- b. "Concurrent Registrant" means a student who participates in concurrent registration.
- c. "Academic Program Requirements" means those courses which are applicable to the certificate, diploma, or degree for which the student is enrolled at the home campus.
- d. "Home Campus" means the campus at which a student is

pursuing a certificate, a diploma, or a degree.

- e. Other campus(es) means the campus(es) at which a student enrolls as a concurrent registrant other than the home campus.
- f. "Tuition" means the amount assessed a student to register for courses.
- g. "Fees" means all mandatory charges other than tuition.
- h. "Advisor" means the Dean of Student Services or equivalent, or a designee, who is authorized to approve the Application for Concurrent Registration form.
- i. "Not Available" means (1) not listed in the catalog of the home campus; (2) listed in the catalog but not offered in the current semester by the home campus; or (3) listed in the catalog and offered, but all sections of the course are closed to the student when he or she attempts to register for the course at the home campus.
- j. "Registration Period" means the regular and the late registration periods of each of the campuses of the University of Hawai'i.

## 5. POLICY AND PROCEDURES

- a. The concurrent registrant must have the approval of a home campus advisor to enroll in each course on another campus. Prior to executing the Application for Concurrent Registration form, the advisor must be satisfied that the concurrent registrant meets the following qualifications:
  - 1) The concurrent registrant is or will be officially enrolled on the home campus according to the policy of that campus.
  - 2) Community college students concurrently registering at UHM or UH Hilo with fewer than 24 transferable credits or a GPA of less than 2.0 may be asked to provide admission documents by the advisor at the other campus(es) at the time

of registration.

- 3) The concurrent registrant intends to enroll in course(s) not available at the home campus and for which all stated prerequisites are met.
  - 4) The concurrent registrant will enroll in course(s) at the second campus that apply to his or her academic program requirements as defined by the home campus.
  - 5) The concurrent registrant must be in good academic standing at the home campus, and may not enroll concurrently on any campus from which he or she is currently under suspension or dismissal.
- b. The concurrent registrant must present a properly executed Application for Concurrent Registration form to the appropriate official at the other campus(es) before the end of the late registration period. The concurrent registrant must complete all necessary admission forms as required by the other campus(es). If concurrent registration can be anticipated in advance, it is in the student's best interest to initiate the process well in advance of registration deadlines.
  - c. The concurrent registrant must register for courses according to the time schedule and process for such registration established by the other campus(es).
  - d. The other campus(es) shall honor the properly executed Application for Concurrent Registration form and permit the concurrent registrant to register for the course(s) listed on the form, provided that he or she meets the prerequisites for the course(s) and space is available.
  - e. The concurrent registrant may register for not more than two courses, excluding associated laboratory courses, at the other campus(es), unless his or her academic program requirements are such that the required courses are available only at the other campus(es). In such a case, more than two courses may be taken at the other campus(es).

- f. The concurrent registrant will be assessed the tuition of each campus for each credit taken. The concurrent registrant will pay the mandatory fees required by the home campus and the other campus(es), except for the late registration fee, which shall be waived by the other campus(es) according to deadlines set by the other campus(es) for such purpose. By prior arrangement between campuses, fees may be waived for distance education students, including those at University Centers.
- g. The concurrent registrant must submit a new Application for Concurrent Registration form each semester.
- h. It will be the concurrent registrant's responsibility to request that transcripts be sent from the other campus(es) to the home campus.
- i. A concurrent registrant who is a recipient of financial aid should check with the Director of Financial Aid at the home campus to determine any additional eligibility for financial aid prior to registering at other campus(es).

NOTICE TO STUDENT:

1. A student may concurrently register in course(s) at one or more other campus(es) only with the approval of an academic advisor. Course(s) should not be available at the home campus and should be applicable toward the student's academic program.
2. Concurrent registration will be permitted only if there are openings in the course(s) the student wishes to take. Where courses have established prerequisites, these must be met.
3. A student will pay the tuition of the other campuses for each credit taken. Unless previously waived by agreement between the respective campuses, all mandatory fees at the home and other campuses must be paid, except the late registration fee which is waived by the other campus(es) according to deadlines set by the other campus(es).
4. A student must do the following when applying for concurrent registration:
  - a. Present a properly executed Application for Concurrent Registration form to each other campus.
  - b. Fill out necessary admission forms at each other campus to complete registration.
  - c. Pay required tuition and fees at time of registration.
  - d. Notify home campus advisor before adding or withdrawing from any classes after initial registration.
5. A student must submit a new Application for Concurrent Registration form each semester to be eligible for concurrent registration.
6. It will be the student's responsibility to request that the semester's grade report be sent to the home campus from each other campus at which he or she enrolls concurrently.
7. A concurrent registrant who is a recipient of financial aid at his or her home campus should check with the Director of Financial Aids at the home campus to determine any additional eligibility for financial aid prior to registering concurrently at any other campus(es).