

Revisions of the January 1983 procedures.

A7.011
February 1987

A7.000 STUDENT AFFAIRS

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A7.011 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 be permitted to enroll at two or more University of Hawai'i campuses in the same semester.

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 a second campus 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 program.
 - e. "Second Campus" means the campus(es) at which a student enrolls as a concurrent registrant other than his 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 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. Procedures.
- a. The concurrent registrant must have the approval of a home campus advisor to enroll in a course(s) at a second campus. Before approving the request and 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 at the home campus for at least one-half of the courses he or she is to take that semester, unless his or her

academic program requirements are such that the required courses are available only at the second campus. In such a case, more than two courses may be taken at the second campus.

- 2) Community college students concurrently registering at UHM or UH Hilo with less than 24 transferable credits and a GPA of less than 2.0 may be asked to provide admission documents by the advisor at the second campus 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 meet his or her academic program requirements as defined by the home campus.
 - 5) Must be in good academic standing at the home campus, and not currently under suspension or dismissal from the second campus.
- b. The concurrent registrant must present a properly executed Application for Concurrent Registration form to the appropriate official at the second campus before the end of the late registration period. The concurrent registrant must complete all necessary admission forms as required by the second campus. 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 second campus.
- d. The second campus 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 second campus, unless his or her academic program requirements are such that the required courses are available only at the second campus. In such a case, more than two courses may be taken at the second campus.
- f. The combined tuition assessed a concurrent registrant by the home campus and the second campus shall not exceed the tuition for full-time students at the higher tuition-charging campus. The concurrent registrant will pay the mandatory fees required by the home campus and the second campus, except for the late registration fee which shall be waived by the second campus according to deadlines set by the second campus for such purpose.
- 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 second campus 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 the second campus.

UNIVERSITY OF HAWAII
APPLICATION FOR CONCURRENT REGISTRATION

(Please Print) LAST NAME, FIRST MIDDLE Student I.D. No.

has approval to enroll in the following course(s) at _____
(second campus)

	<u>Course(s)</u>	<u>Credit Hour</u>
1.	_____	_____
2.	_____	_____

Alternative course(s) if above choice(s) not available:

1.	_____	_____
2.	_____	_____

(Adviser Must Complete the Following):

- | | <u>Yes</u> | <u>No</u> | |
|----|---|-----------|---|
| 1. | ___ | ___ | The student is registered for at least 50% of course load this semester at the home campus. (See 5.A.I. for exceptions.) List courses and number of credits on reverse. |
| 2. | ___ | ___ | The student meets the stated prerequisites for the courses listed. |
| 3. | ___ | ___ | The student is in good academic standing. |
| 4. | Number of credits student has completed to date:
Home Campus: _____ Second Campus: _____ Other: _____ | | |
| 5. | Cumulative grade point ratio at time of application for concurrent registration.
Home Campus: _____ Second Campus: _____ | | |

Adviser's Signature/Date

Home Campus and Phone Number

Adviser's Signature/Date

Second Campus

NOTICE TO STUDENT:

1. A student may concurrently register in course(s) at the second campus only with the approval of an academic adviser. Course(s) should not be available at the home campus and should be applicable towards 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 tuition up to the maximum tuition that is charged a full-time student at the higher tuition-charging campus. All mandatory fees at the home and second campus must be paid, except late registration fee which is waived by the second campus according to deadlines set by the second campus for such purpose.
4. A student must do the following when applying for concurrent registration:
 - a. Present a properly executed Application for Concurrent Registration form to the second campus.
 - b. Fill out necessary admission forms at second campus to complete registration.
 - c. Present a tuition payment receipt issued by the home campus.
 - d. Pay required tuition and fees at time of registration.
 - e. Notify home campus adviser 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 the second campus to send the semester's grade report to the home campus.
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 at the second campus.