



UNIVERSITY  
of HAWAII®  
MĀNOA

March 14, 2008

**Memorandum**

To: Mānoa Deans and Directors  
Mānoa Department Chairs and Program Directors

From: Stuart Lau  
University Registrar

Subject: **Fall 2008 UH Mānoa Registration**

**Fall 2008 Registration Dates** (subject to change)

• **Continuing Classified UH Mānoa Students Only: April 30 to May 7**

as assigned on [MyUH Registration Timetable](#) to be posted online by April 21

Registration continues until July 18 at 4:00 pm (HST)

Payment Receipt Deadline: July 18 at 4:00 pm (HST)

• **Incoming and All Unclassified UH Mānoa Students Only: August 18 to 20**

as assigned on [MyUH Registration Timetable](#) to be posted online by August 4

The **Fall 2008 Schedule of Classes** booklet will be available to students for pick-up at Queen Lili'uokalani Center for Student Services, rooms 001 or 010 **beginning April 23** (subject to change). We will notify your department representative by email when the office copies are ready for pick-up.

The **UH Mānoa Registration Homepage** <http://www.hawaii.edu/myuh/manoa/> is the online version of the *Schedule of Classes* booklet.

From here, you can access the following:

- \* View **Check Class Availability** for up-to-date course listings
- \* View **MyUH Registration Timetable** for student registration assignments
- \* View **MyUH tutorials** and registration information
- \* Login to **MyUH** for entering approval override codes and access to class lists

Students may link to college and department websites from the UH Mānoa Registration Homepage. Please review your **department's website** from this link <http://manoa.hawaii.edu/colleges/index.html> and update it with Fall 2008 registration information by April 7 (suggested date).

Departments placing **advising holds** to prevent registration for Fall 2008 should place holds effective **April 14** and should notify affected students of the registration restriction.

Departments that have **restricted courses** or offer **placement exams** will need to enter the **Mānoa Course Approval Override code** online into the students' records **before they will be able to register for the appropriate course**. You must also enter this code when granting approval to students who do not meet **course prerequisites**. Either the primary instructor of the course via MyUH for faculty, or the departmental representative through the Banner online form, **must enter these override codes**. Please remind your students that you are NOT registering them into the course. They must still register for the course via MyUH during their registration period. **When selecting override codes online, please choose only the ones designated for Mānoa**. Please review the attached override code instructions <http://www.hawaii.edu/myuh/manoa/pdfs/Override Code Instructions.pdf> and registration error messages guideline <http://www.hawaii.edu/myuh/manoa/pdfs/Registration Error Messages.pdf> to assist you in this process.

**Fall 2008 registration** and **semester dates** are attached. Also attached is a **flyer** that you may post in the area for your students.

Mahalo!

Attachments: Override Code Instructions  
Registration Error Messages  
Fall 2008 Registration Dates  
Fall 2008 Semester Dates  
Fall 2008 Flyer (please post)

\*\*\* This document is available online at the UH Mānoa Registration Homepage <http://www.hawaii.edu/myuh/manoa/>. \*\*\*

2600 Campus Road, Room 001  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8975  
Fax: (808) 956-4148