



UNIVERSITY  
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SYSTEM

September 14, 2021

**MEMORANDUM**

TO: Council of Chief Academic Officers  
Council of Senior Student Affairs Officers  
Faculty Senates  
Student Caucus

FROM: Debora J. Halbert *Debora Halbert*  
Associate Vice President for Academic Programs and Policy

Hae Okimoto *Hae Okimoto*  
Associate Vice President for Student Affairs

SUBJECT: Consultation on Proposed Changes to EP 7.206 Procedures for Concurrent Registration

Executive Policy 7.206 relating to procedures for concurrent registration is currently under review by administration. After engaging in substantive informal consultation with UH officers, Council of Chief Academic Officers, Council of Senior Student Affairs Officers and All Campus Council of Faculty Senate Chairs, the proposed policy changes are hereby being submitted for formal consultation. **Please consult with your constituents and governing bodies and provide any comments using the attached form via email to [ovpas@hawaii.edu](mailto:ovpas@hawaii.edu) by October 14, 2021.**

**Justification for Policy Changes**

Current policy restricts concurrent registration to take place among the community colleges and from the four-year campus to the community colleges. As part of our cross-listing across campus effort, this policy needs to be modified to allow classes to be taken by community college students at the four-year institution, and among four-year campuses through a cross-listing mechanism. The proposed revisions are being submitted for formal consultation now with the intent to implement in Fall 2022.

**Background**

In an effort to enhance student transfer but also provide a method for small courses to generate larger enrollment, we have developed a process to cross-list courses across campuses. The UH Officers and CCAO have reviewed and support the proposal to link classes across campuses

Bachman Hall 204  
2444 Dole Street  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-6897  
Fax: (808) 956-9119

outside of Banner. The classes would be listed in both the primary (offering) campus schedule of courses, as well as at the other campuses where it could be taken. An agreed-upon code would identify the classes as linked in the background, but it would be handled as a regular class at all campuses. Campuses have to agree to link the classes before they will appear on the campus schedule. The classes would be combined for the small class size report and the appropriate faculty will be credited with the class in the faculty workload report. The schedulers and Banner team are ready to implement for Spring 2022. STAR can easily implement the cross-listing.

### **Changes to Policy**

The policy changes involve the addition of two things:

1. In the definition section:

“Classes cross-listed across campuses” mean classes that are taught at one campus (offering campus) and are linked and listed at one or more other campuses.

2. In the Executive Policy:

Notwithstanding the above, classes cross-listed across campuses can be among community colleges, community colleges to four-year UH institutions, and among four-year universities. The cross-listed classes are treated the same as home campus taught classes from the student's perspective.

The changes requested here should be read in conjunction with the changes requested for EP 6.201.

Attached are a redline version and clean copy of the revised policy. The current policy is located at:

<https://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=7&policyNumber=206&menuView=closed>

Please send comments or questions using the attached form to [ovpas@hawaii.edu](mailto:ovpas@hawaii.edu) by **October 14, 2021**. Thank you.

Attachments