



Executive Policy Chapter 5, Academic Affairs  
Executive Policy EP 5.214, Procedures for Concurrent Registration  
Effective Date: October, 2021  
Prior Dates Amended: October 2014, January 2001; February 1987 (est)  
Responsible Office: Office of the Vice President for Academic Strategy  
Governing Board of Regents Policy RP 5.214, Student and Credit Transfer within the University  
Review Date: October 2024

## **I. Purpose**

- A. 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.
- B. To establish guidelines and procedures under which students may enroll at two or more University of Hawai'i campuses in the same semester.
- C. To establish a procedure that allows a class taught at one campus to be listed in the schedule at other campuses using cross-listing across campuses.
- D. These guidelines and procedures shall apply to all students within the University of Hawai'i.

## **II. 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. "Home Campus" means the campus at which a student is pursuing a certificate, a diploma, or a degree.
- D. "Classes cross-listed across campuses" means classes that are taught at one campus (offering campus) and are linked and listed at one or more other campuses (receiving campus) and available for students at the receiving campuses to take as if it were being taught at their campus.

### **III. Executive Policy**

A. Students who are enrolled at or admitted to any UH institution will be eligible to register at any of the community colleges without having to apply for admission at the other community college campuses. Students will be able take non-restricted courses, at the community college campuses, for which they qualify (e.g., meet prerequisite, major or other requirement). Separate applications will be needed if students are applying to different programs at different campuses.

B. Students at any of the four-year UH institutions may register in unrestricted courses at the community colleges. Community college students may register at other community colleges; however, community college students may not register for courses at the four-year universities unless they have been formally admitted. Likewise, students at one four-year institution may not take regular courses at another four-year institution, unless they have been formally admitted.

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

D. Only the institution that is offering the course can grant registration overrides (special approvals) to students. For example, if a Leeward CC student desires to take a class at Windward CC that is full, an override to exceed the maximum enrollment must be granted by Windward CC.

1. A concurrent registrant who is a recipient of financial aid must consult with their home campus Financial Aid Office to determine any impact on their financial aid resulting from concurrent enrollment.

### **IV. Delegation of Authority**

There is no policy specific delegation of authority.

### **V. Contact Information**

Office of the Vice President for Academic Strategy  
Telephone: (808) 956-6897  
Email: [ovpas@hawaii.edu](mailto:ovpas@hawaii.edu)

## **VI. References**

1. Associated Board of Regents policies: RP 5.205, Academic Calendar; RP 5.211, Admissions; and RP 5.212, Early Admissions Policies

A. Link to superseded Executive Policies in old format  
<https://www.hawaii.edu/policy/archives/ep/>

B. Link to Administrative Procedures in old format  
<https://www.hawaii.edu/policy/archives/apm/sysap.php>

### **Approved:**

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David Lassner    Date  
President