




October 6, 2020

MEMORANDUM

TO: Campus Registrars, Admissions Officers, and Health Centers

CC: Council of Senior Student Affairs Officers
Council of Chief Academic Affairs Officers

FROM: Hae K. Okimoto 
Associate Vice President for Student Affairs

SUBJECT: Implementation of New Health Clearance Waiver (HW) Hold

The State of Hawai'i Department of Health (DOH) Hawai'i Administrative Rules, Title 11 (Chapter 157 and 164.2) mandates health requirements be met in order to attend a post-secondary institution; however, students who are registered for exclusively online classes can be exempt from the requirements of title 11, chapter 157, Hawaii Administrative Rules. Due to the current circumstances, a process was needed that would allow students who have not met all their health requirements to register for only online classes.

After discussions with the Registrars, Admissions Officers, Health Centers, Banner and STAR, a new process was developed to manage our current situation. A new system-wide Health Clearance Waiver (HW) Hold has been created. This hold is informational only and will not restrict registration but serve as a notice to student, staff and advisors that this student is eligible to register for only online classes. This hold can restrict in-person services. Once a student submits all their necessary health information, the student will be able to register for any face-to-face or hybrid class. Attached, please find the New Systemwide Health Clearance Waiver Process.

If you have any concerns or questions, please feel free to contact me at 956-3504 or hae@hawaii.edu.

attachment: New Systemwide Health Clearance Waiver Process

New Systemwide Health Clearance Waiver

Process for New applicants once this is in place

1. Student applies for admission
2. Admissions admits student
3. Health Clearance Waiver hold (which allows students to register for only Online classes) is put on in SOAHOLD in the student's account with current effective date.
4. Students are notified in their admission letter that they are allowed to register for only online classes. If they wish to register for Face-to-Face classes, they would have to be immunization compliant and submit all required health documents.
5. When a student searches for classes in STAR, STAR will check Banner for any student account with the Health Clearance Waiver (HW) hold and only display online classes (DCO/C19). If a student attempts to register for a class with on-campus meetings, STAR will not permit the registration.
6. If the student submits ALL of their health clearance information, the registrar (or other designated party) removes the Health Clearance Waiver (HW) hold, updates GOAMED1 and students will be able to register for any class.
 - a. If the student submits some but not all of their immunization records - keep the HW hold on so they can still register for online classes as STAR will still only allow them to register for classes coded with DCO or C19.
 - b. ONLY upon submission of ALL immunization records will the HW hold be removed, and students will be able to register for any class.

The new **HW Health Clearance Waiver** code is now available in Banner production as a SYSTEM hold. Just like other SYSTEM holds, any campus can enter and remove it.

When applying the hold, add the reason: **"limited to only online classes"** in the "reason" to further communicate to the student what this "hold" is. (Descriptions of holds and what they prevent are listed on the new [Holds Page](#))

Holds

The following hold at Manoa: **Health Clearance Waiver**, beginning OCT-01-2020, with reason: **limited to online classes only**. Please contact Manoa Health Services 956-8965.

Process for Fall 2020 students who have not submitted health clearance information AND Spring 2021 students who have already been admitted:

1. Each campus to identify any currently enrolled students who still have immunization holds and replace outstanding holds with the one HW hold.
2. Each campus to identify any newly admitted students for the Spring 2021 or Fall 2021 semester who have outstanding immunization holds and replace them with the HW hold.
3. Campuses will be responsible for communicating with their students regarding that until the student completes their health clearances, they would be limited to only online classes.
4. When a student searches for classes in STAR, STAR will check Banner for any student account with the Health Clearance Waiver (HW) hold and only display online classes (DCO/C19). If a student attempts to register for a class with on-campus meetings, STAR will not permit the registration.
5. If the student submits ALL of their health clearance information, the registrar (or other designated party) removes the Health Clearance Waiver (HW) hold, updates GOAMEDI and students will be able to register for any class.
 - a. If the student submits some but not all of their immunization records - keep the HW hold on so they can still register for online classes as STAR will still only allow them to register for classes coded with DCO or C19.
 - b. ONLY upon submission of ALL immunization records will the HW hold be removed, and students will be able to register for any class.

COMMUNICATION to Students:

The following “statement” can be “inserted” (or if already admitted, students can be sent this in an update) in admissions letters to *incoming students accepted for the Spring 2021 and/or Fall 2021 semesters*.

Students must clear their health requirements in order to attend classes. Due to the pandemic, a Health Clearance Waiver hold, which allows you to register for only online classes, has been placed upon your account. Please note, should you wish to register for classes that may meet in person, you will need to fulfill all necessary *immunization requirements* (**this can be an embedded link to your campus immunization requirements page*) before you may attend.

The following “statement” can be used in communication with your continuing students who may still have outstanding immunization requirements.

Aloha FNAME,

This email is provided as an update that as you still have outstanding health holds, a Health Clearance Waiver hold has been placed upon your account. With this hold, you will be able to register for only online classes. Registration for the Spring 2021 semester will begin on November 9, 2020. Once your registration window has opened you may log into [STAR](#) to register for online classes.

To register for any class (online, hybrid or face-to-face) you will need to submit your health clearance information by completing the following steps:

1. Have your U.S. Licensed Medical Practitioner complete the Health Clearance Form found [here](#).
2. Submit this form to your home campus.
3. Wait 3 business days for your Health Clearance Form to be processed and your record updated. You will not be notified when your record is changed but you may log into [STAR](#) periodically to check your status. After this time, you should be able to register for classes with on-campus instruction/requirements in addition to online classes.