



November 23, 2021

**MEMORANDUM**

TO: Officers  
Chancellors/Provost  
Vice Chancellors for Academic Affairs  
Vice Chancellors for Student Affairs  
Registrars

FROM: David Lassner  
President

SUBJECT: Adjustment of Registration Time for UH Internal Transfer Students and Returning Students.

The UH System is committed to eliminating the barriers to easy and efficient transfer for students between UH campuses. One issue that students consistently raise as a concern is that, regardless of their class standing, students transferring between UH campuses register after continuing home campus students at all 4-year campuses. Returning students who have taken a leave and not registered at any other institution also register after continuing home campus students. As a result, these students perceive our university campuses as unwelcoming of our own UH transfer and returning students. This is clearly not our intent as Hawai'i's public higher education system.

While specific practices at our universities vary, currently, incoming transfer and returning students register after all continuing home campus students, regardless of the UH credits these incoming students have earned. For example, the Spring 2022 registration timetable under current practices for Mānoa shows this at: <https://www.hawaii.edu/myuhinfo/uh-manoa/>. The following change will allow our incoming transfer and returning students to register at a more welcoming time relative to continuing students.

Starting with Fall 2022, registration schedules at all UH campuses shall be adjusted to improve the priority for UH internal transfer and returning students. Continuing home campus university students at the senior and junior (including rising junior) levels will still be prioritized. Following these students, returning or transfer students from other UH campuses with 60 or more credits will be eligible to register -- prior to home campus students with fewer than 60 credits. Then, home campus and returning and UH transfer students with less than 60 credits will have registration priority based on total credits earned to date. Students transferring from outside the UH system will register alongside other incoming students.

The resultant registration priority will be:

1. Continuing home campus seniors
2. Continuing home campus juniors
3. Continuing home campus rising juniors
4. Internal transfer from other UH campuses and returning students with 60 or more credits
5. Continuing home campus sophomores, internal transfer and returning sophomores
6. Continuing home campus freshmen, internal transfer and returning freshmen
7. New students, including non-UH-System transfers

Changes to “student type” in Banner will be required to differentiate an “internal transfer” from an “external transfer” student. More information will be forthcoming from the UH System Institutional Research and Planning Office to clarify the definition of all student types. Technical teams will also ensure that implementing this change will not require manual registration of our internal UH transfer and returning students. Campuses will, however, be required to restructure their time tickets to include the new “student type” codes.

Mahalo for your assistance in implementing this change to provide greater equity and a welcoming climate for transfer students from our own UH community colleges into our UH universities, while supporting the needs of continuing campus students on their paths to graduation.