



February 23, 2022

MEMORANDUM

TO: Vice Chancellors for Student Affairs
Registrars

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

SUBJECT: Revision to the Adjustment of Registration Time for UH Internal Transfer Students 11/23/2021 Memo

President's memo of November 23, 2021, laid out the commitment of the University of Hawai'i (UH) to support our students transferring between our UH campuses. Starting with Fall 2022, registration schedules at all UH campuses shall be adjusted to improve the priority for UH internal transfer and returning students (students who are returning after an absence of at least one fall or spring semester without having attended another college or university). Students transferring from outside the UH system will continue to register alongside other incoming students.

As there were some questions regarding implementation, this memo, in consultation with our campuses, is intended to clarify the registration priority. Due to the significant structural adjustments needed to support full implementation at the community colleges, a staggered approach is being taken. For the initial year of implementation, the three 4-year universities will proceed with the following agreed-upon registration priority order based on earned credits in descending order:

Tier I - Continuing students

1. Continuing home-campus Seniors
2. Continuing home-campus Juniors
3. Continuing home-campus Sophomores

Tier II - Incoming UH-internal Transfers *

1. Incoming UH-internal Transfers and returning students who are Seniors
2. Incoming UH-internal Transfers and returning students who are Juniors
3. Incoming UH-internal Transfers and returning students who are Sophomores

*campuses will determine how class standing is designated

Tier III - Continuing home-campus Freshmen

Tier IV - All other classified students, including External Transfer and Incoming New students (i.e.: new incoming Freshmen)

Tier V - Unclassified students

Campuses set up their own registration time tickets, so they will be required to restructure them to include the new “student type” codes. Changes to “student type” in Banner must be made to differentiate an “internal transfer” from an “external transfer” student. Per the November 29, 2021, Transfer Student Type memo, beginning with registration for the Fall 2022 semester, any student that would have been a “T” will instead be either an “I” (Internal Transfer) or “X” (External Transfer) student type; the “T” designation will no longer be available for use. Technical teams will also ensure that implementing this change will not require manual registration of our internal UH transfer and returning students. All other current campus practices related to registration of special populations may continue.

The implementation of this new structure will be rolled out in phases, with UH Mānoa, UH Hilo, and UH West O‘ahu piloting this with their Fall 2022 registration schedules. The community colleges will follow after determining how to best structure registration schedules to meet the needs of internal transfer students. UH will revisit this memo after piloting this over the next year and assess its effectiveness paying particular attention to how this has served internal transfer students.

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.

c: Council of Chief Academic Officers