



UNIVERSITY
of HAWAII®
SYSTEM

April 5, 2022

MEMORANDUM

TO: Council of Senior Student Affairs Officers

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

SUBJECT: HW (Health Waiver) Holds - Change in Procedures

By law, per the Hawai'i State Department of Health, all students enrolling at a post-secondary institution for the first time must submit the required health immunizations in order to attend classes in person.

At the onset of COVID, the University of Hawai'i was preparing to start the advising and registration processes for Fall 2020. With lockdowns taking place locally and nationally, it became apparent that students were not going to be able to meet all of their health requirements. At the same time, almost all UH classes had pivoted to an online format for the fall. With students not expected to come to campus in the fall, there was low risk in temporarily waiving health holds. That is when the HW (health waiver) hold was created.

The HW hold was created to allow students to register for only online only classes even if they had not completed or turned in their health clearance forms to the institution. Because the HW code was created to fulfill the single function of restricting registration in online only classes, the functionality of this code is extremely limited.

As UH appears to be coming out of the peak of the pandemic and while this hold may still be useful in some aspects, there is a need to balance priorities of continuing to use this code across the institution. These factors include:

- Minimally fulfilling requirements of the Hawai'i Administrative Rules (HAR), factoring in UH's interpretation of online enrollment to refer to online programs and not online courses.
- The need to ensure safety for all individuals on the UH campuses.
- Ease of process/workload for admissions/registrar staff.

With the above priorities in mind and in accordance with CSSAO recommendations, starting with the Spring 2023 semester, campuses shall revert to utilizing the five (5) individual health holds for the purposes of fulfilling the State of Hawai'i post-secondary

mandatory health requirements. We understand that there might still be use for the HW hold outside of meeting the mandatory health requirements, and encourage conversations to continue around those possibilities.

Effective ending the Fall 2022 semester, UH will be retiring the HW hold.

- Applying of HW holds may continue for the Fall 2022 semester.
- Beginning with the Spring 2023 admission cycle, staff should not apply HW as a hold in SOAHOLD.
- At the Fall 2022 census, a report will be run to identify any HW holds that have been applied for Spring 2023. Campuses will be responsible for making changes to individuals' holds.
- Prior to November 1, 2022, all campuses should convert remaining HW holds to accurately reflect outstanding individual holds.
- At the point that HW holds are converted to individual holds, campuses are encouraged to reach out to notify students of this change and potential ramifications.
- The HW ad hoc group will continue to explore what functionalities to build into other existing holds or recommend a new health hold to fulfill desired functionalities of the existing HW hold (i.e., postdating effective date to allow registration sooner than health clearances are able to be obtained)
- UH will also continue to formalize guidance around health clearance communication relating to online programs (officially declared /DL, treated as visitor if comes to campus, lack of access to campus-based student fee programs, etc.)

c: Merrissa Brechtel, Policy and Program Student Support Specialist