MEMORANDUM

TO: Academic Deans
    Department Chairs and Program Directors

FROM: Reed Dasenbrock
    Vice Chancellor for Academic Affairs

SUBJECT: Registration Initiatives

Five years ago I announced the start of our first-time freshmen registration initiative. The goal of the initiative was to assist students to transition smoothly into the University of Hawai‘i at Mānoa by allowing them to get into more of their entry-level courses during their first semester. However, for the project to work, we realized it was critical that courses typically taken by freshmen remain available through the selection process until the week before classes commence in fall. At that time we focused on basic general education needs and introductory classes in popular degree programs. The request only applied to those courses below the 200 level (e.g., English 190, not MATH 232). The result is that more students are making progress to degree in a timely manner than ever before as we see in our improved graduation rates and the increased number of students graduating. A copy of that original memo is attached.

Even though that change was aimed at incoming freshmen, we envisioned from the start expanding this to transfer students, who are now 48% of our incoming students. This summer, we will pilot registration through STAR for transfer students, with the goal of registering all incoming transfer students in the same manner we now register incoming freshmen by fall 2017. Taking this step will require us to make another adjustment in our scheduling and non-cancellation policy. Because transfer students require access to 200-level and upper division courses, not just 100-level courses, we need to put a freeze on cancellation of any undergraduate course that is scheduled while registration is ongoing. Please note that zeroing out the maximum enrollment of a course is essentially the same as closing the course and is therefore precluded. Effective immediately, any classes that are already scheduled must remain open until registration is completed in mid-August.

As was the case five years ago, we understand that there may be extenuating circumstances that warrant the cancellation of a course section. If you feel you have an exceptional situation please contact Assistant Vice Chancellor Ron Cambra to discuss and offer a substitute
option. Your support of this request is greatly appreciated, especially by all of our incoming students. Thank you for your continued support of our student success initiatives.

Attachment

c: Roberta Enoki, University Scheduler
    Stuart Lau, University Registrar
    Gary Rodwell, STAR
    Joy Nishida, STAR
MEMORANDUM

TO: Academic Deans
    Department Chairs and Program Directors

FROM: Reed Dasenbrock
      Vice Chancellor
      for Academic Affairs

SUBJECT: Non-Cancellation of Freshman-level Courses

May 5, 2011

I am pleased to announce that starting early this summer, first-time freshmen will be able to pre-register for fall 2011 courses through STAR. This process will assist students to transition smoothly into the University of Hawai‘i at Mānoa by allowing them to get into some of their entry-level courses during their first semester. For the project to work effectively, your cooperation is needed. It is critical for scheduled courses that address incoming freshmen choices to remain available through the selection process until the week before classes commence in fall. The courses we are focusing on will fulfill the students' basic general education needs and are introductory classes in their chosen degree programs. This request to avoid canceling courses only applies to those courses below the 200 level (e.g., ENG 190, however not MATH 232). The freeze on cancellations will begin on May 13 and end on August 19, 2011.

While we understand there maybe extenuating circumstances that warrant the cancellation of a course section, we ask that from when registration opens (essentially now) until the week before classes commence that departments not cancel a 100-level class unless there are exceptional situations. If 100-level courses are canceled, students' pre-registration schedules could effectively be canceled, and the pre-registration process will not be as effective.

Your support of this request is greatly appreciated, especially by all incoming freshmen. Please note that zeroing out the maximum enrollment of a course is essentially the same as closing the course and the above will therefore apply.

If you have questions, please contact the STAR office at 956-4036. Mahalo.

c: Chancellor Hinshaw
    Vice Chancellor Hernandez
    Associate Vice Chancellor Yang
    Assistant Vice Chancellor Cambra