The UH Maui College late registration policy is under the direction and discretion of the Vice Chancellor of Academic Affairs (or designee).

In this policy, “late registration” is defined as registration that occurs during the first week of classes in fall and spring semesters. During this late registration period, the Banner Student Information System is programmed to allow students to register for any open class. This is a system-wide agreement.

If a student’s late registration could decrease the probability of his or her success in the class or could compromise the safety or well being of anyone in the class, a faculty member may choose to close an open class before late registration.

Procedure to follow:

1. Prior to the first week of classes, the faculty member consults with the Vice Chancellor of Academic Affairs.

2. The faculty member arranges to have the class closed to registration before the first day of classes.

3. After a class is closed, the teacher may give students permission to attend the class by signing their add/drop card or providing a capacity override. Students must then register and pay for the course to be officially added to the class.

4. During the third week of the semester the secretary must re-open the class by reinserting the maximum enrollment number into Banner for each class that was previously closed.

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