UNIVERSITY of HAWAI'I
KAUA'I
COMMUNITY COLLEGE

January 30, 2019

To: John Morton
           Vice President for Community Colleges

Via: Peter Quigley
           Associate Vice President for Academic Affairs

From: Margaret Sanchez
           Acting Chair, UHCC Vice Chancellors for Student Affairs

Subject: ROLLOVER ADMISSION FOR RE-ENROLLMENT OF STOPPED OUT
           STUDENTS

At a December 21, 2018 meeting, University of Hawai'i Community Colleges (UHCC) Vice Chancellors for Student Affairs (VCSA) recommended guidelines for "rollover admission" for returning students. Rollover admissions will streamline the (re-) onboarding process for students who are returning after a recent break.

VCSAs recommend establishing a "rollover admission" process to reactivate student's Banner account when a student has not been continuously enrolled. This process has been campuses' practice for the last two years. The guidelines formalize the process including eligibility for rollover admission, providing consistency for students and allowing for greater communication and technological solutions.

The recommended guidelines are based on an agreement made by VCSAs on April 14, 2016. The guidance has been updated based on VCSAs' February 12, 2018 discussion, as well as, subsequent discussion at VCSAs' October 26, 2018 meeting to consider the new online application process.

Approve/Disapprove:

John Morton
Vice President for Community Colleges

FEB 2 5 2019

Date

c: UHCC VCAAs
    UHCC VCSAs

GUIDELINES FOR RE-ENROLLMENT OF STOPPED OUT STUDENTS

Purpose:

The University of Hawai'i Community Colleges (UHCC) are committed to providing open access to higher education and streamlining operations to support student success. Reducing barriers to enrollment improve students' onboarding experience, and consistency among campuses enables clear communication with students and increases opportunities to develop technology-enabled solutions to facilitate administration.

"Rollover admission" allows eligible UH students who are not continuously enrolled to reactivate their records without submitting a new student application. Avoiding the need to reapply facilitates stopped out students' return, treating students as "UH 'ohana."

Eligible students:

1. Students who are eligible must have been a UHCC student who was registered for courses within the last two years, was a classified student, did not earn a degree and left in good standing (i.e., satisfactory academic progress, no academic or behavioral holds).

2. Students must reactivate their record at their last home campus.

Procedures:

1. A "stopped out" UHCC student (based on home campus) may reactive their student record at their last home campus without needing to submit an application for admission.
    [E.g. Last semester registered   *"Rollover" eligibility to register through*
    Fall 2016   Fall 2018
    Spring 2017   Spring 2019
    Fall 2017   Fall 2019]

2. A campus representative will advise student of process to reactivate their record which should be minimally burdensome. A student's residency status may be verified through a questionnaire approved by the Associate Vice President for Student Affairs and, if applicable, verified through documentation.

3. The student is subject to registration requirements, as applicable. Campus administrators may make exceptions to deadlines and registration requirements.

4. Reactivating students' record allows them to register for courses. All returning students are encouraged to meet with a counselor for advice on registering for classes including program requirements such as courses needed for their program of study, re-entry into cohort-based programs or competitive admissions programs, financial aid and other supports for their success.

5. The campus registrar will code the student as returning using relevant code (currently, Acceptance Decision code of "AQ").

6. UHCC system office and campuses will make information available about these guidelines.

7. The UHCC Chief Student Affairs Officers and the UHCC Registrars will continue to assess the efficacy of the operational process and develop and implement procedural changes to streamline stopped out students' re-enrollment.

Effective Date:
Immediately upon approval and retroactive to eligible students, beginning with students who were last registered for Spring 2017 classes.