



HAWAI'I PACIFIC UNIVERSITY REGISTRATION POLICIES

*** EFFECTIVE September 22, 2017 ***

1. By registering for courses, Hawai'i Pacific University students agree to comply with all requirements for registration, and fulfill all financial obligations related to enrollment.
 2. Registration Deadlines: Refer to the [Academic Calendar](#) for exact dates.
 3. Added or cancelled courses: Courses with low enrollment may be cancelled. HPU reserves the right to add or cancel courses in order to meet student and University needs. Students should check their class schedule immediately prior to the start of the term or session as changes may occur.
 4. International students need to maintain full-time enrollment (Fall/Spring terms) in order to meet visa requirements. Full-time enrollment is defined as below:
 - **Undergraduate: 12 credits minimum with at least 9 credits of face-to-face courses.**
 - **Graduate: 9 credits minimum with at least 6 credits of face-to-face courses.**

Please contact the Office of International Students and Scholars about eligible conditions/circumstances for which less than full-time enrollment authorization can be given. Less than full-time enrollment without prior authorization creates a violation of visa status.
 5. Registration-Related Fees:
 - **A \$30 Add/Drop Fee** is assessed for each paper add/drop form submitted after the published add deadline for each term or session. Refer to the [Academic Calendar](#) for exact dates.
 - **A \$300 Course Challenge Examination Fee** is assessed for each course challenge examination.
 6. Grade reports, transcripts, and diplomas will only be released to students who have fulfilled all financial obligations to the University (including library fines) and resolved all holds on their accounts.
 7. Withdrawal from all courses for a specific term or session:
 - Students are not automatically dropped from courses for non-attendance. *The responsibility to drop courses belongs to the student.*
 8. The following websites will provide access to registration-related information and other University resources:
 - [Academic Calendar](#)
 - [Academic Catalog](#)
 - [Academic Forms](#)
 - [Registration Procedures](#)
 - [Registration Schedule](#)
 - [Tuition and Fee Schedule](#)
 - [Waitlist Procedures](#)
- Students must drop all of their courses before the published deadline for the term or session in order to cancel registration and receive a 100% tuition refund.
 - Eligible students may process drops/withdrawals using Campus Pipeline according to the published deadlines on the [Academic Calendar](#).
 - Students who cannot complete drops/withdrawals on Pipeline must submit a request from their @my.hpu.edu email account to registrar@hpu.edu to process any registration adjustments or complete an add/drop form available on the [Academic Forms](#) website.
 - Students who register for a course without having successfully completed the prerequisite course(s) are affected by this withdrawal/refund policy. Students who must drop a course because they lack the prerequisite may have to re-register and are subject to courses available at the time.