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