



UNIVERSITY of HAWAII®  
**KAPĪ'OLANI**  
COMMUNITY COLLEGE

October 31, 2017

**MEMORANDUM**

**TO:** Louise Pagotto, Interim Chancellor  
Brenda Ivelisse, Vice Chancellor for Student Affairs  
Susan Kazama, Interim Vice Chancellor for Academic Affairs  
Kekaulike Information & Service Center (KISC)  
Counseling and Academic Advising Council (CAAC)  
Cashiers Office

**FROM:** Jerilynn L. Enokawa, Registrar

**SUBJECT:** REVISED CAMPUS POLICY  
Students with a Financial Obligation Hold – Allowed to Drop Classes and  
Change Grade Mode Option

Effective Spring 2018, KISC will assist all students with a financial obligation hold on their account to process the following registration transactions by the stated registration deadlines:

- Drop (all or partial) classes
- Change of grade mode option (Letter to CR/NC or Letter to Audit – Requires Instructor Approval)

The student must come in-person to 'Ilima 102 or email [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu) from their hawaii.edu account to request to drop their classes or change of grade mode option. Student must complete the Add/Drop Form and our staff will help the student. We will not assess the \$5.00 Add/Drop fee since the student cannot make these changes themselves on their online STAR GPS.

These actions will help a student in their success pathway by not penalizing them for trying to make a better academic standing situation for themselves even though they have a financial obligation to the college.

Please feel free to contact me if you have any questions or concerns.