Late registration after the online registration period is closed requires approval from the instructor. In order to request late registration to a course, please do the following:

From your hawaii.edu account, send the instructor your request to their hawaii.edu account. Your email to the instructor should include:

- Subject Line: Late Registration Pink Card
- Reason for wanting to late register for the class
- CRN
- Course Alpha and Course Number

Once the instructor sends you an email approval to your hawaii.edu account, **FORWARD** the email thread between you and the instructor to the Admissions and Records Office (leeapply@hawaii.edu) with the following additional information, **no later than September 15, 2020:**

- Make sure you **FORWARD** your email thread between you and the instructor
- Subject Line: Late Registration Pink Card

In the body of your email please include:

- Your Full Name
- Student ID Number
- CRN
- Course Alpha and Course Number
- Grade Mode Option: Letter Grade or Credit/No-Credit (choose one)

*Please do not send images (jpeg, png, etc.) of your email thread, as they will not be accepted.*

By submitting the above information to the Admissions and Records Office, I understand that in addition to any tuition and fees for the course, a $5.00 registration fee will be charged to my account.