LEEWARD COMMUNITY COLLEGE
Late Registration Request

To register into a course after the registration period is closed requires the instructor’s approval. You can request instructor approval via email from your hawaii.edu account. Email the instructor:

- Reason for wanting to late register for the class
- CRN
- Course Alpha and Course Number

Once the instructor sends an email approval, submit the following to Admissions and Records Office no later than September 15, 2020:

- From your hawaii.edu email, send your request to leeapply@hawaii.edu
- Subject: Late Registration Pink Card

In the body of your email please include:

1. Your Full Name
2. Student ID Number
3. CRN
4. Course Alpha and Course Number
5. Grade Mode Option: Letter Grade or Credit/No-Credit (choose one)
6. Email you sent to the instructor requesting late registration
7. Email response from instructor approving your request

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.