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 February 3, 2021:**

- 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.