Information for Post-Baccalaureate Unclassified Students

The information below is subject to change without notice. Add to the addresses and telephone numbers below: Honolulu, HI 96822 and area code (808) unless otherwise noted.

IMPORTANT
Your acceptance as a Post-Baccalaureate Unclassified (PBU) student means that you are not enrolled in a degree granting program or an academic unit. Certain benefits and services offered to classified students will not be available to you. You do not qualify for the type of financial aid available to classified students; therefore financial assistance is limited or may not be available as a PBU student.

Health Clearance Requirements
You must meet all health clearance requirements before you will be allowed to register. Requirements and the “Health Clearance Form” are found at http://www.hawaii.edu/myuh/healthform/. Tel: 956.8965

Additional Transcripts and Documents
If final transcripts, degree certificates or other documentation was requested, it must be received by Graduate Admissions by October 15th for fall semester and March 1 for spring semester admission to ensure continued registration and enrollment as a PBU student.

Please contact the Graduate Admissions Office as soon as possible if you do not expect to graduate with your undergraduate degree by the date listed on your application.

If you are a UH system graduate, you do not need to submit additional transcripts.

English Language Placement Test
If you are required to take the ELI Placement Examination an English Language Institute (ELI) placement examination request form is included with your admissions letter. You must clear this test requirement before you will be allowed to register.

Disability Access Service
If you have a learning, physical, psychiatric or other documented disability and need access to information and services, contact the: KOKUA Program, Web: http://www.hawaii.edu/kokua, Email: kkoa@hawaii.edu, V/T: 956.7511

Registration and Payment
Important registration dates will be posted in early August for fall semester and late December for spring semester registration on MYUH Portal at: https://myuh.hawaii.edu/cp/home/displaylogin.

You must have a UH Username to register and pay tuition. You may check the status of your username or obtain one at: https://www.hawaii.edu/username/.

UH employees (faculty and staff) and eligible spouses or domestic partners using tuition waivers: Please refer to the online instructions before registration.

Deferral of Admission
Your admissions offer is valid only for the program and semester to which you are admitted. If you are unable to enroll for this semester, please contact our office (956.8544) for information and instructions on applying for a new term.

Address and Name Changes
Report changes promptly to the Graduate Division at gradadm@hawaii.edu, Tel: 956.8544

Off-Campus Housing Referral Program
Off-campus housing information is found at: https://www.housing.hawaii.edu/och/. Email: och@hawaii.edu, Tel: 956.7356

Enrollment Verification after Registration
The Records Office is responsible for enrollment verification. Information and instructions for verification are found at: http://manoa.hawaii.edu/records/. Tel: 956.8010 Email: uhmanoa.records@hawaii.edu

Continuous Registration as a PBU Student
You must be registered for at least one credit each semester at the UH–Mānoa Campus. If you miss a semester of registration, you lose your status as a PBU student and must re-apply for admissions by July 15 for fall semester admissions and December 15 for spring semester admissions.

What Are Your Goals?
PBU students typically have one of three goals: (1) to gain admission to an advanced degree program; (2) to prepare for a professional doctorate (Law, Medicine, etc.), or (3) simply to pursue a special educational interest (art, language, etc.). Depending on your objective, some of the
Advising
There is no formal advising office for PBUs. The Graduate Records Office may assist you if you need advising about your overall educational directions. Tel: 956.8500. If you are interested in professional program, there is a Health and Law Professions Advising Center at 956.4045. For basic questions about Graduate Division policies and procedures, visit our web site at: http://manoa.hawaii.edu/grad/site-map.

Academic Standards for PBU Students
As a PBU student, it is important to understand that maintaining a high standard for grades is critical. If you are seeking to use post-baccalaureate credits for admission to UHM graduate study, the minimum criteria for admission is a GPA of 3.0 for at least 12 credits of upper division or graduate level work beyond the bachelor’s degree.

Effective fall 2008, the Graduate Division will monitor the academic performance for PBU students at the end of each semester and will place any PBU student on probation after the completion of 8 credits of courses potentially applicable to a graduate degree with a GPA of less than 3.0. If you are placed on probation you will be informed of this consequence. If your cumulative GPA is less than a 3.0 after the subsequent semester you will be subject to suspension for one full year.

Transfer of PBU Credits
If you are accepted into an advanced degree program, at the option of the program, no more than 12 credits taken as a PBU student may be applied to the advanced degree. This transfer is subject to the approval of the Graduate Division and the grades for these courses will not be applied to your graduate grade point average.

Graduate Student Orientation
For information concerning the Graduate Student Orientation visit: http://gso.hawaii.edu/page/. Tel: 956.8776