

Graduate Education- Student Services

Admissions and Records

Useful Websites

OGE

<http://manoa.hawaii.edu/graduate/>

CMS (Intranet)

<https://cms.grad.hawaii.edu/>

Supplemental Document

Program- <https://documentupload.manoa.hawaii.edu/upload-program/#/login>

Applicant - <https://documentupload.manoa.hawaii.edu/upload>

Admissions

1. Admission Application: Online/paper application, Concurrent, Re-Admissions, Change in Program, Petition for admission to a doctorate in Same Discipline, Post-Baccalaureate Unclassified
2. East West Center
3. Email Inquiries: graduate.education@hawaii.edu, gradsir@hawaii.edu
4. Evaluation:
 - a. GPR calculations
 - b. Transcript articulation for both foreign and domestic
 - i. Regionally Accredited Institutions
 - ii. International Higher Education Institutions and Academic Credentials
 - c. Review & adherence to minimum admission requirements
5. Exception to hire GA on academic probation, low GPA, low TOEFL
6. GA Credit overload to take more than 9 credits
7. GA Petition to work more than 20 hours
8. Graduate Assistantships (GATEX)
9. Inadmissible admissions committee
10. McNair, Special Talent, VEF, MIX
11. Official UHM Letters: admit, deny, lack letter, close file
12. Reconciliation
13. SIR: Statement of Intent to Register
14. Supporting Documents: confidential financial forms, bank statements, residency
15. Test Scores: TOEFL, GRE, IELTS
16. Transcripts
17. Tuition Exemptions
18. WICHE – WRGP
19. VISA Documents:
 - a. F1 Students- FSA Atlas, SEVIS (Student and Exchange Visitor & Information System)
 - b. J1 Students- request from ISS (International Student Services)

Records

1. 7 year extension request
2. ABD Certificates (All but Dissertation – FORM II)
3. Academic probation and dismissal
4. Certification Form for Degree Award
5. Change in level
6. Change in Registration: add, drop, complete withdraw, change of grade, audit
7. Commencement List
8. Exception request to submit a dissertation or thesis past the deadline
9. Final Graduation List
10. Final Oral Examination Defense
11. Graduate Application for Degree Award
12. Graduate Certificate
13. Inactive procedures
14. Leave of Absence
15. Masters En-Route
16. Petition to count undergraduate excess credits towards a masters degree
17. Petition to revise committee
18. Progress FORM I, II, III, IV
19. ProQuest
20. Remote committee Participation
21. SED (Survey of Earned Doctorates)
22. Substitute or Waive Credits
23. Temporary Graduation Certificate
24. Thesis and Doctoral submission process
25. Time conflict and Max credit overload
26. Transfer Credit

Important points to remember

1. Check your enrollment report on CMS
2. Check your application status report on CMS
3. Check your degree awarded report on CMS
4. Check your graduate faculty list
5. Check your Supplemental document uploads
6. Graduate Chairs are defaulted as the program admin on Supplemental Documents and are the only ones that can add/delete users for your program
7. Review all forms thoroughly before approving and submitting
8. If requesting for a 100% or 50% Refund for dropped courses, please attach a justification memo along with a completed drop form
9. Must submit a GATEX form every semester regardless if the employment extends for a year
10. Check the UHM websites for deadlines : add/drop, submission deadline for theses and dissertations, last day to hire or terminate graduate assistants, degree application, removal of I grade
11. Student Services Specialists function as a liaison between other student services offices at UHM
12. ***Please feel free to contact your Student Services Specialist first for questions regarding any of the above areas***