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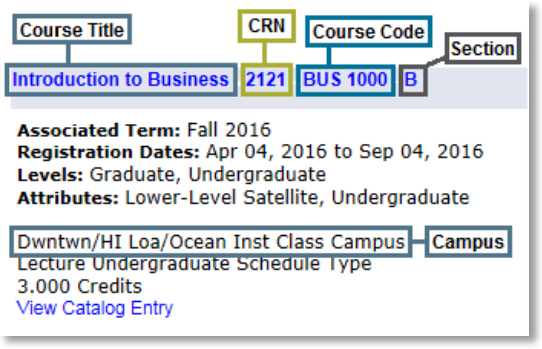
HAWAI'I PACIFIC UNIVERSITY

VISITING STUDENT COURSE REQUEST FORM

How to Register for Courses as a Visiting Student

1. Open our Course Search page
2. Select the term
3. Select the type of course you are interested in
4. Campus: **Dwntn/HI Loa/Ocean Inst Class**
5. Select the part of term *(international students can only take full-term courses)*
6. To submit, click 'Class Search'
    a. Click the course title to see how many seats are available
    b. Click "View Catalog Entry" to see a class description
7. Fill out the Course Request form on page 2 of this document
8. Submit completed form to visiting@hpu.edu



For past course syllabi (detailed course outlines): http://apps.hpu.edu/cis/web/index.php/search

Undergraduate = Bachelor level courses (1000 – 3999 level)
Graduate = Master level courses (6000+ level)

Our introductory courses start at level 1000. Course difficulty increases with higher codes. If you do not have a background in the field, please consider taking lower level courses.

Important Notes Regarding Course Registration

- Undergraduate students may not register for more than 16 credits (5 courses)
    - Available undergraduate level courses are coded from 1000 – 3999 (i.e. *ARTS 1000*)
- Graduate students may not register for more than 12 credits (4 courses)
    - Graduate level courses are coded from 6000+ (i.e. *MGMT 6210)*
- Class locations are important! We have several campuses: Downtown, Hawaii Loa Campus, the Oceanic Institute, and Online. There is an HPU shuttle available between Downtown and HLC, however please give yourself at least 1 hour to commute between the different campuses when selecting classes. You can view our Downtown and Hawaii Loa campus maps here
- Courses taught on a military base are not available
- ***It is the student's responsibility to make sure their courses comply with requirements set by their home university, funding organization, etc.***

INTERNATIONAL STUDENT GUIDELINES

- International students *must* take courses that last for the entire semester. No part-term (8A or 8B) courses will be approved
- All international students are required by U.S. visa regulations to be enrolled full-time:
    - Bachelor (or 'undergraduate') level minimum: 12 credits
    - Master (or 'graduate') level minimum: 9 credits
- International undergraduate students enrolled in 12 credits (9 credits for graduate) may take only one online course per semester
- **Norwegian students:** Lånekassen will typically not approve online or 1000 level courses

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Please contact us at visiting@hpu.edu with any questions

Family/Last Name	Given/First Name	Country of Citizenship	Entry Term	HPU Student ID #
				@

I have specific course requirements set by my:

□ Home University □ Government Funding Organization □ Other _____

**If you have specific course requirements, you must attach an official statement (in English) from the program coordinator stating your requirements*

PRIMARY COURSE REQUESTS

Please list 4 or 5 courses, depending on the number of credits you need

	Home University Approval	Course Title	Course Code *(i.e. WRI 1100)*	CRN #	Section	Campus	Days	Times
1								
2								
3								
4								
5								
Remarks:								

ALTERNATE COURSE REQUESTS

Please list 5 alternate courses, in case your primary choices are not available

	Home University Approval	Course Title	Course Code *(i.e. WRI 1100)*	CRN #	Section	Campus	Days	Times
1								
2								
3								
4								
5								
Remarks:								