

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: January 13, 2015	Effective term of request (Semester-Year): Fall 2014
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Manoa (MAN) <input type="checkbox"/>	College: 09 (Undergraduate Education)	Department: MAC (Manoa Advising Center)
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: PBUS-BA		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree: BA (Bachelor of Arts)	Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: PBUS General (Pre-Business)	Existing Concentration:	
<small>Code Description</small>	<small>Code</small>	<small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: Description [30 char/space limit]:		
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses?		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

Should the old program code be available for use in Banner? Yes No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015
	General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015
	Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2015

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVCAMP, STV_COLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

UNIVERSITY OF HAWAI'I
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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):
 See attached memo. Program is being moved from College 10 (Colleges of Arts and Sciences) to College 09 (Office of Undergraduate Education). Program length is 4 years, level is 03 (bachelor) and special program indicator is "N".

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input checked="" type="checkbox"/> Memo from Chancellor /OVCAK <input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature _____ <i>DR</i>	Date <u>January 13, 2015</u>	
Registrar (If different from Requestor)		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
_____ <i>Jodie Kuban</i>	_____ <i>[Signature]</i>	_____ <u>1/22/2015</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place Email: iro-mail@lists.hawaii.edu
 Sinclair Annex 2, Room 4 Fax: 808-956-9870
 Honolulu, HI 96822 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	Date form/docs received: <u>1/26/2015</u>
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

Mānoa Advising Center

Queen Lili'uokalani Center for Student Services 101
2600 Campus Road
Honolulu, HI 96822
macadv@hawaii.edu



UNIVERSITY
of HAWAII
MĀNOA

January 26, 2014

(THIS MEMO SUPERSEDES MEMO DATED 4/11/13)

TO Reed Dasenbrock, Vice Chancellor for Academic Affairs
VIA *Ronald E. Cambra*
Ronald E. Cambra, Assistant Vice Chancellor for Undergraduate Education
FROM *Megumi I. Makino-Kanehiro*
Megumi Makino-Kanehiro, Mānoa Advising Center
RE Revised Request - Reclassification of General Arts & Sciences (GEAS) category

The Mānoa Advising Center and the Exploratory Committee have made a lot of progress in terms of the direction in which we will be proceeding with the Exploratory initiative. As a result, we have a revised request in terms of Banner codes.

First of all, students who are currently classified as General Arts & Sciences will be reclassified as Exploratory, with the College identified as Office of Undergraduate Education (OUE) and department set as Mānoa Advising Center. There will be additional categories to reflect the interest area groups that we have identified: Exploratory - Business & Industry (EXBI), Exploratory - Integrative Studies (EXI), Exploratory - Visual, Creative & Performing Arts (EXAR), Exploratory - Humanities & Social Studies (EXHS), Exploratory - Language Studies (EXL), and Exploratory - Science (EXSC).

Secondly, the following Pre-major categories will remain, with the College changed from GEAS to Office of Undergraduate Education (OUE) and department set as Mānoa Advising Center (MAC): Pre-Business, Pre-Social Work, Pre-Dental Hygiene, Pre-Medical Technology, Pre-Medicine, Pre-Law, and Pre-Pharmacy.

Finally, three new Pre-categories will be created to reflect current practice.

- Pre-IS will be coded as PRIS.
- Pre-ACM will be coded as PRAC.
- Pre-COM will be coded as PRCO.

Please refer to the attached charts for further information.

APPROVED: *Kristin J. Aune*