

UNIVERSITY OF HAWAII'  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

<b>REQUESTOR CONTACT INFORMATION</b>	
Date: 3/9/2015	Effective term of request (Semester-Year): Fall 2015
Name: Kathleen Lee	Title: Educational Specialist
Campus: Kauai Community College	Office/Department: Health Education
Phone: (808) 245-8204	Email: kathlen@hawaii.edu

<b>1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE</b>		
Institution: Kauai CC (KAU)	College: Instructional	Department: HED
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: CO-MOR Banner forms: SMAPRE, SOACURR, STVMJR		
Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:	Degree: Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: Code	Description	Existing Concentration: Code    Description
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 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 type="checkbox"/> Yes <input type="checkbox"/> No    (Financial Aid Officer consultation required for all new program codes)		
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their only 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:

<b>Banner Module</b>	<b>No</b>	<b>Ending Term (Semester-Year)</b>
Online Application	<input checked="" type="checkbox"/>	Fall 2015
Recruitment	<input checked="" type="checkbox"/>	Fall 2015
Admissions	<input checked="" type="checkbox"/>	Fall 2015
General Student	<input type="checkbox"/>	Fall 2015
Academic History	<input checked="" type="checkbox"/>	Fall 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: STVGAMP, STVGOLL, STVDIMS, 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]:

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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STV/SUBJ
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: STV/MAJR
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):

Requesting to disable CO-MOR code in Banner. The CO-BTEC-MOR code was created when the program shifted to Business Technology, however, a request to terminate/disable the existing CO-MOR code was not submitted.

SUPPORTING DOCUMENTATION
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <p><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</p> <p><input type="checkbox"/> Memo from UH President</p> <p><input type="checkbox"/> Memo from Chancellor</p> <p><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</p> <p><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</p> <p><input checked="" type="checkbox"/> Other: <u>Memo from Health Education division chair</u></p>

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<b>CAMPUS VERIFICATION</b>	
Requestor Signature <u><i>Amos R. Dine</i></u>	Date <u>3/10/15</u>
Registrar (if different from Requestor)	
Print name <u>Kailana Solo</u>	Date <u>3/13/15</u>
Signature <u><i>Kailana Solo</i></u>	
Email/memo in lieu of Registrar's signature may be attached	
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)	
Print name <u>Jeff Anderson</u>	Date <u>3/16/15</u>
Signature <u><i>Jeff Anderson</i></u>	
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 <u>Suzette Robinson</u>	Date <u>4/14/15</u>
Signature <u><i>Suzette Robinson</i></u>	
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  
 Sinclair Annex 2, Room 4  
 Honolulu, HI 96822  
 Email: [iro-mail@lists.hawaii.edu](mailto:iro-mail@lists.hawaii.edu)  
 Fax: 808-956-9870  
 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.**

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



UNIVERSITY of HAWAII  
**KAUAI**  
COMMUNITY COLLEGE

**TO:** Curriculum Committee

**FROM:** Char Ono, HED Division Chair *CO*

**DATE:** December 3, 2013

**RE:** Medical Office Receptionist (MOR) Program

The Medical Office Receptionist (MOR) certificate program has been a joint effort between Business Education Division (BED) and Health Education Division (HED) with BED being the lead. Interestingly, it has been housed under the HED. We would like to transfer the MOR program to the BED division.

Should you have any questions, please contact me at x310 or 307 or by email [onoc@hawaii.edu](mailto:onoc@hawaii.edu).

Thank you.