

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 05/08/2015	Effective term of request (Semester-Year): Summer 2015
Name: Josephine Stenberg	Title: Registrar
Campus: Honolulu CC	Office/Department: Admissions & Records Office
Phone: (808) 845-9119	Email: jstenber@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Honolulu CC (HON)	College: TR	Department: ABRP
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code:		
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: Associate in Applied Science	Certificate: CA Certificate of Achievement	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: <small>Code</small> ABRP	<small>Description</small> Auto Body Repair & Painting	Existing Concentration: <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 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"/>	_____
Recruitment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Admissions		<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
General Student		<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Academic History		<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

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, STVCOLL, 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]:	

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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]:	

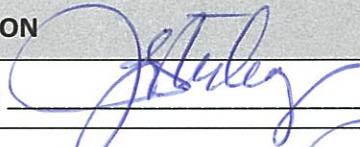
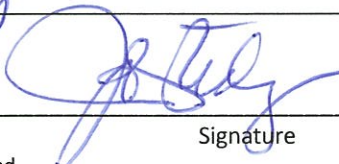
5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

Inactivate Auto Body Repair and Painting (ABRP) AAS and CA for HonCC under the Course Program of Study for the online application, since we are no longer accepting new applicants - we are discontinuing enrollment for now. Current students and some returning students will be able to complete their ABRP degree program with us. We will reopen program after curriculum changes are made.

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 <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 	Date <u>5/11/15</u>	
Registrar (If different from Requestor) <u>Jo Steinberg</u>		<u>5/11/15</u>
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)		
_____	_____	_____
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:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

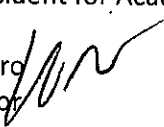


UNIVERSITY of HAWAII*
HONOLULU
COMMUNITY COLLEGE

June 16, 2015

MEMORANDUM

TO: Risa Dickson
Vice President for Academic Affairs

FROM: Erika Lacro
Chancellor 

SUBJECT: Program Action at Honolulu Community College

Honolulu Community College's (Hon CC's) Auto Body Repair and Painting (ABRP) and Small Vessel Fabrication and Repair (VESL) programs will be stopped out for one year while curriculum changes are being made.

Admissions stop out for CMGT will be Fall 2015. Degree termination will take place in Summer 2017, with last graduating class in Spring 2017. We are exploring folding part of this program into our existing AEC program.

The following programs were disabled from Hon CC's online application on 6/5/15:

AAS-ABRP
CA-ABRP
AAS-VESL
CA-VESL
AS-CMGT

These requests are being submitted to formally disable the Recruitment and Admissions modules in Banner.