

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

*Offering PART  
495  
Fall 2015*

REQUESTOR CONTACT INFORMATION	
Date: April 9, 2015	Effective term of request (Semester-Year): <u>Fall 2016</u> <i>Fall 2015</i>
Name: Chelsea Kay-Wong	Title: Interim Registrar
Campus: UH Hilo	Office/Department: Office of the Registrar
Phone: 808-932-7447	Email: ckwong@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Hilo (HIL) <input type="text"/>	College: <input type="text"/>	Department: <input type="text"/>
<input type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:		
Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree: <input type="text"/>	Certificate: <input type="text"/>	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
<small>Code</small>	<small>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 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 <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:	<b>Banner Module</b>	<b>Yes</b>	<b>No</b>	<b>Ending Term (Semester-Year)</b>
Online Application		<input type="checkbox"/>	<input type="checkbox"/>	_____
Recruitment		<input type="checkbox"/>	<input type="checkbox"/>	_____
Admissions		<input type="checkbox"/>	<input type="checkbox"/>	_____
General Student		<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic History		<input 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: AR	Department: HUM	
Subject code [4 char/space limit]: PART	Subject description [30 char/space limit]: Performing Arts	

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):

I am requesting the code for this major because the University of Hawaii at Hilo in conjunction with what is now Hawaii Community College offered this program years prior to 1982-1983. Since our office is entering pre-banner (Microfilm) records into Banner, we are in need of this code to enter the degree that a student earned.

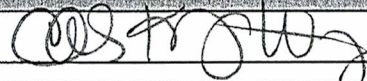

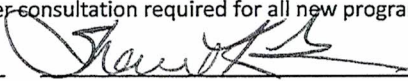
Campus will be offering PART courses beginning Fall 2015, PART 495.

**SUPPORTING DOCUMENTATION**

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- Board of Regents meeting minutes and supporting documents provided to the BOR
- Memo from UH President
- Memo from Chancellor
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: \_\_\_\_\_

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CAMPUS VERIFICATION		
Requestor Signature <u></u>	Date <u>4/9/15</u>	
Registrar (If different from Requestor) <u>Chelsea Kay-Wong</u> Print name	<u></u> Signature	<u>4/9/15</u> 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) <u>Sherrie Padilla</u> Print name	<u></u> Signature	<u>4/9/15</u> Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
_____ 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: <a href="mailto:iro-mail@lists.hawaii.edu">iro-mail@lists.hawaii.edu</a>
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]:



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**HILO**

Office of the Vice Chancellor for Academic Affairs

July 13, 2015

**MEMORANDUM**

**TO:** Princess Soares  
Institutional Research Analyst  
University of Hawai'i

**FROM:** Matthew Platz  
Vice Chancellor of Academic Affairs

A handwritten signature in cursive script that reads 'Matt Platz'.

**SUBJECT:** Subject Code Request: To establish a PART subject code for use in Fall 2015

We request the creation of a PART subject code for use with the code description as Performing Arts. This course will be used as a part of the newly approved program change to the BA in Performing Arts degree.

We request that this code be active for use effective Fall 2015.

**Cc:** Jackie Pualani Jackson, Performing Arts Department Chair  
Susan Brown, CAS Associate Dean  
Chelsea Kay-Wong, Interim Registrar, UH Hilo  
Gail Makuakane-Lundin, Interim Vice Chancellor for Student Affairs  
Pearl Iboshi, Director, UH System Institutional Research Office  
Shelby Wong, Curriculum and Catalog Coordinator

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