

IRAO OFFICE USE ONLY	
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In Banner	
MTVCOMP	

University of Hawai'i
Code Request Form for Academic Programs
NEW OR MODIFIED SUBJECT CODE

Date: _____

REQUESTOR CONTACT INFORMATION

Name _____ Campus _____
 Title _____ Email _____
 Office/Dept _____ Phone _____

- NEW SUBJECT CODE USE AT INSTITUTION**
 MODIFY SUBJECT CODE USE AT INSTITUTION

Institution _____ Effective Term _____

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) _____	_____	<input type="checkbox"/> See Banner form STVCOLL
Division	(4) _____	_____	<input type="checkbox"/> See Banner form STVDIVS
Department	(4) _____	_____	<input type="checkbox"/> See Banner form STVDEPT
Subject	(4) _____	_____	<input type="checkbox"/> See Banner form STVSUBJ

For Community Colleges, select one:
 General & Pre-Professional (GPP) or
 Career & Technical (CTE)

Explain the reason for the new subject code (i.e. - replacing an existing subject code (specify), revised name, new program, ...):

ATTACHMENTS

- Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.)

VERIFICATIONS

Registrar:

 Print Name Signature Date

Financial Aid Officer:

 Print Name Signature Date

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

 Print Name Signature Date