



UNIVERSITY of HAWAII
KAUAI
COMMUNITY COLLEGE

March 4, 2014

TO: Institutional Research & Analysis Office

FR: Kailana Soto
Assistant Registrar *Kailana A Soto*

RE: UH Code Request Form: Marketing

Attached find our submission for a new subject code which will reside under our Business Education Division.

- **MKT** Marketing

With reference to page 4, VC James Dire conveyed that he consulted with the Academic Affairs Program Officer.

Should you have any questions, please feel free to contact me via email at kailana@hawaii.edu.

Thank you.

**UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES**

REQUESTOR CONTACT INFORMATION	
Date: 2/28/14	Effective term of request (Semester-Year): Fall 2014
Name: Kailana Soto	Title: Assistant Registrar
Campus: Kauai Community College	Office/Department:
Phone: (808) 245-8224	Email: kailana@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOAGURR, STVMAJR
Institution:	College:	Department:
<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:	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		
(Please consult your Financial Aid Officer on Program Participation Agreement Impact)		
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		
(if yes, students may select the code as their only program of study.)		

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<p>Replacing or eliminating an existing program code:</p> <p>If replacing an existing program code, are current students "grandfathered" under the old code? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Should the old program code be available for use in Banner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will the old program code be available for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Banner Module</td> <td style="width: 50%;">Ending Term (Semester-Year)</td> </tr> <tr> <td>Online Application</td> <td>_____</td> </tr> <tr> <td>Recruitment</td> <td>_____</td> </tr> <tr> <td>Admissions</td> <td>_____</td> </tr> <tr> <td>General Student</td> <td>_____</td> </tr> <tr> <td>Academic History</td> <td>_____</td> </tr> </table>	Banner Module	Ending Term (Semester-Year)	Online Application	_____	Recruitment	_____	Admissions	_____	General Student	_____	Academic History	_____	
Banner Module	Ending Term (Semester-Year)												
Online Application	_____												
Recruitment	_____												
Admissions	_____												
General Student	_____												
Academic History	_____												

2. CERTIFICATES ONLY:
<p>Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please consult your Financial Aid Officer or see: http://www.ifap.ed.gov/GainfulEmploymentinfo/index.html)</p> <p>For new certificates approved by the Chancellor, the related BOR authorized academic program is:</p>

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: Instructional	Department: Marketing [Division = Business Education]	
Subject code [4 char/space limit]: MKT	Subject description [30 char/space limit]: Marketing	

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):

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide 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 <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 checked="" type="checkbox"/> Other: Curriculum Approval via Curriculum Central </p>

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CAMPUS VERIFICATION	
Requestor Signature <u><i>[Signature]</i></u>	Date <u>3/3/2014</u>
Registrar (if different from Requestor) Kailana Soto	Signature <u><i>Kailana A. Soto</i></u> Date <u>3/4/14</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) Jeffrey Anderson	Signature <u><i>[Signature]</i></u> Date <u>3/4/14</u>
Email/memo in lieu of Financial Aid Officer's signature may be attached _____	
For Community Colleges, verification of consultation with OVPCC Academic Affairs: James Dire	Signature <u><i>[Signature]</i></u> Date <u>2/28/14</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
 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.

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



Re: FW: UH Code Request

Suzette Robinson <suzetter@hawaii.edu>

Tue, Mar 11, 2014 at 10:08 AM

To: James Dire <dire@hawaii.edu>

Cc: Princess Soares <pfrederi@hawaii.edu>, Pearl Iboshi <iboshi@hawaii.edu>

I am approving the subject code, MKT for KauCC. Suzette

On Thu, Mar 6, 2014 at 8:49 AM, James Dire <dire@hawaii.edu> wrote:

Aloha Suzette,

We are adding a marketing course in our AS in business program. Are you okay with the IRAO request to add this?

Mahalo,

Jim

----- Forwarded Message

From: Kailana Soto <kailana@hawaii.edu>

Date: Thu, 6 Mar 2014 08:32:42 -1000

To: James Dire <dire@hawaii.edu>

Subject: UH Code Request

Hi Jim,

I've been in contact with IRAO regarding the code request for MKT 130. I sent the completed UH Code Request Form with all appropriate signatures, including yours, to the IRAO. However, before IRAO moves forward with the request, they are requiring that we submit verification of consultation with OVPCC Academic Affairs, Suzette Robinson.

Can you please forward me your correspondence with Suzette Robinson approving MKT 130?

Thank you,

Kailana

----- End of Forwarded Message