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University of Hawai'i  
Code Request Form for Academic Programs

# NEW OR MODIFIED SUBJECT CODE

Date: 1/23/2019

**REQUESTOR CONTACT INFORMATION**

Name Della Teraoka Campus Leeward CC  
 Title VC Academic Affairs Email delland@hawaii.edu  
 Office/Dept Ofc of the VC Phone 808.455.0453

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

Institution Leeward CC Effective Term Fall 2019

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>LEE</u>	<u>Leeward CC</u>	<input type="checkbox"/> See Banner form STVCOLL
Division	(4) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STVDIVS
Department	(4) <u>JPN</u>	<u>Foreign Language</u>	<input type="checkbox"/> See Banner form STVDEPT
Subject	(4) <u>JPN</u>	<u>Foreign Language</u>	<input type="checkbox"/> See Banner form STVSUBJ

**ATTACHMENTS**

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

**VERIFICATIONS**

**Registrar:**

Grant Helgeson  1/30/19  
 Print Name Signature Date

**Financial Aid Officer:**

Gregg Yoshimura  1/30/19  
 Print Name Signature Date

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

Tammi Chun  FEB - 4 2019  
 Print Name Signature Date