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NEW OR MODIFIED SUBJECT CODE

Date: _____

REQUESTOR CONTACT INFORMATION

Name Stuart Lau Campus Manoa
 Title University Registrar Email stuartl@hawaii.edu
 Office/Dept Office of the Registrar Phone 956-5322

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

Institution Manoa Effective Term Summer 2017

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>09</u>	<u>Office of Undergraduate Educ</u>	<input type="checkbox"/> See Banner form STV COLL
Division	(4) _____	_____	<input type="checkbox"/> See Banner form STV DIVS
Department	(4) <u>OUE</u>	<u>Office of Undergraduate Educ</u>	<input checked="" type="checkbox"/> See Banner form STV DEPT
Subject	(4) <u>UNIV</u>	<u>University</u>	<input type="checkbox"/> See Banner form STV SUBJ

ATTACHMENTS

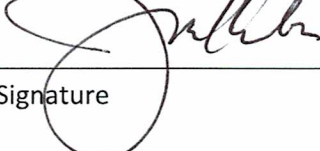
- Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.)

VERIFICATIONS

Registrar:

Stuart Lau  2/16/17
 Print Name Signature Date

Financial Aid Officer:

Jodie Kuba  2/23/2017
 Print Name Signature Date

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


 Print Name Signature Date



January 10, 2017

MEMORANDUM

TO: Ronald Cambra
Assistant Vice Chancellor
for Undergraduate Education

FROM: Michael Bruno
Interim Vice Chancellor for Academic Affairs and Vice Chancellor for Research 

SUBJECT: Approval of "UNIV: University" Subject Code for the Office of Undergraduate Education

I have approved your revised request dated December 20, 2016, to create the UNIV: University subject code for courses offered by the Office of Undergraduate Education. **The following modifications are also approved:**

Current Course	Proposed UNIV Course
CAS 110: Integrating Seminar I (1)	UNIV 140: Integrating Seminar I (1)
CAS 111: Integrating Seminar II (1)	UNIV 240: Integrating Seminar II (1)
IS 210: Academic Exploration Through Advising (3)	UNIV 340: Academic Exploration Through Advising (3)

Please note that **I have not approved** your request to modify COMG 399, COMG 499, EDEP 327, and EDEP 411 as departments outside of the Office of Undergraduate Education manage these courses. Should you have any questions, please contact Wendy Pearson, Program Officer, at 956-6145.

Attachment

c: Pearl Iboshi, UH System Director of Institutional Research
Megumi Makino-Kanehiro, Manoa Advising Center Director
Stuart Lau, Registrar
Diane Nakashima, Catalog Coordinator



UNIVERSITY OF HAWAI'I AT MĀNOA

Mānoa Advising Center
2600 Campus Road, Hawai'i Hall 101
Honolulu, Hawai'i 96822

MEMORANDUM

December 20, 2016

TO: Dr. Michael Bruno
Interim Vice Chancellor for Academic Affairs &
Vice Chancellor for Research

VIA: Dr. Ronald Cambra *Ronald C Cambra*
Associate Vice Chancellor for Undergraduate Education

FROM: *Megumi M. Makino-Kanehiro*
Megumi Makino-Kanehiro
Director, Mānoa Advising Center

SUBJECT: Revised request for UNIV alpha for Office of Undergraduate Education

After discussion with Wendy Pearson, we are revising our 9/20/16 memo request to have a new alpha (OUE) designation created for the Office of Undergraduate Education (OUE).

Our new request is to utilize the pre-existing **UNIV** designation that was already created at the system level. For the two programs under MAC, we would like to request the following numbers:

- Exploratory = UNIV X4X = CAS 110 will convert to UNIV 140
CAS 111 will convert to UNIV 240
IS 210 will convert to UNIV 340
- Mānoa Peer Advisors = UNIV X5X = COMG 399 will convert to UNIV 350
COMG 499 will convert to UNIV 450

The reason why we are offering these specific numbers is that other programs under OUE (First Year Programs, Student Support Services and Student Athlete Academic Services) have also been offering courses through CAS and other departments. In order to be fair to the all programs, we are proposing the following numbering system in which the middle number is fixed:

Program	Current alpha(s) utilized	New proposed alpha
First Year Programs	CAS 110, CAS 300	UNIV X1X - numbers to be determined
Student Support Services	CAS 110, EDEP 327, EDEP 411	UNIV X2X - numbers to be determined
Student Athlete Academic Services	CAS 110, CAS 111	UNIV X3X - numbers to be determined
Exploratory Program (MAC)	CAS 110, CAS 111, IS 210	UNIV X4X = UNIV 140, UNIV 240, UNIV 340
Mānoa Peer Advisor Program (MAC)	COMG 399, COMG 499	UNIV X5X = UNIV 350 (MPA training), UNIV 450 (Leader training)

This numbering system (utilizing a fixed middle number) is used by the Psychology department to differentiate between course tracks. OUE plans to adopt this system so that it is clear which program is offering which course and also potentially allows all programs to offer courses at all levels without conflicting with other programs. I have discussed the following proposal with all impacted units and they will be happy to turn in the necessary memos or forms required to request changes, as necessary.

Please let me know what our next steps need to be to solidify our course offerings for Summer 2017 and Fall 2017. Thank you for reviewing this request.



Fwd: Revised Request for UNIV alpha for OUE

1 message

Wendy Pearson <pearsonw@hawaii.edu>

Wed, Jan 25, 2017 at 9:18 PM

To: Stuart Lau <stuartl@hawaii.edu>

Does this answer your question?

- Wendy Pearson

Sent from my iPhone

Begin forwarded message:

From: Megumi Makino-Kanehiro <makino@hawaii.edu>
Date: January 25, 2017 at 8:21:14 PM HST
To: Wendy Pearson <pearsonw@hawaii.edu>
Cc: "Ronald E. Cambra" <cambra@hawaii.edu>, Jodi Chee <jodichee@hawaii.edu>
Subject: Re: FW: Revised Request for UNIV alpha for OUE

Hi Wendy,

I believe that the College would be Undergraduate Education and the Department should actually be Undergraduate Education as well, since there are numerous programs / departments under UE.

That way, any inquiries would go to Dr. Cambra's office for distribution to the appropriate program. Since we are planning to use the middle number as an indication of which program the course belongs to, it should be clear.

Thank you for checking with us.

Sincerely,
Megumi

~~~~~  
Megumi I. Makino-Kanehiro, Ph.D.  
Director, Manoa Advising Center  
Director of Advising, Office of Undergraduate Education  
Supervisor, Manoa Peer Advisor Program  
Steering Committee Member, Commission & Interest Group Commission, NACADA

University of Hawaii at Manoa  
Queen Liliuokalani Center for Student Services 101  
2600 Campus Road  
Honolulu, HI 96822

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*general questions about requirements and/or policies, confidential information must be discussed in person with an advisor or campus official.*

On Wed, Jan 18, 2017 at 1:53 PM, Wendy Pearson <pearsonw@hawaii.edu> wrote:

Aloha,

Hope all is well. Please see Stuart's questions below. I know the answer to #1 is yes, but what about #2? Please advise. Thanks!

**Wendy L. Pearson, Program Officer**

Office of the Vice Chancellor for Academic Affairs  
University of Hawai'i at Mānoa  
2500 Campus Road, Hawaii Hall 209  
Honolulu, HI 96822  
(808) 956-6145 / FAX (808) 956-7115  
<http://www.manoa.hawaii.edu>

----- Forwarded message -----

From: **Jodi Chee** <jodichee@hawaii.edu>  
Date: Wed, Jan 18, 2017 at 1:20 PM  
Subject: FW: Revised Request for UNIV alpha for OUE  
To: Wendy Pearson <pearsonw@hawaii.edu>

Hi Wendy: seeking your response.

Thanks! Jodi

**From:** Stuart Lau [mailto:stuartl@hawaii.edu]  
**Sent:** Wednesday, January 18, 2017 1:12 PM  
**To:** Jodi Chee <jodichee@hawaii.edu>  
**Subject:** Re: Revised Request for UNIV alpha for OUE

Hi,

I started working on the establishment of the new subject. There are two parameters that are required to complete the request.

1. College: Would this be "Office of Undergraduate Education"?
2. Department: Would this be "Manoa Advising Center" or some other unit?

Please let me know.

Thanks,

Stuart

On Thu, Jan 12, 2017 at 10:58 AM, Jodi Chee <jodichee@hawaii.edu> wrote:

Hi Dr. Cambra,

Attached, please find the approval memo in response to your request to establish the UNIV subject code. This will serve as your official document, as the original will be filed in the OVCAA.

Thank you,

Jodi Chee

Institutional Support

Assistant to the Associate Vice Chancellor for Academic Affairs

Office of the Vice Chancellor for Academic Affairs

2500 Campus Road, Hawai'i Hall 209

Honolulu, HI 96822

Phone: 808-956-7486

Fax: 808-956-7155

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Stuart Lau  
University Registrar  
Office of the Registrar  
University of Hawaii at Manoa  
Ph: 808 956-8010

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