

IRAO OFFICE USE ONLY	
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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 *Della Teraska* \_\_\_\_\_ Date \_\_\_\_\_