

| IRAO OFFICE USE ONLY | |
|----------------------|--|
| Received | |
| In Banner | |
| MTVCOMP | |

University of Hawai'i
Code Request Form for Academic Programs

NEW OR MODIFIED SUBJECT CODE

Date: 9/8/2020

REQUESTOR CONTACT INFORMATION

Name Charles Sasaki Campus Windward CC
 Title Vice Chancellor Email sasakich@hawaii.edu
 Office/Dept Academic Affairs Phone 808-235-7416

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

Institution _____ Effective Term Spring 2021

| | Code (Max. Characters) | Description (30 characters max) | Check if requesting new code: |
|------------|---------------------------|------------------------------------|---|
| College | (2) <u>WIN</u> | <u>Windward CC</u> | <input type="checkbox"/> See Banner form STV_COLL |
| Division | (4) <u>IN</u> | <u>Liberal Arts</u> | <input type="checkbox"/> See Banner form STV_DIVS |
| Department | (4) <u>NATS</u> | <u>Natural Sciences</u> | <input type="checkbox"/> See Banner form STV_DEPT |
| Subject | (4) <u>GEO</u> | <u>Geography</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.) Change geography subject code to "GEO" to align with all UHCC campuses.

VERIFICATIONS

Registrar:

Geri Imai _____
 Print Name Signature Date 9-8-20



Financial Aid Officer:

Dayna Isa _____
 Print Name Signature Date 9/8/20

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

Della Teraoka _____
 Print Name Signature Date 9/10/2020



TO: Pearl Iboshi, Director, IRAO
VIA: David Krupp, Dean of Academic Affairs  
FROM: Charles S. Sasaki, Vice Chancellor for Academic Affairs
DATE: September 8, 2020
RE: Alpha Code Change (Geography: GEOG to GEO)

To align with the UH Manoa alpha change for Geography which became effective Fall 2020, please find attached the New or Modified Subject Code change form to end the use of the “GEOG” alpha and switch to “GEO” effective spring 2021 or as soon as practicable. The form has been vetted by the Registrar, Director of Financial Aid, and our academic operations unit.

Please reach out to me with any questions or concerns.

CC: Paul Briggs, Department Chair, Social Sciences, WinCC
Kevin Morimatsu, Curriculum Manager, WinCC