

UNIVERSITY OF HAWAII'  
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 6/29/15	Effective term of request (Semester-Year): Fall 2015
Name: Ardis Eschenberg	Title: Vice Chancellor of Academic Affairs
Campus: Windward Community College	Office/Department: Academic Affairs
Phone: 235-7463 (secretary)	Email: cokimi@hawaii.edu (secretary)

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Windward CC (WIN)	College: Windward CC (WIN)	Department: Academic Affairs
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: Program deleted		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree: Certificate: CO Certificate of Competence		
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major: Code	Existing Concentration: Code	CO-BTEC 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		
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 <u>only</u> program of study.)		

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**Replacing or eliminating an existing program code:**  
 If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No  
 Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:

<b>Banner Module</b>	<b>Yes</b>	<b>No</b>	<b>Ending Term (Semester-Year)</b>
Online Application	<input type="checkbox"/>	<input type="checkbox"/>	_____
Recruitment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Admissions	<input type="checkbox"/>	<input type="checkbox"/>	_____
General Student	<input type="checkbox"/>	<input type="checkbox"/>	_____
Academic History	<input type="checkbox"/>	<input type="checkbox"/>	_____

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
 (Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

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:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

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):  
 Inactivation of program code in Banner due to deletion of the program.

SUPPORTING DOCUMENTATION
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input checked="" type="checkbox"/> Memo from Chancellor</li> <li><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input type="checkbox"/> Other: _____</li> </ul>

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CAMPUS VERIFICATION			
Requestor Signature		Date	JUN 29 2015
Registrar (If different from Requestor)		Signature	
Print name	CIEV WAI	Date	6-29-15
Email/memo in lieu of Registrar's signature may be attached			
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		Signature	
Print name		Date	
Email/memo in lieu of Financial Aid Officer's signature may be attached			
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		Signature	
Suzelle Robinson		Date	7/2/15
Print name			
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: ivo-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	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

June 23, 2015

**MEMORANDUM**

**TO:** Risa Dickson  
Vice President for Academic Affairs

**FROM:** Douglas Dykstra   
Chancellor, Windward Community College

**SUBJECT:** **DELETION OF THE BUSINESS TECHNOLOGY CERTIFICATE OF COMPETENCE AT WINDWARD COMMUNITY COLLEGE**

I have approved the deletion of the Business Technology Certificate of Competence (CO-BTEC) on April 15, 2011 effective Spring 2011. Please inactivate the program code in Banner.

**Terminate**

Business Technology Certificate of Competence (CO-BTEC)

c: Pearl Iboshi, IRAO  
Thomas Doi, WCC Banner Security Coordinator

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