

University of Hawai'i Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Stuart Lau Date: 1/3/11
 Title: University Registrar
 Phone Number: 956-8010
 Email Address: stuartl@hawaii.edu
 Campus/Office/Department/Address: 2600 Campus Rd, 010
Honolulu, HI 96822

Action Requested:
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc):
STVMAJR
 Old: _____
 New: _____
 OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): _____
 Major: _____ Major Description: _____ Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: _____
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: _____
 College: _____ Department: _____

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO

If requesting a program name change, will the old code be available for:

Recruitment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
Admissions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
General Student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
Academic History?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____

NEW Subject Alpha/Code Effective Term (semester/year): _____
 Code: _____ Description: _____
 College: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

**University of Hawai'i
Code Request Form**

OTHER: Update STVMAJR entry MET. Check "MINOR" box. UHM needs to award minors using this code.

Please briefly describe your request and explain why you are requesting the codes:
See attached for approved Minor.

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor (Vice Chancellor for Academic Affairs)
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: _____

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

<u>Stuart Lau</u>		1/3/11
Name of Requestor (print or type)	Signature	Date

Send completed form with supporting documentation to:
Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approval Status:		
Major code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Concentr. code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Program code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Subject code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTES:

Entered into SMAPRLE/SOACURR: _____
Entered into STVMAJR: _____
Entered into STVSUBJ: _____
Other: _____

Code processing completion date: _____
Copies sent to: _____



UNIVERSITY
of HAWAII®
MĀNOA

April 20, 2010

MEMORANDUM

TO: Alan Yang, Acting Director
Office of Admissions and Records

FROM: *for* Reed Dasenbrock *Kruph...*
Vice Chancellor for Academic Affairs

SUBJECT: Approved Academic Minor in Meteorology

I am notifying you that I have approved a new minor in Meteorology, effective Fall 2010 in the Department of Department of Meteorology within the School of Ocean and Earth Sciences and Technology. Please implement the establishment of this minor in Banner, etc.

Thank you for your continuing assistance. If you need further information, please contact Program Officer Wendy Pearson at 956-6145.

c: Dean Taylor
Chair Schroeder
Program Officer Pearson
Registrar Lau