



Princess Soares <pfrederi@hawaii.edu>

FW: FW: FW: Code Requests

Jean Ippolito <jippolit@hawaii.edu>

Thu, Jul 3, 2014 at 8:50 AM

To: Princess Soares <pfrederi@hawaii.edu>

Cc: Cathy Travis <zenz@hawaii.edu>, Dolly Roth <dolly@hawaii.edu>, Chelsea Kay-Wong <ckwong@hawaii.edu>

Yes.

On Thu, Jul 3, 2014 at 7:33 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Jean,

Just to summarize the responses, and to get one confirmation. The following are to be confirmed:

1. Degree code is to be SC, Subject Certificates.
2. Major code for the subject certificate in Asia-Pacific--U.S. Economic Relations is APER.
3. Department code for the programs (SC-ACC, SC-FIN, and SC-APER) is BUSA, Business Administration - although courses for SC-APER are taught by the Economics department.
4. The certificates are created under the following BOR authorized academic programs: APER, BA in Economics; FIN, BBA in Business Administration; ACC, BBA in Business Administration

As soon as the confirmation is received, I can move forward.

Mahalo,
Princess

On Wed, Jul 2, 2014 at 1:08 PM, Chelsea Kay-Wong <ckwong@hawaii.edu> wrote:

#1. SC is the correct coding for UH Hilo

Thanks Princess.

Chelsea Kay-Wong
Assistant Registrar
Office of the RegistrarUniversity of Hawaii at Hilo
Phone: 808-932-7447
Fax: 808-932-7448

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On Wed, Jul 2, 2014 at 11:17 AM, Jean Ippolito <jippolit@hawaii.edu> wrote:

Aloha UH Hilo Registrar and Staff,

Princess Soares has asked for confirmation and/or clarification. I am forwarding her message, since it would be better to have confirmation from the registrar's office.

#1 - I will defer to the registrar, as I understood these to be Academic Subject Certificates.

For #2 - I believe APER was the preferred alpha for the Asia-Pacific U.S. Economic Relations certificate, although either APER or APUR are acceptable (It was APUS that we were trying to avoid).

For #3 - It is important to keep the Asia-Pacific U.S. Relations certificate under the domain of the Economics Department - so if there is a separate code for the Economics department, please use it.

#4 is correct.

Cathy, Would you please confirm these items for Princess and forward to pfrederi@hawaii.edu?

Thank you very much.

Jean Ippolito
Curriculum Planning Liaison for Academic Affairs

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

From: **Princess Soares** <pfrederi@hawaii.edu>
Date: Wed, Jul 2, 2014 at 10:55 AM
Subject: Re: Code Requests
To: Jean Ippolito <jippolit@hawaii.edu>

Aloha Jean,

Please help confirm the following information:

1. After searching Banner form SOACURR, there are no ASC programs at Hilo. There are SC programs. In the memo, the reference is to a "subject certificate". Please reconfirm.
2. There is inconsistency between the form, email and memo for the major code for the subject certificate in Asia-Pacific--U.S. Economic Relations: APER (referenced in memo and email) or APUR (referenced on form). Please confirm.
3. Please confirm the department code for the requests. When looking at the other programs in the college, the department code that is used is BUSA, Business Administration. Please confirm the code to be used for each program.
4. Section 2 of the form was not completed: "For new certificates approved by the Chancellor, the related BOR authorized academic program is:"
 - o APER or APUR: BA in Economics
 - o FIN: BBA in Business Administration
 - o ACC: BBA in Business Administration

Please confirm.

I look forward to your confirmation.

Mahalo,
Princess

On Wed, Jul 2, 2014 at 8:27 AM, Jean Ippolito <jippolit@hawaii.edu> wrote:
Oops, they are not degrees. I meant programs.

Jean

Sent from my iPhone

On Jul 2, 2014, at 8:26 AM, Jean Ippolito <jippolit@hawaii.edu> wrote:

All three degrees are academic subject certificates.

Jean

Sent from my iPhone

On Jul 2, 2014, at 8:15 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Please confirm the degree for the certificate: SC, Subject Certificate or ASC, Academic Subject Certificate.

The request form is listing both degrees.

On Tue, Jul 1, 2014 at 3:21 PM, Jean Ippolito <jippolit@hawaii.edu> wrote:

Certificate in Accounting is 24 credit hours, so approximately 1 year (2 semesters) of coursework.

Certificate in Finance is also 24 credit hours, also 1 year.

Certificate in Asia-Pacific U.S. Economic Relations certificate requires a total of 24 credit hours, also 1 year.

As for the Special Program designations, I believe "N" is appropriate for all three.

Jean Ippolito
Curriculum Planning Liaison for Academic Affairs
University of Hawaii at Hilo

On Tue, Jul 1, 2014 at 3:05 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Jean,

I apologize for the oversight of these requests. I did not receive your response that was forwarded in this message until today.

I will work on these asap.

In the meantime, more information is needed due to recent changes in Banner forms:

1. Program Length (in academic years; decimals are acceptable so no rounding to whole number is necessary.) The length of the program should match what is published by the campus in any online and/or written publication.

2. Special Program designation - see attached file for definitions - (refer to the attached for "definitions")

- A - Selective Admission Associate Program
- B - Bachelor's Degree Completion Program
- N - Not Applicable
- P - Preparatory Coursework Graduate Professional Program
- T - Non-credential Teacher Certification Program
- U - Preparatory Coursework Undergraduate Programs

Thank you for your time. I look forward to your response to get these processed as quickly as possible.

Mahalo,

Princess

On Tue, Jul 1, 2014 at 2:38 PM, Pearl Iboshi <iboshi@hawaii.edu> wrote:

From: Jean Ippolito [mailto:jippolit@hawaii.edu]
Sent: Tuesday, July 01, 2014 2:37 PM
To: Pearl Iboshi; Joanne Itano
Subject: Re: FW: FW: Code Requests

Aloha Pearl,

The Registrar's Office at UH Hilo says that the Program CODEs requested in the attached forms (previously sent) have not been built into Banner yet, so they cannot build the three certificate programs that have been approved for Fall 2014 implementation.

Would you please look into this? Please let me know if there is anything I can do to expedite this.

Thank you very much for your help.

Mahalo,

Jean Ippolito

Curriculum Planning Liaison for Academic Affairs

On Thu, Apr 3, 2014 at 12:39 PM, Jean Ippolito
<jippolit@hawaii.edu> wrote:

Aloha Princess Soares,

The CODE request forms are already completed. They are attached to the Memos - just scroll down to the bottom.

Mahalo,

Jean Ippolito

On Thu, Apr 3, 2014 at 8:53 AM, Matthew Platz
<mplatz@hawaii.edu> wrote:

Aloha Jean

May I ask that you take care of this?

thanks

From: Princess Soares [mailto:pfrederi@hawaii.edu]
Sent: Thursday, April 03, 2014 8:52 AM
To: Matthew Platz
Subject: Fwd: FW: Code Requests

Aloha Matthew,

Please complete the Code Request Form for Academic Program
Codes: [http://www.hawaii.edu/iro/forms/Code%20Request%20Form%20\(CRF325%20rev5-1-2012\).pdf](http://www.hawaii.edu/iro/forms/Code%20Request%20Form%20(CRF325%20rev5-1-2012).pdf)

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

From: **Pearl Iboshi** <iboshi@hawaii.edu>

Date: Thu, Apr 3, 2014 at 8:31 AM
Subject: FW: Code Requests
To: Princess Soares <pfrederi@hawaii.edu>

From: Joanne Itano [mailto:itano@hawaii.edu]
Sent: Wednesday, April 02, 2014 2:10 PM
To: Pearl Iboshi
Subject: Fwd: Code Requests

I think these go to your office

thanks,

joanne

joanne itano
interim executive vice president for academic affairs
university of hawaii system

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

From: "Jenny Wakida" <jwakida@hawaii.edu>
Date: Apr 2, 2014 1:40 PM
Subject: Code Requests
To: "Joanne Itano" <itano@hawaii.edu>
Cc: "Krishna Dhir" <kdhir@hawaii.edu>, "Cathy Travis" <zenz@hawaii.edu>, "Hong, Luoluo" <luoluo.hong@hawaii.edu>, "Matthew Platz" <mplatz@hawaii.edu>, "Jean Ippolito" <jjppolit@hawaii.edu>

Hello Joanne,

Per instructions from Jean Ippolito, Academic Affairs Liaison to Curriculum Central, I am

forwarding to you the following Banner Code requests for Subject Certificate in:

- 1) Accounting (ACC)
- 2) Asia/Pacific-U.S. Economic Relations (APER)
- 3) Finance (FIN)

Jenny S. Wakida, Secretary

Office of the Vice Chancellor for Academic Affairs

University of Hawai'i at Hilo

200 W. Kawili Street

Hilo, HI 96720-4091

Phone 808 932-7332

Fax 808 932-7338

jwakida@hawaii.edu

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