

**University of Hawaii
Code Request Form**

I. REQUESTOR CONTACT INFORMATION

Name: Joni Onishi Date: October 26, 2011 Action Requested:
Interim Vice Chancellor for Academic Affairs
 Phone Number: 808-934-2514
 Email Address: jonishi@hawaii.edu
 Campus/Office/Department/Address:
Hawaii Community College/Vice Chancellor for Academic Affairs/200 W. Kawili st. Hilo, HI 96720
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc):
program and title
 Old: MOR
 New: MOA
 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

Does 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: _____ Department: _____
 College: _____

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: YES NO

- | | | | |
|-------------------|--|--------------------------------|-------|
| 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 AlphaCode Effective Term (semester/year): _____

Code: _____ Description: _____ Department: _____
 College: _____

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

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OTHER: _____

Please briefly describe your request and explain why you are requesting the codes: _____
 outcome resulting from completion of the program. While "receptionist" would be a position students completing the program could fill, it is too specific as students would also be prepared for other positions within a medical office involving duties related, but not limited to administrative, clerical, and clinical.

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaalcrms/guide_to_aced_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- 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.

Name of Requestor (print or type) Joni Onishi Signature _____ Date 10-26-11

Send completed form with supporting documentation to:

Institutional Research Office • 1635 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: YES NO

NOTES:

- Approval Status: YES NO
- Major code: YES NO
- Concentr. code: YES NO
- Program code: YES NO
- Subject code: YES NO

Entered into SMAPRLE/SOACURR: _____

Entered into STVMAR: _____

Entered into STVSUBJ: _____

Other: _____

Code processing completion date: _____
 Copies sent to: _____



UNIVERSITY of HAWAII
HAWAII
COMMUNITY COLLEGE

To: Noreen Yamane, Chancellor
Via: Joni Onishi, Interim Vice Chancellor for Academic Affairs
From: James Yoshida, Interim Dean for Career and Technical Education
Subject: Program Title Change Request
Date: August 3, 2011

Specific Action Requested:

The Nursing and Allied Health Division requests your approval to change the title of the Medical Office Receptionist Program (Certificate of Completion) to Medical Office Assistant.

Additional Cost:

No additional costs are incurred by this action.

Recommended Effective Date: Fall 2011

Background Information:

In accordance with UH BOR Policy 5-1 g (1), the Chancellor's approval is required to change the program title with no substantive change in the curriculum.

"Assistant" better reflects the preparation provided by and general outcome resulting from completion of the program. While "receptionist" would be a position students completing the program could fill, it is too specific as students would also be prepared for other positions within a medical office involving duties related, but not limited to administrative, clerical and clinical.

Noreen Yamane
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August 3, 2011

Action Recommended:

Approval to change the Medical Office Receptionist program title to: Medical Office Assistant

Approved / Not Approved

Noreen Yamane
Noreen Yamane, Chancellor

AUG 10 2011
Date

- c: Linda Johnsrud, Vice President for Academic Planning and Policy
- John Morton, Vice President for Community Colleges
- Peter Quigley, Associate Vice President for Academic Affairs, Community Colleges
- Elizabeth Ojala, Director/Division Chair, Nursing and Allied Health
- Joyce Hamasaki, Associate Professor, Nursing and Allied Health

FAX

To: _____ **From:** Glenn-Dee Kuwaye

Fax: 808-956-9870 **Pages:** 5 including cover page

Phone: 808-956-7532 **Date:** 10.27.2011

Rc: Code request form **CC:** _____

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

Please contact Glenn Dec at 808-934-2518 regarding any questions regarding this form or when the request is approved. Thank you

10.27.2011

