

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: October 26, 2011	Effective term of request (Semester-Year):
Name: Chelsea Kay-Wong	Title: Records Specialist & Support
Campus: Hilo	Office/Department: Student Affairs, Office of the Registrar
Phone: 808-974-7322	Email: ckwong@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRIE, SOACURR, STVMAJR	
Institution: UH Hilo (HIL)	College: Hawaii Community College (CC)	Department: Business (BUS)	
<input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input checked="" type="checkbox"/> Other: Vocational			
Degree: Associates of Science		Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major:		Existing Concentration:	
Code	Description	Code	Description
If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:			
New Code [4 char/space limit]: MERC		Description [30 char/space limit]: Merchandising MID-MGMT & Sales	
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 checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>			
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>			

STVMAJR
only

UNIVERSITY OF HAWAI'I
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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:	Banner Module	Yes	No	Ending Term (Semester-Year)
	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]:

UNIVERSITY OF HAWAI'I
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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STV/SUBJ
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: STV/MAJR
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):

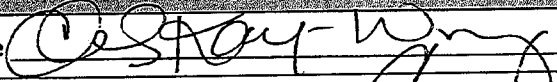
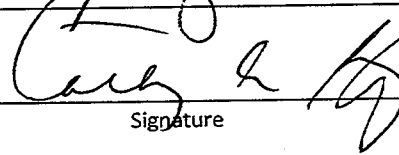
I am requesting the code for this major because the University of Hawaii at Hilo in conjunction with what is now Hawaii Community College offered this program years prior to 1982-1983. Since our office is entering pre-banner (Microfilm) records into Banner, we are in need of this code to enter the degree that a student earned.

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- Board of Regents meeting minutes and supporting documents provided to the BOR
- Memo from UH President
- Memo from Chancellor
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: _____

UNIVERSITY OF HAWAII
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CAMPUS VERIFICATION		
Requestor Signature <u></u>	Date <u>10/28/11</u>	
Registrar (If different from Requestor) <u>Cathy A. ZOMZ</u>	<u></u>	Date <u>Oct 31, 2011</u>
<small>Print name</small>		
<small>Signature</small>		
<small>Date</small>		
<small>Email/memo in lieu of Registrar's signature may be attached</small>		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
<small>Print name</small>	<small>Signature</small>	<small>Date</small>
<small>Email/memo in lieu of Financial Aid Officer's signature may be attached</small>		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<small>Print name</small>	<small>Signature</small>	<small>Date</small>
<small>Email/memo in lieu of signature may be attached</small>		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)	
1633 Bachman Place	Email: iro-mail@lists.hawaii.edu
Sinclair Annex 2, Room 4	Fax: 808-956-9870
Honolulu, HI 96822	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
 UNIVERSITY OF HAWAII AT HILO
 P.O. BOX 1357
 HILO, HAWAII 96720

db 5-12-61

NAME - LAST, FIRST, INITIAL: [REDACTED]
 STUDENT IDENTIFICATION NUMBER: [REDACTED]
 KAUNANA DR/HILO/HI 96720
 PERMANENT HOME ADDRESS: [REDACTED]

MAJOR: (Liberal Arts)
 SPR. '80 MERCHANDISING-MID-MANAGEMENT

DESCRIPTIVE TITLE	COURSE ALPHA	COURSE NO.	SEM. HR.	GR	DESCRIPTIVE TITLE	COURSE ALPHA	COURSE NO.	SEM. HR.	GR		
FALL 1979					FALL 1981						
FUND OF ACC.	ACC	020	03	B	ADVER/DISPLAY	MERCH	020	03	C		
EXPOS WRITING	ENG	100	03	B	PRIN OF MKTG	MERCH	040	03	A		
CULTURE TRANS	HAWNA	221	03	B	FASHION MERCH	MERCH	050	03	C		
HUMAN BEHAVIOR	PSY	105	03	C	PERSONNEL MGT	MGT	024	03	C		
CUR GPR	000	012	012	033	2.7	CUR GPR	000	012	012	030	2.5
CUM GPR	000	012	012	033	2.7	CUM GPR	000	067	067	184	2.7
SPRING 1980					SPRING 1982						
INTER READING	ENG	021	03	B	FRESHMAN EXP	IS	100B	01	B		
SURVEY MATH	MATH	100	03	C	HUMAN POTENTIAL	IS	100C	01	B		
SURVEY PSY	PSY	100	03	B	ADV HUMAN POTEN	IS	100D	01	B		
BEGIN TYPW	TYPW	020	03	C	MARKET RESEARCH	MERCH	052	03	B		
CUR GPR	000	012	012	030	2.5	ORAL COMM	SP	051	03	B	
CUM GPR	000	024	024	063	2.6	CUR GPR	000	009	009	027	3.0
FALL 1980					FALL 1982 CUM GPR						
MACH CAL TECH I	BMACH	040	04	C	000	018	018	048	2.6		
INTRO TO BUS	BUS	020	03	B	FALL 1982						
PRIN OF SALES	MERCH	030	03	A	INTRO MACROECON	ECOM	200	03	D		
PRIN OF RETAIL	MERCH	045	03	B	GOLF: ADV	HPE	111	01	A		
CVE	MERCH	093B	03	A	INTRO COACH ATHL	HPE	204	02	A		
CUR GPR	000	016	016	050	3.1	FUND OF ALGEBRA	MATH	103	03	B	
CUM GPR	000	040	040	113	2.8	INTRO WEST PHIL	PHIL	100	03	C	
SPRING 1981					SPRING 1982						
CASH REGISTER	BMACH	030	02	B	INTRO MACROECON	ECOM	200	03	D		
MACH CAL TECH II	BMACH	041	04	C	GOLF: ADV	HPE	111	01	A		
BUS COMM	ENG	055	03	C	INTRO COACH ATHL	HPE	204	02	A		
CVE	MERCH	093C	03	A	FUND OF ALGEBRA	MATH	103	03	B		
INTRO TO MGT	MGT	020	03	B	INTRO WEST PHIL	PHIL	100	03	C		
CUR GPR	000	015	015	041	2.7	CUR GPR	000	012	012	030	2.5
CUM GPR	000	055	055	154	2.8	CUM GPR	000	030	030	078	2.6

9/82: BUSINESS ADM

DEGREE/CERTIFICATE GRANTED

ASSOCIATE IN SCIENCE

MERCHANDISING MID-MGMT

RECEIVED: 5-14-82

TYPE CURRICULUM DATE

BACHELOR OF BUSINESS ADMINISTRATION

TYPE CURRICULUM DATE

BUSINESS ADMINISTRATION

Regts met: 7/21/86

Conferred: 5/15/87

NOT OFFICIAL WITHOUT EMBOSSED SEAL

I certify that this is a true copy of the above named student's record.

REGISTRAR

DATE

DESCRIPTIVE TITLE	COURSE ALPHA	COURSE NO.	SEM. HR.	GR	DESCRIPTIVE TITLE	COURSE ALPHA	COURSE NO.	SEM. HR.	GR
SPRING 1983					FALL 1984				
FINANCIAL ACCTG	BUS	250	03	W	INTRO VISUAL ART	ART	101	03	B
INTRO MICROECON	ECUN	201	03	C	ELEM ACCTG II	BUS	251	03	C
PRE-CAL MATH	MATH	104A	01	C	STAT FOR MGT II	BUS	262	03	A
PRE-CAL MATH	MATH	104B	01	C	PRINC OF MGT	BUS	300	03	C
PRE-CAL MATH	MATH	104C	01	C	MOONEY & BANKING	ECON	340	03	C
INTRO WEST REL	RELST	151	03	B	CUR GPR	000 015	015 039	2.5	
SOCIAL PROBLEMS	SOC	260	03	B	CUM GPR	000 088	088 226	2.5	
CUR GPR	000 012	012 030	2.5						
CUM GPR	000 042	042 108	2.5						
SUMMER 1983					SPRING 1985				
WORLD CIV IJ	HIST	152	03	A	PROMO STRATEGY	BUS	313	03	D
CUR GPR	000 003	003 012	4.0		PRINC OF BUS FIN	BUS	320	03	B
CUM GPR	000 045	045 120	2.6		ORGANIZ BEHAVIOR	BUS	332	03	C
					BUSINESS LAW	BUS	340	03	C
					WRIT COH FOR BUS	ENG	209	03	C
					CUR GPR	000 015	015 030	2.0	
					CUM GPR	000 103	103 256	2.4	
FALL 1983					FALL 1985				
ELEM ACCTG I	BUS	250	03	C	PRIN REAL ESTATE	FIN	370	03	B
MATH FOR BUS DEC	BUS	260	04	B	BUS POLICY	MGT	490	03	B
ACCIDENT PREVENT	HPE	232	02	A	CONSUMER BEHAV	MKT	494	03	C
SOCI PROC IN HAW	SOC	290	03	B	PRODCIN DPER MGT	OBA	361	03	C
INTRO TO SP-COHN	SP	150	03	A	CUR GPR	000 012	012 030	2.5	
CUR GPR	000 015	015 047	3.1		CUM GPR	000 115	115 286	2.4	
CUM GPR	000 060	060 157	2.7						
SPRING 1984					SPRING 1986				
ELEM ACCTG II	BUS	251	03	C	AG ORIENTATION	AG	100	03	B
STAT FOR MGT I	BUS	261	03	C	MANAGERIAL ECON	ECON	302	03	D
BRIN MARKETING	BUS	310	03	D	INTL BUS MGT	MGT	333	03	B
CRIME & DELINQ	SOC	360	03	C	BUS & SOCIETY	MGT	423	03	B
CUR GPR	000 012	009 015	1.2		CUR GPR	000 012	012 030	2.5	
CUM GPR	000 072	069 182	2.5		CUM GPR	000 127	127 316	2.4	
SUMMER 1984					SUMMER 1986				
INTRO TO CS	CS	110	03	D	COMPOSITION	ENG	100	03	B
INTRO TO CS LAB	CS	110L	01	C	CUR GPR	000 003	003 009	3.0	
CUR GPR	000 004	004 005	1.2		CUM GPR	000 130	130 325	2.5	
CUM GPR	000 076	073 187	2.4						

MEMORANDA

DEGREE REQUIREMENTS MET ON 7/21/86

Advisory Committee for Machine Shop

- MR. JOHN W. AYALA, Senior Factory Shop Supervisor, Puna Sugar Co., Ltd., Keaau, Hawaii 96749
 MR. KENT BOWMAN, Shop Supervisor, Hilo Iron Works, Inc. 1226 Kamehameha Ave., Hilo, Hawaii 96720
 MR. NOBUYUKI FUKUSHIMA, Journeyman Machinist and Fabricator, 660 Lanikaula St., Hilo, Hawaii 96720
 MR. HARRY MATSUMOTO, Machine Foreman, Laupahoehoe Sugar Co., Laupahoehoe, Hawaii 96764
 MR. BELLY YUGAWA, Shop Supervisor, Hilo Coast Processing, Pepeekeo, Hawaii 96783

MERCHANDISING MID-MANAGEMENT AND SALES (Merch)

This program prepares the student for employment in sales marketing, merchandising and mid-management positions immediately below top management and above routine supervisors and rank and file supervisors.

		Cert.	A.S.
ACC 20	Fund of Accounting		3
*BMACH 30	Cash Register	2	2
**BMACH 40	Machine Calculating Techniques I	4	
**BMACH 41	Machine Calculating Techniques II		4
BUS 20	Introduction to Business	3	3
**ENG 55	Business Communications	3	3
*MERCH 20	Advertising and Display		3
*MERCH 30	Principles and Methods of Salesmanship	3	3
*MERCH 40	Principles of Marketing	3	3
*MERCH 45	Principles of Retailing	3	3
*MERCH 50	Fashion Merchandising		3
*MERCH 52	Market Research		3
*MERCH 93B	Cooperative Education	3	3
*MERCH 93C	Cooperative Education		3
*MGT 20	Intro to Management	3	3
*MGT 24	Personnel Management Relations		3
TYPW 20	Beginning Typing	3	3
	Speech	3	3
	General education elective		9
	TOTAL	33	60

Advisory Committee for Merchandising Mid-Management

- MR. GLEN KANESHIRO, Food Fair Super Market, 194 Kilauea Ave., Hilo, Hawaii 96720
 DR. ROBERT KING, Professor, College of Arts and Sciences, UHH, University of Hawaii at Hilo, Hilo, Hawaii 96720
 MR. ERNEST KUROHARA, Kurohara's, 266 Makaala St., Hilo, Hawaii 96720
 MRS. IRENE NAGAO, J.C. Penney Co., Kaiko'o Mall, Hilo, Hawaii 96720
 MR. REGINALD OJANO, J.C. Penney Co., Kaiko'o Mall, Hilo, Hawaii 96720
 MR. ALLAN OKUDA, Executive Chef, Hilo Hawaiian Hotel, 71 Banyan Drive, Hilo, Hawaii 96720
 MRS. LINDA WEST, Hilo Lagoon Resort Shoppe, 101 Aupuni Street, Hilo, Hawaii 96720

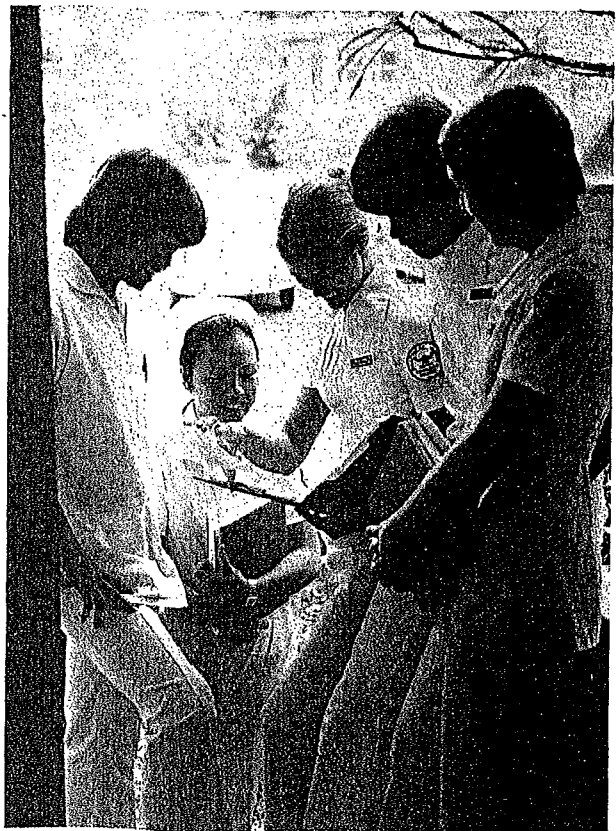
NURSING, ASSOCIATE DEGREE IN NURSING (Nurs)

This program prepares students to take the State examination for the licensure as registered nurses, and to work in hospitals, clinics, physicians' offices and render care to clients in private and convalescent homes.

			A.S.
First Semester			
SCI 100	Allied Health Science I		4
PSY 100	Survey of Psychology		3
NURS 153	Fundamentals of Nursing		8

**ENG 100 or SP 151	Expository Writing Personal/Public Speaking		3
			18
Second Semester			
SCI 101	Allied Health Science II		4
HD 230	Human Development II		3
NURS 154	Family Health Nursing		5
NURS 155	Psychiatric/Mental Health Nursing		5
			17
Third Semester			
NURS 255	Nsg Care of Children & Adults I		9
SOC 100	Survey Sociology		3
NS	Natural science elective		3
			15
Fourth Semester			
NURS 256	Nsg Care of Children & Adults II		10
NURS 258	Issues in Nursing		2
Elective			3
			15
	TOTAL		65

Proficiency in mathematics must be demonstrated by achieving an acceptable score in proficiency examinations by successful completion of Math 100.



NURSING, PRACTICAL (Nurs)

This program prepares the student for employment in hospitals, clinics, nursing homes, private homes, and physicians' offices. It is 38 weeks long and includes two semesters and a six-week summer session.

The practical nurse as a nursing assistant works under the guidance of a physician and/or registered nurse. According to assignment, the LPN will apply selected nursing measures to meet the patient's basic needs of hygiene, comfort, safety, nutrition, elimination, and emotional support in a relatively stable, clinical situation.

			Cert.
First Semester			
NURS 20	Practical Nursing I		10
NURS 26B	Maternity Nursing		4
SCI 51	Basic Science for Health Occupations or SCI 100		3