

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 10/24/13	Effective term of request (Semester-Year): Spring 2014
Name: Janis Dela Cruz	Title: Asst. Registrar
Campus: Honolulu Community College	Office/Department: Admissions
Phone: (808) 847-9873	Email: janisd@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SM/APRLE, SOACURR, STVMAJR	
Institution: Honolulu CC (HON)	College: TR	Department: TECH # 1	
<input type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code:			
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: Associate in Applied Science Diesel Mechanics Technology Certificate: CA Certificate of Achievement			
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: DISL	Diesel Mechanics Technology	Existing Concentration:	Code
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 checked="" type="checkbox"/> No			
(Please consult your Financial Aid Officer on Program Participation Agreement Impact)			
Is this program/major/certificate financial aid eligible? <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, students may select the code as their only program of study.)			

**UNIVERSITY OF HAWAII'
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES**

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 <input type="checkbox"/>	No <input type="checkbox"/>	Ending Term (Semester-Year)
Online Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Recruitment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Admissions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
General Student	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Academic History	Yes <input type="checkbox"/>	No <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: <https://www.hawaii.edu/gainfulemployment/inform/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is: *Diets Mechanics Technology*

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 HAWAII'
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES**

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):
 Need to reactivate the code for DISL program to allow new student enrollment

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <p><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</p> <p><input type="checkbox"/> Memo from UH President</p> <p><input type="checkbox"/> Memo from Chancellor</p> <p><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</p> <p><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</p> <p><input type="checkbox"/> Other: _____</p>

UNIVERSITY OF HAWAII
 CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION	
Requestor Signature <u>Janis DeLa Cruz</u>	Date <u>10/24/2014</u>
Registrar (if different from Requestor) <u>Kayla J Fox</u> Print name	<u>[Signature]</u> Signature
Email/memo in lieu of Registrar's signature may be attached	
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) <u>Jannine Oyama</u> Print name	<u>[Signature]</u> Signature
Email/memo in lieu of Financial Aid Officer's signature may be attached	
For Community Colleges, verification of consultation with OVPCC Academic Affairs: <u>Suzette Robinson</u> Print name	<u>[Signature]</u> Signature
Email/memo in lieu of signature may be attached	
	<u>10/24/2013</u> Date
	<u>2/14/14</u> Date

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: iro-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	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:



UNIVERSITY
of HAWAII
SYSTEM

Suzette Robinson <suzetter@hawaii.edu>

reactivation of DISL code

Russell Uyeno <ruyeno@hawaii.edu>

Fri, Feb 14, 2014 at 6:23 AM

To: Suzette Robinson <suzetter@hawaii.edu>

Suzette,

I confirmed that all we are trying to do is to reactivate the code after stopping out DISL intake for a year or so. So, there is no new degree or certificate.

Per our short conversation, can you forward the form to IRAO?

Thanks,

Russell