



Princess Soares <pfrederi@hawaii.edu>

CO-HHA Inactivation, Request Update

Louise Pagotto <pagotto@hawaii.edu>

Tue, Mar 10, 2015 at 2:54 PM

To: Princess Soares <pfrederi@hawaii.edu>, Jerilynn Enokawa <jilorenz@hawaii.edu>

We haven't had any students so Spring 2015 is fine. Louise

On Tue, Mar 10, 2015 at 2:50 PM, Princess Soares <pfrederi@hawaii.edu> wrote:

What is the effective term that can be used to disable the general student and academic history for CO-HHA? Do you want to just use Spring 2015. The admission side can be disable as of Summer 2013.

On Tue, Mar 10, 2015 at 2:09 PM, Louise Pagotto <pagotto@hawaii.edu> wrote:

Hi Princess, one more to delete. Louise

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

From: **Jerilynn Enokawa** <jilorenz@hawaii.edu>

Date: Tue, Mar 10, 2015 at 2:02 PM

Subject: Re: CO-HHA Inactivation, Request Update

To: Louise Pagotto <pagotto@hawaii.edu>

Hi Louise. Yes, the current Spring 2015 students are all coded as CO-NALT. There are no CO-HHA majors.

Thanks,
Jeri

On Fri, Mar 6, 2015 at 9:37 AM, Louise Pagotto <pagotto@hawaii.edu> wrote:

Hi Jeri, can we confirm that there are no more CO-HHA students enrolled?

Louise

On Thu, Mar 5, 2015 at 8:23 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Louise,

Found another code that was left active that should have been inactivated. Please confirm that all students have been removed and the program code CO-HHA, which was replaced by CO-NALT, can be completely inactivated. No banner actions have taken place on CO-HHA.

Mahalo,
Princess

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Princess Soares

Institutional Research Analyst

Institutional Research and Analysis

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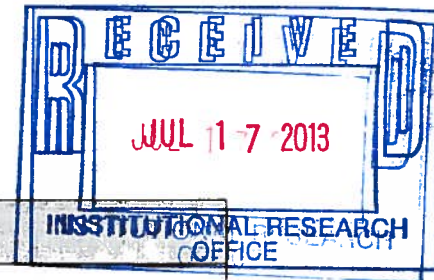
Princess Soares

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UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES



REQUESTOR CONTACT INFORMATION	
Date: 8 July 2013	Effective term of request (Semester-Year): fall 2013
Name: Louise Pagotto	Title: Vice Chancellor for Academic Affairs
Campus: Kapi'olani Community College	Office/Department: Academic Affairs
Phone: 808-734-9159	Email: pagotto@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Kapiolani CC (KAP)	College:	Department: Nursing
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: CO-HHA		
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:	Certificate: CO Certificate of Competence	
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]: LTC	Description [30 char/space limit]: Long Term Care Nurse Aide	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

Change code from LTC to NALT. Approved by campus see attached email thread in this file.

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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 checked="" type="checkbox"/>	summer 2013
Recruitment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	summer 2013
Admissions		<input type="checkbox"/>	<input checked="" type="checkbox"/>	summer 2013
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, STV_COLL, STVDIVS, STVDERT

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]:

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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):

There's been some confusion between Certificate of Competence for Nurse Aide (one course, NURS 16, 8 cr. , Banner code: CO-NAT) and Certificate of Competence for Long Term Care Nurse Aide (one course, NURS 9, 6 cr., Banner code: CO-HHA). The "HHA" part reflected the previous name of the certificate: Long Term Care/Home Health Nurse Aide (which lost the "Home Health" part in Spring 2006). I've checked with Anita Huang, and we can "deactivate" CO-HHA and request a new code CO-LTC. I think the change will help everyone keep things straight. +

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: memo from Vice Chancellor for Academic Affairs

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CAMPUS VERIFICATION		
Requestor Signature <u><i>Kouxi P. Goto</i></u>	Date <u>8 June ^{JULY} 2013</u>	
Registrar (If different from Requestor)		
Jerilynn Lorenzo	<u><i>Jerilynn Lorenzo</i></u>	<u>12 June ^{JULY} 2013</u>
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
Jennifer Bradley	<u><i>J. Bradley</i></u>	<u>12 June ^{JULY} 2013</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u><i>Suzelle Robinson</i></u>	<u><i>Suzelle Robinson</i></u>	<u>7/12/13</u>
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

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]: