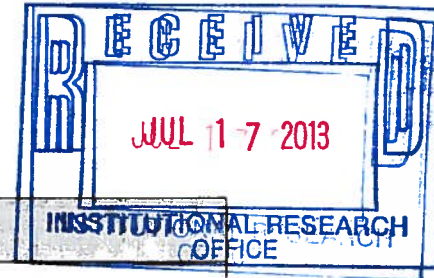# UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

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

☐ New program code   ☑ Change/replace existing program code: CO-HHA

Level: ☑ Undergraduate   ☐ Graduate   ☐ First-Professional   ☐ Post-Baccalaureate   ☐ Other:

Degree:	Certificate: CO Certificate of Competence

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

If requesting an existing Major code and/or Concentration code in Banner:

Existing Major: Code Description   Existing Concentration: Code Description

If requesting a new ☑ Major code or ☐ 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? ☐ Yes ☑ No
(Please consult your Financial Aid Officer on Program Participation Agreement impact)

Is this program/major/certificate financial aid eligible? ☐ Yes ☑ 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? ☑ Yes ☐ No
(If yes, students may select the code as their only program of study.)

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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	☐	☑	summer 2013
Recruitment	☐	☑	summer 2013
Admissions	☐	☑	summer 2013
General Student	☐	☐	
Academic History	☐	☐	

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]:

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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UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

CAMPUS VERIFICATION	
Requestor Signature _[signature]_	Date 8 ~~June~~ *JULY* 2013

Registrar (If different from Requestor)

Jerilynn Lorenzo	_[signature]_	~~June~~ *JULY* 12 2013
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	_[signature]_	~~June~~ *JULY* 12 2013
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:

Suzette Robinson	_[signature]_	7/12/13
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 <u>all</u> 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]:

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FW: code request for CO-LTC

2 messages

Pearl Iboshi <iboshi@hawaii.edu>   Wed, Jul 17, 2013 at 5:37 PM
To: Princess Soares <pfrederi@hawaii.edu>

From: Louise Pagotto [mailto:pagotto@hawaii.edu]
Sent: Wednesday, July 17, 2013 4:55 PM
To: Pearl Iboshi
Subject: Re: code request for CO-LTC

Terrific! Thanks a bunch. Louise

On Wed, Jul 17, 2013 at 4:50 PM, Pearl Iboshi <iboshi@hawaii.edu> wrote:

No, I will make the change and use this email as confirmation.

Pearl

From: Louise Pagotto [mailto:pagotto@hawaii.edu]
Sent: Wednesday, July 17, 2013 4:21 PM
To: Pearl Iboshi
Cc: Susan Pope
Subject: Re: code request for CO-LTC

Hi Pearl, We're all OK with CO-NALT. We were wondering if we needed to do another request form. Louise

On Wed, Jul 17, 2013 at 4:10 PM, Pearl Iboshi <iboshi@hawaii.edu> wrote:

I haven't heard anything regarding a potential change in the requested code. Is NALT ok?
Pearl

-----Original Message-----
From: Pearl Iboshi [mailto:iboshi@hawaii.edu]
Sent: Friday, July 12, 2013 1:06 PM
To: 'spope@HAWAII.EDU'; 'Louise Pagotto'
Subject: RE: code request for CO-LTC

Louise,

I agree that the change makes sense. But rather than using LTC, what about something like NALT, so that the nurses aid part is the same?

Pearl

-----Original Message-----
From: owner-irao-mail@LISTS.HAWAII.EDU [mailto:owner-irao-mail@LISTS.HAWAII.EDU] On Behalf Of spope@hawaii.edu
Sent: Friday, July 12, 2013 12:56 PM
To: spope@hawaii.edu; pagotto@hawaii.edu; iro-mail@lists.hawaii.edu; jbradley@hawaii.edu; jilorenz@hawaii.edu
Subject: code request for CO-LTC

Please open the attached document. It was scanned and sent to you using a Xerox Phaser MFP. For more information on Xerox products and solutions, please visit http://www.xerox.com.

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Louise Pagotto
Vice Chancellor for Academic Affairs
Kapiʻolani Community College, ʻIlima 206
4303 Diamond Head Road
Honolulu, HI 96816
808.734.9519 (o)
808.734.9828 (f)
kcc.hawaii.edu

--
Louise Pagotto
Vice Chancellor for Academic Affairs
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Honolulu, HI 96816
808.734.9519 (o)
808.734.9828 (f)
kcc.hawaii.edu

Pearl Iboshi <iboshi@hawaii.edu>   Wed, Jul 17, 2013 at 5:37 PM
To: Princess Soares <pfrederi@hawaii.edu>

From: Susan Pope [mailto:spope@hawaii.edu]
Sent: Wednesday, July 17, 2013 4:59 PM
To: Pearl Iboshi
Cc: Louise Pagotto
Subject: Re: code request for CO-LTC

On Fri, Jul 12, 2013 at 1:36 PM, Jerilynn Lorenzo <jilorenz@hawaii.edu> wrote:

Hi all,

I'm okay with Pearl's suggestion to make revisions to LTC and make it NALT as it will keep the "Nurses Aide" (NA) part in the major code and match the title change. I'm alright to change it to **CO-NALT**.

Thank you,

Jeri

On Fri, Jul 12, 2013 at 1:32 PM, Susan Pope <spope@hawaii.edu> wrote:

Jeri, your opinion?

---------- Forwarded message ----------
From: **Pearl Iboshi** <iboshi@hawaii.edu>
Date: Fri, Jul 12, 2013 at 1:06 PM
Subject: RE: code request for CO-LTC
To: spope@hawaii.edu, Louise Pagotto <pagotto@hawaii.edu>

Louise,
I agree that the change makes sense. But rather than using LTC, what about something like NALT, so that the nurses aid part is the same?
Pearl

-----Original Message-----
From: owner-irao-mail@LISTS.HAWAII.EDU [mailto:owner-irao-mail@LISTS.HAWAII.EDU] On Behalf Of spope@hawaii.edu
Sent: Friday, July 12, 2013 12:56 PM
To: spope@hawaii.edu; pagotto@hawaii.edu; iro-mail@lists.hawaii.edu; jbradley@hawaii.edu; jilorenz@hawaii.edu
Subject: code request for CO-LTC

Please open the attached document. It was scanned and sent to you using a Xerox Phaser MFP. For more information on Xerox products and solutions, please visit http://www.xerox.com.

--

Jerilynn Lorenzo

Interim KISC Manager & Registrar

Kapi'olani Community College

Kekaulike Information & Service Center (KISC)

4303 Diamond Head Road, 'Ilima 102

Honolulu, HI 96816

P. 808-734-9899

F. 808-734-9896

E. jilorenz@hawaii.edu