

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

REQUESTOR CONTACT INFORMATION	
Date: 5/27/2014	Effective term of request (Semester-Year): Fall, 2014
Name: Roberta "Bobbie" Martel	Title: Coordinator/Assistant Professor
Campus: Leeward Community College	Office/Department: Social Science
Phone: 455-0632	Email: rmartel@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Leeward CC (LEE)	College: Leeward CC	Department: Social Science/Alt. Cert. Program
<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 checked="" 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:	
<small>Code</small>	<small>Description</small>	<small>Code</small>
<small>Description</small>	<small>Description</small>	<small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: ACTE	Description [30 char/space limit]: Alt. Cert. for CTE Licensure	
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? N/A		
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>		

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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: AA Teaching

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]:

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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):


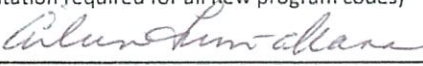
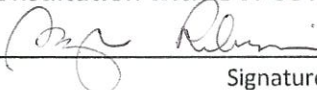
The Banner code request for CO alternative Certification in Teaching Certificates will allow students to be "flagged" when requesting for courses. It will also ensure that upon completion of the certificate, the credential will be properly identified.

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: _____

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CAMPUS VERIFICATION		
Requestor Signature	<u>Robert Marstel</u>	Date <u>5/27/14</u>
Registrar (If different from Requestor)		
<u>Grant Helgeson</u>		<u>5/28/14</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)		
<u>Aileen Lum-Akana</u>		<u>05/29/14</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>Suzette Robinson</u>		<u>JUN 16 2014</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]:

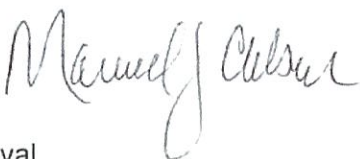


March 25, 2014

MEMORANDUM

TO: Joanne Itano
Office of the Executive Vice President for Academic Affairs/Provost

VIA: Michael Pecsok 
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral 
Chancellor

SUBJECT: Curriculum Approval

I have approved the following new certificates on 3/16/14 effective Fall 2014. The approvals can be found at: <http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

New

~~Certificate of Competence (CO) – Alternative Certification in Teaching Certificate~~
Certificate of Competence (CO) – Virtual Office Assistant

- c Division Chairs
- James Goodman
- Ron Umehira
- Della Anderson
- Alicia Brown
- Candy Hochstein
- Blake Hunrick
- Michael Lane
- Pearl Imada-Iboshi



UNIVERSITY
of HAWAII
SYSTEM

Travis Masuda <tsmasuda@hawaii.edu>

Fwd: Banner Code Request for Alt. Cert. for CTE Licensure

1 message

Suzette Robinson <suzetter@hawaii.edu>
To: Travis Masuda <tsmasuda@hawaii.edu>

Fri, May 30, 2014 at 3:17 PM

travis, please print out and put into my mailbox. thanks, suzette

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

From: **James Goodman** <goodmanj@hawaii.edu>
Date: Fri, May 30, 2014 at 2:54 PM
Subject: Banner Code Request for Alt. Cert. for CTE Licensure
To: Suzette Robinson <suzetter@hawaii.edu>

Hi Suzette,

Please find the attached Banner Code Request for the Alternative Certification for CTE Licensure for your signature. Also attached is the Chancellor's memo of approval for this program.

Thanks,

Jim

James Goodman
Dean of Arts & Sciences
<http://www.leeward.hawaii.edu/dean-arts-sciences>

UH--Leeward Community College
96-045 Ala Ike
Pearl City, Hawaii 96782-3393
Phone: (808) 455-0664
Email: goodmanj@hawaii.edu

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Suzette Robinson
Director of Academic Programs
University of Hawai'i Community Colleges
2327 Dole St.
Honolulu, HI 96822

Ph: [808 956-3867](tel:8089563867)

FAX: [808 956-3763](tel:8089563763)

2 attachments



AAT_CTE_Code_Request_2.pdf

723K



Curriculum_Approval_New_Alt_Cert_for_CTE Licensure_Fall 2014.pdf

122K