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January 24, 2011

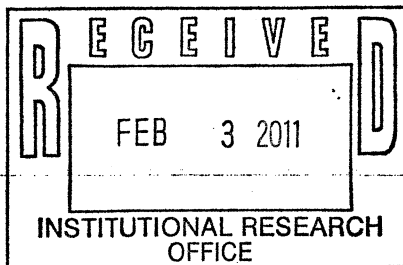
MANOA CHANCELLOR'S OFFICE

**MEMORANDUM**

To: **Stuart Lau**  
**Registrar**

From: **Alan Yang**   
**Associate Vice-Chancellor**  
**Enrollment Management**

Subject: **Change in PCERT Status**



Please initiate any needed changes, including Banner Codes, to have the College of Education Professional Certificate Program status changed from "Graduate" to "Undergraduate" status. Currently enrolled students should have their status changed and students entering the program effective Fall, 2011 should be coded "Undergraduate." Undergraduate tuition rates will apply.

This action is in accord with the U.S. Department of Education classification of the program as "Undergraduate." All parties involved agree it best serves student interests including appropriate awarding of TEACH grants.

- c: ✓ **Reed Dasenbrock, Vice Chancellor for Academic Affairs**
- Francisco Hernandez, Vice Chancellor for Students**
- Christine Sorenson, Dean, College of Education**
- Pat Cooper, Dean Graduate Division**
- Ken Tokuno, Associate Dean, Graduate Division**
- Mel Spencer, Director, Student Academic Services, College of Education**
- Jodie Kuba, Director, Financial Aid**
- Ryan Yamaguchi, Assistant Director, Admissions**

## University of Hawai'i Code Request Form

<b>REQUEST FOR CONTACT INFORMATION</b>	
Name: <u>Stuart Lau</u> Date: <u>1/25/2011</u>	<b>Action Requested:</b> <input type="checkbox"/> NEW Program Code (new major/concentration, etc.) <input checked="" type="checkbox"/> NEW Subject Code <input checked="" type="checkbox"/> Change of existing code Type (subject, program, etc): Program _____ Old: <u>EDSE-PCERT/50</u> New: <u>EDSE-PCERT/UG</u> <input type="checkbox"/> OTHER: _____
Title: <u>University Registrar</u>	
Phone Number: <u>956-8010</u>	
Email Address: <u>stuartl@hawaii.edu</u>	
Campus/Office/Department/Address: <u>2600 Campus Rd, 010 Honolulu, HI 96822</u>	

<b>CODE REQUEST</b>	
Academic program code preferences for consideration:	
<input checked="" type="checkbox"/> <b>NEW Program Code</b> Effective Term (semester/year): <u>Fall 2011</u>	
Major: <u>EDSE</u> Major Description: _____	Is this major financial aid eligible? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Is the major code being used the same way at other UH campuses? <input type="checkbox"/> YES <input type="checkbox"/> NO	Comment: _____
Does the same or similar major code exist in Banner? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please list code: _____
Concentration (if applicable): _____      Concentration Description: _____	
Is the concentration code being used the same way at other UH campuses? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Does the same or similar concentration code exist in Banner? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please list code: _____
Attach concentration to program code? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Other: _____	
Degree/Certificate: _____      PCERT	
College: <u>25</u> Department: <u>TECS</u>	
If requesting a program name change, will current students be grandfathered in under the old program name? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If requesting a program name change, will the old code be available for:	
Recruitment? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____
Admissions? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____
General Student? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____
Academic History? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	List the end term of old code: _____
<input type="checkbox"/> <b>NEW Subject Alpha/Code</b> Effective Term (semester/year): _____	
Code: _____      Description: _____	
College: _____      Department: _____	
Does the same or similar subject code exist in Banner? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please list code: _____
Is the subject code being used the same way at other UH campuses? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**University of Hawai'i  
Code Request Form**

**OTHER:**

Please briefly describe your request and explain why you are requesting the codes:

New code required to classify students as undergraduate to match federal definition.

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:

[http://www.hawaii.edu/vpaa/cms/guide to acad prog 121006.pdf](http://www.hawaii.edu/vpaa/cms/guide%20to%20acad%20prog%20121006.pdf)

- BOR minutes from \_\_\_\_\_ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: See Attached

The appropriate parties (faculty, administrators, registrar) have been consulted.

<u>Stuart Lau</u>		1/25/11
Name of Requestor (print or type)	Signature	Date

Send completed form with supporting documentation to:

Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822  
Fax: 808-956-9870 Phone: 808-956-7532

Appropriate Documentation Received:  YES  NO

Approval Status:

- Major code:  YES  NO
- Concentr. code:  YES  NO
- Program code:  YES  NO
- Subject code:  YES  NO

NOTES:

Entered into SMAPRLE/SOACURR: \_\_\_\_\_  
Entered into STVMAJR: \_\_\_\_\_  
Entered into STVSUBJ: \_\_\_\_\_  
Other: \_\_\_\_\_

Code processing completion date: \_\_\_\_\_  
Copies sent to: \_\_\_\_\_