

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

REQUESTOR CONTACT INFORMATION	
Date: August 21, 2013	Effective term of request (Semester-Year): Spring 2014
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Manoa (MAN) <input type="checkbox"/>	College: Office of Undergraduate Education	Department: Manoa Advising Center
<input checked="" type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: PSW-BA		
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: BA	Certificate:	
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 checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: EXSW	Description [30 char/space limit]: Exploratory (Pre-Social Work)	
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 checked="" type="checkbox"/> Yes <input 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>		

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	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201410
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201410
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201410
	General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201410
	Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201410



**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, 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 HAWAI'I  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR</b> (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):  
See attached request to move the "General" students from Arts and Sciences to Office of Undergraduate Education

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input type="checkbox"/> Memo from Chancellor</li> <li><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input type="checkbox"/> Other: _____</li> </ul>

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

<b>CAMPUS VERIFICATION</b>		
<b>Requestor Signature</b> _____ <i>JKL</i>	<b>Date</b> <u>  e/21/13  </u>	
<b>Registrar</b> (If different from Requestor)		
_____	_____	_____
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
<b>Financial Aid Officer</b> (Financial Aid Officer consultation required for all new program codes)		
_____ <i>JODIE KUBA</i>	_____ <i>[Signature]</i>	_____ <u>  10/3/13  </u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
<b>For Community Colleges, verification of consultation with OVPCC Academic Affairs:</b>		
_____	_____	_____
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 (IRAIO)  
 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.**

<b>FOR INTERNAL USE ONLY</b>	Date form/docs received: <u>  10/4/2013  </u> <i>JKL</i>
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

**Mānoa Advising Center**  
Queen Lili' uokalani Center for Student Services 101  
2600 Campus Road  
Honolulu, HI 96822  
[macadv@hawaii.edu](mailto:macadv@hawaii.edu)



**UNIVERSITY  
of HAWAII\***  
MĀNOA

July 30, 2013

TO: Reed Dasenbrock, Vice Chancellor for Academic Affairs  
VIA: Ronald Cambra, Assistant Vice Chancellor for Undergraduate Education  
FROM: Megumi Makino-Kanehiro, Mānoa Advising Center  
RE: Reclassification of General Arts & Sciences (GEAS) Category

A handwritten signature in black ink, appearing to read "Ronald E. Cambra", written over the "VIA:" line of the header.

Thank you for your assistance in enabling us to clarify the General Arts & Sciences category. After consultation with all parties involved and movement of various pre-major populations, the Mānoa Advising Center is requesting a reclassification of the following Banner codes, based on these changes:

- Pre-PSY moved under Arts & Sciences as of Summer 2011.
- As of Fall 2012, Education allowed Pre-ED, Pre-KRS students direct admission into their programs.
- Pre-NURS moved under School of Nursing and Dental Hygiene as of September 2012.
- Pre-ENGR moved under Engineering as of January 2013.

Students currently classified as General Arts & Sciences (GEAS) will now be simply reclassified as Exploratory. The name "Exploratory" classification was selected over "Undecided" or "Undeclared" due to Financial Aid concerns that "undecided" or "undeclared" made it sound as though students were not degree-seeking and could be mistaken with "unclassified" students. In addition, this is the preferred term utilized by NACADA.

The following categories will remain: Exploratory (Pre-Business), Exploratory (Pre-Medical), Exploratory (Pre Medical Technology), Exploratory (Pre-Pharmacy), Exploratory (Pre-Dental Hygiene), Exploratory (Pre-Law) and Exploratory (Pre-Social Work.)

The categories Pre-Education and Pre-KRS will cease to exist since Education now allows direct admission into their college. As a result, remaining students classified as Pre-ED and Pre-KRS will be changed to Exploratory. Similarly the Pre-MATH and Pre-Speech Pathology and Audiology categories no longer exist and remaining students will be classified as Exploratory.

In order to reflect the correct classification of students, all exploratory majors will have their Banner college / school changed from Arts & Sciences to Office of Undergraduate Education.

Please review the attached chart with all changes and inform us whether our request has been granted. If and when approval is granted, Registrar Stuart Lau has graciously agreed to implement the changes to the students' records.

<b>Current Banner College</b>	<b>Current Major</b>	<b>New Banner College</b>	<b>New Major</b>
Colleges of Arts & Sciences	General Arts & Sciences	Office of Undergraduate Education	Exploratory
Colleges of Arts & Sciences	General (Pre-Business)	Office of Undergraduate Education	Exploratory (Pre-Business)
Colleges of Arts & Sciences	General (Pre-Kinesiology)	Office of Undergraduate Education	Exploratory
Colleges of Arts & Sciences	General (Pre-Mathematics)	Office of Undergraduate Education	Exploratory
Colleges of Arts & Sciences	General (Pre-Medical Program)	Office of Undergraduate Education	Exploratory (Pre-Medical)
Colleges of Arts & Sciences	General (Pre-Med Tech)	Office of Undergraduate Education	Exploratory (Pre-Medical Technology)
Colleges of Arts & Sciences	General (Pre-Nursing)	Nursing	Pre-Nursing
Colleges of Arts & Sciences	General (Pre-Pharmacy)	Office of Undergraduate Education	Exploratory (Pre-Pharmacy)
Colleges of Arts & Sciences	General (Pre-Psychology)	Colleges of Arts & Sciences	Pre-Psychology
Colleges of Arts & Sciences	General (Pre-Dental)	Office of Undergraduate Education	Exploratory (Pre-Dental Hygiene)
Colleges of Arts & Sciences	General (Pre-Education)	Office of Undergraduate Education	Exploratory
Colleges of Arts & Sciences	Pre-Engineering	Engineering	Pre-Engineering
Colleges of Arts & Sciences	General (Pre-Law)	Office of Undergraduate Education	Exploratory (Pre-Law)
Colleges of Arts & Sciences	General (Pre-Speech Path-Audio)	Office of Undergraduate Education	Exploratory
Colleges of Arts & Sciences	General (Pre-Social Work)	Office of Undergraduate Education	Exploratory (Pre-Social Work)