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Office of the Associate Vice President for Student Affairs

UNIVERSITY of HAWAI'I® SYSTEM

July 3, 2019

MEMORANDUM

TO: Vice Chancellors of Academic Affairs
Vice Chancellors of Students Affairs

FROM: Hae K. Okimoto, PhD
Associate Vice President of Student Affairs and
Director of Academic Technologies

RE: Banner Coding Recommendation for the Early College Program

Over the past several years, there has been a rapid expansion in the number of high school students participating in Early College programs offered by campuses within the University of Hawai'i (UH) system. Early College, a dual credit opportunity that provides students in grades 9-12 with the opportunity to take sheltered college courses (at the 100-level and above) with their high school peers, is currently offered by UH campuses to public, charter, and private school students.

Given the increasing number of students accessing Early College opportunities (271 Early College courses were offered in SY 17-18 to public and charter school students alone), significant resources in both academic and student affairs are being dedicated to support these students. As such, it has become increasingly important for UH campuses to be able to track and report data regarding the participation and success of students in Early College classes.

The attached process for coding Early College classes in Banner has been developed in consultation with Banner Central and the UH Institutional Research & Analysis Office. This recommendation was presented to the Council of Chief Academic Officers (CCAO) and the Council of Senior Student Affairs Officers (CSSAO) at their meeting on May 16, 2018. Additional feedback was also gathered from campus registrars. The final recommendations (attachment) was shared at the Registrars' Quarterly Meeting on December 6, 2018 where no additional concerns were raised.

Course schedulers/builders on all ten UH campuses should begin to use the attached recommendation when building Early College courses in Banner starting with the Spring 2020 term. Please contact my office with any questions.

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FINAL RECOMMENDATION: Setting up Early College classes in Banner

When setting up Early College classes (sheltered classes for high school students only **and** a flat rate is charged instead of tuition and fees):

SSASECT - Course Section Information tab:

a. Campus Code: Every campus should use their own campus code (e.g. KAU, MAU) and not DE. (DE is defined as distance learning classes, and may be used to tally how many distance learning classes are offered by the university; Early College classes do not fit in the definition of distance learning classes).

b. Instructional Method: Campuses can use any code that is appropriate for the Early College classes (e.g. DCO for completely online or OS for off-site).

c. Tuition and Fee Waiver Box: Checked so students are not charged tuition and fees.

d. Print Box: Can be either checked or unchecked. If checked, then should include note/text that this section is restricted to Early College students only.

e. Voice Response & Self-Service Available Box: Unchecked (NOTE: If the class is to be viewable on Class Availability, **both** the Print Box and Voice Response & Self-Service Available Box must be checked).

SSASECT - Meeting Location and Credits tab:

f. Building: Assign the high school code that the EC class is set up for (e.g. FARR for Farrington HS). Building high school codes can be requested as needed from Banner. If the class is set up for more than one high school (e.g. high school students from multiple high schools participating in the same online sheltered class), multiple high schools/buildings can be assigned to a section by utilizing multiple session indicators.

g. Room: Optional - Campuses can use the room field to indicate that the EC course offered at the high school is an online class (WWW).

SSARRES – Section Restriction

h. Program Restriction: Optional – Set restriction to Include and restrict enrollment to ND-SPEA students only

SSADETL – Degree Program Attributes tab:

i. Enter EC as section attribute. Must remember to check attributes if campus rolls schedule.