

# UNC Campus Business Rules for Counting and Analyzing Student Records

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<p><b>Seeking</b></p> <p><u>NONDG, UNK</u> <u>SPU, SPG, SPP</u> <u>CS SDS</u></p>	<p>Non-degree seeking students are coded: Degree code = NONDG or UNK Or Classification = SPU, SPG, SPP Or School = CS and classification = SDS</p> <p>Any other students are degree-seeking students.</p> <p>See the topic on <a href="#">Classifications</a> for further details on degree-seeking and non-degree seeking classifications.</p>
<p><b>On-Campus versus Off-Campus</b></p>	<p>Off-campus students are coded: (School = OS) or (School=VS and Classification = IS)</p> <p>See section 3 for more detailed information on <a href="#">off-campus programs</a> and off-campus courses.</p>
<p><b>Foreign Students</b></p> <p>N=Non-Resident Alien</p>	<p>Foreign students are designated by the Foreign Student code. The code identifies three statuses: US citizen (U), Resident Alien (R), and Non-Resident Alien (N).</p> <p>Only the N codes are considered foreign students for counting purposes.</p>
<p><b>Ethnic Group</b></p> <p>If Foreign Student = N, then ethnic group = Non-Resident Alien. Else ethnic group = race.</p>	<p>The coding for Ethnic groups is calculated based on a combination of the Race code and the Foreign Student code. Students who are Non-Resident aliens always have an Ethnic group of Non-Resident alien. US Citizens (U) and Resident Aliens (R) have their ethnic group determined by the race code.</p> <p>Race codes:</p> <p>A : ASIAN B : BLACK , NON-HISPANIC H : HISPANIC I : AMERICAN INDIAN/ALASKAN NATIVE O : OTHER W : WHITE , NON-HISPANIC</p> <p>These codes are consistent with UNC General Administration and National Center for Educational Statistics (NCES) reporting requirements. NCES and GA are considering revising the ethnic coding to recognize multiple ethnicities. This has not occurred yet.</p>
<p><b>Residence Status</b></p>	<p>Term residence status is the official residence status for tuition</p>

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<p><b>for Tuition Purposes</b></p>	<p>purposes.</p> <p>There is a residency code captured in the admissions data and a residency captured in the student's AU record data. Both of these are used to set the term residency, but can differ from the official term residency.</p> <p>R or RM = In-state Resident N or NM = Non-resident.</p> <p>The M suffix indicates that the code was entered by an operator (manually) through a SIS screen.</p>
<p><b>Full Time / Part Time Status</b></p>	<p>Full-Time / Part-Time status is calculated by the SIS system and stored as part of the term record.</p> <p>The SIS rule: F or FM (full time) 12+ attempted hours for undergraduates 9+ attempted hours for graduate or professional students</p> <p>P or PM (part time) Less than these values will be P or PM part time.</p> <p>Z = 0 hours</p> <p>The M suffix indicates manual entry of the status. A Dean may choose to override a part-time status with a full time status under appropriate circumstances. The Graduate School will set students engaged in research to full time who carry less than 9 hours.</p>
<p><b>Duplicate Student Enrollment and Formal Concurrent Enrollment Status</b></p>	<p>To prevent double counting in head count enrollment, the formal concurrent enrollment status = "S" record is excluded.</p> <p>Students can be simultaneously registered in two Academic Units during the same term. This occurs when students are in joint campus programs such as Law/MBA.</p> <p>One record is designated the Home ("H") and the other is the host ("S") record.</p> <p>Formal Concurrent Enrollment Status codes:</p> <p>H = Home S = Host "blank" = not in a formal concurrent enrollment program</p>

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	<p>The MA and MB school codes separate the Masters of Accounting and Masters of Business Administration programs from the undergraduate and PhD programs within Business.</p> <p>Sometimes these multiple school combinations are reported separately and sometimes they must be combined into one school unit.</p> <p>The list of <a href="#">school codes</a> and translations is attached.</p>
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## Section 3. Student Record Attributes

<p><b>Academic Program</b></p> <p>School Degree Major</p>	<p>The student's academic program is designated using unique combinations of School, Degree, and Major.</p> <p>Examples: AS AB ENGL = A&amp;S AB degree English major PH PHD BIOS = Public Health PhD in Biostatistics</p> <p>These combinations are set up in the SIS IDMS Academic Program Table seen on screen 1A3.</p> <p>Careers are assigned to the academic programs. The same academic program can not be assigned to two different levels of career. This is significant when setting up generic non-degree programs. For example, non-degree students in Continuing Studies can be undergraduate or graduate. The simplest program would be CS NONDG UNDC for both, but the table does not allow the UG and GR career to both have the same degree of NONDG. Another degree of UNK was created for graduate students.</p>
<p><b>Majors, Minors, Major Options</b></p>	<p>The major is a four-character code that indicates the student's area of study. Students can have two majors, designated primary major 1 and primary major 2.</p> <p>Major options are concentrations within or subdivisions of the major field of study. These are designated with a three-character major-option code. Many majors have no options, while some majors may have many options.</p> <p>The options are tied to the major codes through an IDMS table, 1A6. Most options occur with the undergraduate degrees, but some graduate programs are offering major options.</p> <p>Minors are a separate area of study. Minors normally require just a few courses, maybe three or four, to satisfy the requirements. Minors are not linked or associated with the major.</p> <p>Under current policy, students are permitted to have multiple majors and minors adding up to three items, with 2 majors maximum.</p>
<p><b>Degrees, Intended</b></p>	<p>Degrees are awarded at four primary levels: Undergraduate, Graduate, Professional, and Certificate.</p> <p>Undergraduate degrees are the bachelor degrees. Graduate degrees are masters and doctoral degrees.</p>



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	<p>award is stored in the “degree honors” field of the student’s program as a 7 or 9.</p> <p>Other career levels offer honors, so these codes may be found for other types of students.</p>
<p><b>Classifications</b></p>	<p>Classifications are generally intended to indicate a certain status in progress toward degree.</p> <p>Classifications that start with “SP” are special classifications for non-degree students with the last character indicating student level (SPG, SPP, and SPU).</p> <p>The SDS or Special Degree Seeking classification is used in situations where degree status needs further analysis. A student in the school of CS with SDS classification is a non-degree student who qualifies for certain financial aid as if they were degree-seeking. Students in off-campus degree programs (school of OS) with the SDS classification are in programs structured so that normal classification (i.e. 1ST, 2ND or JR, SR) can not be determined for these students.</p> <p>A list of <a href="#">classification codes</a> is attached.</p>
<p><b>Admit-Type / Registration-Type</b></p>	<p>It is called Admit-Type in the Admissions component of SIS and Registration-Type in the Records component.</p> <p>A student is classified as NEW in their first term starting a new degree level. For example, a student moving from a masters program to a doctoral program is NEW in the doctoral program. A student entering a program in the summer and continuing into fall is considered NEW for the fall.</p> <p>Intra-University transfers are students moving at the same level from a non-degree status in Continuing Studies to a degree status in one of the academic programs.</p> <p>Re-admitted students are students enrolling again at the same level who were previously enrolled and were either not enrolled in or withdrew from the most recent previous regular term.</p> <p>CON : CONTINUING REGISTRATION  INT : INTRA-UNIVERSITY TRANSFER  NEW : NEW STUDENT  REA : READMIT  TRN : TRANSFER</p>
<p><b>Visiting Students</b></p>	<p>The Visitor school is used for a number of purposes. The one common</p>

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<p><i>(excluded from local campus reporting)</i></p> <p>Inter-Institutional Students</p>	<p>theme is that VS students are excluded from on-campus tuition calculation. Some VS students are taking courses on the campus in a status that permits them to take them tuition-free, and some students are taking courses off-campus and are billed through off-campus programs.</p> <p><b><i>Inter-Institutional Registration.</i></b>            II students are students from other universities that are allowed to enroll in courses on the Chapel Hill campus free of charge. II students must be degree-seeking students on their home campuses and can be any career level. II programs have visiting students attending Chapel Hill and Chapel Hill students attending other campuses.</p> <p>Visiting II students are identified in the records using different term site codes, classification, and major codes, depending on the program.</p> <p>Chapel Hill students taking courses at other universities are detected by the presence of a course with an II school code on their record.</p> <p>Specifics on the various programs can be found in the Registrar's Procedure Memoranda.</p>
<p>VS (NONDG,UNK) INTI II</p> <p>VS NONDG ROBT (FR,SO,JR,SR)</p>	<p><b><i>Traditional Inter-Institutional Program and NC-REN Program.</i></b>            VS (NONDG, UNK) INTI II. The location is coded in the Site Code.</p> <p><b><i>Robertson Scholars.</i></b>            The Robertson Scholars program is a joint scholarship program with Duke University. An admitting class of 15 students at Duke and 15 students at Chapel are selected for the Robertson program. The concept of the program is that these students will participate in courses and activities on both campuses. The Duke Robertson Scholars are given full access to UNC courses and facilities.</p> <p>The Duke scholars are designated VS (FR,SO,JR,SR) ROBT. Robertson Scholars have a primary major 1 of ROBT and primary major 2 containing a valid Chapel Hill major. The visiting Robertsons will have an ROBT102 course for zero credit hours on their record every semester to keep them enrolled and eligible for campus access even when not enrolled in valid UNC courses. They will carry a classification equivalent to their Duke classification.</p> <p>UNC Chapel Hill Robertson students have report flag 4 (Scholars flag) coded R, and will have an ROBT (100 or 101) course with credit hours on their record when taking courses at Duke.</p>
<p>VS UNK BMEJ II</p>	<p><b><i>Biomedical Engineering Joint Program (BMEJ) with NCSU.</i></b>            VS II BMEJ. Visitors from NCSU are enrolled in BMEJ702 every</p>









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the University Registrar for students in Year Abroad or Exchange programs. Campus departments operating programs outside of the Year Abroad Office do not provide this coordination and the ISP flag is not set, i.e. Law, Business and Graduate School programs that are exchange programs. Will have to check course records for LFXP and BUSG101 or 675 to find these students.)

or

--Special program flag = YAP or SAP

(Note: This flag is set by the Cashier to avoid charging the student the normal campus tuition. This will be set for any student in a Year Abroad program regardless of department offering the program.)

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## Exchange Program Logic

Any students with ISP=Y and Special Program Flag not equal YAP or SAP

or in subjects LFXP or BUSG101 or 675.

## Year Abroad Logic

Any students with Special Program flag = YAP or SAP.

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## Notes:

AS FX students with a YAP major are students from other campuses going abroad through our programs. They will have either ISP Flag or Special program flag set.

## Foreign Students Coming Here in Exchange Programs:

VS FX (any major)

Foreign students coming here in a Year Abroad program will have a regular school code, a classification of SPU, SPG, SPP, and a major set up to indicate the sponsoring program. These may be indistinguishable from other non-degree students except that they may be foreign students.

## ***Using Course Records:***

Exchange Program subjects =

ISP (Year Abroad Office), LFXP (Law School), BUSG101 or 675 (Business School)

Year Abroad subjects =

SSAP, YAP, ICSR, MONT, SEVI, BUSA, LSA, RLGE, and "S" sections [S in last character of section number indicates "faculty-led Study Abroad"]

(S section examples: HNRS352 01S CHIN306 01S).

## Course Notes:

Business School Global Scholars Exchange Program= BUSG 101 is pre-069, or re-numbered BUSG675

MONT and SEVI have been discontinued as subjects but would be used in historical

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	reporting.
<p><b>Calculating GPA</b></p> <p>Quality points / quality hours</p>	<p>The semester GPA is calculated for a single term of grades. In SIS, these fields are called current quality points and current quality hours.</p> <p>The cumulative average for all of the student’s semesters is called the Stats GPA, using the stats quality hours and stats quality points. The field is called “Stats” because the cumulative numbers are stored in the SIS Career Statistics record.</p>
<p><b>Grading Systems</b></p>	<p>Chapel Hill uses five different grading systems.</p> <p>Undergraduate -- a letter grade ABC, plus/minus system. Graduate School -- H,P,L,F. There is no GPA calculation. Law School -- numeric 0 to 4.3. Dental School -- letter grade ABC, without plus/minus. Pharmacy -- H, HP, P, LP, L, F and ABC grades.</p> <p>The School of Medicine does not record its grades in the SIS system.</p> <p>Refer to the <a href="#">Registrar’s RPM 24</a> for more details on grading systems.</p>
<p><b>Attempted Hours and Earned Hours</b></p>	<p>Attempted hours are those course credit hours the student has enrolled for, whether or not the course is passed successfully. Attempted hours are used in the calculation of full-time/part-time status.</p> <p>Earned hours are those course credit hours that the student has passed satisfactorily and are in courses designated to award earned hours.</p>

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## Section 4. Course Designations

<p><b>Courses</b></p>	<p><b><i>Course ID</i></b></p> <p>The course ID is made up of:          4-character subject          4-character subject number (3-character number, 1 character suffix)          3-character section number</p> <p>Courses at the non-term Course Inventory level do not have section numbers. Section numbers are part of the term-specific course ID.</p>
<p><b>Course Numbering</b></p>	<p><b><i>Course Number Ranges</i></b></p> <p>Course numbers have meaning. They indicate the level of the course (i.e. introductory, intermediate, advanced, undergraduate, graduate) and possible course content (i.e. capstone course, honors course, research course).</p> <p>000-099     000 to 009 reserved for special use by University Registrar.          050 to 089 reserved for first year seminars.          090-099 reserved for special use, 091 for Language House.</p> <p>100-399     100-199 reserved for introductory courses, basic skills courses, foundation courses.</p> <p>Undergraduate courses should be progressively numbered from 100 to 399 as appropriate for the department.</p> <p>400-699     The advanced undergraduate/graduate level courses should be assigned this range.</p> <p>700-899     Graduate level only courses.</p> <p>900-999     range is reserved for research courses, for courses with interdisciplinary scope, or any other special courses as identified by the Graduate School.</p> <p>Professional doctorate programs in Law, Medicine, and Dentistry can use 100, 200, 300, 400, 500 to designate their levels. Pharmacy will need to review its numbering of its lower level courses in the PharmD program.</p> <p>See the attached documents on <a href="#">Course Numbering</a> and <a href="#">reserved numbers for courses</a>.</p>

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<p><b>First Year Seminars (FYS)</b></p> <p>006 or 050-089</p>	<p>First Year Seminars are course sections designed to give first-year students a special overview or introduction to a field of study at the University.</p> <p>Before Fall 2006, course numbers of 006 with a variety of course suffixes were used (excluding PHYA006). Starting Fall 2006, the course numbers 050 through 089 were assigned to First Year Seminars.</p>
<p><b>Section Numbering</b></p>	<p><i>Section Number Ranges</i></p> <p>Section numbers are used to distinguish type of course (lecture, lab, recitation), and general method of delivery (on campus, Friday Center evening class, off campus, Carolina Courses On-line, web sections, faculty-led study abroad).</p> <p>See the attached documentation on <a href="#">section number ranges</a>.</p>
<p><b>Courses and the New General Education Curriculum</b></p>	<p><i>Curriculum Codes</i></p> <p>Curriculum codes have been assigned to courses in SIS. The datamart table SAID_COURSE_GEN_ED_REQ_1 contains the curriculum codes for the courses for specific terms.</p> <p>Curriculum codes can be specific to sections of a course within a term.</p> <p>The list of <a href="#">General Education curriculum codes</a> is attached.</p>
<p><b>Combined Sections / Cross-listed Sections</b></p>	<p>Courses that are cross-listed or otherwise jointly taught under different course numbers can be identified by the course field Combined Section Status. This field can be “blank”, N, or S.</p> <p>“blank” = not a combined section  N = Non-sponsor section of a combined section  S = Sponsor section of a combined section</p> <p>The Sponsor section controls the set up of the course. The department of record will be the Sponsor section. The non-sponsor sections are assigned to the sponsor department of record. For example, if History is the sponsor section cross-listed with Political Science, the Poli section will carry the HIST department as department of record. Combined sections will all have the same instructor, and same meeting pattern (time, days, building, room).</p> <p>Exclude courses with the N combined section status when counting the number of courses to avoid double counting courses.</p>

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	<p>Include courses with the N status when summarizing course enrollments.</p> <p>This becomes important when calculating average course size. For example, Hist132, Asia132, and Pwad132 appear in the section file as three courses with individual enrollments of 27, 3, and 1. The actual course enrollment is 31.</p> <p>The lack of good data in available data files makes combining enrollment totals difficult. There is no field available containing the combined enrollment total. There will be a combined total field available when the next Data Warehouse is implemented.</p> <p>The datamart contains a course inventory table that provides the link between sponsor and non-sponsor sections. This table can be used to create a file of sponsor and non-sponsor sections in which the enrollments can be looked up in the course tallies , and totaled for the combined sections.</p> <p>A SAS program to create a file with the combined section totals can be found in S:\STUDENT\David SAS Programs\DCL Cross Listed Courses.sas.</p> <p>There is a Combined Sections record in IDMS (IARRCCM) which will be read into the future warehouse which will provide the enrollment tally for the combined sections.</p>
<p><b>Course Instructors, Rank, and Department</b></p>	<p>Courses can have multiple instructors. The primary instructor should be listed first in the IDMS SIS data. The sequence number for the instructor will indicate the number 1 instructor on the list of instructors for that course section.</p> <p>The rank of the instructor contained in the SIS Instructor record is not reliable. A table was created in the datamart (Instructor_Term_Info) using the payroll to report the rank and department of the instructor.</p> <p>Since instructors are sometimes not on the payroll file (certain guest lecturers, retired faculty), a combination of the Instructor_Term_Info and the SIS Course_Instructor data should be used. The rank and department of the instructor should originate from the Instructor_Term_Info file unless not found there. The Course_Instructor data from SIS should overlay any records where the data is not available from the Instructor_Term_Info.</p>

## Attachments

### School Codes

AS	: COLLEGE OF ARTS & SCIENCES
BA	: SCHOOL OF BUSINESS
CS	: CONTINUING STUDIES
DN	: SCHOOL OF DENTISTRY (DN)
DS	: SCHOOL OF DENTISTRY
ED	: SCHOOL OF EDUCATION
GC	: GENERAL COLLEGE
GV	: SCHOOL OF GOVERNMENT
JO	: SCHOOL OF JOURNALISM & MASS COMMUNICATION
LS	: SCHOOL OF INFORMATION & LIBRARY SCIENCE
LW	: SCHOOL OF LAW
MA	: MASTERS OF ACCOUNTING PROGRAM
MB	: MASTERS OF BUSINESS ADMINISTRATION PROGRAM
MD	: SCHOOL OF MEDICINE (MD)
MS	: SCHOOL OF MEDICINE
NU	: SCHOOL OF NURSING
OS	: OFF CAMPUS STUDIES
PH	: SCHOOL OF PUBLIC HEALTH
PY	: SCHOOL OF PHARMACY
SS	: SUMMER SCHOOL
SW	: SCHOOL OF SOCIAL WORK

*(These school codes are assigned to students enrolled in special types of programs)*

II	: INTERINSTITUTIONAL
VS	: VISITORS

*(These school codes are not associated with students but with special course reporting needs)*

GR	: *GRADUATE SCHOOL
RR	: OFFICE OF THE UNIVERSITY REGISTRAR
UG	: UNDERGRADUATE

**Career Codes**

GA            : GRADUATE MASTERS OF ACCOUNTING  
 GB            : GRADUATE MASTERS OF BUSINESS ADMINISTRATION  
 GR            : GRADUATE  
 PD            : PROFESSIONAL DENTISTRY  
 PL            : PROFESSIONAL LAW  
 PM            : PROFESSIONAL MEDICINE  
 PP            : PROFESSIONAL PHARMACY  
 PR            : PROFESSIONAL CERTIFICATE  
 P1            : PROFESSIONAL OTHER DN  
 P2            : PROFESSIONAL OTHER LW  
 P3            : PROFESSIONAL OTHER MD  
 UG            : UNDERGRADUATE

(These career codes are not assigned to students but used to sort courses and programs)

G\*            : GRADUATE LEVEL  
 GX            : GRADUATE NON-PROGRAM  
 N             : NO CAREER CREDIT  
 P\*            : PROFESSIONAL LEVEL  
 U\*            : UNDERGRADUATE LEVEL

**Undergraduate classifications**

FR            : FIRST YEAR (UG)  
 SO            : SOPHOMORE  
 JR            : JUNIOR  
 SR            : SENIOR  
 FYR          : FIFTH-YEAR (UG)  
 SPU          : SPECIAL UNDERGRADUATE  
 MED          : MEDICAL EDUC. DEVELOPMENT

*Graduate/Professional classifications:*

GD            : GRADUATE DOCTORATE  
 GM            : GRADUATE MASTERS  
 GMD          : GRADUATE MASTERS THEN DOCTORATE  
 GPB          : GRADUATE POST BACCALAUREATE  
 GPD          : GRADUATE POST DOCTORATE  
 GPM          : GRADUATE POST MASTERS  
 SPG          : SPECIAL GRADUATE  
 1ST          : FIRST YEAR PROFESSIONAL (also used for MBA program)  
 2ND          : SECOND YEAR PROFESSIONAL (also used for MBA program)  
 3RD          : THIRD YEAR PROFESSIONAL  
 4TH          : FOURTH YEAR PROFESSIONAL  
 PC            : PROFESSIONAL CERTIFICATE  
 PF            : PROFESSIONAL FELLOW  
 PR            : PROFESSIONAL RESIDENT  
 SPP          : SPECIAL PROFESSIONAL

*Mixed level classifications:*

II            : INTER-INSTITUTIONAL  
 IS            : INDEPENDENT STUDY  
 SDS          : SPECIAL, DEGREE SEEKING  
 YAP          : YEAR ABROAD  
 FX            : FOREIGN EXCHANGE



Course Numbering Model

9/17/2003 Revised

Course Level	Description
000 – 099	Reserved for Special Use. See notes below.
100 – 199	Undergraduate Introductory
200 – 399	Undergraduate Intermediate
400 – 699	Advanced undergraduate/graduate
700 – 899	Graduate
900 – 999	Graduate Research and Special Courses

## Notes about number ranges:

000-099 000 to 009 reserved for special use by University Registrar.  
050 to 089 reserved for first year seminars.  
090-099 reserved for special use, 091 for Language House.

100-399 Similar to old range 1-99.  
100-199 reserved for introductory courses, basic skills courses,  
foundation courses.

Undergraduate courses should be progressively numbered from  
100 to 399 as appropriate for the department.

400-699 Similar to the old 100-199 range.  
The advanced undergraduate/graduate level courses should be  
assigned this range.

700-899 Similar to the old system 200-399 range for graduate level only  
courses.

900-999 range is reserved for research courses, for courses with  
interdisciplinary scope, or any other special courses as identified  
by the Graduate School.

Professional doctorate programs in Law, Medicine, and Dentistry  
can use 100, 200, 300, 400, 500 to designate their levels.

Pharmacy will need to review its numbering of its lower level  
courses in the PharmD program.

**Reserved and Assigned Course Numbers**

4/20/2004 Revised by Implementation Committee

Course Numbers	Course Type	Special Notes
000-009		Reserved for the University Registrar
050 to 089 range	First Year Seminars	Allows multiple topics within a discipline or department. Departments should start with 050 and number in sequence.
091	Academic Credit for Language House	(i.e. FREN091) variable credit, 0-3 hours, not repeatable The 091 course number is reserved for use to designate the Language House courses and to award academic credit where approved.
100 – 189 101 for the introductory course for the unit	Introductory courses, basic skills or Foundations courses; Approaches courses (which also can be listed in the range from 200-400, but usually will be in the 100s or 200s)	New General Education requirements require identification of these courses. Connections courses should not be foundations courses. The non-introductory courses that meet the Distributive Option of the Supplemental General Education requirement must be numbered 200 or above.
190, 290, 390	Special Topics Courses Undergraduate	These numbers reserved for the special topics courses that have variable topics each semester.
490, 590, 690	Special Topics Courses Undergraduate & Graduate	These numbers reserved for the special topics courses that have variable topics each semester
Suffixes: Any course number with a H, I, or L suffix	Honors courses (including departmental honors first year honors courses), Interdisciplinary courses, and Laboratory courses	We ask that you reduce the use of suffixes as much as possible. The Implementation Committee has reserved three letters for use as suffixes: H, I, and L. Use the H suffix with any departmental honors course. Any 100 level course with an H suffix is considered a first year honors course.
691H, 692H, 693H, 694H	Senior Honors Thesis Courses	Use the second title option for different titles within different sections of the same course:
195, 295, 395	Research Courses Undergraduate	
196, 296, 396	Independent Reading or Study Undergraduate	
496, 596, 696	Independent Reading or Study Undergraduate & Graduate	
697, 698	Capstone Courses	Previously numbered 094 for the senior capstone courses. For more course numbers use second title option within different sections of the same course.
199, 299, 399, 499, 599, 699	Experimental Undergraduate/Graduate	These numbers reserved for courses set up to be tried one time as experimental courses.
101,102 – Beginning level 203, 204 – Intermediate level 111, 212 – Intensive/Accelerated level 401, 402, 403, 404 – Courses offered to both Undergraduates and Graduates 601, 602, 603, 604 Graduate foreign language requirement	Foreign Language Courses Beginning and Intermediate	601, 602, 603, 604 should be used for courses for graduate students required to improve their foreign language proficiency.  Language departments do not use 201, 202
General Education Course Requirements Identifiers	Foundations, Approaches, and Connections General Education requirements	A system of two-letter identifiers has been established to designate courses that meet the Foundations, Approaches, and Connections general education requirements. These will

**ATTACHMENTS      UNC Campus Business Rules for Counting and Analyzing Student Records**

		be added by the Office of Undergraduate Curricula and not by Schools, Departments, and Curricula.
799	Experimental Graduate	
890-899	Special topics -- Graduate	
900-991	Research -- Graduate	
992 or 993	Research -- Masters Thesis	
994	Research -- Doctoral Dissertation	
Note on cross-listed or interdisciplinary course numbers	Cross-listed and Inter-disciplinary courses	Departments should use the same number for their cross-listed courses. More numbers are now available to facilitate this.
995, 996, 997, 998, 999	Registrar Special Use numbers	

Standard Section Numbering System

	Section No.	Type of Course
	001 – 299	Lecture courses: On-campus classroom
	01S – 09S	Study Abroad Faculty-Led Sections
	01W - 09W	Lecture courses: On-campus web delivery courses Established by departments, with minimal or no classroom attendance, intended primarily for on-campus degree-seeking students, use a "W" suffix in the section number (i.e. BUSI018 01W)
	300 – 399	Lecture courses: Summer Bridge Program Math, Engl, SPCL
	400 – 599	Laboratory sections
	600 – 850	Recitation sections
	851 – 899	Correspondence (Independent Study by Extension, Friday Center)
	900 – 950	Inter-Institutional Courses (Office of the University Registrar)
	951 – 955	Continuing Studies (Evening sections, Friday Center)
To be used by ED, MBA, and Social Work.  Used for courses not set up by Friday Center.	956 – 974	Departmental Distance Learning: Principal Method of Delivery Codes (screen 137, SIS) 01 Face-to-face instruction, includes internships, clerkships, fieldwork, 02 Televised on NCREN, 03 VHS, CD, DVD Distribution, 05 Web delivery asynchronous, 06 Web delivery synchronous
D D I I V S T O A F N C C E O E N D E D	975 – 989	Friday Center Distance Learning: Principal Method of Delivery Codes (screen 137, SIS) 01 Face-to-face instruction, includes internships, clerkships, fieldwork, 02 Televised on NCREN, 03 VHS, CD, DVD Distribution, 05 Web delivery asynchronous, 06 Web delivery synchronous
	990 – 994	Friday Center Distance Learning: Carolina Courses Online 990 Regular term (for UNC campus students) 991 - 994 Off-Campus Studies students
	995 – 996	Reserved for future use
	997	Summer Study Abroad
	998	By Exam
	999	Placement

**General Education Course Requirement Codes**

The listing of the two-letter General Education requirement identifiers follows below:

**FOUNDATIONS COURSES**

English Composition and Rhetoric	CR
Foreign Language	FL
Quantitative Reasoning	QR
Lifetime Fitness	LF

**APPROACHES COURSES**

Physical & Life Sciences	PL
*Physical & Life Sciences with lab	PX
Social & Behavioral Sciences (non-history )	SS
Historical	HS
Philosophical and Moral Reasoning	PH
Literary Arts	LA
Visual and Performing Arts	VP

**CONNECTIONS COURSES**

**Foundations Across the Curriculum**

Communications Intensive	CI
Language Enhancement	FI
Quantitative Intensive	QI

**Local, National, and Global Connections**

Experiential Education	EE
U.S. Diversity	US
North Atlantic World	NA
Beyond the North Atlantic World	BN
The World before 1750	WB
Global Issues	GL

[Distance Education Course Set up Reminders](#)

**Section Numbers**

Distance education course section numbers are divided into two ranges:

**956 – 974 – Courses administered independently by department (i.e. BUSI220C956)**

**975 – 994 – Courses administered through the Friday Center (i.e. HIST021 990)**

<i><b>Principal Method of Delivery Code</b></i> <i>(Entered on Screen 137, CE/Reporting Schedule Data)</i>	<i><b>Definition</b></i>	<b>Section Numbers</b>	
		<i><b>Departmentally Administered</b></i>	<i><b>Friday Center Administered</b></i>
01 Face to Face	Face-to-face instruction (real time and real people with instructor in the same room as the students). Includes internships, clerkships, fieldwork.	956-974	975-989  Carolina Courses Online (CCO) 990 UNC students 991-994 off campus
02 NCREN	Interactive real-time video (NCREN/NC Information Superhighway, i.e. Some members of the class at a remote studio with monitors used to convey two way audio and video signals).		
03 TV, VHS, CD, DVD	Television, videocassette, CD, DVD etc (non-Web-based instructional materials distributed to the student at a remote site).		
05 Web-based asynchronous	Internet or Web-based asynchronous (instructional <u>materials</u> made available on the Internet and available 24 hours a day every day--not time-dependent slots).		
06 Web-based synchronous	Internet or Web-based synchronous (instruction made available on the Web or internet in time-dependent slots).		

**(Note: A special section number of 01W is used for web courses offered as part of on-campus instruction targeting campus students)**

**Course Delivery Site (county, state, campus)**

When setting up a course with the Office of the University Registrar and/or the Friday Center, indicate the following on the request:

**County** - report a county if the student receives the instruction in North Carolina.

**State** - report the state where instruction is received, including NC (leave county blank if not NC)

**Country** - Report XX in the state code if the site is outside the U.S. (leave county blank).

**City** - If more than half of the instruction for a course is delivered on the Chapel Hill campus, enter the county code for Orange County (867), NC for state, and enter UNC in the City field.

NOTE: If a course is delivered in multiple locations such as a web or internship course, then the course site should be left blank. The student's location will be used to determine the site.

Face to face extension sections must have a site or explain why they don't have a site. The assumption is that instruction is being delivered in a face to face off-campus