

# AACRAO Numbering and Prefix Guidelines

The following is a description of the course numbering system used by Colorado community colleges. It represents a minor modification of the "Florida System" endorsed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

## Course Numbers

**Rule #1:** The course number will consist of a three alpha prefix and a three number code. Section numbers will be indicated by a numeric suffix with a maximum of three numerals.

**Example:** ENG 100-001

**Rule #2:** The first numeral indicates class level as follows:

0 = Remedial, Developmental,  
Preparatory, Non-Degree Credit  
1 = Freshman or First Year Course  
2 = Sophomore or Second Year Course

**Rule #3:** The second (middle) numeral indicates the use of a previous course number with the same alpha prefix and same first and third numerals.

### **Example:**

ENG 100: No English course precedes this one.

ENG 111: One English Course (with same first and last numerals) precedes.

ENG 121: Two English courses precede.

ENG 131: Three English courses precede.

### **Example of sequences :**

ENG 101-102-103-104 followed by

ENG 111-112-113-114 followed by

ENG 121-122-123-124 followed by

ENG 131-132-133-134 etc.

**Rule #4:** The third numeral indicates one of the following:

A. A sequence of courses such as CHE 121, CHE 122, CHE 123, etc. Use of this sequential numbering may indicate either required prerequisite courses or a recommended sequence of courses. Use numbers "1", "2", "3", or "4" for this purpose.

B. A stand alone course which does not have a prerequisite in the same year level. Use numbers "5" through "9" for this purpose.

**Examples:** SOC 105, SOC 115, PSY 135, BIO 205, SCI 209

### Course Prefixes

A list of generally accepted and used prefixes can be found elsewhere on this website. Rules for determining prefixes not on the list are as follows:

**Rule #1:** In single word departmental titles use:

A. The first three letters of the word:  
Astronomy = AST

B. Where conflicts exist - if the title is a compound work, e.g. astrophysics or biochemistry, use the first two letters of the first syllable and the first letter of the second, e.g. ASP or BIC.

C. If A and B have been exhausted and conflicts still exist, use the first two letters and the last letter of the word: Archaeology = ARY

D. If A, B, and C have been exhausted and conflicts still exist, use the first letter of the first syllable, the first letter of the second syllable and the last letter of the word. **Example:** Engineering = EGG

**Rule #2:** In dual word titles use:

A. The first two letters of the first word and the first letter of the second word: Hotel Management = HOM

B. If a duplication exists use the first letter of the first word and the first two letters of the second word: Hotel Management = HMA

C. If A and B fail, use the first letter of the first word, and the first and last letters of the second:  
Hotel Management = HMT.

**Rule #3:** In three word titles use the first letter of each word: East Asian Studies = EAS

**Rule #4:** In multi-word titles use:

A. The first letter of the first three words (excluding articles and conjunctions). Classical Civilization and Literature = CCL; Aviation Maintenance; Management Studies = AMM

**Rule #5:** In the case of subject titles which are fields within a given discipline, a common set of letters is used, e.g. all titles within education begin with "E", as do all titles within engineering. This does not have a large application in community colleges, but should be used in those rare cases where it is appropriate. **Examples:**

Secondary Education Theory = EST  
Educational Statistics = EDS  
Agriculture Production = AGP  
Educational Methods = EDM  
Agricultural Science = AGS  
Educational Supervision = ESU  
Agricultural Engineering = AGE  
Educational Administration = EDA

Questions about the application of these rules to specific courses should be referred to the CCCS Office of Curriculum and Transfer.