

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).

Rules for Choosing a Course Number and Prefix

Rule #1: The course number will consist of a three letter prefix and three numbers.

Example: ENG 100-001

Rule #2: The first number indicates the class level

0 = Remedial, Developmental, Preparatory, Non-Degree Credit

1 = freshman or first year course

2 = sophomore or second year course

Rule #3: The second (middle) number indicates the use of a previous course number with the same prefix and the same first and third numbers

Rule # 4: The third number may indicate courses found in a sequence. Use of this sequential numbering may indicate either required prerequisite courses or a recommended sequence of courses. Use Roman Numerals I, II, III for this purpose.

Example: CHE 122, CHE 123, CHE 123

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.

Examples:

1. Secondary Education Theory = EST
2. Educational Statistics = EDS