



New Course Numbering System
Effective Fall 2007 8/23/06, 10/6/10, 5/19/14
(Non-credit number distribution updated 10/17/06)

Below is a description of CNM's new course numbering system, to go into effect fall 2007. This system change does not include changes in course subject codes, titles (with the exception of "Special Problems"), credit hours, contact hours, schedule types, or instructional methods.

- Course numbers 0001-0999. Developmental or preparatory courses below freshman college level.
- Course numbers 1001-1999. Freshman-level courses. Introductory, elementary, and general-education courses that are appropriate for first-year students and others with no special background.
- Course numbers 2001-2999. Sophomore-level courses. These courses might build on materials from the 1000 series courses.
- Course numbers 7001-7999. Community Education, Workforce Training Center, and Small Business Development Center non-credit courses.
 - 7001-7599 WTC
 - 7601-7899 Community Education
 - 7901-7999 SBDC
- Course numbers 8001-8999. Organizational Learning non-credit courses.

The following standards have been established for common courses throughout CNM:

Courses ending in 90	= practicum, field experience, clinical
Courses ending in 92 - 94	= lab only
Courses ending in 95	= cooperative education
Courses ending in 96	= topics (ex. 0096, 0196, 0296, ...1096, 1196, 1296, ...2096, etc.)
Courses ending in 97	= independent study (formerly known as special problems)
Courses ending in 98	= internship
Courses ending in 999	= capstone (1999 & 2999)
Courses ending in 91	= are not to be used, as they are reserved for future growth

- Courses that have been established as foundation courses in a specific discipline, such as ENG 101, should begin with 10 (example - 0010, 1010, 2010) in order to leave numbers available to future offerings.
- Consider current enrollments as a guideline for renumbering as well as course content and prerequisite requirements, especially when you renumber courses currently at the 100-level. Some of these courses may be appropriately numbered at the 2000-level if the enrollment is primarily sophomores.
- Consider not only students in your own programs but the needs of interdisciplinary programs whose students enroll in courses you offer.
- If you want to keep certain types of courses together, leave a few unused course numbers between used numbers, so that you will have numbers available in that group in the future.

Course numbers may not be re-used for five years after deactivation.

When to issue a new course number:

- Change in schedule type (lecture, lab, lecture/lab, etc.) when there is a prescribed course number for the new schedule type
- Change in credit hours in which credits double or decrease by more than half from a prior, equivalent version of the course
- Significant modification to course content to the point that prior and current versions are not equivalent