PURPOSE

This memorandum is intended to clarify the standard course numbering system and to point out some variations and limitations.

GENERAL PROVISIONS

All courses authorized for degree credit must be numbered according to guidelines established by the University. The numbering schemes may vary by academic unit and may change over time.

Standard Course Numbering System

1. For all courses in the Dentistry, Law, Pharmacy, and Medicine academic careers, and for courses in the Undergraduate and Graduate academic careers prior to Fall 2006, the numbers assigned to courses are normally categorized as follows:

   - **001-049** – Courses primarily for first and second year undergraduates
   - **050-099** – Courses primarily for third and fourth year undergraduates
   - **100-199** – Courses for advanced undergraduates and graduate students
   - **200-299** – Courses for graduate students only
   - **300-399** – Seminar and Research courses for graduate students
   - **400-499** – Numbers reserved for special categories of registration
   - **600-699** ** – Interdisciplinary courses for undergrad and graduate students
   - **700-799** ** – Interdisciplinary courses for graduate students only

** Interdisciplinary numbers are assigned in sequence. Departments in the Dentistry, Law, Pharmacy, & Medicine academic careers should contact the University Registrar for the next valid number when establishing these courses. The Course must involve two or more campus schools/academic units to qualify for interdisciplinary numbering.

2. For courses in the Undergraduate and Graduate academic careers starting in Fall 2006, the numbers assigned to courses are normally categorized as follows:
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- **000-009** Reserved for University Registrar
- **050-089** First-Year Seminars
- **009-399** Undergraduate Level Courses (Graduate students may enroll but will not earn academic credit)
- **100-189** Introductory Undergraduate Courses **
  - 190, 290, 390 Undergraduate Special Topics Courses
  - 193, 293, 393 Undergraduate Internships and Practica
  - 195, 295, 395 Undergraduate Research Courses
  - 196, 296, 396 Undergraduate Independent Study/Reading Courses
- **400-699** Courses for advanced undergraduates and graduate students
  - 490, 590, 690 Undergraduate/Graduate Special Topics Courses
  - 493, 593, 693 Undergraduate/Graduate Internships and Practica
  - 495, 595, 695 Undergraduate/Graduate Research Courses
  - 496, 596, 696 Undergraduate/Graduate Independent Study/Reading Courses
  - 691H, 692H, 693H, 694H Senior (Undergraduate) Honors Thesis
  - 697, 698 Capstone Courses (Undergraduate)
- **700-899** Graduate level courses (Undergraduates may enroll with permission from department)
- **900-999** Graduate level courses for graduate students only
- **799** Graduate Experimental Offering
- **890-899** Graduate Special Topic
- **900-991** Graduate Research
- **992, 993** Master’s Thesis
- **994** Doctoral Dissertation
- **995-999** Reserved for University Registrar

** Foreign Language Courses should be numbered in this manner:

- **Beginning level** – 101, 102 and 401, 402
- **Intermediate level** – 203, 204 and 403, 404
- **Graduate foreign language requirement** – 601, 602 and 603, 604
UPM #4 – Standard Course and Section Numbering Systems

Available Suffixes

a. For all courses in the Dentistry, Law, Pharmacy, and Medicine academic careers, and for all courses in Undergraduate and Graduate academic careers prior to Fall 2006 the following suffixes may be used:

- **A** – First part of a series of courses, or an advanced course
- **B** – Second part of a series of courses
- **C** – Third part of a series of courses, or correspondence course
- **E** – Denotes elective credit for the Dental School
- **H** – Honors course or course for advanced students
- **L** – Credit-bearing laboratory course
- **M** – Open to majors only
- **R** – Denotes a review course
- **X** – Denotes no graduate credit. Satisfies language reading knowledge examination. For undergraduates, denotes an intense language review course.

b. For courses in the Undergraduate and Graduate academic careers starting in Fall 2006 (with the exception of subject = MBA **), the following suffixes may be used:

- **H** – Honors course or course for advanced students
- **L** – Credit-bearing laboratory course
- **I** – Interdisciplinary course

** MBA courses may use any other suffix not listed above, but should not use the suffixes H, L or I unless they are used for the specific course content as designated for each suffix.
LIMITATIONS ON NUMBERING AND SUFFIXES

Alphabetic suffixes are limited to one. More than one suffix and hyphenated course numbers are incompatible with the system now in use.

A course number should not be re-assigned to another course having a different content until at least five years after the previous course was taught. This is to prevent the same course number from appearing twice on a student’s record representing two different courses.

Standard Section Numbering System

001 – 299  On-Campus Lecture Sections
300 – 399  Lecture Sections: Summer Bridge, SPCL
400 – 599  Laboratory Sections
600 – 850  Recitation Sections

On Campus
Lectures, Labs
and Recitations

01M – 09M  Maymester Sections
01S – 09S  Faculty-led Study Abroad courses
(See Registrar’s Policy Memorandum 14)
01W – 09W  On-Campus web delivery courses (Lecture)
           Established by departments with minimal or no classroom attendance intended primarily for on-campus degree-seeking students.
           Self-paced Courses through the Friday Center

Correspondence

851 – 860  851 = Correspondence Self-paced Courses
           855 = Online Self-paced Courses

Inter-
Institutional

900 – 950  Inter-Institutional Courses (Registrar Only)

Part-Time

951 – 955  Part-time Classroom Studies
           (Evening Sections, Friday Center)

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Studies

Departmental Distance Learning

(For courses not set up Friday Center)

Principal Method of Delivery Codes (Screen 137, SIS)

P – Face-to-face instruction, includes internships, clerkships, fieldwork (956 – 960)

02 – Interactive real-time video (961 – 963)

03 – TV, VHS, CD, DVD (non-web) (964)

05 – Web Delivery Asynchronous (965 – 972)

06 – Web Delivery Synchronous (973 – 974)

Distance Education

Friday Center Distance Learning

Principal Method of Delivery Codes (Screen 137, SIS)

P – Face-to-Face Instruction, includes internships, clerkships, fieldwork

956 – 974

02 – Interactive real-time video (961 – 963)

03 – TV, VHS, CD, DVD (non-web)

05 – Web Delivery Asynchronous

06 – Web Delivery Synchronous (973 – 974)

975 – 989

02 – Interactive Real-time video

03 – TV, VHS, CD, DVD (non-web)

05 – Web Delivery Asynchronous

06 – Web Delivery Synchronous

Friday Center Distance Learning

Carolina Courses Online

990 – 994

990, 994 – Regular Term (for UNC Campus Students)

991, 992, 993 – Off-Campus Studies Students

Reserved

995 – 999 Reserved for future use by Registrar

997 Formerly used for Summer Study Abroad Sections

998 Formerly used for “By Exam” Credit

999 Formerly used for “Placement” Credit