

Abbreviations and Codes

Course Numbering

The **first digit** of the numerical course code reflects the level of the course.

UNDERGRADUATE

Freshman	<u>1</u> 000
Sophomore	<u>2</u> 000
Junior	<u>3</u> 000
Senior	<u>4</u> 000

GRADUATE

Master's	<u>5</u> 000- <u>6</u> 000
Doctoral	<u>7</u> 000- <u>8</u> 000

The **second digit** indicates the number of credit hours awarded for the course (1, 2, 3, or 4 credit hours).

<u>1</u> 01	1 credit hour	<u>1</u> 406	4 credit hours
<u>4</u> 218	2 credit hours	<u>7</u> 389	3 credit hours

The **third and fourth** digits are specific to the individual course. For instance, many courses with **00** or **01** for the third and fourth digits are **foundations, principles, or survey** courses.

When the third character of the course number is the **letter L**, such as GEOL 14L1, the class is a **lab** rather than a lecture.

When the letters **HR** follow the four digit course number, the course is being offered to students in the Honors Program:

HNRS 1001HR = Freshman **Honors** Enrichment.

Examples of complete course codes:

POLS 2301 = Political Science • **sophomore level** • **three credit hours** • **American National Government**

COUN 6317 = Professional Counseling • **master's level** • **three credit hours** • **Counseling Practicum**

Term Codes

Winter-Spring Term Codes

NLW...	Online Long Winter
NEW...	Online Extended Winter
LW.....	Long Winter
D1.....	December Mini-Term 1
D2.....	December Mini-Term 2
DJ.....	December-January Mini-Term
SW.....	Short Winter
J1.....	January Mini-Term 1
J2.....	January Mini-Term 2
SP.....	Spring Semester
SB1.....	Spring Break Mini-Term 1
SB2.....	Spring Break Mini-Term 2
SI.....	Spring Intrameter

Summer-Fall Term Codes

M1.....	May Mini-Term 1
M2.....	May Mini-Term 2
M3.....	May Mini-Term 3
LS.....	Long Summer
S1.....	Summer 1 Term
S2.....	Summer 2 Term
A1.....	August Mini-Term 1
A2.....	August Mini-Term 2
A3.....	August Mini-Term 3
FA.....	Fall Semester
FB1.....	Fall Break Mini-Term 1
FB2.....	Fall Break Mini-Term 2
FI.....	Fall Intrameter

Section Codes

A period or a space following the four digits of the numerical course code introduces the section code. Each time a course is offered, it is given a section number specific to that particular class, differentiating it from the same course being offered in other time slots and at other locations.

The section code is comprised of four characters. The first two reflect the **term** (EW, NW, LW, SP, SB, SI, M1, M2, M3, SI, LS, L1, L2, L3, L4, A1, A2, A3, FA, FB, FI). The last two characters reflect the **section** of a course (a particular class offered at a specific place and time or online) such as 01, 02, H1, N1. Examples of four character section codes: A201, LSH1, FAN1.

Hybrid courses use an H plus a number. Examples:

- POLS 2301.**LSH1** Long Summer term ▪ **hybrid class** (first hybrid section listed for POLS 2301)
- POLS 2301.**SPH2** Spring term ▪ **hybrid class** (second hybrid section listed for POLS 2301)

Online courses use an N plus a number. Examples:

- SPED 5320.**FAN1** Fall term ▪ **online class** (first online section listed for SPED 5320)
- SPED 5320.**SPN2** Spring term ▪ **online class** (second online section listed for SPED 5320)

A complete course and section code will look something like this:

ACCT 2301.L301

Academic Department	Accounting	ACCT	<u>ACCT</u> 2301	L301
Academic Level	Sophomore level	2	ACCT <u>2</u> 301	L301
Number of Credit Hours	Three hours credit	3	ACCT 2 <u>3</u> 01	L301
Specific Course	Prin/Financial Acct	01	ACCT 230 <u>01</u>	L301
Specific Term	Summer I	L3	ACCT 2301 <u>L3</u> 01	
Specific Section	First to be listed	01	ACCT 2301 <u>L301</u>	

Multiple sections of one course are listed in day and time order in the course listings pages.

- Daytime sections in time slot order
- Evening sections in time slot order
- Weekend sections in time slot order
- Sections with To Be Determined time, day, and location are shown last.

Examples of the various sections of **Quantitative Analysis for Managers** listed in day/time order:

Campus	MANA 6302 FA 01	Quantitative Analysis/Mgrs	08:00AM-08:50AM	W	Collins 251	Chen, D
Campus	MANA 6302 FA 02	Quantitative Analysis/Mgrs	08:00PM-10:30PM	TH	Collins 251	DeLeon, JA
DBUN	MANA 6302 FA H1	Quantitative Analysis/Mgrs	08:15PM-10:45PM	TH	DBUN 115	Khokhar, AJ
Internet	MANA 6302 FAN 1	Quantitative Analysis/Mgrs	(TBD)	(TBD)		Chen, D

Section Codes Examples

Following are examples of section codes written for each of the various terms/semesters. Each section code will include a term code (first two characters listed) and the number of the specific section (last two characters).

Winter-Spring Section Codes

Online Long Winter

NWN1 NWN2

Online Extended Winter

EWN1 EWN2

Long Winter Term

LW01 LW02 LWH1 LWH2 LWN1

December Mini-Term 1, 2

D101 D102 D1H1 D1H2

D201 D202 D2H1 D2H2

Short Winter Term

SW01 SW02 SWH1 SWH2

January Mini-Terms 1, 2

J101 J102 J1H1 J1H2

J201 J202 J2H1 J2H2

Spring Semester

SP01 SP02 SPH1 SPH2 SPN1 SPN2

Spring Break Mini-Terms 1, 2

SB01 SB02 SBH1 SBH2

Spring Intrameter (online)

SIN1 SIN2

Summer-Fall Section Codes

May Mini-Terms 1, 2, 3

M101 M102 M1H1 M1H2

M201 M202 M2H1 M2H2

M301 M302 M3H1 M3H2

Long Summer Term

LS01 LS02 LSH1 LSH2 LSN1

Summer 1 Term

L301 L302 L3H1 L3H2 L3N1

Summer 2 Term

L401 L402 L4H1 L4H2 L4N1

August Mini-Terms 1, 2, 3

A101 A102 A1H1 A1H2

A201 A202 A2H1 A2H2

A301 A302 A3H1 A3H2

Fall Semester

FA01 FA02 FAH1 FAH2 FAN1 FAN2

Fall Break Mini-Terms 1, 2

FB01 FB02 FBH1 FBH2

Fall Intrameter (online)

FIN1 FIN2

Site Codes

Courses with the site designation of **Campus** are offered on the DBU main campus located on Mountain Creek Parkway. The student's printed registration receipt may show **MC** meaning Main Campus.

Site codes for other DBU campuses are **DBUN** (DBU North campus) and **DBCSL** (DBU Center for Servant Leadership).

DBU also offers many online classes that designate **Internet** for the site. These course offerings will not include day or time information.

Some DBU classes are held at various sites around the Metroplex. Some of these are military science classes offered at other universities (MILS offered at both UTA and the DBU main campus and AEST classes offered at TCU).

Other classes are offered at local schools and are open only to students in educational cohorts. Examples of these include SHL (Shelton School), CFNI (Christ for the Nations), LSRO (Life School of Red Oak) and others.

Courses that include traveling to other states or countries will show TRVL for the site.

Courses with the CP designation are offered in the Continuous Progress mode.

Abbreviations for Course Notes

These abbreviations are used in the ‘Notes’ column of the course listings and include population restrictions, catalog requisites, meeting date information and other requirements or restrictions.

AD	Approval of dean required
ADC/ADH	Approval of department chair/division head required
Adm	Admission required
AI	Approval of Instructor
AIC	Approval of intern coordinator required
AIM	Academics in Motion students only
AP	Advanced Placement (high school)
APC/APD	Approval/program coordinator/director required
AUD	Audition required
CE	Concurrent enrollment
CLEP	College-level examination program
DC	Dual credit (high school)
eMAT	Math Advising Tool required
F-B	Field-Based class
FT	Field trips required
Graduating	Graduating students only
GS	General Studies
IEP	Intensive English Program students only
International	International students only
Junior	Junior standing (60–89 credit hours)
MBM	Music Business majors only
MM	Music majors only
MTP	Music Theory Placement exam required
N-MM	Non-music majors only
OBV	Observation required
O-CM	Off-campus meetings required
O-CW	Off-campus work required
PPE	Piano Placement Exam required
PProf	Piano Proficiency completed
PT	Pathways to Teaching students only
Rec	Recommended prior course
Req	Requirement for the course
S-L	Service-Learning component required
Senior	Senior standing (90+ credit hours)
TBD	To be determined
TCP	Teacher Certification Program
TRD	Traditional students only
UG	Undergraduate level
WP	Weekend Professional (classes with specific Friday/Saturday dates)