Abbreviations and Codes

Course Numbering

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

**UNDERGRADUATE**
- Freshman .................. 1000
- Sophomore .................. 2000
- Junior ..................... 3000
- Senior ..................... 4000

**GRADUATE**
- Master’s ...................... 5000–6000
- Doctoral ...................... 7000–8000

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>218</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>1406</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>7389</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

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 • sophmore 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
- S1 ............ Spring Intramester

**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 Intramester
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:

<table>
<thead>
<tr>
<th>Academic Department</th>
<th>ACCT</th>
<th>2301</th>
<th>L301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Level</td>
<td>Sophomore level</td>
<td>2</td>
<td>2301</td>
</tr>
<tr>
<td>Number of Credit Hours</td>
<td>Three hours credit</td>
<td>3</td>
<td>2301</td>
</tr>
<tr>
<td>Specific Course</td>
<td>Prin/Financial Acct</td>
<td>01</td>
<td>2301</td>
</tr>
<tr>
<td>Specific Term</td>
<td>Summer I</td>
<td>L3</td>
<td>2301</td>
</tr>
<tr>
<td>Specific Section</td>
<td>First to be listed</td>
<td>01</td>
<td>2301</td>
</tr>
</tbody>
</table>

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 FA01 Quantitative Analysis/Mgrs 08:00AM-08:50AM W Collins 251 Chen, D
- Campus MANA 6302 FA02 Quantitative Analysis/Mgrs 08:00PM-10:30PM TH Collins 251 DeLeon, JA
- DBUN MANA 6302 FAH1 Quantitative Analysis/Mgrs 08:15PM-10:45PM TH DBUN 115 Khokhar, AJ
- Internet MANA 6302 FAN1 Quantitative Analysis/Mgrs (TBD) (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 Intramester (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 Intramester (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 **DBCRL** (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)