

The Texas Common Course Numbering System

2002-2003

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Abilene Christian University, Angelo State University, Baylor University, Dallas Baptist University, East Texas Baptist University, Hardin-Simmons University, Lamar University, LeTourneau University, McMurry University

Section 2

Midwestern State University, Our Lady of the Lake University, Prairie View A&M University, Sam Houston State University, Southwest Texas State University, Stephen F. Austin State University, Sul Ross State University, Tarleton State University, Texas A&M International University

Section 3

Texas A&M University, Texas A&M University-Commerce, Texas A&M University-Corpus Christi, Texas A&M University-Galveston, Texas A&M University-Kingsville, Texas Southern University, Texas Tech University, Texas Wesleyan University

Section 4

Texas Woman's University, University of Houston, University of Houston-Downtown, University of the Incarnate Word, University of North Texas, University of St. Thomas, University of Texas-Arlington, University of Texas-Austin, University of Texas-Brownsville

Section 5

University of Texas-Dallas, University of Texas-El Paso, University of Texas-Pan American, University of Texas-Permian Basin, University of Texas-San Antonio, University of Texas-Tyler, Wayland Baptist University, West Texas A&M University

Section 6

Alvin Community College, Amarillo College, Angelina College, Austin Community College, Blinn College, Brazosport College, Central Texas College, Cisco Junior College, Clarendon College

Section 7

Coastal Bend College, College of the Mainland, Collin County Community College District, Dallas County Community College District, Del Mar College, El Paso County Community College District, Frank Phillips College, Galveston College, Grayson County College

Section 8

Hill College, Houston Community College System, Howard College, Jacksonville College, Kilgore College, Lamar State College-Orange, Lamar State College-Port Arthur, Laredo Community College, Lee College

Section 9

Lon Morris College, McLennan Community College, Midland College, Navarro College, North Central Texas College, North Harris Montgomery Community College District, Northeast Texas Community College, Northwest Vista College, Odessa College

Section 10

Palo Alto College, Panola College, Paris Junior College, Ranger College, San Antonio College, San Jacinto College District, South Plains College, South Texas Community College, SouthWest Collegiate Institute for the Deaf

Section 11

Southwest Texas Junior College, St. Philip's College, Tarrant County College District, Temple College, Texarkana College, Texas Southmost College, Texas State Technical College-Harlingen, Texas State Technical College-Waco

Section 12

Texas State Technical College-West Texas, Trinity Valley Community College, Tyler Junior College, Vernon College, Victoria College, Weatherford College, Western Texas College, Wharton County Junior College

INTRODUCTION

Colleges and Universities working together for you

The Texas Common Course Numbering System was created to facilitate the transfer of freshman and sophomore course credits among the colleges and universities of Texas. The Texas Common Course Numbering System-Wide Course Matrix was first published in 1993. This publication is the second revision of the Matrix. The basic format used remains the same, but the Matrix itself has been expanded to include institutional members that joined the Texas Common Course Numbering System since the publication of the 1995 Matrix. Other changes include the addition and deletion of courses to the Texas Common Course Numbering System Inventory and the updating of each institutional inventory.

The requirements for institutional membership, guidelines, and forms for implementing and amending the system are in the general information provided in the front of the book. Presented in the twelve main divisions are the member institutions' inventories of courses that are designated as common.

The first five matrixes contain information on universities which are members of the system. They are listed in alphabetical order. The last seven sections contain information on the community/junior colleges and technical colleges. Once again, the institutions are listed in alphabetical order.

The courses in the matrixes are listed in alphabetical order by prefix (rubric) and then by increasing course number. The column headed "2001 COURSE APPROVAL" indicates the approval number which the course is approved in the 2001 *Community College General Academic Course Guide Manual*. The common course numbers appear in the 2000 edition of that manual. The column headed "COURSE DESCRIPTIVE TITLE" lists the generic title which has been assigned for each course. Individual institutional course titles may vary from this generic title.

The column headed "COMM COLL FREQ" indicates, for each course, the number of lower division institutions which offer the course. The column headed "UNIV FREQ" indicates the number of universities which offer the course.

The remainder of the columns in each matrix indicate individual institutions offering that particular course referenced in the left column. **The course numbers listed for each institution utilize the institution's course numbers prior to any conversion to the common course numbering system. The former course numbers are retained to serve as a reference source.** Courses which institutions may have added during or after conversion utilize the common course number. The year of an institution's catalog conversion to common numbers is given below the institution's name. If a date is not given, the institution is maintaining its numbering system, and using a crosswalk index and parenthetical reference of common numbers in their catalog.

ORGANIZATION OF THE TEXAS COMMON COURSE NUMBERING SYSTEM

Board Members 2001

Bobbye Fry
Registrar
University of the Incarnate Word

David Nelson
Associate Dean, University College
Southwest Texas State University

Flavius Killebrew, Chair
Provost/Vice President for
Academic Affairs
West Texas A&M University

Judy Thompson
Deputy Director of Admissions
University of Texas at Dallas

Betty J. Larson
Dean of Occupational &
Technical Education
San Antonio College

Ray Williams, Co-Chair
Dean of Academic Education
Trinity Valley Community College

Kenneth D. Lewis
Dean of Admissions
Tyler Junior College

One vacancy to be filled by an
appointee from the Independent
Colleges and Universities (ICUT)

Texas Higher Education Coordinating Board Resource Contributors

Julie Leidig
Director of Instructional Programs
Community and Technical College
Division

Catherine Parsonneault
Program Director
Division of Universities and
Health Related Institutions

TCCNS Database Site Coordinator

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Texas A&M University-Commerce

Paula H. Blow
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Texas A&M University-Commerce

CONTRIBUTORS

The Development of the Texas Common Course Numbering System

Task Force Members 1991-1992

Zack Prince, Co-Chair
University of Texas at Arlington

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San Jacinto College Central

Rodney Allbright
Alvin Community College

Brad Bankhead
Paris Junior College

Charles Kellogg
Texas Tech University

Dorothy Kiser
Hardin-Simmons University

Dennis McMillan
Amarillo College

William Morris
University of Texas-Pan American

Don Pugh
Brazosport College

Wanda Simpson
San Jacinto College North

Clifton Van Dyke
Austin Community College

Resource Contributors

Ross Hise
Texas Higher Education
Coordinating Board

Gloria Ann Lopez
Texas Higher Education
Coordinating Board

Winnetta Morrow
East Texas State University

Gulf Coast Consortium

Common Course Numbering Committee 1987-1990

Donald Bass
College of the Mainland

Jim Coats
Wharton Junior College

Charles Hardwick
University of Houston -
Clear Lake

Joe McMillian
North Harris Montgomery
Community College District

Ed Moak
Lee College

Marc Nigliazzo
Galveston College

Joe Phillips
Alvin College

Don Pugh
Brazosport College

John Ray
Brazosport College

Gwen Tilley
San Jacinto College Central

Patricia Williamson
Houston Community College District

MEMBERSHIP OF THE TEXAS COMMON COURSE NUMBERING SYSTEM

Abilene Christian University	South Plains College
Alvin Community College	South Texas Community College
Amarillo College	Southern Methodist University
Angelina College	SouthWest Collegiate Institute for the Deaf
Angelo State University	Southwest Texas Junior College
Austin Community College	Southwest Texas State University
Baylor University	St. Philip's College
Blinn College	Stephen F. Austin State University
Brazosport College	Sul Ross State University
Central Texas College	Sul Ross State University - Uvalde
Cisco Junior College	Tarleton State University
Clarendon College	Tarrant County College District
Coastal Bend College	Temple College
College of the Mainland	Texarkana College
Collin County Community College District	Texas A & M International University
Dallas Baptist University	Texas A & M University
Dallas County Community College District	Texas A & M University - Commerce
Del Mar College	Texas A & M University - Corpus Christi
East Texas Baptist University	Texas A & M University - Galveston
El Paso Community College District	Texas A & M University - Kingsville
Frank Phillips College	Texas A & M University - Texarkana
Galveston College	Texas Southern University
Grayson County College	Texas Southmost College
Hardin-Simmons University	Texas State Technical College - Harlingen
Hill College	Texas State Technical College System
Houston Community College System	Texas State Technical College - Waco
Howard College	Texas State Technical College - West Texas
Howard Payne University	Texas Tech University
Jacksonville College	Texas Wesleyan University
Kilgore College	Texas Woman's University
Lamar State College - Orange	Trinity Valley Community College
Lamar State College - Port Arthur	Tyler Junior College
Lamar University	University of Houston
Laredo Community College	University of Houston - Clear Lake
Lee College	University of Houston - Downtown
LeTourneau University	University of Houston - Victoria
Lon Morris College	University of the Incarnate Word
McLennan Community College	University of North Texas
McMurry University	University of St. Thomas
Midland College	University of Texas at Arlington
Midwestern State University	University of Texas at Austin
Navarro College	University of Texas at Brownsville
North Central Texas College	University of Texas at Dallas
North Harris Montgomery Community College District	University of Texas at El Paso
Northeast Texas Community College	University of Texas - Pan American
Northwest Vista College	University of Texas of the Permian Basin
Odessa College	University of Texas at San Antonio
Our Lady of the Lake University	University of Texas at Tyler
Palo Alto College	University of Texas Health Science Center -Houston
Panola College	Vernon College
Paris Junior College	Victoria College
Prairie View A & M University	Wayland Baptist University
Ranger College	Weatherford College
Sam Houston State University	West Texas A & M University
San Antonio College	Western Texas College
San Jacinto College District	Wharton County Junior College

GUIDELINES OF THE TEXAS COMMON COURSE NUMBERING SYSTEM

The Texas Common Course Numbering System was developed by representatives from the nine community and junior colleges in the Gulf Coast Consortium over a period of two years from August of 1987 to October of 1989. The Common Course Numbering System was developed for the purpose of facilitating transfer of general academic courses. The system was implemented in a cooperative effort by the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) and the Gulf Coast Consortium of Community/Junior Colleges.

For the basic format of the common numbers, the numbering structure recommended to the Texas Higher Education Coordinating Board in a 1975 TACRAO report was utilized. Common courses are those which are approved for funding and which are included in the *Community College General Academic Course Guide Manual*. Generic course titles are included with the corresponding course approval number; the title of specific courses approved for institutions may vary.

Adoption of the Texas Common Course Numbering System by institutions is voluntary; however, institutions wishing to implement the System must seek membership by completing the *Texas Common Course Numbering System Agreement* form. Members are required to maintain the Texas Common Course Numbering System in accordance with the following guidelines:

- (1) Course numbers included in the Common Course Numbering System will not be used to identify courses which do not correspond with the general description of that course or category of courses in the *Community College General Academic Course Guide Manual*.
- (2) The course approval number in the *Community College General Academic Course Guide Manual* will be used as a guide to assist in the process of determining proper categorization of courses for a common course number.
- (3) The four-letter prefix specified in the System will be used to identify subject areas.
- (4) The four-digit numbers specified in the System will be as follows:
First digit - to identify level (1 - Freshman, 2 - Sophomore)
Second digit - to identify credit hour value
Third and fourth digits - to establish course sequence
- (5) When new courses are added to an institution's inventory, the common number for that course will be used if one exists. Addition or deletion of courses to an institution's inventory for which a common number exist, should be indicated on the **biennial update** document sent to institutions from the Database Coordinator. If a common number is not listed and the institutional contact believes a common number is appropriate, the form, ***Request To Add A New Course To An Existing Prefix Of The Texas Common Course Numbering System Inventory***, should be used. If an institution wishes to propose a change to the existing guidelines, policies, procedures or prefixes (rubric) of the Texas Common Course Numbering System, the form, ***Request That The Board Modify The Texas Common Course Numbering System***, should be used.

- (6) Each institution may have a number of courses for which the designation of a common course number does not seem appropriate. It is imperative that care be given in the assignment of course numbers for those courses. Simply because a number is not currently being used as a common course number does not make it “fair game” for assignment. **In order to maintain purity in the system, non-common courses should be designated with a “7” in the third position of the number.** For example, Cost Accounting might be assigned ACCT xx7x. This allows for use of up to 20 numbers in any program area at any institution. If there is a need for more than 20 such courses in a particular area, then it may be that a different rubric should be used.
- (7) Common numbers have not been assigned to remedial level courses.
- (8) Any number between 1100 to 1150 and 2100 to 2150 may be used for physical education activity courses. (No attempt has been made to standardize each number within that area.)
- (9) Applied music (rubric MUAP) courses are not included in the System listing. (This was done in the interest of conserving space.) Common course numbers do exist for those courses. The numbers for applied music (rubric MUAP) courses are determined as follows:

a. The first and second digits of the course number are determined in the normal manner.

b. The sequencing for the third and fourth digits is:

I. Instrument

A. Strings

- | | |
|---------------------|-------|
| 1. Violin (Strings) | 01-04 |
| 2. Viola | 05-08 |
| 3. Cello | 09-12 |
| 4. Bass | 13-14 |
| 5. Electric Bass | 15-16 |

B. Woodwinds

- | | |
|--------------|-------|
| 1. Flute | 17-20 |
| 2. Oboe | 21-24 |
| 3. Bassoon | 25-28 |
| 4. Clarinet | 29-32 |
| 5. Saxophone | 33-36 |

C. Brass

- | | |
|-----------------------|-------|
| 1. Trumpet (Brass) | 37-40 |
| 2. Horn | 41-44 |
| 3. Trombone | 45-48 |
| 4. Euphonium Baritone | 49-52 |

5. Tuba	53-56
D. Percussion	57-60
E. Guitar	61-64
II. Keyboard/Harp	
A. Organ	65-68
B. Piano (Keyboard)	69-72
C. Electronic Keyboard	73-76
D. Harp	77-80
III. Voice	81-84
IV. Improvisation	85-86
V. Other	87-99

- (10) **Music ensemble (rubric MUEN) courses are not included in the System listing.** (This was done in the interest of conserving space.) Common course numbers do exist for those courses. For music ensemble (rubric MUEN) courses, the last two digits will be designated as follows:

Approval Number	Course type (title)	Last Two Digits
5009035530	Major Instrumental Ensemble	21-30
5009035630	Instrumental Chamber Ensemble (small)	31-40
5009035730	Major Vocal Ensemble	41-50
5009035830	Chamber (small) Vocal Ensemble	51-60

This division allows for 20 major instrumental ensembles, 20 small instrumental ensembles, 20 major choral ensembles, 20 chamber vocal ensembles. Once again, similar to physical education courses, no attempt was made to distinguish each unique possibility.

FORMS

Explanation and Intent

TEXAS COMMON COURSE NUMBERING SYSTEM AGREEMENT.

This form is to be completed when an institution wishes to become a member of the Texas Common Course Numbering System. The institution agrees to maintain the system in accordance with the Texas Common Course Numbering System Guidelines. The form requires that each institution seeking membership designate an **Institutional Contact** and a **Student Contact**. These designated contacts will be listed in the *Texas Common Course Numbering System Directory*. The Institutional Contact's signature is required on other forms regarding course inventory updates and changes to the system. If ever necessary, the Institutional Contact would vote on the behalf of the institution. The Board or Database Coordinator may ask the Institutional Contact for information about the institution's participation in the System. The Student Contact will not be asked to sign on the behalf of the institution, but should be highly knowledgeable regarding the Texas Common Course Numbering System Inventory and transfer practices. A student seeking information about an institution's Texas Common Course Numbering System involvement will be referred to the Student Contact. The agreement form requires the signature of the president or designee and the signature of the Chair of the Texas Common Course Numbering System Board. A copy the agreement will be returned to the institution after the appropriate signature is affixed by the Board.

REQUEST TO ADD A NEW COURSE TO AN EXISTING PREFIX OF THE TEXAS COMMON COURSE NUMBERING SYSTEM INVENTORY.

This form is to be used in the event an institution wishes to petition the Board to increase the Texas Common Course Numbering System Inventory to include a new course under an existing prefix (rubric). **The course does not currently exist in the Texas Common Course Numbering System Inventory.** Once completed in its entirety the form must be signed by the Institutional Contact and the institution's Chief Academic Officer.

REQUEST THAT THE BOARD MODIFY THE TEXAS COMMON COURSE NUMBERING SYSTEM.

This form is used when changes to the existing Texas Common Course Numbering System guidelines, policies, or procedures are proposed and if an institution is asking that an existing prefix (rubric) be changed. These types of changes affect the entire Membership and as such require substantial justification. This form must be accompanied by adequate supporting information before it will be considered by the Board. The **list of supporters** for the modification must be exhaustive. All the required signatures must be contained on the form. It is the intent of the Board that the modification form originate from a member institution only (no outside agencies, institutions, etc.). Any person (s) interested in proposing a modification to the Texas Common Course Numbering System must have the absolute support of a member institution and its designated officials. The **list of supporters** may include individuals from other institutions, organizations, agencies, etc., who are not members of the Texas Common Course Numbering System. The request for modification will be considered by the entire Texas Common Course Numbering System Board.

Permission is hereby granted to photocopy these forms for submission to the Texas Common Course Numbering System Board

TEXAS COMMON COURSE NUMBERING SYSTEM AGREEMENT

This is an agreement between the Texas Common Course Numbering System Board, and

Institution

Location

In adopting the Texas Common Course Numbering System, the institution agrees to maintain the System in accordance with the **TEXAS COMMON COURSE NUMBERING SYSTEM GUIDELINES**.

(Print or Type)

Institutional Contact Person

Student Contact Person

Title

Title

Address

Address

City, State, Zip Code

City, State, Zip Code

Telephone Number

Telephone Number

Fax Number

Fax Number

Required Signatures:

President or Designee

Date

Texas Common Course Numbering System
Board Chair

Date

Please return form to:

Flavius Killebrew, TCCNS Board Chair
Provost/Vice President Academic Affairs
West Texas A&M University
2501 4th Avenue
Canyon, TX 79016
(806) 651-2044
FAX: (806) 651-2932

**REQUEST TO ADD A NEW COURSE TO AN EXISTING PREFIX
OF THE TEXAS COMMON COURSE NUMBERING SYSTEM
INVENTORY**

Institution _____

Address _____

City _____

State _____

Zip Code _____

Proposed Course Rubric & Number Descriptive Title

CB Approval Number

Is this an alternative to an existing common course? Yes _____ No _____

Course level? Freshman _____ Sophomore _____

Number of semester credit hours _____

Please enter below the catalog year and page for the course in your college catalog or, attach a course description if the course is a new course not currently in your catalog.

Catalog year _____ Page Number _____

Rationale for addition of this course to the Texas Common Course Numbering System Inventory:

TCCNS Institutional Contact

Telephone Number

Institutional Chief Academic Officer

Telephone Number

Please return form to:
Rebecca Anderson, Database Site Coordinator
Transfer Admissions Office
Texas A & M University-Commerce
P.O. Box 3011
Commerce, TX 75429
(903) 886-5076 or 886-5104
Fax: (903) 468-3261

REQUEST THAT THE BOARD MODIFY THE TEXAS COMMON COURSE NUMBERING SYSTEM

Institution

Address

City

State

Zip Code

Details of Requested Change

Reasons Change is Necessary

List of Supporters: (Use separate sheet if necessary)

Name

Title

Institution

_____	_____	_____
_____	_____	_____
_____	_____	_____

Required Signatures:

Official Requesting Change

Telephone Number

Date

Institutional Chief Reporting Officer

Telephone Number

Date

TCCNS Institutional Contact

Telephone Number

Date

Institutional Chief Academic Officer

Telephone Number

Date

Please return form to:

Rebecca Anderson, Database Site Coordinator
 Transfer Admissions Office
 Texas A & M University-Commerce
 P.O. Box 3011
 Commerce, TX 75429
 (903) 886-5076 or 886-5104

Fax: (903) 468-3261