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COURSE CODING PROCEDURES AND GUIDELINES

Course coding is a key activity in the State Board's process to gather information necessary to describe and quantify instructional effort and determine state funding eligibility. Codes are used for multiple purposes, including: federal reporting; determining the number of faculty positions funded with state funds; identifying the number of students enrolled in various programs; and other research-related functions.

Colleges have the ability to add and revise their college's course records each quarter.

To establish the appropriate coding for courses, the following procedures must be followed:

- A. A course description with sufficient detail to convey subject area and institutional intent of the proposed offering.
- B. Assignment of a course title. Each course will have one approved title used for both reporting and publication purposes.
- C. Course numbers
 - Basic skills/developmental education courses must be numbered below 100.
 - Lower division academic courses other than basic skills and pre-college (aka developmental) education must be numbered between 100 and 299.
 - Upper division courses may only be offered by college authorized to award an applied baccalaureate degree and must be numbered between 300 and 499.
 - Non-credit-bearing Continuing Education courses do not have a specified range but must not be numbered within the college level course numbering range (100 to 499).
- D. Include the number and type of instructional contact hours and course credits. This information is used for FTE calculations and faculty workload.

Class coding procedures are described in more detail in the SBCTC Coding Manual.