

MATRIX SECTIONS

- SECTION I Abilene Christian University, Angelo State University, Baylor University, Dallas Baptist University, East Texas Baptist University, Hardin-Simmons University, Houston Baptist University, Howard Payne University
- SECTION II Lamar University, LeTourneau University, McMurry University, Midwestern State University, Our Lady of the Lake University, Prairie View A&M University, Sam Houston State University, St. Mary's University
- SECTION III Stephen F. Austin State University, Sul Ross State University, Tarleton State University, Texas A&M International University, Texas A&M University, Texas A&M University-Commerce, Texas A&M University-Corpus Christi, Texas A&M University-Galveston
- SECTION IV Texas A&M University-Kingsville, Texas Southern University, Texas State University-San Marcos, Texas Tech University, Texas Wesleyan University, Texas Woman's University, University of Houston, University of Houston-Downtown
- SECTION V University of the Incarnate Word, University of Mary Hardin-Baylor, University of North Texas, University of St. Thomas, University of Texas-Arlington, University of Texas-Austin, University of Texas-Brownsville, University of Texas-Dallas
- SECTION VI 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 VII Alvin Community College, Amarillo College, Angelina College, Austin Community College, Blinn College, Brazosport College, Central Texas College, Cisco Junior College, Clarendon College
- SECTION VIII 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 IX Hill College, Houston Community College System, Howard College, Jacksonville College, Kilgore College, Lamar State College-Orange, Lamar State College-Port Arthur, Laredo Community College
- SECTION X Lee College, 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
- SECTION XI Odessa College, Palo Alto College, Panola College, Paris Junior College, Ranger College, San Antonio College, San Jacinto College District, South Plains College, South Texas Community College
- SECTION XII SouthWest Collegiate Institute for the Deaf, 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-Marshall
- SECTION XIII Texas State Technical College-Waco, 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

The Texas Common Course Numbering System

2004-2005

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Sixth Edition

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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 sixth edition of the Matrix. The basic format used remains the same, but the Matrix itself has been expanded to include new institutional members and new common courses. Each institutional inventory of courses designated and/or offered under a common number is updated to reflect current catalogs. All information included in the printed Matrix is accessible on-line at:

www.TCCNS.org

Guidelines and forms for implementing and amending the system are in the general information provided in the front of the book. Presented in the 13 main divisions are the member institutions' inventories of courses that are designated as common.

The first six 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 "2003 COURSE APPROVAL" indicates the approval number which the course is approved in the 2003 *Lower Division Academic Course Guide Manual*. The common course numbers appear in the 2003 revised 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 indicates 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 below the institution's name, 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 2003-2004

Norma Anderson

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Betty J. Larson

Dean of Occupational & Technical Education
San Antonio College

William Fannin

Vice President for Academic Affairs
University of Texas Permian Basin

Kenneth D. Lewis

Dean of Admissions
Tyler Junior College

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Austin Community College

Kim Wootten

Transfer Officer
West Texas A&M State University

Flavius Killebrew, Chair

Provost/Vice President for
Academic Affairs
West Texas A&M University

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

Texas Higher Education Coordinating Board Resource Contributors

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CONTRIBUTORS

The Development of the Texas Common Course Numbering System

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Gulf Coast Consortium

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Galveston College

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Alvin College

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Brazosport College

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Brazosport College

Gwen Tilley
San Jacinto College Central

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Houston Community College District

INSTITUTIONAL MEMBERS

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

- (6) If an institution wishes to propose a change to the existing guidelines, policies, and procedures, recommendations should be sent to the TCCNS Board Chair to be placed on a Board meeting agenda for consideration.
- (7) 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.
- (8) Common numbers have not been assigned to remedial level courses.
- (9) 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.)
- (10) 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
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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

(11) **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, 00-02
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.

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
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