



Course Numbering System

Below is a description of CNM's course numbering system.

Course numbers 0001 – 0999: Developmental or preparatory courses below first-year college level.

Course numbers 1001 – 1999: Freshman level courses. Introductory, elementary, and general education courses that are appropriate for first-year students and others with no special background.

Course numbers 2001 – 2999: Sophomore level courses. These courses might build on materials from the 1000 series courses.

Course numbers 8001 – 8999. Organizational Learning non-credit courses.

The following standards have been established for common courses throughout CNM:

Courses ending in 90	= practicum, field experience, clinical
Courses ending in 92 – 94	= lab only
Courses ending in 95	= cooperative education (last offered in Spring 2021)
Courses ending in 96	= topics (ex. 1996...2996, etc.)
Courses ending in 97	= independent study
Courses ending in 98	= internship
Courses ending in 999	= capstone (1999 & 2999)
Courses ending in 91	= are not to be used, as they are reserved for future growth

- Courses that have been established as foundation courses in a specific discipline, such as ENG 101, should end with 10 (example – 0010/1110, 2010) in order to leave numbers available to future offerings.
- Consider current enrollments as a guideline for renumbering as well as course content and prerequisite requirements, especially when you renumber courses currently at the 100 level. Some of these courses may be appropriately numbered at the 2000 level, if the enrollment is primarily sophomores.
- Consider not only students in your own programs but the needs of interdisciplinary programs whose students enroll in courses you offer.
- If you want to keep certain types of courses together, leave a few unused course numbers between used numbers so that you will have numbers available in that group in the future.

Course numbers cannot be reused for five years after deactivation.

All General Education course numbers must be decided upon by the office of Academic Affairs and the Registrar office in order to be in compliance with the NMHED Common Course Numbering Matrix (CCN).

Contact the Business Analyst in the Registration and Enrollment Department to request the issuance of a new number. The person holding this position sits on the NMHED (New Mexico Higher Education Department) Numbering Committee.