

UNM/LINK APPLICATIONS



DATA ENTRY STANDARDS APPENDIX B COURSE TITLES AND ABBREVIATIONS

Date Issued: 3/16/05

GENERAL INFORMATION

This document provides standards and rules for entering course titles and consistently using standard abbreviations when a course title exceeds 30 characters.

RULES FOR ALL COURSE TITLES:

| CONDITION | ALWAYS | EXAMPLE |
|---------------------------|--|---|
| Capitalization | Use Upper and lower case | Nat Amer Stud |
| “and” | Use the ampersand | C&J Dept |
| Sequential courses | Use Roman Numerals | Acct I or Acct II |
| Commonly used words | Use common abbreviations | TV or INS or NM |
| Centuries | Enumerate | 19 th Cent |
| Redundancies | Eliminate repetitive words | Music I instead of Music Level I |
| CONDITION | NEVER | EXAMPLE |
| Punctuation | Use periods, question or exclamation marks, commas and any other symbols unless essential to the title | Poli of Choice (no period) <i>Exception:</i> Modern Europe 1815-1890 (use of dash is appropriate) |
| Articles and Prepositions | Use “The” and avoid using “of” when possible. | Poli of Choice (ok to use “of”) Art & Except Child (no use of the article “the”) |
| Forward Slash | NEVER use the forward slash (/) | |
| Pound Sign (#) | NEVER use the # sign | |

GUIDELINES:

- When in doubt, contact the Albuquerque campus Office of the Registrar, 277-8466.
- Abbreviate words so that they are understandable.
- One syllable words usually do not need abbreviation.
- Use three or four essential words that are clearly understood instead of abbreviating every word.

EXAMPLES:

Multiple Regression Techniques as Applied to Education

| CORRECT | INCORRECT |
|-------------------|-------------------------|
| Mult Regress Tech | Mult Reg Tech Appl Educ |

“The Application of Applied Behavior Analysis in the Special Education Classroom”

| CORRECT | INCORRECT |
|--|------------------|
| Appl Behav Analy Spec Educ (26 spaces) | |

Avoid using acronyms unfamiliar to someone outside the discipline.

| CORRECT | INCORRECT |
|----------------------|------------------|
| Sem Geog Info Sys | Sem GIS |
| Intro Comp Asst Draw | Intro CAD |

Banner Data Entry Appendix

Variations of a word use the same abbreviation unless otherwise noted.

| | |
|---|-------|
| Administration, Administer, Administrate, Administrations = | Admin |
| Quantum Quantity, Quantifiable = | Quant |

Combine appropriate abbreviations:

| | |
|------------------------|---------|
| Biological Geography = | Biogeog |
|------------------------|---------|

STANDARD ABBREVIATIONS

(Use the column labeled “Mark” to check frequently used abbreviations.)

| Mark | Word | Abbreviation |
|------|----------------|--------------|
| | Academic | Acad |
| | Accelerated | Accel |
| | Accounting | Acct |
| | Administration | Admin |
| | Admissions | Adm |
| | Advanced | Adv |
| | Advise | Adv |
| | Aerospace | Aero |
| | African | Afr |
| | Algebra | Alg |
| | Algorithm | Algo |
| | Alternative | Alt |
| | American | Amer |
| | Analysis | Analy |
| | Ancient | Anc |
| | Anesthesiology | Anes |
| | Animation | Anim |
| | Anthropology | Anth |
| | Applied | Appl |
| | Apprenticeship | Apprent |
| | Approach | Appr |
| | Archeology | Archy |
| | Architecture | Arch |
| | Assessment | Assess |
| | Astronomy | Astr |
| | Astrophysics | Astrphys |
| | Athletic | Athl |
| | Audit | Aud |
| | Aviation | Aviat |
| | Behavior | Behav |
| | Biochemistry | Biochem |
| | Biology | Bio |
| | Business | Bus |

Banner Data Entry Appendix

| | |
|----------------|--------|
| Calculus | Calc |
| Career | Car |
| Carpentry | Carpen |
| Cellular | Cell |
| Center | Ctr |
| Century | Cent |
| Certification | Cert |
| Chemistry | Chem |
| Child/Children | Chld |
| Civil | Civ |
| Classic | Class |
| Classification | Class |
| Clinical | Clin |
| Colloquium | Coll |
| Commercial | Cmmrc |
| Communication | Comm |
| Community | Cnty |
| Comparative | Comp |
| Computer | Cmptr |
| Concept | Cncpt |
| Conditioning | Cond |
| Conference | Conf |
| Conservation | Cons |
| Construction | Const |
| Continuing | Cont |
| Contrast | Contr |
| Cooperative | Coop |
| Cosmetology | Cosme |
| Counselor | Couns |
| Creative | Creat |
| Criminology | Crim |
| Criticism | Crit |
| Culinary | Cul |
| Culture | Cultr |
| Current | Currt |
| Curriculum | Curr |
| Dental | Dent |
| Dermatology | Derm |
| Design | Des |
| Development | Dev |
| Diagnose | Diag |
| Dietetics | Diet |
| Directed | Dir |
| Dissertation | Diss |
| Division | Div |
| Dynamics | Dyn |

Banner Data Entry Appendix

| | | |
|--|----------------|---------|
| | Ecology | Ecol |
| | Economics | Econ |
| | Education | Educ |
| | Electrical | Elect |
| | Elementary | Elem |
| | Emergency | Emerg |
| | Engineering | Engin |
| | English | Engl |
| | Environment | Envir |
| | Ethnology | Ethn |
| | European | Eur |
| | Evolution | Evol |
| | Exceptional | Excpt |
| | Evaluation | Eval |
| | Exercise | Exer |
| | Experience | Exper |
| | Experiential | Expentl |
| | Experiment | Expmnt |
| | Family | Fam |
| | Field Studies | FS |
| | Financial | Fin |
| | Foreign | For |
| | Foundations | Found |
| | Function | Func |
| | Fundamental | Fund |
| | Gender | Gend |
| | Genetics | Genet |
| | Geography | Geog |
| | Geology | Geol |
| | German | Ger |
| | Gynecology | Gyn |
| | Handicapped | Hand |
| | Health | Hlth |
| | Hearing | Hear |
| | Hispanic | Hisp |
| | Histology | Histol |
| | History | Hist |
| | Honors | Hon |
| | Human | Hum |
| | Hydraulics | Hyd |
| | Hygiene | Hyg |
| | Iberian | Iber |
| | Identity | ID |
| | Imagine | Imag |
| | Immunology | Immun |
| | Implementation | Impl |

Banner Data Entry Appendix

| | |
|-------------------|----------|
| Independent | Ind |
| Independent Study | IS |
| Individual | Indiv |
| Information | Info |
| Innovation | Innov |
| Inquiry | Inq |
| Instruction | Instr |
| Instrumental | Instrm |
| Integrated | Integ |
| Intermediate | Inter |
| International | Intl |
| Internship | Intern |
| Interpretation | Interp |
| Introduction | Intro |
| Investment | Invest |
| Issues | Iss |
| Italian | Ital |
| Japanese | Japn |
| Journalism | Jour |
| Keyboarding | Key |
| Laboratory | Lab |
| Landscape | Land |
| Language | Lang |
| Latin | Lat |
| Leader | Lead |
| Lecture | Lect |
| Library | Lib |
| Linguistics | Ling |
| Literacy | Lity |
| Literature | Lit |
| Litigation | Litig |
| Major | Maj |
| Management | Mgmt |
| Manicuring | Mani |
| Marketing | Mkt |
| Materials | Mat |
| Mathematics | Math |
| Mechanical | Mech |
| Medicine | Med |
| Methodology | Meth |
| Microelectronics | Microel |
| Modeling | Model |
| Modern | Mod |
| Molecular | Mole |
| Morphology | Morph |
| Multicultural | Multicul |

Banner Data Entry Appendix

| | | |
|--|----------------|--------|
| | Music | Mus |
| | National | Natl |
| | Native | Nat |
| | Natural | Natur |
| | Navajo | Nav |
| | Networking | Netwrk |
| | Nuclear | Nucl |
| | Nutrition | Nutr |
| | Obstetrics | Obst |
| | Occupational | Occ |
| | Oncology | Oncol |
| | Option | Opt |
| | Organize | Org |
| | Origin | Orig |
| | Orthopaedics | Orth |
| | Pathology | Path |
| | Pediatrics | Ped |
| | Pedicuring | Pedi |
| | Performance | Perf |
| | Perspective | Pers |
| | Pharmaceutical | Pharm |
| | Philosophy | Phil |
| | Phlebotomy | Phleb |
| | Physical | Phys |
| | Physiology | Physio |
| | Planning | Plan |
| | Policy | Poly |
| | Politics | Pol |
| | Portuguese | Port |
| | Practicum | Prac |
| | Principle | Princ |
| | Problems | Prob |
| | Process | Proc |
| | Professional | Prof |
| | Program | Prog |
| | Project | Proj |
| | Psychology | Psych |
| | Public | Publ |
| | Radiography | Radio |
| | Reading | Read |
| | Rebellion | Reb |
| | Recitation | Recit |
| | Recreation | Rec |
| | Refrigeration | Refr |
| | Rehabilitation | Rehab |
| | Religious | Rel |

Banner Data Entry Appendix

| | |
|---------------|----------|
| Research | Res |
| Resource | Resour |
| Revolution | Rev |
| Russian | Russ |
| Science | Sci |
| Security | Sec |
| Seminar | Sem |
| Service | Serv |
| Skill | Skil |
| Social | Soc |
| Sociocultural | Sociocul |
| Sociology | Soc |
| Software | Soft |
| Sonography | Sono |
| Southwest | SW |
| Spanish | Span |
| Special | Spec |
| Statistics | Stat |
| Strategies | Strat |
| Structure | Struc |
| Student | Stu |
| Study | Stdy |
| Supervision | Sup |
| Surgery | Surg |
| Survey | Surv |
| Symbol | Sym |
| Synthesis | Synth |
| System | Sys |
| Teaching | Teach |
| Technology | Tech |
| Theatre | Thea |
| Theory | Theo |
| Therapy | Ther |
| Thesis | Th |
| Topics | Top |
| Toxicology | Tox |
| Training | Train |
| Translation | Trans |
| Transmission | Transm |
| University | Univ |
| Visual | Vis |
| Women | Wom |
| Workshop | Wrk |
| World | Wld |
| Writing | Writ |
| Year | Yr |

Banner Data Entry Appendix

***** END *****