

Banner Course Title Conventions

Course titles must be consistent for students' transcripts to be clear and easily interpreted. Please use the following guidelines when creating course titles.

- Enter all titles in upper and lower case.
- The course title field allows thirty characters. Avoid any abbreviations if the entire title will fit in thirty characters.

If using abbreviations to make the title fit, use the following guidelines.

- Never use the pound sign (#) in BANNER.
- Avoid the use of periods following abbreviated words.
- Replace "and" and other small words by ampersand (&), virgule (/), colon (:), or dash (-) when possible.
- Use standard rather than Roman numerals for numerical indication of levels of instruction. Standard numerals take less space.
- Eliminate redundant forms, e.g. Music 1 is better than Music: Level 1.
- Use popular abbreviations whenever appropriate, e.g. TV in lieu of Television
- When abbreviating words, truncate the word, rather than removing vowels. For example, Economics becomes Econ, not Ecnmcs. However, this rule may be modified if the resulting abbreviation is unclear or suggests an incorrect title. Student Analysis, for example, should not be abbreviated as Stud Anal.

The following is a list of standardized abbreviations for everyone to use. Your division will most likely need to expand on this list. Document your abbreviations and share them with the entire division so that abbreviations are consistent among departments each semester.

Anth	Anthropology	Arch	Architecture
Econ	Economics	Sculpt	Sculpture
Phil	Philosophy	Beg	Beginning
Pol	Politics	Adv	Advanced
Pol Sci	Political Science	Mgmt	Management
Psych	Psychology	Busn	Business
Soc	Sociology	Edu	Education
Lit	Literature	Govt	Government
Urb	Urban	Tech	Techniques
Writ	Writing	Techno	Technology
Wkshp	Workshop	Fund	Fundamentals
Hist	Historical	Org	Organization
Found	Foundation	Intro	Introduction
Fr	Freshman	Soph	Sophomore
Jr	Junior	Sr	Senior