



## Course Code Guidance

The North Carolina Department of Public Instruction (NCDPI) maintains a [system for course codes](#) to facilitate standardized longitudinal data collection, effective scheduling management, exchange of student records, and ultimately inform and improve education policy and student outcomes. To this end, it is critically important that schools and districts consistently and accurately schedule courses according to the coding scheme provided in this document. Accurate scheduling will ensure clean data pulls for state and federal reporting, appropriate assignment of End-of-Course (EOC)/End-of-Grade (EOG) exams, fulfillment of graduation requirements, correct transcript printing, and proper functioning of other vital systems used for effective and efficient school system management.

### Course Code Digits

Course Codes in PowerSchool are ten digits long. The first seven digits are used by the NCDPI and the last three are available for individual LEA/school use. Important information about courses and grade level subjects is contained within the seven-digit course code. The complete Master List of available course codes can be found at [www.nc-sis.org/courses.html](http://www.nc-sis.org/courses.html).

#### *First FOUR digits*

The **first four digits** indicate the course. The first digit of the four digits represents the academic area as follows:

0	=	Non-specific subject
1	=	Languages (English Language Arts; English Language Development; World Languages; Public Speaking, etc.)
2	=	Mathematics
3	=	Science
4	=	Social Studies
5	=	Arts Education (Dance, Music, Theater Arts, Visual Arts)
6	=	Healthful Living (Health/PE)
9	=	Occupational Course of Study; ROTC; Generic Local Electives; Teacher Cadet; SAT Prep; ACT Prep; Pre-K
Alpha	=	<a href="#">Career and Technical Education (CTE) Courses</a>

When there is a number in the first digit and a letter in the second digit, the letter indicates a special course type that is different from the NC Standard Course of Study.

C or D	=	Community College (only courses on the CAA or generic)
U	=	University or College (only generic)
A	=	Advanced Placement (AP)
I	=	International Baccalaureate (IB)

### *FIFTH Digit*

The **fifth digit** indicates the academic level\* given the course. It is also used to indicate Exceptional Children Extended Content Standards and Occupational Course of Study Courses.

2, 6	=	Standard (6 = CTE Cooperative Education)
5, 7, 8	=	Honors and Advanced
9	=	No academic level
A	=	Extended Content Standards
B	=	Occupational Course of Study

\*GPA added value (i.e., “weights”) are set by the UNC-GA and adopted in SBE policy GCS-L-004.

### *SIXTH Digit*

The **sixth digit** indicates the current grade span of the student (elementary, middle or high).

X	=	Grades 9-12
Y	=	Grades 6-8
Z	=	Grades K-5
P	=	Pre-K

Note: When a high school course is being taught at the middle school for credit towards high school graduation, the first four digits will be the high school subject course and a Y will be in the sixth digit to indicate that the high school course is being taken by a middle school student.

### *SEVENTH Digit*

The **seventh digit** indicates various course sequence information.

- Example: A World Language course such as Spanish 1 may be taught in middle school for high school credit and taught over a two-year period in order to cover the material – 11412YA for Spanish I (Part A) and 11412YB for Spanish I (Part B). Both would be required to receive credit for the Spanish I course on the high school transcript.
- Example: A three-course sequence for the CTE Modern Plumbing Part A; Modern Plumbing Part B; Modern Plumbing Part C courses. Each course may be taken and awarded credit individually without completing all three.
- Example: A World Language course at the elementary or middle school level that meets for 90 minutes a week or more builds proficiency in the language and student proficiency outcomes are outlined based on the number of year of study in a K-8 language program. The seventh digit in this case indicates the number of years of study.
- Example: Dual Language/Immersion courses and their student proficiency outcomes are outlined by grade span and the seventh digit is used to indicate the grade level.

### *EIGHTH through TENTH Digits*

The **eighth through tenth digits** are for LEA use to specialize or differentiate courses for local needs.

## University and Community College Codes

- Unique course codes will only be assigned to community college courses that are on the [Comprehensive Articulation Agreement \(CAA\)](#) and meet for at least three (3) semester hours, as well as select CTE courses that are considered “inherently honors.”<sup>1</sup>
- Use the generic community college course codes in each content area below for courses that are non-CTE and are not on the CAA (or are less than three (3) semester hours). You may specify the course name in the local title field.
  - Comm College Course Other Content: 0C002X0
  - Comm College Less than 3 Sem Hrs Course: 0C552X0
  - Comm College CTE Less than 3 Sem Hrs: CW002X0
  - Comm College English Course: 1C002X0
  - Comm College World Language Course: 1C302X0
  - Comm College Math Course: 2C002X0
  - Comm College Science Course: 3C002X0
  - Comm College Social Stud/Sci Course: 4C002X0
  - Comm College Arts Course: 5C002X0
  - Comm College Health/Phys Ed Course: 6C002X0
- CCP CTE courses that are not on the CAA should be scheduled with a generic course code specified by the career cluster and level. For more information about how to schedule these courses, please visit the [CTE CCP course coding guidance document](#).
- Use the generic university course codes in each content area below. You may specify the course name in the local title field.
  - University Course Other Content: 0U005X0
  - University Less than 3 Sem Hrs Course: 0U612X0
  - University English Course: 1U005X0
  - University World Language Course: 1U255X0
  - University Math Course: 2U005X0
  - University Science Course: 3U005X0
  - University Social Studies/Social Science Course: 4U005X0
  - University Arts Course: 5U005X0
  - University Health/PE Course: 6U005X0
  - University Lab Course: 0U605X0
- Generic 300/400 University course codes are also available by content area for advanced courses

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<sup>1</sup> CTE “inherently honors” community college courses receive “honors” weight (1 GPA Added Value point for students entering High School prior to 2015-16SY, and 0.5 GPA Added Value points for students entering in the 2015-16 SY and beyond).

## Generic Local Elective Codes

- Unique academic course codes will only be assigned to courses that are part of a North Carolina State Board of Education approved curriculum (i.e., North Carolina Standard Course of Study, Advanced Placement, International Baccalaureate, Project Lead the Way, and Community College courses on the Comprehensive Articulation Agreement).
- Use the local elective course code in each content area for courses that are not part of one of the curricula mentioned above. The local course title may be specified in the local instance by editing the “Course Name” field.

## Local Course Extensions (8<sup>th</sup> – 10<sup>th</sup> Digit Recommendations)

### *Scheduling Credit Recovery*

- Credit Recovery courses that have an available State course code must be scheduled with that code and the local extension “XR.” For example, use 10212X0XR for English I.
- Credit Recovery courses that do not have an available State course code should use the following course code only for the current semester in which the course is scheduled:
  - 96162X0(XR) “Credit Recovery Prev. Grad. Req. Course”
    - The local extension “XR” must still be used with this course code
    - The Section Credit Recovery attribute must be indicated by selecting “Yes”
    - The name of the original course should be used in the “Course Name” field
    - The grade of pass (P) or fail (F) must be manually entered into the student’s historical grades using the *original* course code with the extension “XR” (this will allow the use of course codes that are now closed by the State (e.g., U.S. History))\*\*
    - The generic Credit Recovery scheduling course code (96162X0) will not appear on the student’s transcript (it is excluded from storing final grades). This information must be manually entered into the student’s historical grades using the correct/original course code after the P/F is determined.

*\*\* There is an exception to this rule for Math I, II, and III which should be taken via credit recovery with the new standard course of study math courses (NC Math 1, 2, or 3) beginning with the Spring semester 2017.*

### *Scheduling Dual Language Immersion Courses*

The following guidance is for specific content area courses taught in the target language for *any K-12 course*. For example, NC Math 1 taught in Chinese, or Chemistry taught in French.

- Choose the content area course code (e.g., Chemistry: 34202X0)
- Place an “L” in the local 8<sup>th</sup> digit (e.g., Chemistry: 34202X0L)
- Amend the “Course Name” field as appropriate (e.g., Chemistry Dual Language Immersion)
- A future enhancement will be added to PowerSchool to allow for a drop down course attribute indicating the specific language taught

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## Accountability

State and federal assessments (e.g. EOC, EOG, NC Final Exam, etc.) are triggered based on course code. For information regarding EOC course codes, please visit:

<http://www.dpi.state.nc.us/accountability/testing/eoc/>. For further information regarding NC Final Exam course codes, please visit: <http://www.ncpublicschools.org/accountability/common-exams/>.

## Assistance

If you need assistance with any information in this document or have a policy or technical question regarding course codes, please contact the help desk by logging a ticket at: <https://nc-myit.us.onbmc.com>; or by calling 919.807.4357.

## Course Codes Systems Map

