

Course Title Guidelines

Office of the Registrar
University of Oregon

Titles for courses in the regular curriculum

Titles for courses with permanent numbers have been set in the curriculum and may not be changed. Change in titles for these course require curricular approval.

Topics Courses

Some courses have been approved with permanent numbers but variable titles within certain topic areas. These courses are group-oriented and are required to carry a specific topic each term, rather than using the generic approved topic. Courses with variable topics are required to include 'Top' as part of the title.

Example: *HIST 4/534 Modern British History: [Topic] published as*
 HIST 4/534 Top The Royal Family OR
 HIST 4/534 Top Thatcher vs Blair

Open-Ended (i.e.; generic) courses

These courses, such as readings and seminars, are generally more loosely structured than regular university offerings. Students meet with instructors either individually or in small groups. A variety of subjects may be offered under the same open-ended course number. There are two types of open-ended courses, *Individualized Courses* and *Group-Oriented Courses*.

Individualized Courses

Courses may be left under generic CRNs with the instructors listed as STAFF until specific course title and instructor information is entered on SFAINDV. Certain individualized courses may not have specific titles added.

They may be treated as regular courses if a particular instructor will be working with several students on the same subject matter. In that case, specific sections must be set up for each separate topic and not left under the general STAFF section CRN.

Individualized courses should have more descriptive titles added:

<i>General Title</i>	<i>Required Abbreviation</i>	<i>Course Number</i>
Field Studies	Fld	196, 106, 606, 706
Independent Study	Ind St	402
Internship	Intern	404, 604, 704
Lab Projects	Lab	198, 408, 508
Practicum	Prac	409, 609, 709
Reading & Conference	Read	405, 605, 705
Research	Res	401, 601
Special Problems	Sp Pr	406, 606, 706
Special Studies	Sp St	199, 399
Special Topics	Sp Top	608, 708
Writing & Conference	Wr	405, 605, 705

The required abbreviation must be included in the 22 character title count.

Individualized courses for which titles cannot be changed:

<i>General Title</i>	<i>ReMile</i>	<i>Course Number</i>
Dissertation	Dissertation	603
Supervised College Teaching	Supv Coll Teach	402, 602
Supervised Field Study	Supv Field Study	406
Supervised Tutoring	Supv Tutoring	409, 609, 709
Terminal Project	Terminal Project	609, 709
Thesis	Thesis	403, 503

Group-Oriented Courses

Courses must be scheduled as regular courses, with specific CRNs for each section taught by a different instructor, a specific title, meeting times and days, etc.,

These courses cannot be treated as individualized courses, but may require the use of an abbreviated general title as the first word of the specific course title, as listed below.

<i>General Title</i>	<i>Required Abbreviation</i>	<i>Course Number</i>
<i>Colloquium</i>	<i>Coll</i>	<i>198, 4/508, 608, 708</i>
<i>Experimental Course</i>	<i>use specific title</i>	<i>4/510, 610, 710</i>
<i>Seminar</i>	<i>Sem</i>	<i>4/507, 607, 707</i>
<i>Workshop</i>	<i>Wrk</i>	<i>4/508, 608, 708</i>

The required abbreviation must be included in the 22 character title count.

Course Title Guidelines

The title of a course should give a brief, general description of the subject matter covered. As part of the transcribed record that may be reviewed by other institutions and prospective employers, it should be easily understood by the general public and not couched in departmental or university jargon.

Please take the following guidelines into account when entering course titles:

- Use no more than 22 spaces for the complete title, including any required abbreviations.
- Use upper- and lowercase letters capitalizing each word of the title.
- Some courses have general titles that are considered complete and may not be changed. Such titles automatically default from the curriculum catalog.
- Specific titles are not required for Individualized courses (Practicum, Field Studies, etc.) but it would be helpful to the student to have the nature of their work transcribed.
- The general course title must be kept, in abbreviated form, as the first word of the title when entering a more descriptive title. The abbreviated form must be included in the 22 character title count.

Example: Res Mad Hatter Theory, Prac Turtle Geometry

- Abbreviate words so that they may be easily deciphered. It is better to use three or four essential words that are understandable than to cram several words in by cutting them down to two letters each and losing the meaning entirely.

Example: Prac Valid Span Monitor NOT Prac Cu Va Sp Lng Mon

- Delete articles of speech such as 'of,' 'and,' 'the,' etc., before trying to abbreviate more essential words in the title.

Example: Read Masters Project NOT Read For Mast Proj

- Do not use punctuation unless it is crucial to the meaning of the title. Do not use a '?' or '#.' Amperands (&) are acceptable as joining characters.

Example: Sem Russian Revolution NOT Sem: Russ Revolut

Example: Read Child & Family Lit NOT Read: Chld/Family Lit

- * Be careful not to use abbreviations that result in unintentional innuendoes or offensive phrases.

Example: Don't use 'Anal' for 'Analysis,' 'Ass' or 'Asses' for 'Assessment,' 'Stud' for 'Student.'

Example: Prac Assess Stu Serv NOT Prac Ass Stud Service

- Acronyms specific to a discipline or that someone outside the academic department would not understand should not be used. Names of specific programs or products should not be used unless additional words can be added to clarify.

Example: Wrk Intro SPSS Softwar NOT Wrk Intro SPSS

Example: Intern Integ Admin Lic NOT Intern IAL

Example: Sem Geog Info Sys NOT Sem GIS

Standard Course Title Abbreviations

<u>Title</u>	<u>Preferred</u>	<u>Acceptable</u>
Accounting	Actg	
Administration	Admin	Adm
Advanced	Adv	
Alternative	Altern	Alt
American	Amer	Am
Analysis	Analy	
Ancient	Anc	
Applied	Appl	
Approach	Appr	
Assessment	Assess	Assmt/ Assessmt
Basic	Bas	
Behavior	Behav	
Century	Cen	C (ex: 21C)
Child/Children	Chld	Ch
Classic	Clas	Class
Colloquium	Colloq	Coll
Communication	Commun	Comm
Community	Commun	Comm
Comparative	Compar	Comp
Computer	Comput	Comp
Concept	Conc	
Concepts	Concep	Conc
Contrast	Contr	
Creative	Creat	
Critique/Criticism	Crit	
Culture	Cultur	Cul
Current	Curr	
Design	Des	
Develop	Devel	Dev
Elementary	Elem	
Ethnic	Ethn	
Evolution	Evol	
Exceptional	Excep	Exc
Experience	Exper	
Experiment	Exper	
Family	Fam	
Field	Fld	
Function	Func	
Fundamental	Fund	
Gender	Gend	Gen
History	Hist	Hst
Human	Hum	
Independent	Indep	Indepen
Individual	Indiv	
Information	Info	
Inquiry	Inquir	Inq
Instrumental	Instrum	Instr
Integrated	Integr	Integ
Intermediate	Interm	Intermed/Int
International	Intl	
Internship	Intern	
Interpretation	Interp	
Introduction	Intro	

Issues	Iss	
Leader	Ldr	Lead
Learn	Lrn	
Literature/Literacy	Lit	
Major	Maj	
Management	Mgmt	Mgt
Market	Mkt	
Method	Meth	
Modern	Mod	
National	Natl	
Natural	Natur	Nat
Option	Opt	
Organize	Organiz	Org
Origin	Orig	
Perspective	Persp	
Physical	Phys	
Planning	Plan	
Policy	Polic	Pol
Politics	Polit	Pol
Practicum	Prac	
Principle	Princ	Prin
Process	Proc	
Program	Progr	Prog
Project	Proj	
Psychology	Psych	Psy
Reading	Read	
Research	Res	
Resource	Resour	
Revolution	Revol	Rev
Seminar	Sem	
Service	Serv	
Skill	Sk	Sk
Society/Social	Soc	
Software	Softwar	Softw
Special	Spec	Sp
Statistical	Statis	Stat
Strategies	Strat	
Structure	Struc	
Student	Stu	
Study/Studies	Stdy	St
Supervise/Supervision	Supv	Superv
Survey	Surv	
Symbol	Symb	
Synthesis	Synth	Syn
System	Syst	Sys
Teach	Teac	Tch
Technology/Technique	Techn	Tech
Theory	Theo	
Topics	Top	
Training	Train	Trng
Visual	Vis	
Women	Wom	
Workshop	Wrk	
World	Wld	Wrld
Writing	Writ	Wr
Year	Yr	

