

# Montana Western COMMON COURSE NUMBERING NOTICE

**COMMON COURSE NUMBERING NOTICE** - As part of a broad initiative to facilitate student migration within the Montana University System, officials in the Office of the Commissioner of Higher Education have been overseeing development of a common course numbering (CCN) system - MUS Policy 301.5.5. Teams of faculty from across the state system have been evaluating courses to identify equivalencies and converting them (assigning new subject prefixes/codes, course numbers and course titles, etc) to the CCN scheme. A number of Montana Western subject area courses have been evaluated, approved and converted to the CCN system including: Business (Accounting, Writing), Chemistry, Computer Science (Computer Applications), History (American, World), Psychology, Sociology, Geography, Geology, Political Science, English (Writing, Literature) and Math (Math, Statistics).

**Common Course Translation guides are available via the UMW on-line student system – DAWGS. Click the “New Common Course Translation Guide” link at the DAWGS login page, select a subject by clicking the arrow in the drop-down box in either the “New Courses” or “Old Courses” section, then click “Search.”**

Over the next 18-24 months all courses offered at all units of the MUS will be converted to CCN. There is a wealth of information available on the MUS web site that describes CCN processes, work that’s been completed and actions that are planned or in process; use the internet link below to access this information.

<http://mus.edu/transfer/index2.asp>

Students should take great care when registering for classes during this transition period to avoid repeating courses or by overlooking or missing required program courses. Students are encouraged to work closely with their faculty advisors and Advising Office personnel to minimize problems.