



PROCEDURE

Procedure Name	COURSE IDENTIFICATION CODES			New
Procedure Number	AD 4.2	Approval Date	October 15, 2026	
Parent Policy	AD 4.0 Credentials			
Procedure Authority	Dean of Student Services/Registrar			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

1. PURPOSE

Medicine Hat College (MHC) prioritizes clarity and consistency in the application of course subject and numeric codes in order to support accurate registration, credentialing, and transfer services. The procedure reflects the college's commitment to organized academic programs, clear expectations, and student success.

2. GENERAL

- 2.1 Each course is assigned an identification code that contains both a subject and numeric code representing the academic discipline and the course level.
- 2.2 Consistency in course identification codes supports efficient program planning, prerequisite enforcement, and transfer credit equivalency.
- 2.3 Course codes are used in student registration systems and official transcripts and must match the Academic Calendar listing for accuracy in recordkeeping.
- 2.4 Course codes are permanent identifiers and may not be reused once assigned, even if a course is retired, replaced, not active. Active courses are those that have been offered in the last five years and will be listed in the Academic Calendar. This ensures the accuracy of student records, maintains clear historical records, and prevents confusion in transcripts, program planning, and transfer credit evaluations.

3. COURSE SUBJECT AND NUMERIC CODES

- 3.1 A course subject code is a four-letter acronym describing the course's subject matter and not the program.
- 3.2 Course numbers indicate levels of study and will be assigned to courses as follows
 - 001-099 – Academic Upgrading, English Language Foundation, and Non-Credit Courses
 - 100-299 – Introductory and Intermediate study
 - 300-499 – Advanced or Senior study
- 3.3 MHC subject and numeric codes do not apply to external cross listed courses.

4. CHANGES TO COURSE IDENTIFICATION CODES

- 4.1 Course subject and numeric codes are determined by the school/department delivering the course in consultation with the Registrar's Office.
- 4.2 In the event of curriculum re-sequencing, courses may be moved within a program, and this may result in course numbers that are out of sequence.

- 4.3 Change requests must be submitted according to the Course Development Procedure and align with all applicable timelines.

ORIGINAL COPY SIGNED

Nancy Brown
Vice-President, Academic and Provost
Date: October 15, 2026

Additional Information	Location
AD 4.0 Credentials Policy	MHC Website/Policy & Procedure SharePoint
AP 1.2 Course Development Procedure	MHC Website/Policy & Procedure SharePoint
Academic Calendar	MHC Website