

Office of the Registrar
Course Catalog- Abbreviations Guideline

Abbreviation Guideline

An abbreviation is the shortened form of a word. Usually consists of a letter or group of letters taken from the word or phrase. In Course Catalog, abbreviations are used to shorten the title of a course, without changing the meaning of the word or that of the title.

The space to enter course titles and topics into the OPUS system is limited to 30 characters, including spaces and punctuation. Some course titles are longer than 30 characters, and need to be shortened in order to enter them on Course Catalog.

The shortened title will be listed on student's transcript, and have to be clear enough for the reader to understand the meaning of the title.

Below is the list of accepted abbreviations to be used in course titles.

Title	Preferred	Acceptable
Accounting	Actg	Acc
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	PsychPsy	
Reading	Read	
Research	Res	
Resource	Resour	
Revolution	Revol	Rev

Seminar	Sem	
Service	Serv	
Skill	Skil	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	