

Requesting a New Subject Code

To Request a New Subject Code:

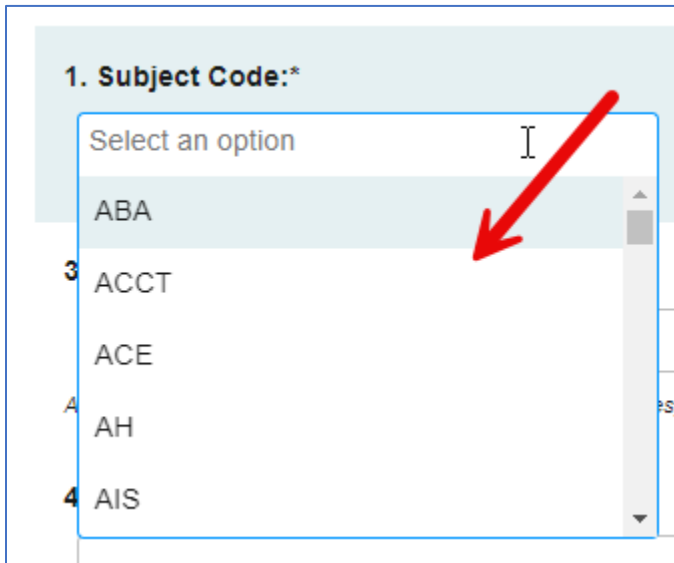
1. The Department Chair or requesting faculty member must email Academic Programs to request the new code. Send the email to the Dean of Academic Programs, the Curriculum Specialist, and CC your Associate Dean.

In your request, please include the following (reference screenshot from PeopleSoft below):

- a. The 2-4 letter subject code being requested. Note: A subject code is also identified as a prefix or subject area depending on the system being used.
- b. A Description for the subject code
- c. Home department to confirm budget source

Subject Area	Description	Academic Organization
ABA	Applied Behavior Analysis	240 - COE
ACCT	Accounting	101 - ACCT
ACCT	Accounting	102 - ACCT
ACE	Freshman Seminar	85 - FYP
AH	Arts and Humanities	136 - VPA
AIS	American Indian Studies	520 - NATV
ALCI	American Lang and Culture Inst	84 - ES
AMD	Art, Media and Design	136 - ART
ANTH	Anthropology	134 - ANTH
APSI	Advanced Placement Summer Inst	EL - NON
ARAB	Arabic	280 - WLAN
ASTR	Astronomy	571 - PHYS
BA	Business Administration - MBA	166 - MBA
BGA	Bus & Gov. Admin	166 - MBA
BIOL	Biological Sciences	145 - BIOL
BIOT	Biotechnology	145 - BIOL
BRS	Border & Reg. Studies	459 - LBST
BUAC	Business Acumen	EL - NON
BUS	Business Administration	161 - BUS

2. Once your request is approved, Academic Programs will notify you when the new subject code will be entered into Curriculog so you can submit your course proposals.



The image shows a screenshot of a web form titled "1. Subject Code:*". Below the title is a dropdown menu with the placeholder text "Select an option". The menu is open, showing a list of subject codes: ABA, ACCT, ACE, AH, and AIS. A red arrow points to the "ACCT" option. To the left of the list, there are some partially visible numbers: "3" next to ACCT, "4" next to AIS, and "A" next to AH. The dropdown menu has a scroll bar on the right side.

3. After the C form with the new subject code is approved, the Enrollment Management Office will enter the new subject code into PeopleSoft. The Curriculum Analyst will work with the proposer and/or Department Chair to confirm the Academic Org/budget source.

Considerations When Selecting a New Code:

- New Subject Codes cannot be requested for a single course.
- Choose a code **unique** to the batch of courses or program – consult with Academic Programs or the Registrar’s Office to ensure a similar code isn’t already being used.