

# HIGHLINE COMMUNITY COLLEGE

## Common Course Numbering FAQs



### What is Common Course Numbering (CCN)?

It is a Washington state mandated policy to label equivalent community and technical college classes with common course number and department.

For example, Highline's Writing 101 will now be ENGL&101 (English Composition).

The ampersand symbol (&) is the indicator that the course is common.

The goal is to make course transfer between the 34 community and technical colleges as clear and smooth as possible for students, advisors and faculty. Students know that a course they have taken at one Washington college is seen as equivalent at another Washington college.

### Why is this information important to me?

It is important to you if you have taken courses at HCC prior to Summer 2009 since many course numbers and titles have changed. By checking the list of course changes, you will not repeat a course by mistake.

### How many Highline courses are listed as common?

There are currently approximately 150 common courses at Highline.

In general, most of the common courses are applicable toward the Associate of Arts, Associate in Business, Associate in Elementary Education, Associate in Pre-Nursing and the Associate of Science transfer degrees.

For a full listing of common courses, go to:

<http://flightline.highline.edu/cg/ccnumbers.pdf>

### How do I know a class is a common course?

Any CCN course will have an ampersand (&) in the department designation. For example: ENGL&101 is a CCN course.

For a full listing of common courses, go to:

<http://flightline.highline.edu/cg/ccnumbers.pdf>

Additionally, HCC has its own course numbers. For example: ENGL 205 (not a common course).

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### **Do only classes with “&” in the course number transfer?**

No. The “&” indicates only which courses are common to many community and technical colleges in the state. Highline continues to offer a wide variety of transferable courses accepted at four-year schools.

### **Will courses that do not change prefixes, numbers or titles continue to transfer to the four-year colleges?**

In general, they will transfer to the four-year colleges if they apply toward Highline’s transfer degrees. Ask an advisor if you are uncertain about the transferability of a specific course.

### **How will I know if a course number and/or title have changed?**

Highline has created a “crosswalk” or a master list of all courses that have changed. To view a full listing of common courses, go to:  
<http://flightline.highline.edu/cg/ccnumbers.pdf>

### **When will Common Course Numbering take effect at Highline?**

The change will take effect starting Summer Quarter 2009.  
The common courses will be listed in the summer as well as fall quarterlies.  
They will also be reflected on the following link:  
<http://flightline.highline.edu/cg/ccnumbers.pdf>  
All degree planning sheets and Educational Planning and Advising Center publications will reflect CCN. In addition, the common courses will be listed in the 2009-2011 Highline Catalogue.

### **Will additional courses be added to the list in the future?**

Yes. As common courses are developed and reviewed, they may become part of the Common Course Numbering system.

### **Are the four-year colleges in Washington state also involved with CCN?**

No. CCN is an effort to simplify the transfer of courses between community and technical colleges in Washington state only. However, the four-year institutions are fully aware of the fact that the Washington community and technical colleges have changed many of their course numbers and prefixes.

For more information about Common Course Numbering on the Washington State Board for Community and Technical Colleges’ Web site, go to:

[http://www.sbctc.ctc.edu/college/e\\_commoncoursenumbering.aspx](http://www.sbctc.ctc.edu/college/e_commoncoursenumbering.aspx)

Please note: The above information is subject to change, as needed.

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