

Introduction

This course code directory provides instructions on how to properly code courses in STARS and identify them on student transcripts. Course coding relies on standardized representation of course attributes based on each character in the code's position and value. Each character in a course code is intended to capture a discrete property of the course. This method of course identification allows for consistency across courses and alignment to NYC Department of Education and NY State Education Department reporting requirements.

Each character in the course code conveys specific information about the course:

Position	Course Information
1	Department
2	Subject area within the department
3	Course duration
4	Indicator of middle school course
5	Grade level
6	Course type indicator (e.g. Honors)
7	Delivery indicator (e.g. independent study) / school use
8	School use

General rules about course codes:

- All course codes must have at least five (5) characters and may have up to eight (8) characters, as represented in the table above. It may be appropriate for a course to have more than five characters, but no code should have fewer than five.
- *Course attributes must adhere to their positional value.* In other words, the integrity of each position within a course code must be maintained, as each character is intended to represent a particular description (e.g. the third character should always mean "course duration").
 - If there is an applicable value for Position 7 but not Position 6, Position 6 will have a value of "Q" indicating none of the other 6th position values are applicable.
- The letter O, the number zero (0), spaces, underscores, and symbols such as *, &, #, \$ *will not be used* as character values in any course code.
- The course name that corresponds to the course code should provide an accurate, clear reflection of the course's content, such that individuals looking at the transcript who may not be familiar with the specifics of the school's instructional program can gain a basic understanding of the standards addressed in the course.

The pages that follow provide detailed information on each character and positional value for a course.

The First Character



The first character in a course code indicates **the department in which the course resides**.

- The determination of the department should be based on the New York State learning standards the course addresses.
- For codes that schools use for other functional scheduling purposes (i.e. session codes, lunch), use Z as the first character.

Please use the table below to choose the appropriate first character for a course.

Values	Department
E	English/ESL
H	Social Studies
M	Mathematics
S	Science
F	Languages Other Than English (LOTE)
P	Physical Education and Health
A	Visual Arts
U	Music
D	Dance
C	Theater
T	Technology
R	Career Development
B	Business
K	Human Services
G	Guidance
Z	Functional Codes

The Second Character



The second character in the course code indicates the subject area within the department. The second character is dependent on the first character.

- Descriptions of all subject areas are included in pages 10-25 of this directory.
- The determination of the subject area should be based on which New York State learning standards the course addresses.

This directory outlines the subject area values that are possible within each department. Use these tables to identify the subject area that aligns with the chosen department, and most closely aligns with the specific content of the course. The subjects for each department can be found in the following pages:

Department	Page
English/ESL	10
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Mathematics	12
Science	13
Languages Other Than English (LOTE)	14
Physical Education and Health	15
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The Third Character

1	2	3	4	5	6	7	8
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The third character in the course code indicates the **course duration**, which is the number of weeks of instruction before a teacher is expected to generate a final grade. Please note that this designation is intended to indicate the amount of time after which a transcript grade is posted, irrespective of the content, seat time, or credit value.

Schools may design year-long courses (i.e. a course is designed as a 10 month learning program where the students and teacher remain the same throughout the year) for which transcript grades are posted more than once a year. These courses should be coded based on the number of times transcript grades will be posted, based on the chart below. The “Annualized Schedule” function in the STARS client allows schools to indicate the relationship between such courses and move all students from one term to the next.

Value	Description
N	Annual courses for which transcript grades are posted after 40 weeks (once a year)
S	Semester courses for which transcript grades are posted after 20 weeks (fall and/or spring)
T	Trimester courses for which transcript grades are posted after 13 weeks (three times per year)
F	Cycle courses for which transcript grades are posted after 10 weeks (four times per year)

The Fourth Character



The fourth character indicates that this is a course offered to students enrolled in middle school. This is independent of the content of the course (e.g. if the course is accelerated). **All middle school courses include the letter M as the fourth character.**

Character	Description
M	The course is offered to students enrolled in middle school

The Fifth Character



The fifth character indicates the grade level of the course based on the students enrolled in the course and the grade level standards addressed in the course.

5 th Character	Description
4	4 th Grade Course*
5	5 th Grade Course*
6	6 th Grade Course
7	7 th Grade Course
8	8 th Grade Course
M	Mixed Grade Course

*Note: only grades 6-8 are required to be programmed in STARS. Grades 4 and 5 are available for those schools that choose to program these grades.

The Sixth Character

1	2	3	4	5	6	7	8
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The sixth character is used to indicate the instructional model of the class, including honors courses and grade 8 accelerated courses.

Value	Description
A	8th Grade Accelerated courses. All accelerated courses that end in a Regents exam will be added to all middle schools' decks centrally. Schools may not edit these codes.
H	Honors courses. Use this value for courses that are more rigorous and extend beyond a standard course. For example, an advanced 7 th grade math course intended to prepare students to take Integrated Algebra in 8 th grade.
T	CTE courses (courses that are part of a CTE sequence)
S	Remediation / Skills courses

The Seventh Character

1	2	3	4	5	6	7	8
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The seventh character is intended to indicate the delivery mechanism of the course.

If none of these indicators are applicable for a course, this position can serve for school use.

- Do *not* use X, L, S, J or Y in the 7th position except to indicate the information listed below.

Value	Description
X	Extended day
L	Science lab: Labs may <i>not</i> bear credit and should be coded separately for a science course designed to culminate in a Regents examination.
S	Independent Study
J	Research and / or Projects
Y	Internship/Work Study

The Eighth Character

1	2	3	4	5	6	7	8
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The eighth character is reserved for school use. For example, the same non-core Social Studies extended day courses offered at two different Small Learning Communities could be coded as: HQS11QXA or HQS11QXB.

Department: English

E	2	3	4	5	6	7	8
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All courses in the English department begin with an “E” as the first character. The following values for the second character indicate the course’s subject area within the English Department.

VALUE	SUBJECT
E	Core English
S	English as a Second Language
Q	Non-core ELA
A	ELA AIS
R	Reading AIS

Department: Social Studies

H	2	3	4	5	6	7	8
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All courses in the Social Studies department begin with an “H” as the first character. The following values for the second character indicate the subject area within the Social Studies Department.

VALUE	SUBJECT
S	Core Social Studies
G	Global History 8 th grade accelerated*
U	United States History 8 th grade accelerated*
Q	Non-core Social Studies
A	Social Studies AIS

*8th grade accelerated courses will be maintained centrally and may not be edited by schools.

Department: Mathematics

M	2	3	4	5	6	7	8
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All courses in the Math department begin with an “M” as the first character. The following values for the second character indicate the subject area within the Math department.

VALUE	SUBJECT
M	Core Math
E	Integrated Algebra 8 th grade accelerated*
G	Geometry 8 th grade accelerated*
Q	Non-core Math
A	Math AIS

*8th grade accelerated courses will be maintained centrally and may not be edited by schools.

Department: Science

S	2	3	4	5	6	7	8
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All courses in the Science department begin with an “S” as the first character. The following values for the second character indicate the subject area within the Science department.

VALUE	SUBJECT
S	Core Science
L	Living Environment 8 th grade accelerated*
E	Earth Science 8 th grade accelerated*
Q	Non-core Science
A	Science AIS

*8th grade accelerated courses will be maintained centrally and may not be edited by schools.

Department: Languages Other Than English

F	2	3	4	5	6	7	8
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All courses in the Languages Other Than English (LOTE) department begin with an "F" as the first character. The following values for the second character indicate the subject within the LOTE department.

VALUE	SUBJECT
N	Albanian
Y	American Sign Language
A	Arabic
I	Bengali
C	Cantonese
F	French
G	German
E	Greek
B	Haitian Creole
H	Hebrew
D	Hindi
T	Italian
J	Japanese
K	Korean
L	Latin
M	Mandarin
Z	Polish
P	Portuguese
W	Punjabi
R	Russian
S	Spanish
U	Urdu
V	Vietnamese
Q	Other Language

* For all other languages, "Q" is indicated in the second character, and positions SEVEN (7) AND EIGHT (8) indicate the language. See ATS Table 150 (Home Language Code) for a list of the codes to use in the 7th and 8th positions.

All language courses should include the language in the name of the course.

Department: Physical Education and Health

P	2	3	4	5	6	7	8
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All courses in Health and Physical Education begin with a “P” as the first character. The following values for the second character indicate the subject within the Health and Physical Education department.

VALUE	SUBJECT
P	Physical Education
H	Health
Q	Other PE/Health

Department: Visual Arts

A	2	3	4	5	6	7	8
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All Visual Arts courses begin with an “A” as the first character. The following values for the second character indicate the Visual Arts subject area.

VALUE	SUBJECT
A	Core Art
V	Advertising Art
H	Art History
Z	Cartooning
U	Computer Art / Digital Art
W	Drawing
K	Filmmaking / Video
Y	Mixed Media
C	Photography
L	Portfolio Development
S	Stage Design
R	Architecture
B	Art Management / Business
M	Ceramics
G	Graphic Design
F	Fashion and Textile Design
E	Illustration
P	Painting
J	Digital Photography
T	Printmaking
N	Studio Art
D	Three-Dimensional Art
Q	Other Visual Art

Department: Music

U	2	3	4	5	6	7	8
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All Music courses begin with a “U” as the first character. The following values for the second character indicate the Music subject area.

VALUE	SUBJECT
A	Core Music (Formerly Music Survey/General Music)
B	Brass Ensemble
C	Chamber Music
D	Concert Band
E	Music Enterprise, Management and Careers
F	Female Choir
G	Guitar
T	Musical Theater
U	Music Theory/Musicianship
V	Mixed Choir
W	Woodwind Ensemble
Y	Symphonic Orchestra
H	Music History
J	Jazz Ensemble
L	Music Technology
M	Male Choir
K	Opera
P	Piano Keyboard
N	Percussion
R	Gospel Choir
Z	String Orchestra
Q	Other Music

Department: Dance

D	2	3	4	5	6	7	8
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All Dance courses begin with a “D” as the first character. The following values for the second character indicate the Dance subject area.

VALUE	SUBJECT
A	Core Dance
B	Ballet
C	Choreography / Dance Composition
J	Jazz Dance
M	Modern Dance
T	Theater Dance / Tap
F	Folk / Traditional Cultural Dance
L	Social / Ballroom Dance
H	Dance History
S	Dance Survey (Includes Introduction to Dance)
R	Dance Technical Production
P	Dance Career / Industry Prep
K	Kinesiology / Anatomy for Dance
D	Dance Improvisation
W	Repertory Workshop / Dance Company
Q	Other Dance Categories

Department: Theater

C	2	3	4	5	6	7	8
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All Theater courses begin with a “C” as the first character. The following values for the second character indicate the Theater subject area.

VALUE	SUBJECT
A	Core Theater
J	Acting
L	Dramatic Literature
W	Playwriting
D	Directing
M	Musical Theater
V	Voice and Diction
K	Movement / Dance
T	Technical Theater (Includes Set Construction)
Y	Career Development/ Industry Prep
S	Scenic Design and Implementation
C	Costume Design and Implementation
E	Lighting Design and Implementation
Z	Sound Design and Implementation
F	Makeup Design and Implementation
H	Theater History
R	Theater / Play Production
B	Theater Management / Business
G	Theater Survey (Includes Introduction to Theater)
N	Stage Management
P	Improvisation
Q	Other Theater

Department: Technology

T	2	3	4	5	6	7	8
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All Technology courses begin with a “T” as the first character. The following values for the second character indicate the Technology subject. Courses that are intended to be part of a CTE sequence should **also** be indicated with a “T” in the 6th character.

VALUE	SUBJECT
K	Keyboarding
W	Word Processing
C	Intro to Computers
A	Computer Applications
M	Interactive Media
Q	Other Technology

Department: Career Development

R	2	3	4	5	6	7	8
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All Career Development courses begin with an “R” as the first character. The following values for the second character indicate the Career Development subject. Courses that are intended to be part of a CTE sequence should **also** be indicated with a “T” in the 6th character.

VALUE	SUBJECT
C	Career Exploration
S	Career Skills
Q	Other Career Development

Department: Business

B	2	3	4	5	6	7	8
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All Business courses begin with a “B” as the first character. The following values for the second character indicate the Business subject. Courses that are intended to be part of a CTE sequence should **also** be indicated with a “T” in the 6th character.

VALUE	SUBJECT
E	Business / Office Career Exploration
B	Introductory Business
Q	Other Business

Department: Human Services

K	2	3	4	5	6	7	8
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All Human Services courses begin with a “K” as the first character. The following values for the second character indicate the Human Services subject. Courses that are intended to be part of a CTE sequence should **also** be indicated with a “T” in the 6th character.

VALUE	SUBJECT
C	Culinary Arts / Food
Q	Other Human Service

Department: Guidance

G	2	3	4	5	6	7	8
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All courses in the area of Guidance begin with a “G” as the first character. The following values for the second character indicate the subject within the Guidance department.

VALUE	SUBJECT
A	Advisory
C	Conflict Resolution
G	Group Guidance
L	Leadership
R	Junior Reserve Officer Training Corps (JROTC)
M	Service Learning
S	Life Skills
H	Family and Consumer Science
Q	Other Guidance
D	Driver's Education

Functional Codes

Z	2	3	4	5	6	7	8
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Functional codes begin with the letter “Z” and are for courses or meeting times that need to be scheduled but that do not show up on a student’s transcript. Functional codes may also be used to convey messages to students via report cards.

These codes have no credits assigned and are not to be included in any calculations or statistical reports that tally or analyze credits or grades.

Only the first and second characters of “Z” codes are defined. All other characters are available for school use.

VALUE	DESCRIPTION
L	Lunch
J	Interdisciplinary
H	Session Code
A	Long-term absence
T	Related Services (e.g. OT, PT, Speech)
Y	Direct SETTS instruction outside of the classroom (formerly “Resource Room”)
R	Official Class
M	Message
Q	Other

Appendix: Course Code Illustrative Examples

The table below provides examples of commonly used course codes.

Course	6th Grade	7 th Grade	8 th Grade	Accelerated
English Language Arts Core	EENM6	EENM7	EENM8	
Social Studies Core	HSNM6	HSNM7	HSNM8	
US History Accelerated				HUNM8A
Global Studies Accelerated				HGNM8A
Core Math	MMNM6	MMNM7	MMNM8	
Integrated Algebra Accelerated				MENM8A
Geometry Accelerated				MGNM8A
Core Science	SSNM6	SSNM7	SSNM8	
Living Environment Accelerated				SLNM8A
Earth Science Accelerated				SENM8A
PE (Semester)	PPSM6	PPSM7	PPSM8	