

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**

27.99.99.P0.01 Departmental Numbering Convention

Approved May 27, 2011

Next Scheduled Review (May 2012)

1. PURPOSE

- 1.1 The purpose of this University Administrative Procedure is to institute a consistent and standardized departmental numbering system for the University which will allow for convenient identification for departments in budgets and other projects requiring efficient departmental identification for data analysis.

2. APPLICABILITY

- 2.1 This numbering convention will apply when installing new systems or revising existing systems. This system will eventually be used for phone, mail, facilities, and IT-related systems at a minimum.

3. PROCEDURES

- 3.1 Numerical designations should be used in all possible systems. Alphabetic abbreviations should only be used when a system will not accept numerical designations.
- 3.2 No department is to be assigned a number or an alpha abbreviation that is not an officially approved university department.
- 3.2.1 Such designation is made only after approval by the Executive Cabinet and such approval is to include the assignment of the appropriate number from the "blank" possibilities listed in the table below. If alpha abbreviations must be used, they must be assigned through the same process.
- 3.3 If a system allows greater than two spaces to denote a department, zeros should be inserted after the two digits shown in the table below.

Numerical Abbreviations

Alpha Abbreviations

(only when numerical cannot be used)

01	President's Office	PRES
02	Athletics	ATHL
03	Athletic Compliance	ATHC
04	Blank	
05	Academic Affairs	PROV
06	NW Houston Center	NWHC
07	Center for Teaching Excellence	CTXD
08	Undergraduate Medical Academy	MDAC
09	J.B. Coleman Library	LIBR

10	Enrollment Management	SEMG
11	Registrar	REGR
12	Admissions	ADRC
13	Blank	
14	Financial Aid	FAID
15	University College	ACCS
16	Academic Enhancement and Advisement	CLUC
17	Blank	
18	Graduate School	GRAD
19	University Honors Program	HONR
20	Blank	
21	College of Agriculture and Human Sciences	CLAH
22	Department of Agriculture, Nutrition and Human Ecology	AGRI
23	Cooperative Extension Program	CEPR
24	Cooperative Agricultural Research	CARC
25	School of Arts and Architecture	ARAR
26	Department of Arts and Architecture	ARCH
27	Blank	
28	College of Nursing	CLNU
29	Department of Nursing	NURS
30	College of Arts and Sciences	CLAS
31	Department of Social Work, Behavioral & Political Sciences	SBPS
32	Department of Music & Theatre	MUSC
33	Department of Biology	BIOL
34	Department of Chemistry	CHEM
35	Department of Languages & Communications	COMM
36	Department of Mathematics	MATH
37	Department of Physics	PHYS
38	Department of ARMY ROTC	ARMY
39	Department of NAVY ROTC	NAVY
40	Solar Observatory	SOLB
41	College of Business	CLBU
42	Department of Accounting, Finance & Management Information Systems	AFIS
43	Department of Management and Marketing	MGMK
44	Blank	
45	College of Education	CLED
46	Department of Curriculum & Instruction	CUIN
47	Department of Health & Human Performance	HUPF
48	Department of Leadership & Counseling	EDLC
49	Teacher Certification	TCRT
50	Student Teaching & Field Experience	STFE

51	College of Engineering	CLEN
52	Department of Chemical Engineering	CHEG
53	Department of Civil & Environmental Engineering	CVEG
54	Department of Computer Science	COMP
55	Department of Electrical & Computer Engineering	ELEG
56	Department of Mechanical Engineering	MCEG
57	Department of Engineering Technology	CPET
58	Blank	
59	Blank	
60	College of Juvenile Justice & Psychology	SJJP
61	Department of Psychology	PSYC
62	Department of Justice Studies	JJUS
63	Blank	
64	Blank	
65	Business Affairs	VPBA
66	Business Affairs Information Resources Office	BAIR
67	Environmental Health & Safety	ENHS
68	Financial Administration	FADM
69	Financial Services	FSRV
70	Human Resources	HUMR
71	Information Technology Services	INTS
72	Institutional Research & Effectiveness	IREA
73	Space Management	SPMG
74	Blank	
75	Physical Plant	PHPL
76	Facilities Maintenance	MAIN
77	Utilities	UTIL
78	Blank	
79	Blank	
80	Research	VPRS
81	Title III	TITL
82	OSP & PVAMRF	OSPF
83	Blank	
84	Blank	
85	Administration & Auxiliary Services	VPAX
86	Auxiliary Enterprises	AXET
87	Auxiliary Support Services	AXSS
88	Health Services	HESE
89	Public Safety	COPS
90	Blank	
91	Student Affairs & Institutional Advancement	VPSA
92	Development Office	DEVL
93	Student Affairs	STAF
94	Student Activities	STAC

95	Career Services	CARE
96	Continuing Education	CTED
97	Blank	
98	Blank	
99	Blank	

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